
Emergency Information for Passengers

Notice to Owners and Operators of Passenger Ships, Masters, Officers, Ratings and Shipbuilders

This Notice Supersedes Notice No. M .1316

1. Introduction

1.1 The first purpose of this Notice is to draw the attention of all concerned to the relevant statutory requirements on this subject and to make specific recommendations on the provision of safety information in the form of broadcasts, notices and signs for use by passengers in an emergency. The second purpose is to remind owners and operators of passenger ships of the need to ensure that adequate measures are taken to inform passengers of the procedures which would be adopted in the event of an emergency situation arising, and that it is particularly important that this information is communicated to passengers prior to, or on departure from port.

1.2 The recommendations in this Notice are primarily intended for passenger ships of Classes I, II and II(A).^{*} Recommendations intended for smaller passenger ships of Classes III to VI(A)^{*} are found in M.1386. However, some or all of the recommendations in this Notice may be appropriate for larger ships of Classes III, IV and V carrying large numbers of passengers. Operators, designers and builders of such ships should examine these two Notices carefully and apply the recommendations which are most appropriate for a particular ship.

1.3 This Notice includes recommendations on the following subject matter:

1.3.1 the provision and description of “muster station signs”, “muster station direction signs”, “exit signs”, “emergency escape signs” and “deck identification signs”.

1.3.2 “passenger emergency instructions notices” provided at muster stations, in passenger cabins and other passenger spaces, and

1.3.3 means of drawing attention of passengers to the emergency procedures information.

2. Statutory Requirements

2.1 There are currently seven specific statutory requirements relating to the provision of signs, emergency instructions and public address systems to assist passengers in the event of an emergency. These requirements are as follows:

2.1.1 Regulation 128(5) of the MS (Passenger Ship Construction) Regulations 1980 requires that on ships of Class I built before 1 September 1984 continuously illuminated signs be provided in passageways and stairways indicating the direction to muster stations.

2.1.2 Regulation 76(5) of the MS (Passenger Ship Construction and Survey) Regulations 1984 requires that on ships of Classes I, II and II(A) (whose keels were laid on or after 1 September 1984) continuously illuminated signs be provided in passageways and stairways indicating the direction to muster stations. The provision of such information is equally important on ships of Classes II and II(A) whose keels were laid before that date and on certain ships of other Classes and it is recommended that similar provision should be made on such ships.

2.1.3 Regulation 6 of the MS (Emergency Information for Passengers) Regulations 1990 requires that on all passenger ships (other than open or partially decked ships of Classes V, VI and VI(A)) all doors used for exits to open decks and all emergency escapes be clearly marked to indicate their purpose.

2.1.4 Regulation 4 of the MS (Emergency Information for Passengers) Regulations 1990 requires that passenger ships (with certain exceptions) not already required to be provided with a public address system, be provided with such a system.

^{*} Passenger ships of Classes I to VI(A) are defined in the Merchant Shipping (Fire Protection) Regulations 1984.

2.1.5 Regulations 4(9) and 4(10) of the MS (Muster and Training) Regulations 1986 require that on all ships of Classes II, II(A), and III, (a) clear instructions to be followed in the event of an emergency be provided for every person on board, and (b) that instructions on muster stations, essential actions to be taken in an emergency, and the method of donning a lifejacket be posted in passenger cabins and conspicuously displayed at muster stations and other passenger spaces.

2.1.6 Regulation 6(3) of the MS (Muster and Training) Regulations 1986 requires that on all ships of Classes II, II(A) and III where a muster of the passengers is not held on departure, the attention of the passengers be drawn to the emergency instructions required by regulations 4(9) and 4(10) referred to above.

2.1.7 Regulation 5(1) of the MS (Emergency Information for Passengers) Regulations 1990 requires that on ships of Class I, if a muster is not held on departure, the attention of passengers be drawn to the emergency instructions referred to in paragraph 2.1.5.

3 Signs

3.1 General

3.1.1 Since the majority of passengers, particularly on ships of Classes II and II(A) will have very little knowledge of the layout of the ship on which they are travelling or of the purpose or location of the Muster Stations, it is essential to ensure that the Muster Stations are readily identifiable, that their purpose is made known and that the routes to the Muster Stations are clearly marked. It is also important that normal and emergency exits from enclosed spaces are clearly indicated. The use of the signs described in this section should therefore be of great assistance to passengers in this respect.

3.1.2 Care should be taken to place the signs referred to in this Notice in prominent and continuously illuminated positions and clear of other signs.

3.2 Muster Station Sign

3.2.1 While there is no specific statutory requirement to display a muster station sign such a sign has been adopted by the International Maritime Organisation and its use is strongly recommended in Merchant Shipping Notice No. M.1293. The sign is illustrated in Annex 1 to this Notice.

3.2.2 The sign is square in shape with the component parts of the muster station symbol in white on a green background. The sign consists of an arrow at each corner pointing inwards to a symbol for a family group at the centre of the sign (see Annex 1).

3.2.3 It is recommended that the dimensions of the symbol be 480 x 480 mm unless the size of the muster station or the location of the sign is such that a smaller size or sign would be appropriate. The dimensions of the sign should where possible be preferred dimensions as listed in Amendment No. 1 to BS 5378: Part 2: 1980 (Safety signs and colours Part 2. Specification for colorimetric and photometric properties of materials). The design and colour of the sign should comply with BS 5378: Part 1: 1980 (Safety Signs and Colours Part 1. Specification for colour and design).

3.2.4 Where the muster station is identified by a number (or letter) the size of the number (or letter) should be compatible with the size of the muster station symbol.

3.2.5 Muster station signs should be so located in muster stations that they are readily apparent to passengers and the muster stations themselves clearly identifiable.

3.3 Muster Station Direction Sign

3.3.1 This sign, the use of which is strongly recommended in Merchant Shipping Notice No. M.1293 consists of the sign for a muster station in combination with an arrow. The colour of the symbol for the arrow is white on a green background. It is recommended that the dimensions for each of the symbols be 180 x 180 mm or 360 x 180 mm for a combined sign unless the location of the sign is such that a smaller size of sign would be appropriate. The dimensions of the sign should where possible be preferred dimensions as recommended in paragraph 3.2.3.

3.3.2 Muster station direction signs should be provided in the alleyways of passenger cabin spaces, on stairways leading to the muster stations, in public rooms not used as muster stations, in entrance halls and spaces linking public rooms and on outside decks in the vicinity of doors giving access to muster stations.

3.3.3 While it is important that the routes to muster stations are prominently marked, it is of course equally important that these routes are kept clear at all times and not allowed to be used by passengers as places in which to leave luggage and other belongings.

3.4 *Exit and Emergency Escape Signs*

3.4.1 All doors provided for passenger use leading from passenger spaces to open decks must be clearly indicated with one or more signs marked "EXIT". Where possible one sign should be over the door but where the door is not readily visible from within the space it serves a further sign should be provided to indicate the direction in which the door lies. In ships of Classes I, II and II(A) the signs should be capable of being illuminated by the ship's emergency lighting system. In Ro/Ro passenger ships of Classes I, II and II(A) such signs should be legible under supplementary emergency lighting conditions. The sign should be composed of white letters on a green background.

3.4.2 Doors, windows, side scuttles and other openings provided for emergency escape purposes only, should be clearly marked "EMERGENCY ESCAPE WINDOW/DOOR" as appropriate and should be designed and capable of being seen as described above for exit signs.

3.5 *Deck Identification Signs*

3.5.1 Each deck in the passenger spaces should be capable of being readily identified eg by a letter, number or name. The relevant signs should be located at a convenient place close to each entrance to the space. In public rooms a deck identification sign should be clearly visible.

3.5.2 The colours used in the signs should contrast with the colour of the panelling to which they are attached.

3.5.3 The display of simple plans showing "you are here" positions and decks to which passengers have access, will also be of assistance to passengers in identifying decks.

4. **Passenger Emergency Instructions Notices**

4.1 Such notices are required to be provided in passenger cabins, at muster stations and in other passenger spaces and as a minimum must include information on muster stations, essential action to take in an emergency and the method of donning lifejackets. The instructions may be provided on one notice or alternatively, in two parts with the instructions on donning lifejackets being provided in the form of the lifejacket manufacturer's donning instructions. The instructions should be in English followed by any other language or languages appropriate to the principal nationalities carried on the route on which the ship is operating.

4.2 The passenger emergency instructions notice should be located in suitable positions in muster stations and where possible close to the muster station signs. Such notices should also be placed in other public passenger spaces not used as muster stations and should be kept well clear of other non-safety signs and posters.

4.3 An example of a passenger emergency instructions notice is given in Annex 1 to this Notice.

5. **Public Address Systems**

5.1 Except where otherwise provided in the Merchant Shipping (Fire Protection) Regulations 1984, broadcasts made on a public address system should be capable of being heard in all public spaces, including open decks, to which passengers have access.

5.2 A public address system should be powered from the main source of electrical power, and on ships where there is no requirement for the system to be powered from an emergency source it should also be powered from an alternative source of electrical power situated in a location remote from the main source.

6. **Means of Drawing Passengers' Attention to Passenger Emergency Instructions Notices**

6.1 It is most important to draw the attention of the passengers to the location and contents of the passenger emergency instructions notices and to encourage the passengers to read the notices. This is particularly important in Class I ships where a muster is not held on departure. There are various ways of encouraging the passengers to read the notices although the most effective way will be by means of the ship's public address system. The announcements should be made after all the passengers have boarded and either prior to or immediately on departure from the berth. Since it is often difficult to gain the full attention of passengers at this early stage in the voyage it is recommended that this type of announcement be prefaced by a special signal when the public address system is used and followed by a request for everyone's attention. Announcements should be made in English followed by languages appropriate to the principal nationalities of passengers carried on a particular route. Such announcements should be relatively brief compatible with the need to convey sufficient information to the listener to enable an orderly muster of the passengers to take place if this should become necessary. It should be ensured that no other announcement or music is allowed to be broadcast while the passenger emergency instruction announcement is being made.

6.2 An example of an announcement for this purpose is given in Annex 2 of this Notice.

6.3 Announcements on board the ship should be supplemented by other means appropriate to the ship and voyage to ensure that as many passengers as possible have their attention drawn to the passenger emergency instructions notices. This can include the showing of video programmes on board or in the shore terminal, inserting in the ticket folder a page containing emergency procedures information, including information in magazines and brochures published for passengers, making announcements in the shore terminal that passengers should familiarise themselves with the contents of the notices on board, etc.

7. Conclusion

The overall aim in providing the foregoing signs, notices and instructions should be to ensure that the majority of the passengers will be sufficiently well informed to know that:

7.1 proper contingency plans exist for their evacuation from the ship if this should ever become necessary;

7.2 in an emergency situation they are expected to proceed to, or remain in, a muster station and conduct themselves in an orderly manner;

7.3 when assembled in a muster station they will be issued with a lifejacket by a member of the crew if not already so provided;

7.4 they should follow the instructions of the member of the crew present in the muster station; and

7.5 in the event of a sudden disaster where the normal evacuation procedures cannot be put into effect, they will be able to find their way out of the enclosed spaces by the normal exits or emergency escapes.

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EXAMPLE

EMERGENCY INSTRUCTIONS FOR PASSENGERS

Please Read and Take Careful Note of the Contents of This Notice

1. GENERAL EMERGENCY ALARM SIGNAL

In the event of an emergency the following signal will be sounded on the ship's whistle and on the alarm bells:

Seven or more short blasts followed by one prolonged blast.



2. ACTION ON HEARING GENERAL EMERGENCY ALARM SIGNAL

If this signal is sounded and you are not already in a Muster station, proceed calmly to the nearest Muster Station*/to your cabin*, dress warmly, collect your lifejacket and follow the direction signals to your Muster station.

[If you are in a cabin when the signal is heard dress warmly, collect your lifejacket from []* and follow the direction signs to your Muster Station]†.

3. MUSTER STATIONS

A Muster Station is a space where passengers will be required to assemble in the event of an emergency. Muster Stations are marked by the sign shown below and with a number*/letter*. On this ship the Muster Stations are located in* [

] The direction signs to Muster Stations consist of the Muster Station sign and an arrow pointing in the appropriate direction.



4. ACTION ON ARRIVAL IN MUSTER STATION

On arrival in a muster station, (or if you are already located in a muster station), you will be issued with a lifejacket by a member of the crew [unless you have collected a life jacket from your cabin]* and, as necessary, instructed in how it is to be worn. Child lifejackets are available for smaller children. Please see accompanying instructions on method of donning a lifejacket.

5. SUBSEQUENT ACTION

Remain calm and follow the instructions of the crew members in your muster station.

* As appropriate.

† Include if cabin accommodation, and also include any additional information relevant to action to take when in a cabin.

EXAMPLE**EXAMPLE OF EMERGENCY INSTRUCTION BROADCAST****1. Special Signal**

2. “Ladies and gentlemen, would you please listen very carefully to the following safety announcement.
3. Your attention is drawn to “the passenger emergency instruction notices” which are displayed in the [cabins,]* Muster Stations, and in other spaces.
4. These notices include the location of Muster Stations, that is, the areas where passengers should assemble in the event of an emergency, the method of donning a lifejacket and a description of the General Emergency Alarm Signal.
5. This Signal consists of seven or more short blasts followed by one prolonged blast on the ship’s whistle, then by a similar signal on the alarm bells.
6. If this Signal is sounded and you are not already in a Muster Station you should proceed to the nearest Muster Station*,/to your cabin*, dress warmly, collect your lifejacket and then proceed to your Muster Station.
7. The Muster Stations on this ship are located in []*. The Muster Stations can be identified by a square green and white sign and an arrow in each corner pointing inwards to a symbol depicting a family group.
8. At a Muster Station a crew member will issue you with a lifejacket and instruct you how it is to be worn. You should remain calm and follow the instructions of the crew members in your Muster Station”.

* As appropriate.