### **Passenger Muster Drill**

#### Background:

- Passenger muster drills must achieve three main objectives:
  - o where the muster station is located,
  - o how to put on a life jacket,
  - o what to do in emergency, including the relevant signals and announcements
- SOLAS does not state that all passengers must muster at the same time before departure
- Interaction with a smaller group of passengers at the Muster station is more efficient and safer
- Smaller size of groups of passengers at the Muster station will ensure physical distancing and COVID-19 prevention

#### References:

- 1) VMS: Fleet Ops > 7.0 Passengers > 7.2 Passenger Musters and Abandon Ship Drills
- 2) SOLAS Ch.III. Reg.8 "Muster list and emergency instructions", Reg.19.3 "Drills"

### **PASSENGERS MUSTER DRILL PROCEDURE**

Some vessels in the fleet have two muster stations, others only one.

Those vessels with one muster station (e.g. Cloud, Wind, Explorer) or with a designated muster stations outside (Shadow, Whisper) may designate another public gathering space for the safety briefing, and after that passengers can pass through and be shown their actual designated muster station (ensuring physical distance).

Based on this Work Instruction, each vessel is to draw a Standing Order with a specific procedure for pax muster drill for review and agreement by its Fleet Cell/ VOTech Group and implementation.

This Work Instruction does NOT apply to passengers in transit for a certain cruise who have already attended a muster drill

#### The Staff Captain with the support of the Safety Officer and Hotel Manager:

At the start of a cruise guests/passengers will embark <u>without</u> being escorted by hotel staff to their suites.

- 1) Designate a crew member, typically the passenger's suite butler or cabin attendant for the following:
  - a) Meet the passengers(s)/guest(s) at the suite

Note: This is anticipated to typically take place not earlier than 4pm

- b) Advise passenger(s) that upon their designated group's time slot to go to their designated muster station (or to another public gathering space) for a safety briefing
- c) Advise them on the anticipated time for their group which will show up on their TV and of the safety video (see the next section for the planning of groups by the Captain/Staff Captain from the Bridge assisted by the Cruise Director)

Note: The muster drill will typically take place between 5.00-6.30pm

- d) Clarify that in order to ensure physical distance they will visit their muster station (or another public gathering space) for a safety briefing by smaller groups
- e) Explain to them which their muster stations is (or another public gathering space) and the posters on the back of suite's door
- f) Advise them that when they go to their muster station (or to another public gathering space) there will be a signal sounded (General Emergency Signal GES) and a detailed safety speech/briefing from the Master from the Bridge on what to do in case of an emergency

**Note:** The GES and safety briefing does not need to be broadcast throughout the whole vessel for each passengers' group but rather could be pre-recorded and played at the muster station (or other public gathering space) only.

- g) Show the guests the location of the lifejackets in the suite and the markings on their lifejackets for their muster station
- h) Remind them of the dedicated app for their mobile device that will also contain the safety video and relevant details
- i) Ensure the safety video is running on the suite's TV and request guests to:
  - watch it in full
  - acknowledge they have watched it via the interactive button on the TV
  - take note upon the completion of the video of their assigned Group number and anticipated time to go to the muster station (or another public gathering space) for safety briefing
  - observe the time when their assigned group is due to their assigned muster station (or another public gathering space)

**Note:** If passengers do not watch the safety video and acknowledge it, their TVs will stay with it on and can be reset only by contacting Reception

- j) Remind passengers that once the time assigned for their Group comes to:
  - proceed to their Muster station (or another public gathering space) for a safety briefing

#### NOT to take their lifejackets from the cabin with them

**Note:** Lifejackets for demonstration and/or questions/answers will be available at the Muster Station

- head to their muster station (or another public gathering space as established) for the safety briefing as instructed by designated crew standing in alleyways and staircases

#### Do not use elevators during Emergency

**Note:** In case of several passenger groups / time slots and prolonged duration of the musters, consider leaving elevators in use but advise passengers they will be stopped in real emergency

Put their masks provided on when going to the muster station

**Note:** Program the groups of passengers coming to the muster station(s) for the same time slot per certain areas of the vessel (certain decks/zones) so that only minimal stairway guides in those areas are posted

- k) Advise passengers that before/at the muster station (or another designated public gathering space) they must:
  - disinfect their hands with the disinfectants made available
  - keep physical distancing (approx. 6 ft) from other guests/passengers and keep their masks
     on

Passengers staying together in the same suite do not need to keep physical distance from each other

- follow the guidance of the muster station personnel who will explain to them the relevant safety procedures, lifejackets donning demonstration, abandoning vessel and evacuation to their assigned lifeboat
- be encouraged to ask questions to the muster station personnel

**Note:** Their visit is anticipated to take maximum 30 minutes with the movement to and from to the muster station / other assigned public space

- 2) Train the designated crew member and stairway guides accordingly
- 3) Consider formalizing, if deemed necessary, the above in a checklist for the designated crew member, typically the suite's butler

#### The Captain / Staff Captain from the Bridge and as needed assisted by the Cruise Director

**Note:** For planning purposes consider the following factors / intended turnaround schedule:

- passengers embarkation may start at 2pm
- embarking passengers will not go to their suites before 4pm due to sanitation
- physical distancing control may need to be monitored/controlled in public areas onboard in the mean time
- the muster drill will typically take place between 5.00 to 6.30/7.00pm;
- departure will not be earlier than 8pm
- passengers capacity is anticipated to be limited to around 75% of full

Use the MyCruise application in conjunction with Fidelio for the purposes below On some specific itineraries/turnaround locations the typical turnaround schedule may be exceptionally modified in order the vessel to be able to sail earlier or later to ensure safe navigation (e.g. for passing narrows, tides, currents, weather, ice conditions, daylight or other extraordinary circumstances)

Passengers will **NOT** be able to select through the MyCruise application/TV time slots for the muster drill. All of them will be allocated groups by the ship's command in order to minimize the number of sessions/visits to muster station(s) (or other public gathering space) and to optimize timings of the drill /safety briefings

- Depending on the number of muster stations and number of passengers, schedule visits of 2 to 4 groups maximum of passengers to each muster station (or another public space) for safety briefing so that:
  - a) Determine the size of the passenger groups to allow for physical distance (6 feet) in the muster station or other assigned public space depending on its available area and assigned passenger numbers.

As guidance - use 2.5m2 approx. per person, considering 15% less of the area (to account for furniture etc)

Do NOT physically distance passengers staying together in the same suite from each other

- b) Plan for each visit to take approx. 30 min max allowing for Questions and Answers session with passengers at the Muster station (or another public space)
- c) Plan for the whole passenger muster drill to take max. approx. 1.5 to 2.0 hours overall
- d) Pre-schedule 1/2 to 1/4 of the passenger suits (as above- depending on the pre-scheduled number of groups, number of muster stations and suites occupancy distribution) for being planned together for the same time slot to go to their designated muster station (or another public space)

- e) In case of a group of passengers not speaking English consider providing an interpreter at the muster station if available for the relevant group visiting the muster station
- f) Ensure as best as possible (especially in case of two muster stations) there are no opposite, crossing or congregating flows of passengers at the same time in alleyways and staircases

Plan for scheduling groups as above to avoid opposite flows or one group going and another returning at the same time in common alleyways and staircases **and also to minimize the number of stairway guides required** 

- 2) Depending on the number and status of passengers requiring assistance, plan for special arrangements for assisting such passengers by crew (with PPE masks and gloves) to the muster station (or another public space) and/or for designating a dedicated group of such passengers for separate paging / muster station visit
- 3) Depending on the number of passengers from one nationality and need of an interpreter consider designating a dedicated group of such passengers for separate time slot / muster station (or another public space) visit for a safety briefing
- 4) Consider exercising and practicing initially the above grouping sizes and movement across alleyways with crew as possible (instead of passengers) to determine best group size, and verify flows and timings
- 5) Draft a timing plan for each passenger group with its anticipated time of attendance at the muster station and pass this plan to the designated crew members who will meet and brief initially passengers in their cabins/suites (typically the suite's butler or cabin attendant) and display a message with the time on the TV

**Note:** In addition to the message for the assigned Group and time to go to their muster station on the TV including at the end of the safety video (acknowledgment), on the passenger's app, consider also making announcements over the vessel's Public Address system if convenient / feasible to remind passengers for the due group / time slot attendance

- 6) Ensure passengers/groups are accounted for at the muster station(s) or another assigned public gathering space and an updated status of the ongoing roll call periodically reported to the Bridge
- 7) Monitor and control physical distance of 6 feet between passengers (or other crew)

Do NOT physically distance passengers staying together in the same suite from each other

- 8) Conduct the pax drill safety speech/briefing (see Annex I for recommended contents / wording):
  - a) when each passengers group is at the muster station (another public space)

- b) consider having the alarm signal (General Emergency Signal) and the safety briefing prerecorded and broadcast to the Muster Station (another designated public space) only for each passengers group when attending there
- 9) Include life jacket demonstration during the safety briefing at the muster station(s) (other assigned public space)

Passengers will be without their lifejackets at the muster station(s) or the other assigned public space)

Do NOT ask passengers to don lifejackets. Only in case of specific request, if any, by a passenger (guest) they can don a lifejacket- in this case sanitize such lifejackets before next use by another person.

- 10) Consider scheduling some spare time slot at the end for any passengers who might not have attended their assigned group's times/visits when scheduled and make announcements for them to attend in an extraordinary group scheduled if feasible
- 11) In case of passengers still not showing at the muster station, send them a letter with relevant safety instructions and a reference to liability

**Note:** If some passengers have not watched and acknowledged the safety video on their TVs it will remain on / unable to change until reset by the vessel. If they contact Reception for their TV as above and have not attended the Muster, then issue then the relevant letter.

## The Safety Officer with the support by the person in charge of the mustering/stations, typically Hotel Director:

 Schedule for the presence of adequate number of muster station personnel and stairway guides for the passenger drill (with PPE – masks and gloves)

**Note:** Program the groups of passengers coming to the muster station(s) / other assigned public space for the same time slot per certain areas of the vessel (certain decks/zones) so that only minimal stairway guides in those areas are posted

- 2) Ensure that there is no congregation on the access alleyways / corridors going to the muster station(s) or another assigned public space for the safety briefing:
  - a. Plan for stationing additional muster personnel as "Line busters" (with PPE masks and gloves) to make sure passengers' lines/queues are kept to minimum and physical distance of 8 feet is maintained
  - b. Verify passengers have their masks on
  - c. Encourage them to use hand sanitizers before entry to the muster stations or other assigned public space

**Note:** Provide for extra quantities of masks & hand sanitizers for guests for every muster station / other assigned public space for the safety briefing

- 3) Muster station personnel (with PPE / masks and gloves on) at the muster stations or other assigned public space for the safety briefing:
  - a. Check passengers against the designated group being scheduled and account for those attending
  - b. Verify if an interpreter to another language is needed and provide such as/if planned (with PPE mask and gloves)
  - c. Position passengers inside the muster station / other assigned public space so that physical distance is maintained (6 feet) and verify they keep their masks on

Do NOT physically distance passengers staying together in the same suite from each other

- d. Explain to passengers by means of a safety speech / safety briefing announcement (or prerecording played) to the area of the muster station (or other assigned public space)— see Annex I for recommended context:
  - what to do in an emergency (and the related signals and announcements), going to the muster station, how to dress, what to (not) take
  - not to use elevators in case of real emergency which will be stopped at the deck of the muster station(s)
  - how to don a lifejacket by a demonstration of a lifejacket donning on/by a trained crewmember

Passengers will be without their lifejackets at the muster station(s) or the other assigned public space)

Do NOT ask passengers to don lifejackets. Only in case of specific request, if any, by a passenger (guest) they can don a lifejacket- in this case sanitize such lifejackets before next use by another person

- how they will be lead to the designated lifeboats / embarkation deck
- e. remind them of the dedicated app for their mobile device with the safety video and additional details
- f. encourage questions and answer them appropriately

**Note:** The Safety Officer and/or Officers are to attend the muster station(s) to answer questions by passengers

g. After the end of each passenger group's attendance at the muster station report to the bridge those pax outstanding

- 4) At the end of the safety briefing and life jacket demonstration if this was not conducted at the passengers' designated muster station but in another public space show the passengers, going one after another, and maintaining physical distance (6 feet) (unless they occupy a suite together) the actual muster station and then end that pax drill session
- 5) Train muster station personnel, stairway guides, "lines busters" on the above accordingly
- 6) Consider formalizing, if deemed necessary, the above in checklists for the designated crew
- 7) During Port State Control PSC / Coast Guard CG inspections demo the above procedure for passenger muster if requested to do so
- 8) Ensure crew members and PSC/CG officials understand this is for drill purposes only and in actual emergency all passengers will go to their muster station altogether and not in groups (see procedure below for Actual Emergency)



# PASSENGERS MUSTER IN ACTUAL EMERGENCY PROCEDURE

In case of an actual emergency passengers will be summoned altogether (and not in groups as for the pax muster drill detailed above) to the designated muster stations via the General Emergency Signal (GES) as per the vessel's approved format of Muster List supplemented by the Shipboard Emergency Organisation (SEO) file.

In case of isolated patients (suspect and/or Covid positive C+) or quarantined persons then follow the procedures below.

## The medical facility staff, lead by the Infection Control Officer (ICO), and supported by the Safety Officer:

- 1) In case of individuals who are to be isolated:
  - a) Conduct safety brief on what do in an emergency and evacuation procedure
  - b) Provide PPE kits for each isolated individual in the relevant cabin/suite

**Note:** Isolation PPE kit = disposable coverall, N95 mask, face shield/goggles, gloves, sanitizing liquid

- Ensure there are additional twelve N95 masks readily available at the muster stations for such isolated patients each (to enable change of mask every 4 hours for a total of 48 hrs coverage for each patient)
- d) Transport/escort such individuals to the assigned muster station at GES
- e) Notify families to guests in isolation that their family member will be transported and reunited at the muster station
- f) Provide up-to-date Manifests of individuals in isolation to Bridge, Safety Officer, Chief Security Officer, Doctor, Hotel Director and Chief Housekeeper (cc-ing the Captain and Staff Captain)

**Note:** Update the Passenger and Crew Manifest at the muster stations with the individuals in isolation (similar to guests with special needs) annotating these are Covid patients, ensuring confidentiality of such records

2) In case of isolated crew with emergency duties - re-assign such to other non-infected qualified crew.

Do not require such crew to respond to emergency and account them as above for isolated guests

3) In case of other incident levels occurring onboard (Assessment Party, emergency Codes announced, Crew Alert) but not GES – the ICO shall go to the isolation area, account for all individuals and remain there ensuring they don't leave the area.

- 4) If the isolation area is affected by the incident, the ICO with the medical team shall be part of the first responders and will transport the isolated individuals (ensuring all are using PPE as possible and safe) to a safe designated area for medical examination
- 5) If the General emergency signal (GES) is sounded in response to a potential abandon ship scenario

   transport all isolated individuals from their isolation cabins/other safe location or medical center

  (ICU) with PPE, to their muster stations and re-unite them with their families

**Note:** Depending on the severity of the situation (e.g. large number of isolated / Covid positive cases), the vessel may dedicate a survival craft to isolated and ICU patients, as feasible and possible

Isolated / Covid positive cases and ICU patients should be the last people to board the survival craft. This will help facilitate a Last In, First Out approach so they can be administered to first by rescue personnel.

- 6) In case of individuals who are to be guarantined:
  - a) Conduct safety brief on what do in an emergency and evacuation procedure
  - b) Provide additional twelve additional N95 masks (to enable change of mask every 4 hours for a total of 48 hrs coverage for each patient)
  - c) Instruct individual in quarantine how and when to don the N95 mask and for the need for the extra twelve masks
  - d) Instruct the individual to proceed on their own to the assigned muster station with the PPE on



# Annex I – recommended content / wording for the Safety Speech / Briefing

The text below could be recorded as audio in a language understood by passengers and played during each passenger muster drill session at the muster station or other assigned public gathering space only.

"Ladies and Gentlemen, would you please listen very carefully to the following safety briefing:

#### Passenger Muster Emergency Drill

- In compliance with International Maritime Law, all Passengers must attend and participate in a compulsory Muster.
- The purpose of this muster drill is to familiarize our passengers with the ship's safety procedures such as use of life jackets and Muster and Lifeboat Station locations.
- At the end of the drill, passengers will be guided to the Lifeboat and Liferaft Embarkation Stations to familiarize you with the procedure should the Captain instruct that survival craft be embarked in preparation for abandonment.

#### **General Emergency Alarm** Signal

- In the unlikely event of an emergency, the General Emergency Signal will sound
- This signal consisting of **seven or more short blasts followed by one long blast**, will be sounded on the **ship's whistle, the acoustic signal and the alarm bells**.
- **This is the only signal that requires your attention**, as all passengers will be required to muster at their muster station,
- this is NOT the signal to abandon the ship
- In all cases in the event of an emergency you will be continuously informed about the situation and its development
- If you are in or close to your cabin when the signal is heard, including when in port, then **dress warmly** (include a head covering), collect your lifejacket (carrying it so, as to avoid trailing any straps) and any essential medication.
- Your lifejacket is located in your cabin. Spare lifejackets are available at the muster stations
- Do not collect any other property from your cabin as you will not be allowed to take it into the lifeboats or liferafts
- You should then proceed to the Muster Station as advised on the back of your cabin door, following the instructions given over the Public Address system.
- If for any reason it is not safe to return to your cabin, proceed directly to your Muster Station, where a life jacket will be provided to you.
- The route to your assigned **Muster Station** is marked by **green muster station signage with arrows** pointing in the appropriate direction.
- **Low Location Lighting** is available to guide you to the Muster Station.

- Follow the instruction of crew members and those given over the public address system and keep to the right of alleyways and stairs. You can open closed fire doors to pass through them but you should not open any closed watertight doors.
- Most areas onboard have an emergency exit. Signs and cabin door plans will show indicate these. In case
  your way is affected by the emergency and unsafe, look for designated emergency exits which will have
  appropriate green signage and illumination. Please spend some time to familiarize yourself with the exits
  around your cabin area.
- At the muster station you will be checked and accounted against the passenger list with your name and cabin number. If there is need for abandonment, a roll call will be made and crewmembers will guide you to a designated survival craft when another check and accounting will be made for the persons embarking a particular survival craft only.
- In the event of abandonment we endeavour to maintain family groups together in the lifeboats and liferafts as this reduces stress and avoids "traffic jams". There is sufficient space in the lifeboats and liferafts for all passengers and crew with additional spare places for 25% of the total "Souls on Board". As possible and practicable, priority for easily accessible seats in liferafts and lifeboats will be given to those with mobility problems, the elderly and then family groups
- Please do not be concerned should you observe crewmembers carrying or wearing their lifejacket at any
  time as, even in the event of a small crisis or a drill, the crew are instructed to do this as a precaution, in
  the event that the crisis should escalate and in which case they are required to remain at their emergency
  duty and they will be unable to collect their warm clothing and lifejacket at that time.

#### **Impaired Hearing and Mobility**

• If you have difficulty with vision, hearing or moving about the ship unaided then please notify the Reception upon embarkation so that crewmembers will be aware of the assistance you require in the event of an emergency.

#### **Muster Stations**

- Muster Stations are where passengers assemble in the case of an emergency.
  - There are XX Muster Stations aboard the Ship, Muster Stations "A" and "B"
- The mustering arrangements permit further direction to be given in a calm and orderly fashion once passengers are gathered in their assigned Muster Station.
- Crewmembers will be at their Emergency Stations to direct you and to assist any passengers who require help.
- We request that our passengers do not use the elevators during the drill as in an emergency the elevators may stop or be switched off.
- Once the emergency signal is sounded, crewmembers will check cabins to see that all Passengers have been evacuated.
- Once passengers are at their Muster Station(s), crewmembers will conduct all passengers roll call and ensure passengers are wearing their life jackets properly..

#### Life Jackets

- All the ship's life jackets are fitted with retro-reflective tape and a whistle and a light.
- A number of Lifejackets are available also in extra large sizes
- Life jackets are marked with the muster station letter.
- Please ensure that you have the proper number of life jackets (one per adult) in your cabin and that they are correct for your size.

- If additional or larger size adult life jackets or a child's life jacket are required, please ask your cabin attendant
- Please do not remove the life jackets from your cabin except in a case of an Emergency.

#### Life-Jackets demonstration:

MEMBERS OF THE SHIP'S COMPANY WILL NOW DEMONSTRATE THE CORRECT WEARING OF THE LIFEJACKET.

1. PLACE THE LIFEJACKET YOKE OVER YOUR HEAD ENSURING THE BLACK BUCKLE IS ON THE FRONT PART OF THE LIFEJACKET.

(PAUSE)

- PASS BELT AROUND WAIST AND CONNECT BUCKLE BY PUSHING TWO PARTS FIRMLY TOGETHER.
- 3. PULL SECURING TAPE AS TIGHT AS POSSIBLE.
- 4. YOUR LIFEJACKET IS EQUIPPED WITH A WHISTLE FOR ATTRACTING ATTENTION, AND A LIGHT. THE LIGHT IS ACTIVATED BY ROTATING THE PLASTIC COVER OF THE LIGHT BULB.
- 5. IT MUST BE STRESSED THAT YOU MUST ONLY ENTER THE WATER AS A LAST RESORT. IF THIS BECOMES NECESSARY YOU SHOULD USE THIS METHOD:
  - A. USING ONE HAND, PINCH YOUR NOSE BETWEEN THE THUMB AND FOREFINGER AND PLACE THE PALM OVER YOUR MOUTH.
  - B. BRING YOUR OTHER ARM ACROSS AND TIGHTLY GRIP THE SIDE OR SHOULDER OF YOUR LIFEJACKET TO STOP IT RIDING UP AS YOU ENTER THE WATER.
  - C. CHECK THAT THERE IS NOTHING IN THE WATER BELOW YOU.
  - D. LOOK STRAIGHT AHEAD AND STEP OFF, DO NOT JUMP.

#### Safety Information and Evacuation Plan

- We ask all passengers to familiarise themselves with the instructions on the Evacuation Plan posted on the back of their cabin door and particularly:
  - The location of your life jacket (usually located in the wardrobe)
  - o The location of and route to your Muster Station.
- Other Instructions and notices are posted around the ship. It is important that you observe them while on board.
- Upon embarkation, you must have seen a safety video playing on the television in your cabin or an equivalent device (with a mobile app) used for broadcasting information to guests that also give instruction on how to wear a life jacket and emergency procedures.
- The ship is equipped with survival craft (lifeboats and liferafts) the total capacity of which exceeds the total number of persons onboard.
- The lifeboats and liferafts are embarked from Deck XX

#### Other Drill(s)

• In the course of your sailing with us there may be other crew drills and training and we ask our passengers to keep clear of the training areas.

#### Safety

- Safety is our **highest priority** onboard ship
- The ship is equipped with safety equipment including lifeboats and rafts, automatic sprinklers, fire detection and fire alarm systems in compliance with and often in excess of the standards of the Safety of Life At Sea (SOLAS) regulations issued by the International Maritime Organization (IMO)
- All crewmembers participate in weekly exercises that cover fire, grounding and other emergencies, passenger evacuation, passenger assistance and abandoning ship.
- If you find or suspect there is a fire then contact the nearest Crewmember immediately and activate the nearest alarm point.
- Drills and training help maintain and develop the knowledge and vigilance of crewmembers and shore personnel thereby reducing hazards and risk of incident.

#### **Environment**

 We respect the environment so please do not throw anything over the side as it maybe against the law (including cigarette ends or matches which may be drawn back onboard and cause fire)

#### Security

• Certain areas of the ship are designated 'crew only'. We ask you to respect these notices and not to enter restricted areas

If you have any questions regarding safety, security or pollution prevention, do not hesitate to ask any of the ship's officers or crew

Thank you (for listening)"

In case the safety brief above was NOT conducted in the designated muster station but in another public location - guide the passengers through the area of the actual muster station on their way out of the briefing, maintaining physical distance (6 feet) except for passengers living together in one suite.