

# Training of Offshore Personnel in Nonoperating Emergencies

API RECOMMENDED PRACTICE T-4  
SECOND EDITION, OCTOBER 1995

REAFFIRMED, SEPTEMBER 2010



AMERICAN PETROLEUM INSTITUTE



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**Upstream Segment**

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## FOREWORD

This Recommended Practice (RP) was developed under the jurisdiction of the American Petroleum Institute's (API's) former Committee on Offshore Safety and Anti-Pollution Training and Motivation (OSAPTM), and its parent, API Production Department Executive Committee on Training and Development. It has been prepared with the overall advisory guidance of API, the Offshore Operators Committee (OOC), the Western Oil and Gas Association (WOGA), and the International Association of Drilling Contractors (IADC).

Criteria presented in this Recommended Practice should be used as a guide by companies engaged in offshore operations to develop programs consistent with applicable authorities and regulations to train their personnel in safe practices and mutual assistance in nonoperating emergencies at the job site and during transportation to and from the work location.

This publication includes usage of the verbs **shall** and **should**, whichever is the more applicable to the function. Both **shall** and **should** are positive statements and should be treated as such. For the purpose of this publication the following definitions apply:

**Shall.** Indicates that the function has universal applicability to the specific activity.

**Should.** Indicates that: (1) the function may have an alternate practice that is equivalent and could be applied; (2) the practice may not be practical or necessary under certain conditions; or (3) the practice may not be applicable to the specific facility or configuration.

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Suggested revisions are invited and should be submitted to the director of the Exploration and Production Department, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005.

# Training of Offshore Personnel in Nonoperating Emergencies

## 1 Scope

This Recommended Practice is applicable to personnel who normally work offshore. It presents recommendations for training these personnel in handling nonoperating emergencies, such as fires, transportation emergencies, platform abandonment procedures, use of survival craft, and water survival guidelines.

## 2 References

The following Recommended Practices are cited herein.

API

T-1 *Orientation Programs for Personnel Going Offshore for the First Time*

14G *Recommended Practice for Fire Prevention and Control on Open Type Offshore Production Platforms*

## 3 Records

Each employer shall maintain a record at a local or central location of the training each of their employees receives in accordance with the provisions of this Recommended Practice. Documentation of the training shall be furnished to those employees whose work location varies. Prior knowledge of employees experienced in these emergencies can be documented to preclude unnecessary instruction.

## 4 Coverage

This Recommended Practice represents an industry guide for the training of workers normally stationed offshore on proper actions to be taken in the event of a nonoperating emergency or unusual situation. Circumstances may suggest other nonoperating emergencies for which training should be provided.

## 5 General Information

The employer shall ensure their employees have received instruction in accordance with API Recommended Practice

*T-1: Orientation Programs for Personnel Going Offshore for the First Time.*

## 6 Phase 1—Training

### 6.1 GENERAL INFORMATION

During their first week offshore, employees shall receive additional instructions on emergency situations.

### 6.2 PHASE 1 SUBJECTS

Where appropriate, the instructions should begin with items listed in API Recommended Practice T-1, and should include, but not be limited to, the following subjects:

- a. Person in charge.
- b. Location and explanation of station bills.
- c. Reasons for evacuation from the work site:
  1. Fire.
  2. Blowout.
  3. Collision.
  4. Major storm.
  5. Other accident.
  6. Illness.

d. Means of departure:

Note: Emphasis should be placed on the absolute necessity to wear a life preserver if abandonment is ordered.

1. Survival craft (e.g., lifeboat, capsule, life raft).
2. Stairways.
3. Ladders.
4. Escape ropes.
5. Swing ropes to boat.
6. Personnel basket (net) to boat.
7. Aircraft.
8. Slides.
9. Jump as the last resort.
- e. Evacuation equipment:
  1. Lifeboats and capsules.
  2. Helicopters.
  3. Boats.
  4. Life rafts.
  5. Life rings.
  6. Life preservers.
- f. Evacuating the work location. The different alarms, all clear signals, evacuation reporting stations, and responsibilities should be demonstrated.

## 7 Phase 2—Training

### 7.1 GENERAL INFORMATION

Within one year of going offshore for the first time, employees shall receive further instructions from their employers in transportation and other emergencies.

### 7.2 TRANSPORTATION EMERGENCIES

The employees should receive instruction in transportation emergencies covering, but not limited to, the following subjects:

- a. Identity of person in charge.
- b. Helicopters:
  1. Review types of emergencies.
  2. Emergency procedures for downed aircraft:
    - a. Pilot duties.
    - b. Passenger procedures.
    - c. Special caution with respect to rotors.
  3. Helicopter evacuation in water:
    - a. Escape exits.
    - b. Use of life vest.
    - c. Location and use of survival gear and emergency equipment.
  4. Use of life raft:
    - a. Deployment.
    - b. Boarding.
    - c. Sea anchor and its deployment.
    - d. Normal equipment on raft.
    - e. Repairs.
    - f. Reinflation.
    - g. Capabilities and limitations.
  5. Use of survival kit contents.
  6. Use of protective clothing and covers, when applicable.
  7. Hypothermia and its prevention, when applicable.
- c. Boats:
  1. Review types of emergencies (e.g., collision, fire, foundering).
  2. Types and locations of fire extinguishers normally on board.
  3. Lifesaving appliances normally on board.
  4. Equipment included with life rafts and lifeboats.
  5. Escape routes and emergency exits.
  6. Launching rafts in rough seas.
  7. Handling rafts in rough seas.
  8. Actions after leaving the boat.
  9. Hypothermia.
  10. Radios normally carried on boats.
  11. Marine Radio Emergency Channel (normally Channel 16).
  12. Emergency radio procedures and information to be transmitted.

### 7.3 OTHER EMERGENCIES

The employees should receive instruction in other emergencies covering, but not limited to, the following subjects:

- a. Identity of person in charge.
- b. Platform evacuation:
  1. Ambulatory employee.
  2. Disabled employee.
- c. Fire protection equipment:
  1. Locations.
  2. Operation.
  3. Techniques.

## 8 Phase 3—Training

### 8.1 GENERAL INFORMATION

Within two years of going offshore for the first time, the employer shall ensure their employees receive training in those subjects listed in 8.2 that are applicable to the employees' job assignments (including emergency situations).

### 8.2 PHASE 3 SUBJECTS

Phase 3 subjects cover the following topics:

- a. Basic First Aid. Each employee shall complete a training course that meets or exceeds the Red Cross multimedia first aid course.
- b. Fire Prevention and Protection Techniques and Equipment. The employer should implement the training specified in API Recommended Practice 14G: *Recommended Practice for Fire Prevention and Control on Open Type Offshore Production Platforms*.
- c. Operating Emergency Survival Craft. The employee should be given instruction on the following functions where applicable to the employee's location and assigned duties:
  1. Launch survival craft.
  2. Release survival craft from platform.
  3. Start engine and all accessories.
  4. Steer away from platform vicinity.
  5. Use radio and other signal devices on board.
  6. Use survival gear on board.
  7. Understand craft capabilities and limitations.
  8. Understand duties of all positions on craft.
  9. Retrieve and secure craft.
- d. Emergency Drills. The employee should be rotated through all appropriate emergency drill positions as indicated on the Station Bill commensurate with the employee's assigned duties as follows:
  1. Facility abandonment.
  2. Fire.
  3. Man overboard.
  4. Lifeboats.



### **8.3 WATER SURVIVAL**

The employer should offer available training in Water Survival Techniques.

and training of their employees. Each contractor's supervisor shall be aware of and enforce that contractor's safety and training procedures as well as those of the firm contracting for their services as specified in the contractual arrangement.

## **9 Supervisory Responsibilities**

Supervisors are responsible for the safety of personnel working for them. Employers are responsible for the safety

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