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## Emergency Instructions for Passengers - Passenger Ships of Class I, II and II(A)

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

*This notice replaces M.1409, and should be read in conjunction with MGN(M) on*

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### Summary

This MGN draws attention to the statutory requirements for the provision of emergency information for passengers on passenger ships of Classes I, II and II(A), covering signs, notices, announcements, notices and public address systems.

It should be noted that some, or all of the recommendations in this Notice may be appropriate for larger ships in Classes III, IV and V carrying large numbers of passengers.

### 1. Introduction/ Background

- 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 that 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 in Classes III to VI(A) are found in MGN XXX(M) **[cite replacement for M.1386]**. However, some, or all of the recommendations in this Notice may be appropriate for larger ships in 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. Signs

2.1 See IMO Resolution A.1116(30) on “Escape Route Signs and Safety Equipment Locations Markings” - this provides information and references to relevant international standards.

2.2 The Merchant Shipping and Fishing Vessels (Safety Signs and Signals) Regulations 2001 (SI 2001/3444) implement the European Directive 92/58/EEC, as amended by Directive 2014/27/EU, on Safety and /or health signs at work. See MGN 556(M+F) on the Merchant Shipping and Fishing Vessels (Safety Signs and Signals) Regulations 2001 which provides more guidance in this area.

2.3 Regulation 6 of the MS (Emergency Information for Passengers) Regulations 1990 requires that in every ship to which these Regulations apply, which is not an open or partially decked ship of Classes V, VI or VI(A), all doors provided for passenger use and leading from passenger compartments to open decks must be clearly indicated with one or more signs marked "EXIT". All doors, windows, side scuttles and other openings provided for emergency escape purposes must be clearly indicated with one or more signs marked "EMERGENCY ESCAPE DOOR" or "EMERGENCY ESCAPE WINDOW" as appropriate.

2.4 Regulation 68(4) of the Merchant Shipping (Fire Protection - Large Ships) Regulations 1998 (SI 1998/1012) provides that in every passenger ship (except those built prior to 25 May 1980 carrying 36 passengers or fewer, suitable signs shall be displayed in passageways and stairways indicating the direction of escape to passenger assembly stations. Such signs shall be continuously illuminated and shall be adequate in number and distribution. They shall be capable of being illuminated by the ship's emergency lighting system.

2.5 On Class I ships built prior to 1 September 1984, continuously illuminated signs in passageways and stairways indicating directions to muster stations must be provided.

2.6 On Class I, II and II(A) ships built on or after 1 September 1984, continuously illuminated signs passageways and stairways indicating directions to muster stations must be provided. 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.

2.7 For Ro-Ro passenger ships, SI 1998 No. 1012 - The Merchant Shipping (Fire Protection - Large Ships) 1998 (SI 1998/1012) Reg 68(9) requires:

2.7.1 decks to be sequentially numbered commencing with deck one which shall be the lowest or tank top level;

2.7.2 deck numbers to be displayed in prominent and continuously illuminated positions at stair landings and lift lobbies;

2.7.3 where decks are also named, the deck number to be displayed with the name.

and

2.7.4 Diagrammatic plans showing escape routes to be prominently exhibited in public spaces and on the inside of each cabin or stateroom door where any person is accommodated;



2.7.5 Such plans shall be as far as practicable correctly oriented with respect to their viewing position and such position shall be indicated on each plan in relation to the escape routes.

### **3 Decision Support System**

3.1 Regulations 4(3)&(4) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) require that on all ships of Class I, II or II(A) must have a decision support system on the navigation bridge consisting of a printed emergency plan in English, and, if different, the working language of the crew. Such systems must comply with Regulations 4(5) to (7) of those Regulations.

### **4 Muster List**

4.1 On Class I, II, and II(A) ships, muster lists must be prepared in the format laid down in Regulations 5(3) to (7) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) and must specify:

4.1.1 the general emergency alarm signal;

4.1.2; the action to be taken by crew and passengers when the general emergency alarm signal is sounded;

4.1.3 how the order to abandon ship will be given;

4.1.4 other emergency signals and action to be taken by the crew hearing such signals;

4.1.5 on ro-ro passenger ships and on passenger ships the keel of which was laid or which was at a similar stage of construction after 1st July 1998, the location of assembly stations and the procedures for locating and rescuing passengers trapped in their cabins, and

4.1.6 on ships of Classes I, II, II(A) other than those referred to in sub-paragraph 4.1.5 above, the location of muster stations and the procedures for locating and rescuing passengers trapped in their cabins.

4.2 The muster list must also show duties assigned to different members of the ship's crew, including duties in relation to:

4.2.1 closing of the watertight doors, fire doors, valves, scuppers, sidescuttles, skylights, portholes and other similar openings in the ship;

4.2.2 quipping of the survival craft and other life-saving appliances;

4.2.3 preparation and launching of survival craft;

4.2.4 general preparations of other life-saving appliances,

4.2.5 muster of passengers (if any),

4.2.6 use of communication equipment,

4.2.7 manning of fire parties assigned to deal with fires, and



- 4.2.8 special duties assigned in respect of the use of fire-fighting equipment and installations.
- 4.3 The muster list shall show the duties assigned to members of the crew in relation to passengers in case of emergency, including duties in relation to:
- 4.3.1 warning the passengers;
  - 4.3.2 seeing that they are suitably clad and have donned their lifejackets correctly,
  - 4.3.3 mustering passengers at assembly or muster stations (as appropriate),
  - 4.3.4 keeping order in the passageways and the stairways and generally controlling the movements of the passengers, and
  - 4.3.5 ensuring that a supply of blankets (where carried) is taken to the survival craft.
- 4.4 The muster list must specify:
- 4.4.1 which officers are assigned to ensure that life-saving and fire appliances are maintained in good condition and are ready for immediate use; and
  - 4.4.2 the substitutes for key persons who may become disabled, taking into account that different emergencies may call for different actions.
- 4.5 The master of the ship must ensure that copies of the muster list are exhibited in conspicuous places throughout the ship including the navigating bridge, engine-room and crew accommodation spaces.

## **5 Emergency instructions**

- 5.1 Regulations 5(8)(b) and (c) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) require that on all ships of Class I, II and II(A), that (b) clear instructions to be followed in the event of an emergency be provided for every person on board, and (c) illustrations and instructions in English and in any other appropriate languages are posted in passenger cabins and conspicuously displayed at assembly or muster stations (as appropriate) and other passenger spaces to inform passengers of:
- 4.4.1 their assembly or muster station (as appropriate);
  - 4.4.2 the essential actions they must take in an emergency; and
  - 4.4.3 the method of donning lifejackets.
- 5.2 Passenger Emergency Instructions Notices must be displayed in each passenger compartment, and must include information on muster stations, essential action to take in an emergency and the method of donning lifejackets. The number to be displayed will depend on the layout of the compartments and the service the ship is engaged.
- 5.3 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.

5.4 An example of such Instructions is given in Annex A to this Notice.

5.5 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 and other relevant information available on board.

5.6 On some services it may also be appropriate to provide notices in terminals or waiting rooms. The information provided in a notice should include that given in 5.4.1 to 5.4.3 above.

5.7 Lifejacket donning information may be given separately and on ships with a small crew, donning information should be provided in the form of posters located at the lifejacket stowage positions. Where lifejackets are stowed beneath the seats donning information should be provided on the backs of the seats, or if the backs of the seats are against a bulkhead, on the bulkhead above the seats.

## **6 General Emergency Alarm Signal and Public Address System**

6.1 Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) regulation 6 states that the general emergency alarm signal for summoning passengers to muster stations shall be at least seven short blasts followed by one long blast on an electrically operated bell or equivalent. It shall be audible throughout all the accommodation and normal crew spaces. Once activated it shall continue to sound until it is manually turned off or is temporarily interrupted by a message on the public address system.

6.2 Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) regulation 7 states that every ship shall have a public address system consisting of a loudspeaker installation enabling the broadcast of messages from the navigation bridge and other strategic points into all spaces where crew members or passengers, or both, are normally present and to all muster stations. It must be installed with regard to acoustically marginal conditions, and must be protected against unauthorised use.

6.3 Regulation 4(3) of the Merchant Shipping (Emergency Information for Passengers) Regulations 1990 (SI 1990/0660) requires that such broadcasts must be capable of being heard in all public spaces, including open decks, to which passengers have access.

## **7 Drills and Musters**

7.1 Drills and musters must be carried out as applicable under Regulations 8 to 11 of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI



1999/2722). Practice passenger musters and safety briefings are specifically dealt with in section 8 below.

## **8 Practice Passenger Musters and Passenger Safety Briefings**

8.1 Regulation 5(1) of the Merchant Shipping (Emergency Information for Passengers) Regulations 1990 (SI 1990/0660) 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 Regulations 5(8)(b) and (c) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722).

8.2 Regulation 9(4) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) requires that on all ships of Class 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 5(8)(b) and (c) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722).

8.3 Regulation 9(1) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) requires that any ship carrying passengers where the passengers are scheduled to be on board the ship for more than 24 hours, musters of the passengers shall take place within 24 hours after their embarkation. This must include instruction of the passengers in the use of a lifejacket and the action to be taken in an emergency.

8.4 Regulation 9(5) of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 (SI 1999/2722) requires that whenever passengers embark on any ship, a passenger safety briefing must be given, either immediately before or immediately after the ship next sails, by way of an announcement which must:

6.4.1 be made on the ship's public address system or by other equivalent means likely to be heard at least by the passengers who have not yet heard the announcement during the voyage;

6.4.2 be made in English and any other appropriate language; and

6.4.3 include the instructions referred to in regulation 5(8)(b) and (c).

6.5 An announcement should be made at the commencement of each voyage and should contain as a minimum:

6.5.1 the method used to inform passengers that an emergency has occurred;

6.5.2 the type of life-saving appliances onboard;

6.5.3 the action to take in the event of an emergency;

6.5.4 how to use the life-saving appliances.

6.6 Announcements should be made in a clear and simple manner bearing in mind that in some services a significant number of foreign tourists may be carried on occasions. Announcements should be brief compatible with the need to convey sufficient information to assist all concerned in the event of an emergency leading to possible abandonment. Announcements should be prefaced by a special signal followed by a request for everyone's attention. It should be ensured that no other announcement or music is allowed to be broadcast while the passenger emergency instructions announcement is being made.

6.7 An example of such an announcement is given in Annex B to this Notice.



6.8 This passenger safety briefing may be included in the muster required by Regulation 9(1) above if the muster is held immediately before or immediately after the ship next sails.

## 9 Conclusion

7.1 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:

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

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

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

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

7.1.5 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.

## More Information

Ship Standards Branch  
Maritime and Coastguard Agency  
Bay 2/23  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel : +44 (0) 203 8172000  
e-mail: Insert email address as a hyperlink

Website Address: [www.gov.uk/government/organisations/maritime-and-coastguard-agency](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency)

General Enquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

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***Safer Lives, Safer Ships, Cleaner Seas***





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.



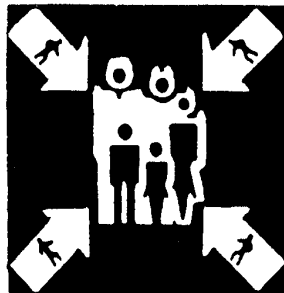
2. ACTION ON HEARING GENERAL EMERGENCY ALARM SIGNAL

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.

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\* As appropriate.

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



**EXAMPLE**

**EXAMPLE OF PASSENGER SAFETY 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".

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\* As appropriate.

