

## **CHAPTER 9 - ORIENTATION, STATIONS BILLS AND DRILLS**

Time: Four hours

**GOAL:** Students will put prior instruction and practice into action using emergency instructions and station bills to implement practice drills.

### **NEED STATEMENT:**

1. During the emergency is not the time to learn how to use survival equipment.
2. Having a plan of who is responsible for what emergency duties, and cross training in those duties, will result in increased survival rates.

### **OBJECTIVES:**

1. State to whom and when a safety orientation must be given.
2. Participate in a vessel orientation.
3. Identify ten points to cover in a safety orientation.
4. Identify all pages required in the Safety Instruction book (46 CFR 28.265).
5. Identify the four pages that need to be posted if more than four crewmembers.
6. Identify the required elements of a safety logbook, (maintenance record?) and safety equipment.
7. List seven components of an effective drill.
8. State three considerations when writing station bill.
9. Write a station bill that includes the emergencies of man overboard, flooding, fire and abandon ship.
10. Observe all safety rules during drill.
11. Role play all duties assigned on station bill as well as duties not covered by others.
12. State to whom and when a safety orientation must be given. Debrief all drills performed.
13. Review required emergency instructions.
14. Devise and present a drill scenario, set up a drill, initiate a drill, look for critical points during the drill and debrief the drill.

## **SKILLS CHECKLIST:**

1. Write a station bill that contains at least three emergencies.
2. Participate in drills that include all the contingencies listed in 46 CFR 28.270.
3. Debrief drills.
4. State at least 4 components of an effective drill.

## **EQUIPMENT NEEDED:**

Dockside vessel for practice drills

Immersion suits or PFDs

Fire extinguishers (dummy)

Smoke generator

Chemical light-sticks, strobe, or flashlight (embers for mock fires)

Dewatering pump (optional)

MOB recovery device

Emergency instruction book for vessel

EPIRB (dummy)

Liferaft dummy (empty liferaft canister with 100' painter)

Abandon ship kit

Dummy flare kit

Station bill with duties

Student's own station bill written in class

**NOTE:** Make every effort to use training aids to avoid compromising the practice vessel's safety equipment.

## **TEACHING TIPS:**

- \* Arrange for the vessel to be used for drills early in the course.
- \* Have someone familiar with the vessel do the orientation and point out special concerns, hazards, etc.
- \* Small classes can be organized into one crew, adding fisheries observers, visitors, non-crew family members to drill sequence. Rotate these roles so that all students practice hands-on drill techniques.
- \* Larger classes will need to be divided into multiple crews and the drill sequences done in a rotating manner.
- Students will be using station bills and emergency instructions they have developed in class to respond to drill scenarios you will present to them in this activity. Remind students this is not a test; this is practice. Participating in this activity will help them to develop drills aboard their own vessel.
- Have students time their first attempt to don immersion suits. Compare this to their time during the abandon ship drill later in the course -- practice makes a difference. Encourage students to work toward donning the suit in less than 60 seconds; almost impossible the first time, but highly probable the second or third try.
- Usually after participating in practice drills students have a heightened appreciation for their use and complexity.

## **INSTRUCTIONAL OUTLINE:**

### **I. VESSEL SAFETY ORIENTATION [46 CFR 28.270 (c) ]**

#### **A. General Points**

1. Give all newcomers to your vessel a thorough safety orientation before getting underway.
2. The master must insure that a safety orientation is given to each individual on board who has not received instruction or participated in drills.
3. The safety orientation must explain the emergency instructions, and drill evolutions.

#### **B. Other points to cover:**

1. Dangers of entrapment, special precautions.
2. Check the life ring for condition and length of line/light as per regs.
3. Check for emergency lighting function.
4. General alarm, meaning of other alarms, reporting inoperative alarms.
5. EPIRB location and use.
6. Radio location, use, and distress frequencies.
7. Location of currently dated flares.
8. Location and how to launch survival craft.
9. MOB retrieval device location and use.
10. Location damage control kit and use.
11. Location, donning and use of immersion suits/PFDs.
12. Basic vessel operations: anchoring, engine on/off, gear selection, etc.
13. Hazards such as hatches, winches, lines.
14. Importance of reporting all injuries and malfunctions.
15. Muster station location.
16. Donning fireman's outfit and SCBA (as appropriate to vessel).

17. Abandoning the vessel procedures.
  18. Fire fighting procedures.
  19. Person overboard procedures.
  20. Unintentional flooding procedures.
  21. Special hazards and precautions.
- C. Log all safety orientations conducted with crew name & date.

## II. EMERGENCY INSTRUCTIONS [46 CFR 28.265]

- A. Vessels operating beyond the boundary line (this may change in future) or with more than 16 persons on board must post emergency instructions in locations accessible to crew: [46 CFR 28(c)].
1. Vessels operating with less than 4 individuals on board may keep instructions readily available as an alternative to posting.
  2. On any vessel, the instructions marked with an asterisk (\*) below, may be kept readily available as an alternative to posting.
- B. Emergency instructions must identify at least the following information as appropriate for the vessel:
1. Survival craft embarkation stations and the craft to which each individual is assigned and location of survival gear.
  2. Essential action that must be taken in an emergency by an individual (station bill).
  3. Fire and emergency, abandon ship and MOB signals.
  4. The location and proper donning of immersion suits.
  5. Detailed procedures for making a distress call.
  - \*6. Procedures for rough weather at sea, crossing hazardous bars, flooding, and anchoring.
  - \*7. Procedures for person overboard.
  - \*8. Procedures for fighting fire.
- C. Recommendations regarding emergency instructions.

1. Instructions should be on heavy or waterproof paper.
2. Crew should sign a statement affirming their knowledge of the contents of the instruction book.
3. Should be reviewed monthly to reflect changes in crew or results of drill debriefings.
4. Review emergency instructions and station bills developed during class.

### III. DRILLS [46 CFR 28.270 (a)(b)]

- A. At least once a month, the master must ensure that drills are conducted and instructions given to all on board.
  1. The person conducting the drills need not be the master or a member of the crew but the master and all must participate.
  2. Log all drills with name and dates of drill and what was covered on the following list.
- B. Drills and instruction are to include:
  1. Abandoning the vessel.
  2. Fighting fire in different locations aboard vessel.
  3. Recovering an individual in the water.
  4. Minimizing the effects of flooding.
  5. Launching and recovering survival craft.
  6. Donning immersion suits, and PFDs.
  7. Donning a fireman's outfit and SCBA, if so equipped.
  8. Making radio distress calls and visual distress signals.
  9. Activating the general alarm and reporting inoperative alarms and fire detection systems.
- C. After September 1, 1994, persons conducting drills and giving instruction must be trained in the proper procedure by a USCG accepted instructor/program. [46 CFR 28.270(C)]

#### IV. HOW TO CONDUCT A DRILL

- A. Drill scenarios can be created to incorporate more than one of the contingencies listed above (B).
  - 1. SAFETY FIRST!! There is no reason to run, go down ladders the wrong way, or to endanger self or others.
  - 2. Should be as realistic as possible, speed builds through practice.
- B. Designate one person as observer. This individual should:
  - 1. Not be key to the normal response party.
  - 2. Pose additional problems and answers questions.
  - 3. Be responsible for checklist of key training points.
  - 4. Evaluate actions of response party during debrief.
- C. Be spontaneous- don't always announce drills beforehand; carry out drills under varying circumstances.
- D. Involve ALL hands including master.
- E. Hands-on: plan for the use of emergency equipment.
- F. As crew abilities increase, so can the complexity of the drill, (personnel casualties can be imposed, system malfunctions, etc.).
- G. Debrief: a drill is not complete until you have discussed what took place and how you can react in an emergency more effectively.
  - 1. Who had too much to do?
  - 2. Who had too little to do?
  - 4. Where were the problems?
- H. Should be a positive experience and an opportunity to build teamwork and build confidence
- I. Log all drills conducted.
- J. Be sure that your crew, other people & vessels know this is not a real emergency.

## V. EFFECTIVE DRILLS

- A. Safe.
- B. Use realistic scenarios
- C. Build technique, increase confidence
- D. Build teamwork.
- E. Should be a positive experience.
- F. All personnel should participate.
- G. Be debriefed.

## VI. SUMMARY

- A. You are required to provide orientation to new crew members, carry emergency instructions aboard and conduct monthly drills.
- B. In the same way that you build technique and teamwork in your fishing operations, drills build your crew's ability to deal with emergency situations through practice.

## VII. DRILL PRACTICE

- A. Do four scenarios for the practice drills: MOB, Fire, Flooding and Abandon Ship. You must include at least all 9 points from Section III. B to be in compliant and react effectively to the most common emergencies.
- B. Students will use station bills and emergency instruction they have developed throughout the course to respond to the drill scenarios you present aboard practice vessel.
- C. Complete student skills checklist for course if this is the last unit in the course being taught.



## REVIEW QUESTIONS:

1. Explain what must be covered in crewmember orientation.

ANS: The orientation must explain the vessel's emergency instruction required by 46 CFR 28.265 and the topics covered in the monthly instruction so that the individual is familiar with their duties and responses to contingencies in 46 CFR 28.270(a).

Dangers of entrapment, special precautions.  
General alarm, meaning of other alarms, reporting inoperative alarms  
EPIRB location and use.  
Radio location, use, and distress frequencies.  
Location of currently dated flares.  
Location and how to launch survival craft.  
MOB retrieval device location and use.  
Location damage control kit and use.  
Location, donning and use of immersion suits/PFDs.  
Basic vessel operations: anchoring, engine on/off, gear selection, etc.  
Hazards such as hatches, winches, lines.  
Importance of reporting all injuries and malfunctions.  
Muster station location.  
Donning fireman's outfit and SCBA (as appropriate to vessel).  
Abandoning the vessel procedures.  
Fire fighting procedures.  
Person overboard procedures.  
Unintentional flooding procedures.  
Special hazards and precautions.

2. List eight topics that must be included in the emergency instruction book.

ANS: Survival craft embarkation stations and assignments; fire, emergency, and abandon ship signals; immersion suit location and donning; procedures for making distress calls; station bill; fire fighting; procedures for rough weather and anchoring; person overboard procedures.

3. State seven components of an effective drill.

ANS: Safe, Use realistic scenarios, Build technique, increase confidence, Build teamwork, Should be a positive experience, All personnel should participate, Be debriefed.

4. Who is responsible for reporting inoperative alarms and to whom do they report?

ANS: Inoperative alarms are everyone's responsibility to report when found; reported to the skipper or vessel owner.