



Ref. T2/8.03

### REVISED GUIDELINES FOR PASSENGER SAFETY INSTRUCTIONS

- 1 At its sixty-fourth session (5 to 9 December 1994), the Maritime Safety Committee approved revised Guidelines for passenger safety instructions given at annex.
- 2 Member Governments are invited to bring the Guidelines to the attention of passenger ship owners and operators, shipmasters and crews and all others concerned inviting them to implement them as appropriate.
- 3 This circular revokes MSC/Circ.617/Rev.1.

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**ANNEX****GUIDELINES FOR PASSENGER SAFETY INSTRUCTIONS****1 Introduction**

1.1 The first purpose of these guidelines is to draw the attention of all concerned to the relevant SOLAS 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 Administrations 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 These guidelines include recommendations on the following subject matters:

- the provision and description of "muster station", "embarkation station" "muster station signs", "muster station direction signs", "exit signs", "emergency exit signs" "deck identification signs" "embarkation stations signs" and signs for survival craft;
- "emergency instruction notice for passengers" provided at muster stations, in passenger cabins and other passenger spaces;
- means of drawing attention of passengers to the emergency procedures information; and
- layout and identification of accommodation spaces to enable evacuation in emergency conditions.

**2 Signs****2.1 General**

- 1 Since the majority of passengers 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. The words "muster station" and "embarkation station" are often used interchangeably which can cause some confusion.
- 2 All signs should comply with resolution A.760(18) reproduced in the IMO colour poster (publication Sales No.981) entitled "Symbols related to life-saving appliances and arrangements".
- 3 The colours used in the signs and cabin numbers should contrast with the colour of the panelling to which they are attached.
- 4 Care should be taken to place the signs referred to in these guidelines in prominent and continuously illuminated positions and clear of other signs.

## **2.2 Muster and embarkation station signs**

- .1 The muster station should be identified by the muster station symbol and a letter the size of which should be compatible with the size of the muster station symbol.
- .2 Muster station signs and embarkation station signs should be of such size and so located at muster stations and embarkation stations respectively, that they are readily apparent to passengers and that the muster and embarkation stations themselves are also clearly identifiable.
- .3 The embarkation station should be identified by the embarkation station symbol and a number the size of which should be compatible with the size of the embarkation station symbol.
- .4 A space that serves both as a muster and embarkation station should be identified by only the muster station symbol and a letter."

## **2.3 Escape routes**

- .1 Muster station direction signs should be provided in all of passenger spaces, such as in stairways and alleyways to the muster stations, in public spaces not used as muster stations, in entrance halls and spaces linking public spaces and on outside decks in the vicinity of doors giving access to muster stations.
- .2 While it is important that the routes to muster stations are prominently marked, it is equally important that these routes are generally kept clear and not allowed to be used by passengers as places in which to leave luggage and other belongings if necessary.
- .3 Embarkation station direction signs leading from muster stations to embarkation stations should be provided.

## **2.4 Exit and emergency exit signs**

- .1 All doors provided for passenger use leading from passenger spaces to open decks or to alleyways used as escape routes must be clearly indicated with a sign marked "EXIT" and the relevant symbol. 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.
- .2 Doors, windows, side scuttles and other openings that are not normally used as throughfares, but which could be used for emergency escape purposes, should be clearly marked "EMERGENCY EXIT" and the relevant symbol.

## **2.5 Deck identification signs and deck and cabin numbering**

- .1 Each deck in the passenger spaces should be identified by a number. In addition it may also be identified by a name. The relevant signs should be located in all stairways and public rooms and should be clearly visible.

- 2 The passenger cabins on each deck should also be numbered, increasing from forward to aft of the ship.

### **3 Emergency instruction notices for passengers**

3.1 Simple 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 and essential actions to take in an emergency.

3.2 Simple plans showing the "you are here" position and escape routes marked by arrows, properly oriented for each posted location, should be prominently displayed.

3.3 The instructions and "you are here" plans may be provided on one notice or alternatively, in separate parts with the instructions on donning lifejackets being provided in the form of the lifejacket manufacturer's donning instructions and should be prominently displayed in the vicinity of the cabin door. The instructions should be in English and other languages appropriate to the principal nationalities carried on the route of the ship.

3.4 Emergency instruction notices for passengers should be located in suitable positions in muster stations and where possible close to the muster station signs. Notices placed in other public passenger spaces not used as muster stations should be kept well clear of other non-safety signs and posters.

3.5 An example of emergency instruction notice for passengers is given in annex 1 to these guidelines.

### **4 Public address systems**

4.1 Broadcasts made on a public address system should be clearly audible in all operating conditions in all public accommodation and service spaces, including open decks to which passengers have access. The broadcast should be presented in a formal, impersonal manner.

**Note:** The verbal speech intensity, at least 20 dB above the speech interference level at the location for the intended receiver, should be clearly audible.

### **5 Crew identification**

In an emergency passengers must be able to distinguish crew members, who can guide and help them, from other passengers. To facilitate this, the crew should wear uniforms, uniform working clothes or other distinctive.

features such as caps or vests marked "crew". It is recommended that vests marked "crew" are placed at emergency stations, for the use of crew members off duty and out of uniform.

### **6 Means of drawing passengers' attention to emergency instruction notices for passengers**

6.1 Where a muster is not held on departure, it is most important to provide a safety briefing and to draw the attention of the passengers to the location and contents of the passenger emergency instruction notices and to encourage the passengers to read the notices. 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

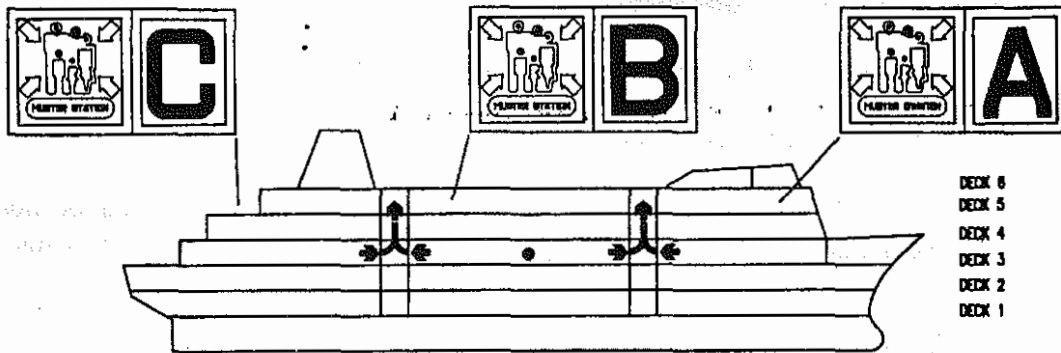
address system. The announcements should be made after all the passengers have boarded and either prior to or immediately on departure from the berth. Since it is often difficult to gain the full attention of passengers at this early stage in the voyage, it is recommended that this type of announcement 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 and languages appropriate to the principal nationalities of passengers carried on a particular route. Such announcements should be relatively brief and 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. Passengers should be encouraged to proceed from their cabins to the muster stations so that they learn that the point where they came aboard via the gangway is not the place to go in an emergency.

6.2. An example of an announcement for this purpose is given in annex 2 to these Guidelines.

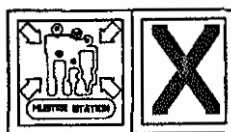
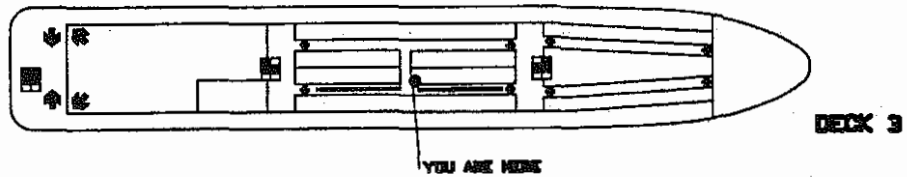
6.3. Announcements on board the ship should be supplemented by other means appropriate to the ship and voyage to ensure that as many passengers as possible have their attention drawn to the passenger emergency instructions notices. This can include but is not limited to the showing of video programmes on board and/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 emergency instruction notices on board.

ANNEX 1

**EXAMPLE EMERGENCY INSTRUCTION NOTICE FOR PASSENGERS**



**IF EMERGENCY ALARM → GO TO MUSTER STATION**



**MUSTER STATION  
(X = STATION LETTER)**



**DIRECTION SIGN  
TO MUSTER STATION**



**YOU ARE HERE**



**EXIT**



**EMERGENCY EXIT**

**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 or siren and on the alarm bells:

Seven or more short blasts followed by a long blast:



## 2 Actions on hearing the general emergency alarm signal

On hearing the general emergency alarm signal:

- .1 proceed directly to your/the nearest\* muster station, if you are in a location remote from your cabin. The direction sign to muster stations consists of the muster station sign and an arrow pointing in the appropriate direction;
- .2 if you are in your cabin or close to your cabin when the signal is heard dress warmly, collect your lifejacket\* and any essential medication and follow the direction signs to your muster station;
- .3 assist those who need help;
- .4 follow the instructions of crew members and those given over the public address system;
- .5 DO NOT return to your cabin to collect your property;
- .6 DO NOT use lifts; and
- .7 if the nearest exit is blocked, use the alternative exit as marked in the plan. This is shown by a dotted arrow.

## 3 Muster stations

A muster station is a space where passengers assemble in an emergency. Muster stations are marked by the sign shown on the plan.

## 4 Action on arrival in muster stations

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

A crew member will give you a lifejacket, if needed. Put it on. The crew members will help you if necessary. Child lifejackets are available for smaller children. Please see instructions on method of donning a lifejacket. You are encouraged to try on your lifejacket.

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\* As appropriate.

ANNEX 2

EXAMPLE OF EMERGENCY INSTRUCTION BROADCAST

**1 Special Signal**

2 "Ladies and Gentlemen, would you please listen very carefully to the following safety announcement.

3 In the unlikely event of an emergency, the general emergency alarm signal will sound. When the alarm sounds you must go to your/the nearest\* muster stations.

4 This signal consists of seven or more short blasts followed by one prolonged blast on the ship's whistle or siren and by a similar signal on the alarm bells.

5 If you are in a location remote from your cabin, please go directly to your/the nearest\* muster station. If you are in your cabin or close to your cabin when the signal is heard dress warmly, collect your lifejacket and any essential medication and follow the direction signs to your muster station.

6 The muster stations on this ship are located on [(deck number).....]\* and can be identified by a square green and white sign and an arrow in each corner pointing inwards to a symbol showing a family group. Look in the vicinity of your cabin door for information on your muster station.

7 At a muster station a crew member will give you a lifejacket, if needed. Put it on. The crew members will help you if necessary. You should remain calm and follow the instructions of the crew members at your muster station.

8 Your attention is drawn to the passenger emergency instruction notices and the ship's plans showing escape routes which are posted in the vicinity of the door of your cabin, muster stations, and in other spaces.

9 Please read all the safety notices thoroughly and take time now to study the ship's layout, emergency signs, and the escape route from your cabin to your assigned muster station and to the nearest open deck.

10 Try on your lifejacket at this time\*. If you have children travelling with you, ask your steward to get a lifejacket for each child and have the children try it on\*.

11 Safety instructions and notices are posted throughout the ship for your protection. It is important that you observe them while on board. If you have any questions regarding safety, do not hesitate to ask any of the ship's officers or crew.

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\* As appropriate.