



Standard Practice for Preparing and Locating Emergency Muster Lists¹

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INTRODUCTION

Title 33 and Title 46 of the Code of Federal Regulations (CFR) and the Safety of Life at Sea Convention (SOLAS) contain requirements for muster lists. Emergency muster lists are required to be on board tank vessels, passenger vessels, cargo vessels, oceanographic research vessels, nautical school ships, mobile offshore drilling units (MODUs), and outer continental shelf (OCS) facilities other than MODUs. This practice is a consolidated source for muster list requirements, combining requirements from all of the subparts of the Code of Federal Regulations listed above and SOLAS 1974 as amended through 1996.

1. Scope

1.1 This practice sets forth the elements to be included in an emergency muster list, including emergency signals, and its location on a vessel or facility. This practice also includes emergency instructions for passengers.

1.2 The values stated in SI units are to be regarded as standard. The values given in parentheses after SI units are provided for information only and are not considered standard.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.4 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *Code of Federal Regulations:*²

[Title 33 Navigation and Navigable Waters](#)

[Title 46 Shipping](#)

2.2 *Safety of Life at Sea Convention:*³

[SOLAS 74 International Convention for the Safety of Life at Sea, 1974 \(as amended\)](#)

2.3 *Other Document:*⁴

[IMO Resolution A.760\(18\) Symbols Related to Life-Saving Appliances and Arrangements](#)

3. Significance and Use

3.1 Muster lists are intended to provide both an effective plan for assigning personnel stations and duties in the event of any foreseeable emergency, as well as a quick visual reference that a crewmember can look at to find out where to go, what to bring, and what duties to perform in the event of an emergency and must be posted at all times.

3.2 The station bill has been changed to muster list. The term station bill may be used optionally.

3.3 Since no two classes of vessels or facilities are identical, muster lists must be tailored for individual vessels or facilities.

3.4 Muster lists are intended to be posted in conspicuous locations throughout the vessel for the use of the crew.

3.5 Posted muster lists shall be at least 600 mm by 750 mm (24 in. by 30 in.).

3.6 Muster lists shall outline the special duties and duty stations for each member of the crew, including the chain of command, for the various emergencies.

3.7 As far as possible, duties shall be comparable with the regular work of the individual.

¹ This practice is under the jurisdiction of ASTM Committee F25 on Ships and Marine Technology and is the direct responsibility of Subcommittee F25.07 on General Requirements.

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² Available from U.S. Government Printing Office, Superintendent of Documents, 732 N. Capitol St., NW, Washington, DC 20401-0001, <http://www.access.gpo.gov>.

³ Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036, <http://www.ansi.org>.

⁴ Available from International Maritime Organization (IMO), 4, Albert Embankment, London SE1 7SR, United Kingdom, <http://www.imo.org>.

3.8 The muster list shall set forth the various signals to be used for the calling of the crew to their stations and for giving instructions to them while at their stations as outlined in Section 4.

3.9 The muster list shall illustrate the purpose of controls.

3.10 The muster list shall illustrate the procedure for operating the launching device.

3.11 The muster list shall give relevant instructions or warnings.

3.12 The muster list should be able to be seen easily under emergency lighting conditions.

3.13 The muster list must also display the symbols in accordance with IMO Resolution A.760(18).

3.14 The final muster list should be as simple as possible; and an accurate and up-to-date muster list should be maintained.

4. Procedure

4.1 Fig. 1 is provided as a sample muster list.

4.2 Each muster list shall be at least poster size (600 mm by 750 mm (24 in. by 30 in.)).

4.3 Each muster list shall specify the following:

4.3.1 Instructions for operating the general alarm system,

4.3.2 Identification of the emergency signals,

4.3.3 The action to be taken by crew and passengers when each signal is sounded,

4.3.4 How the order to abandon the vessel will be given,

4.3.5 The survival craft to which each person on board is assigned,

4.3.6 The officers who are assigned to ensure that lifesaving and fire-fighting appliances are maintained in good condition and are ready for immediate use,

4.3.7 Substitutes for key persons in the event that those persons are disabled, taking into account that different emergencies require different actions,

4.3.8 The duties assigned to the different members of the crew, including:

4.3.8.1 Persons in command and the chain of command,

4.3.8.2 Closing of watertight doors, fire doors, valves, scuppers, sidescuttles, skylights, portholes, and other similar openings in the vessel's hull,

4.3.8.3 Stopping of fans and ventilating systems,

4.3.8.4 Equipping survival craft and other lifesaving appliances,

4.3.8.5 Preparation and launching of survival craft,

4.3.8.6 General preparations of other lifesaving appliances,

4.3.8.7 Muster of passengers and other persons in addition to the crew,

4.3.8.8 Use of communication equipment,

4.3.8.9 Responsibility for two-way radiotelephone apparatus and other portable emergency radiocommunication equipment not stowed in survival craft or rescue boats,

4.3.8.10 Manning of rescue boats for rescuing persons overboard and other emergencies requiring the use of the rescue boat,

4.3.8.11 Manning of emergency squad assigned to deal with fires and other emergencies,

4.3.8.12 Administration of first aid,

4.3.8.13 The passenger vessel muster list should include the procedures for locating and rescuing persons who may be trapped in the staterooms,

4.3.8.14 Special duties assigned with respect to the use of fire-fighting equipment and installations, and

4.3.8.15 Such other duties as are necessary for the proper handling of the vessel in an emergency.

4.3.9 The duties assigned to members of the crew, generally from the steward's department, in relation to passengers in case of emergency, including:

4.3.9.1 Warning passengers and other persons on board,

4.3.9.2 Seeing that passengers are suitably dressed and have donned their lifejackets or immersion suits correctly,

4.3.9.3 Assembling passengers at muster stations,

4.3.9.4 Keeping order in the passageways and on the stairways and generally controlling the movements of the passengers, and

4.3.9.5 Making sure that a supply of blankets is taken to survival craft.

4.4 Where the size of the crew permits, the muster list on a passenger vessel shall include an emergency squad organized by the master to form the nucleus of a damage control party. This squad consists of persons specially trained in the use of the emergency and rescue equipment and generally familiar with the vessel and fundamentals of damage control.

4.5 On MODUs and OCS facilities, the requirements in 4.3 applying to the crew also include the industrial personnel assigned to the unit. The requirements in 4.3 that apply to passengers also apply to visitors and other persons on board not regularly employed on the unit. In addition to the requirements in 4.3, the muster list shall cover the following:

4.5.1 The duties of the crew in case of collisions or other serious casualties, and

4.5.2 The duties of the crew in case of severe storms.

4.6 Emergency instructions and illustrations for posting in passenger cabins and at muster stations shall be in English and may also be in any other appropriate language. The instructions and illustrations shall inform passengers of the following:

4.6.1 The fire and emergency signal,

4.6.2 The abandon ship signal,

4.6.3 Their muster station,

4.6.4 The essential actions they shall take in an emergency,

4.6.5 The method of donning lifejackets, incorporating fully illustrated instructions,

4.6.6 The location of immersion suits and lifejackets, if they are provided for passengers, including child-size immersion suits and lifejackets,

4.6.7 The method of donning immersion suits, if immersion suits are provided for passengers, including fully illustrated instructions, and

4.6.8 The location of thermal protective aid for each person not provided with an immersion suit on passenger vessels.

4.7 The muster list for nautical school ships shall include the muster of all persons aboard in the duties assigned.

MUSTER LIST

GENERAL INSTRUCTIONS

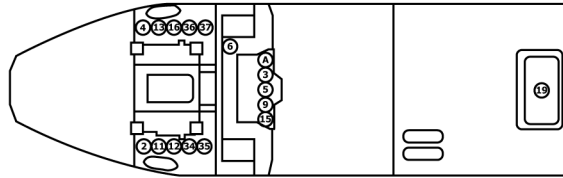
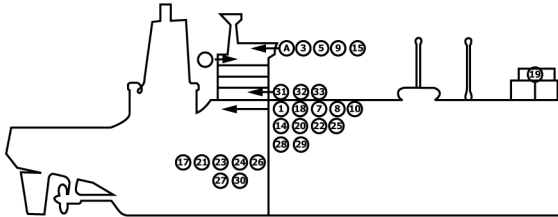
- Each crew member shall familiarize himself/herself with the location of his/her respective station and assigned duties immediately upon reporting aboard.
- All persons reporting to emergency stations shall be fully dressed, including a hat and shoes, and shall carry a flashlight, if possible.
- Immediately upon sounding of an alarm, contact shall be made by the Department Heads with the Master. Channel 1 is the designated Emergency Channel on the Handi-Talkies. After initial contact, persons with radios shall LISTEN ONLY unless requested to supply specific information.
- A person discovering a fire shall immediately notify the bridge! He shall then fight the fire with any available means.
- Upon seeing a "Man Overboard", immediately throw a life-ring into the water and pass the word to the bridge "Man Overboard Port/Starboard Side!". If at night the life-ring should have a waterlight attached and regardless of whether it be day or night, keep the man in sight.
- In an emergency and for all drills, extra persons will muster at the hospital/treatment room.

FIRE AND EMERGENCY STATIONS

FIRE AND EMERGENCY SIGNAL ()
Continuous sounding of the ship's whistle for a period of not less than ten (10) seconds supplemented by the same signal on the General Alarm Bells.

DISMISSAL SIGNAL (. . .)
Three (3) short blasts of the ship's whistle supplemented by the same signal on the General Alarm Bells.

MAN OVERBOARD SIGNAL (- - -)
Sounding of the Letter "O" on the ship's whistle several times (not less than 4) supplemented by the same signal on the general alarm bells



BRIDGE	
Rating	Function
(A) Master	In Command
(3) Third Mate	Assist Master
(2) Deck Cadet	Assist As Directed
(2) Quartermaster	Helmsman
(13) Ordinary Seaman	Messenger
RADIO ROOM	
Rating	Function
(2) Radio Officer	At Ratio Station

ENGINE ROOM	
Rating	Function
(2) Chief Engineer	In Charge
(2) Third Asst. Eng.	Assist
(2) Third Asst. Eng.	Assist
(2) Engine Cadet	Assist
(2) QMED	Assist
(2) QMED	Assist
(2) Wiper	Assist

BOAT DECK STBD.	
Rating	Function
(2) Second mate	In Charge
(1) Able Seaman	Standby For Inst.
(1) Able Seaman	Standby For Inst.
(1) Gen. Stwd. Util.	Standby For Inst.
(1) Gen. Stwd. Util.	Standby For Inst.

HOSPITAL/TREATMENT ROOM	
Rating	Function
(2) Chief Steward	In Charge
(2) Chief Cook	Assist As Required
(2) Gen. Stwd. Util.	Assist As Directed

When alarm sounds, Secure galley, Check and close window shields, then report to treatment room, Assist persons in addition to crew.

EMERGENCY SQUAD	
Rating	Function
(1) Chief Mate*	In Charge
(2) First Asst. Eng**	In Charge
(2) Boatswain	Assist
(2) Quartermaster	Assist
(2) Quartermaster	Assist
(2) Ordinary Seaman	Assist
(2) Second Asst. Eng.	Assist
(2) Third Asst. Eng.	Assist
(2) QMED	Assist
(2) QMED	Assist
(2) Wiper	Assist

BOAT DECK PORT	
Rating	Function
(2) Third Mate	In Charge
(1) Able Seaman	Standby For Inst.
(1) Ordinary Seaman	Standby For Inst.
(1) Gen. Stwd. Util.	Standby For Inst.
(1) Gen. Stwd. Util.	Standby For Inst.

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NOTE: EXTRA PERSONS WILL MUSTER AT THE HOSPITAL/TREATMENT ROOM

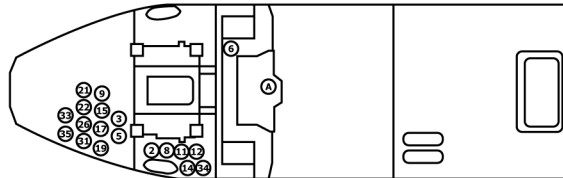
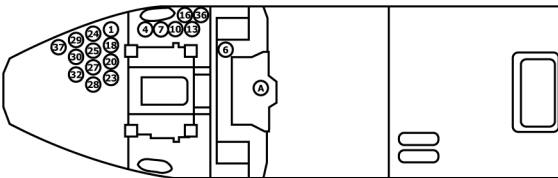
When the alarm sounds, assemble promptly at the Emergency Gear Locker wearing proper clothing and shoes. Await instructions from person in charge.
* The Chief Mate is in charge if emergency is outside the engine spaces.
** The First Assistant Engineer is in charge if the emergency is inside the engine spaces.

ABANDON SHIP STATIONS

ABANDON SHIP (.)
Seven (7) short blasts on the ship's whistle followed by one (1) long blast, supplemented by the same signal on the General Alarm Bells.

BOAT HANDLING SIGNALS
Commence Lowering (. .)
One (1) short blast on the whistle
Stop Lowering (. .)
Two (2) short blast on the whistle.

Dismissal (. . . .)
Three (3) short blasts on the whistle.
Return to Ship (- - - -)
Three (3) short blasts and one long blast on the whistle.



PORT	
PREPARE BOAT FOR LAUNCHING - LIFEBOAT NO. 2	
Rating	Function
(2) Third Mate	In Charge of Clearing Boat
(2) Boatswain	Operate Winch
(2) Quartermaster	Clear Boat, Man Frapping Lines
(13) Able Seaman	Clear Boat, Man Frapping Lines
(2) Ordinary Seaman	Lower Ladder, Tend Seapainter
(2) General Steward Utility	Assist As Directed
MANNING	
Rating	Function
(2) Chief Mate	In Command, Lifeboat No. 2
(2) First Assistant Engineer	Boat Engineer, Check Support System
(2) Second Assistant Engineer	Assistant Boat Engineer
(2) Third Assistant Engineer	Assist As Directed
(2) Engine Cadet	Assist As Directed
(2) QMED	Launch Liferaft No. 2, Boat No. 2
(2) QMED	Assist As Directed
(2) QMED	Assist As Directed
(2) Wiper	Launch Liferaft No. 2, Boat No. 2
(2) Wiper	Assist As Directed
(2) Chief Cook	Assist Extra Persons in Boat No. 2
(2) General Steward Utility	Provide Blankets

STARBOARD	
PREPARE BOAT FOR LAUNCHING - LIFEBOAT NO. 1	
Rating	Function
(2) Second Mate	In Charge of Clearing Boat
(2) Quartermaster	Operate Winch
(1) Able Seaman	Clear Boat, Man Frapping Lines
(1) Able Seaman	Clear Boat, Man Frapping Lines
(2) Ordinary Seaman	Lower Ladder, Tend Seapainter
(2) General Steward Utility	Assist As Directed
MANNING	
Rating	Function
(2) Master	In Command, Lifeboat No. 1
(2) Third mate	Provide Navigational Equipment
(2) Deck Cadet	Assist As Directed
(2) Radio Officer	Provide Emergency Radio
(2) Quartermaster	Assist As Directed
(2) Ordinary Seaman	Launch Liferaft No. 1, Boat No. 1
(2) Chief Engineer	Assist As Directed
(2) Cargo Engineer	Boat Engineer, Check Support System
(2) Third Assistant Engineer	Assistant Boat Engineer
(2) Third Assistant Engineer	Assist As Directed
(2) QMED	Launch Liferaft No. 1, Boat No. 1
(2) Chief Steward	Assist Extra Persons in Boat No. 1
(2) General Steward Utility	Provide Blankets
(2) General Steward Utility	Assist As Directed

NOTE: EXTRA PERSONS WILL MUSTER AT THE STARBOARD LIFEBOAT

FIG. 1 Sample Format for Muster List