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ADMIRALTY FLEET ORDER

FIRE PREVENTION IN ADMIRALTY ESTABLISHMENTS AT HOME

ADMIRALTY, S.W.1,

17th December, 1942.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

H. V. Markham

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To Commanders-in-Chief, Flag Officers,
Senior Naval Officers, Super-
intendents or Officers in Charge of
H.M. Naval Establishments, and
Admiralty Overseers concerned.

Shore Commands
at Home.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions—paragraph 10.

Head of "P" Branch

6236.—Fire Prevention in Admiralty Establishments at Home

(C.E. 60196/42.—17.12.1942.)

A copy of the Fire Prevention (Government Premises) (No. 2) Order, 1942, which came into force on 7th, December, 1942, and which should receive careful attention, is contained in the Appendix to this Order.

2. The new Order contains several important alterations to the Fire Prevention (Government Premises) Order, 1942, which was promulgated as an Appendix to A.F.O. 2339/42 and is in line with corresponding changes which have been embodied in the Fire Prevention (Business Premises) (No. 3) Order, 1942, and in the Civil Defence Duties (Compulsory Enrolment) Order, 1942, the outstanding matters being :—

- (i) The compulsion of women ;
- (ii) the establishment of the scheme for the relief of persons employed on night work ;
- (iii) the institution of compulsory training for all Fire Guards.

Effect is given to all these and other matters by amending the terms of the Fire Prevention (Government Premises) Order, 1942, and all references below to articles and paragraphs should be read as references to that Order as now amended.

COMPULSION OF WOMEN

3. Article 4, paragraph (1) has been amended so as to apply compulsory powers, if necessary, to all persons, male and female. Subject to the fact that different ages are prescribed for the different sexes (the prescribed ages for women being from 20–45), the whole Order now applies to men and women equally and, except where the context by reason of special references to men or women so requires, all references to “ persons ” or “ he ” and “ him ” apply equally to both sexes in accordance with the Interpretation Act.

VOLUNTARY ARRANGEMENTS

4. The necessity for bringing women into existing arrangements at Government premises does not at present arise in cases where adequate protection is now provided by approved voluntary arrangements. Voluntary arrangements may be carried out by any group or class of persons working at the premises and it is unnecessary to include women if enough men are available on a voluntary basis. Nor need establishments alter the existing voluntary basis where women volunteers supplement the men and the arrangements are adequate. It must, however, be remembered that the direction of men into the Home Guard and into other Services by the Ministry of Labour and National Service will proceed on the assumption that women can be used for fire prevention duty. Objection to such directions will not be upheld until the number of available men has been reduced to a minimum. By administrative arrangements with the Ministry of Labour and National Service, this minimum will normally be the point at which all remaining men and women liable for duty under the Order are scheduled to perform fire prevention duties at the establishment concerned for not fewer than 42 hours a month ; provided that the proportion of men on the duty rota does not fall below one third. This limitation has been agreed to by the Ministry of Labour and National Service as a general basis, but it has also been agreed, in special cases where circumstances may render it necessary, e.g. where the fire risk is above the average, to make special adjustment in order to increase the percentage of men to be retained. It is intended that, wherever possible, such cases should be settled locally.

COMPULSORY ARRANGEMENTS

5. Where compulsory arrangements at present exist, the terms of the new Order make it necessary for all available women to be brought into or introduced into the arrangements and for equal sharing of duties to be arranged, *so far as possible*, between all persons both male and female. Until the fresh changes announced by the Minister of Home Security on 17th November, 1942 (Official Report, cols. 200–202) have been embodied in statutory orders and have effect, these provisions will operate. It is appreciated that such provisions, coupled with the probability of uneven distribution of direction notices by the Ministry of Labour and National Service amongst the men and women, may render it difficult to maintain a standard proportion of men on the fire watching shifts at all times.

Nevertheless, this result should be aimed at wherever possible and particular efforts should be made to avoid arrangements whereby, in any places where high fire risks are to be found, the fire watching shift will consist solely of women, or of women in a greater proportion than 2 : 1 in relation to the men.

It is very important that compulsory arrangements shall be made in accordance with the terms of the Order and in this connection the conditions of Art. 3 of the Fire Prevention (Government Premises) Order, 1942 (promulgated as an Appendix to A.F.O. 2339/42) and the instructions which have been given in respect thereof should be strictly observed.

TRANSITIONAL PERIOD

6. Before women can be brought in on a compulsory basis, separate sleeping accommodation and amenities now required by Article 5, paragraph (4) must be provided, and, naturally a substantial amount of routine work in connection with the establishment of rotas will also be required. No fresh consultation or resubmission of approved arrangements is legally required, but where the introduction of compulsion for women affects a substantial body of the staff, Heads of Establishments should take into consultation the women concerned or their representatives. In many cases, it will be impossible to bring in women effectively by the 7th December, 1942, but approved compulsory schemes will not on this account become invalid. So long as any serious practical obstacle to the inclusion of women in the arrangement exists, and pending the enactment of the changes announced by the Minister of Home Security (*see* paragraph 5 above) the absence of equality of service between all available persons of both sexes may be taken to be covered by the wording of Article 5, paragraph (2 (b)) which provides that duties *so far as possible* to be shared equally. It should, however, be clearly understood that the transitional period should not be prolonged unnecessarily or indefinitely.

EXEMPTIONS

7. Various alterations and additions to the provisos to paragraph (1) of Article 4 have been made dealing with exemptions. In this connexion, the following points should be noted :—

- (a) Blind, or deaf and dumb persons are now automatically exempt without the need for application to the Tribunal.
- (b) Exemptions of special or temporary nature have been prescribed in respect of women and will result in names being placed on and removed from the rotas from time to time. Thus a claim to exemption is open to a woman who has the care of a child (whether her own or not) under the age of 14, who lives and sleeps where she lives and sleeps. Women may also claim exemption on production of a medical certificate, on account of pregnancy. The Head of the Establishment, as well as the local authority, should be informed if any change takes place.
- (c) A special partial exemption has been prescribed for women by the requirement that they shall not be compelled to perform fire prevention duties outside their working hours at any time between 12 noon and 6 p.m. on Saturdays, or such other days as may be directed by the Head of the Establishment. The purpose of this is to allow women to do necessary shopping and the Head of the Establishment should only direct the substitution of some other day on being satisfied that local conditions or the working arrangements at the premises render it necessary and desirable to do so, and that the majority of the women working at the premises desire such action to be taken.
- (d) Head and Senior Fire Guards who are certified as key men in the fire-guard organisation of a local authority may now be exempted while so engaged. Further, stretcher bearers may be exempted under the terms of Article 4 (1), Proviso (ggg).
- (e) Exemptions for persons holding local authorities' certificates covering the performance of civil defence duties are extended to women in respect of such duties undertaken prior to 15th August, 1942. In the case of women this certificate does not, however, cover fire prevention duties performed for the local authority at any time and, in the case of men, the previous exemption under this head is now withdrawn. This will lead to the need for a careful review of existing exemptions of men.

Establishments should examine all certificates of this nature which have been presented by employees and where, by reason of this change, a man ceases to be exempted, he should be given adequate warning of the fact before being included in the rota at the premises where he works.

- (f) Exemptions for women on the ground of long hours of work is provided for without the additional condition as in the case of men that the work should be "vital work in industrial premises". The accepted standard of long hours for women will be a weekly average of 55 or more (excluding time spent on travelling and meals) and is not to be confined to industrial premises, although the granting of exemption on this ground is at the discretion of the Head of the Establishment and may be partial as regards duties under the Order, it is intended, in general, that women regularly working as much as 55 hours shall not be required to undertake any fire prevention duties except in special cases where protection cannot otherwise be given to the premises. Any such cases should be reported to the Admiralty (C.E.I.) for information. (See also paragraph 19(d) below as regards certification).

In addition, it should be observed that women employed at premises in the City of London cannot be compelled to perform fire prevention duties there.

Furthermore, women whose actual working periods may not average 55 or more a week but the incidence of whose work involves long covering hours of attendance for "split" duties (viz. where the period between first attendance in the morning and the end of the last turn of duty covers twelve hours or more in one day) may, at the discretion of the Head of the Establishment, be relieved in whole or in part of duties under the Order and under the Business Premises Orders in respect of those periods when they are working such "split" duties.

CIVIL FIRES

8. A new provision (Article 4 paragraph (6)) requires persons performing fire prevention duties under the Order to take steps to fight any fires occurring otherwise than as a result of hostile attack at the premises which they are guarding and to get help as needed. This emphasises the necessity for maintaining a rota of persons having allocated fire prevention duties during as well as outside working hours.

ACCOMMODATION AMENITIES AND ALLOWANCES

9. Additional words at the end of Article 5, paragraph (4), require the provision of *separate* accommodation and amenities for women. A model Code of Amenities has been circulated by the Ministry of Home Security to occupiers of business premises, and Government Departments generally should have no difficulty in meeting the standards laid down in Part A thereof. Complete uniformity is neither practicable nor desirable, but any "sub-standard" facilities should be brought up to the level of the code as soon as can be managed. Some readjustment of accommodation as between the sexes will no doubt prove necessary and Establishments should make arrangements accordingly as practicable.

Sleeping accommodation should be kept at a high standard of cleanliness and bedding cleaned or fumigated as necessary; where sheets are not used, blankets should be cleaned at least once every four months.

In view of Article 5(5) it will be the responsibility of the appropriate Department to reimburse the travelling expenses and pay the subsistence allowances of fireguards supplied by local authorities at the rates prescribed in the Order. Part C of A.F.O. 2195/42 is hereby cancelled.

NIGHT WORKERS AND SHIFT WORKERS

10. Article 5A now gives legal effect to the scheme for determining the obligations of night workers to perform fire prevention duties, which was promulgated some months ago and as to which provisional instructions were issued in A.F.O. 2195/42. A definition of night-workers for the purposes of the Order has been added to Article 15(5). The categories of night-workers may conveniently be summarised, according to their appearance in the Order, as :—

- (a) permanent night-workers,
- (b) threequarters night-workers,
- (c) half night-workers,
- (d) quarter night-workers.

The rebate granted under the Order to these four categories in respect of the general obligation to perform fire prevention duties outside working hours is, respectively :—

- (a) total,
- (b) reduction to 12 hours,
- (c) reduction to 24 hours,
- (d) reduction to 36 hours.

It should be noted that these reliefs are not to be treated as proportional reductions of the liability of persons working at any particular premises, but are a fixed reduction of the maximum statutory liability (48 hours in a period of four weeks). For instance, if the rota for the day workers at certain premises involved the performance by any one person of only 24 hours in a period of four weeks, a half-night worker has not a reduced obligation amounting to 12 hours, but is liable to 24 hours equally with the day worker.

11. It will be seen that, in addition to this general liability, but subject to the overriding limitation of 48 hours in a period of four weeks in all circumstances, all night workers may be required to perform fire prevention duties during a break for food or rest not exceeding 1½ hours in the course of a period of work. Duties performed in this way do not, of course, qualify for subsistence allowances having regard to the provision of Article 5 (2), proviso (b).

12. In addition to the above obligations, but still within the overriding limitation, permanent night workers may be required to perform fire prevention duties outside their working hours in short turns either before or after a period of night work. Such short turns, however, may not (a) commence earlier than 5 p.m. (ending when work begins for the night), or (b) end later than 8 a.m. (beginning after the end of the night's work); no night worker may be required to perform more than one such short turn in each week, nor may the aggregate number of hours of fire prevention duty so performed exceed 12 in a period of four weeks. Thus, a permanent night worker has a maximum liability apart from breaks for meals or rests, which is equivalent to that of a three-quarter night worker, except that, in the latter's case the 12 hours may be required to be performed in one turn. So far as is practicable, rotas should continue to be arranged so as to avoid short turns of duty, for night (as for day) workers.

TRAINING

13. A new Article (11A) has been added providing for the compulsory training of all who volunteer or are conscripted as Fire Guards. Previously the giving of sufficient instruction to enable persons to perform their duties was covered by wording in Article 5, paragraph (1) (b). This wording has now been omitted on account of Article 11A, which goes further than the previous provision by enlarging the scope of the training and making it a duty for the Fire Guard to comply with any directions given in this respect. The arrangements as such do not require to be amended owing to the introduction of this provision. Broadly speaking, training is now treated exactly as actual fire prevention duty, and forms part of every compellable person's obligation. It follows that the same discrimination should be exercised in regard to physical differences as between men and women in allotting training as in allotting actual fire prevention duties.

14. Adequate training is to be carried out with despatch. Where training has not already been given, initial training should be arranged as soon as practicable after the 7th December, 1942, or the date when a Fire Guard joins his squad, whichever is the later. Recent changes in methods of enemy attack and developments in fire prevention technique make it important that the initial training should be entered upon without delay; refresher courses should be given at regular intervals so as to cover new operational instructions which may, from time to time, be issued, and there should be frequent practices in order to maintain efficiency at a high level. The nature of the training now to be given includes matters which have hitherto been outside the duties of Fire Guard parties. Fire Guards must now know how to deal with ancillary matters in connexion with fires, such as switching off electricity and turning off gas at the mains in case of need and, in particular, the full use of the available means of communication. Special emphasis should be laid upon the need for every fire guard to be fully

acquainted with the layout of all parts of the premises in which he or she will have to operate; and the position of all fire fighting equipment, and the existence of any particular fire risks should be thoroughly appreciated. It is therefore desirable that simple plans of the premises giving this essential information should be available for study by fire guards.

15. The above-mentioned training should as far as possible be outside working hours and inside the actual turns of fire prevention duty. The training of fire watchers in Admiralty shore establishments should be carried out under the supervision of the Passive Defence Officer or R.N. Fire Force Officers and should conform as far as is applicable to the provisions contained in Home Security Circulars 158/42 dated 11th August, 1942, and 162/42 dated 15th August, 1942, which will be promulgated in Fleet Orders in due course. Conditions do not permit of an individual instructor for each establishment and a return to the principle of electing "key" personnel to be trained as instructors is, therefore, called for.

As regards dispersed establishments, the Ministry of Works and Planning through their training schools (*vide* A.F.O. 5222/41) will be found willing to give every help. Local Authorities also provide training facilities which are being developed and expanded as a matter of urgency; full advantage should be taken of these facilities when training by the means described above would be less efficacious or less expedient, and Establishments are authorised to meet charges reasonably made by Local Authorities for the provision of training facilities, instruction, etc.

16. Staff detailed for instruction away from their place of work may be granted time off with pay (in the case of industrial employees this should be interpreted as "with payment at plain time or overtime rates, as appropriate, but not piece-work rates"). Staff may also be reimbursed travelling expenses reasonably incurred, as necessary. For the rest, apart from those persons who are not compellable outside working hours and who cannot be compelled to train outside working hours (Article 11A (2) (a)), instruction and training should so far as practicable be given within the turns of fire prevention duties of the persons concerned. Training periods are treated as occasions of duty for the purpose of subsistence allowance and for the purpose of the calculations of aggregate hours in a period of four weeks, but if the training takes place during, or at the beginning or end of, a period of fire prevention duty, the training is not a separate occasion and does not qualify for a distinct subsistence payment (unless it extends the time of fire prevention duty beyond 24 hours and so becomes a separate occasion in accordance with Article 5, paragraph (2), provision (c)). Training should never be arranged outside the actual time of fire prevention duty and outside working hours, i.e. as a separate occasion, without the Admiralty's prior approval; in other words, the new training requirements should not be the occasion for introducing short turns of duty attracting subsistence allowance (*cf.* A.F.O. 1616/42, paragraph 2).

17. In the case of joint arrangements, the cost of training should be apportioned between participants in the same way as other expenses incurred in carrying out fire prevention arrangements. Where the combination is with a local authority, responsibility for the training of the personnel concerned rests with the Admiralty or the local authority according to whether the one or the other is acting as appropriate authority under the joint scheme. Normally this should mean that, where private firms are included in a joint scheme with the Admiralty acting as appropriate authority, the Admiralty should arrange training for the staff of the private firm, recovering the expenses; in the reverse case, Admiralty staff should be trained by the local authority, payment being made by the Admiralty therefor.

CERTIFICATION

18. Hitherto, authorised officers have counter-signed the Ministry of Home Security Forms C2 and C3 and D2 and D3 (which superseded Forms C and D respectively) providing for exemption from enrolment or performance of duties on the grounds of (1) performance of fire prevention duties at Government premises, and (2) vital work at industrial premises for exceptionally long hours (men). The Admiralty has also (3) in exceptional circumstances been authorised, subject to the conditions named in A.F.O. 4341/41, to issue the form exempting persons "owing to the nature or length of hours of their work or any circumstances affecting the public interest." Except that in the case of (3) the exemption is now under Article 4 (6) of the Civil Defence Duties (Compulsory Enrolment) Order, 1942, and that certificates may now be issued to women who satisfy the same rigid conditions as have hitherto applied, the above-named forms should continue to be used as before. In addition, attention is drawn to certain new Ministry of

Home Security forms which it will be the duty of appropriate officers to countersign, providing exemption on the grounds of fire guard duty (women), work for exceptionally long hours (women), night work, and fire guard duty plus night work. Below is given a list of Ministry of Home Security forms to be signed in order to claim exemption for civil servants:—

Nature of ground for exemption	Number of Form	To which sex applicable
Fire guard duties at business premises and government premises.	C.2 (Individual certificate) ...	Men
	C.3 (Joint certificate) ...	Men
	C.2.W (Individual certificate)	Women
	C.3.W (Joint certificate) ...	Women
Vital work at industrial premises for exceptionally long hours (men).	D.2 (Individual certificate) ...	Men
	D.3 (Joint certificate) ...	Men
Work at business or government premises for exceptionally long hours (women)	D.2.W (Individual certificate)	Women
	D.3.W (Joint certificate) ...	Women
Night work.	C.2.N (Individual certificate)	Men and women
	C.3.N (Joint certificate) ...	Men and women
Fire guard duties at business premises and government premises, plus night work.	C.4 (Individual certificate) ...	Men
	C.5 (Joint certificate) ...	Men

Additional forms will be prescribed by the Ministry of Home Security as soon as possible for the purpose of certifying any persons performing Civil Defence or Civil Defence-like duties or duties undertaken to forestall or mitigate hostile attack at Government premises. Should local authorities in the meantime call upon such a person to perform any kind of part-time Civil Defence duty away from his place of work, Heads of Establishments should (a) issue to the local authority a form on the lines of Appendix B of A.F.O. 4094/41, setting out the duties which the Civil Servant in question is already performing at Government premises, outside working hours, and (b) explain that a formal certificate claiming statutory exemption will be forwarded in due course.

19. Forms have in some cases been issued by local authorities to Civil Servants registering for fire prevention duty. Establishments may obtain small supplies from local authorities and such bulk supplies as may be necessary from the office of the appropriate Regional Commissioner or (in Scotland) from the Scottish Home Department, St. Andrew's House, Edinburgh, 1.

The following points in connexion with certification are of importance:—

- In completing Forms C2 and C3 it is no longer sufficient to insert the words "over 30" against item 8 if the calculated figure exceeds 30; the number of hours calculated according to paragraph 2 of A.F.O. 599/42 should be inserted. Since, however, a fictitious figure results unless the available men are distributed over the turns of duty as evenly as possible, Establishments should make any necessary adjustments to their arrangements in order that the calculated number of hours corresponds, approximately if not exactly, to the actual hours of fire prevention duty put in by the men.
- In calculating the figure to be inserted against item 8 in Forms C2 and C3 no account should be taken of hours of duties performed by women. No calculations are required for the purpose of completing Forms C2W and C3W.
- Establishments are once more reminded that Forms D2 and D3 are to be used to certify industrial employees only. Owing to the variety of circumstances obtaining in industry complete uniformity may not always be practicable, but in general if a man regularly performs vital work for 67 hours a week or more he should be deemed to be engaged for exceptionally long hours. This limit may be reduced to

60 hours or some figure intermediate between 60 and 67 when (and only when) satisfactory fire guard arrangements can be made with such lower limit. Heads of Establishments which make use of Forms D2 and D3 are asked to supply Regional Headquarters with a list of the names (with rank) of persons authorised to sign these forms on their behalf, stating so far as possible the particular industrial premises which each signature would govern.

- (d) Certificates on the Forms D2W and D3W should be issued by Establishments in respect of those women on their staff who work exceptionally long hours and who desire exemption.

APPENDIX

STATUTORY RULES AND ORDERS

1942 No. 2397

EMERGENCY POWERS (DEFENCE)

Fire Precautions

THE FIRE PREVENTION (GOVERNMENT PREMISES) (NO. 2) ORDER, 1942, DATED NOVEMBER 23, 1942, MADE BY THE MINISTER OF HOME SECURITY UNDER REGULATIONS 27A AND 38 OF THE DEFENCE (GENERAL) REGULATIONS, 1939.

In pursuance of the powers conferred upon me by Regulations twenty-seven A and thirty-eight of the Defence (General) Regulations, 1939, I hereby order as follows:—

1.—(1) In paragraph (1) of Article 4 of the Fire Prevention (Government Premises) Order, 1942(a), the word "male" shall be omitted, and for the words "of the prescribed age" there shall be substituted the words "of the age prescribed for their sex".

(2) After paragraph (d) of the proviso to paragraph 1 of the said Article 4 there shall be inserted the following paragraph:

"(da) where the premises are in the City of London, women working at the premises shall be exempted from the said duties;"

(3) For paragraph (e) of the proviso to paragraph (1) of the said Article 4 there shall be substituted the following paragraph:—

"(e) the following persons shall be exempted from the said duties—

- (i) a member of the Royal Observer Corps;
- (ii) a constable;
- (iii) a person certified by a local authority, as defined by the Blind Persons Acts, 1920 and 1938(b), to be registered as a blind person under arrangements made by the authority under those Acts;
- (iv) a deaf and dumb person;
- (v) a person of any such class as may be prescribed;"

(4) In paragraph (f) of the proviso to paragraph (1) of the said Article 4 after the words "including members of", in the first place where they occur, there shall be inserted the words "the Women's Royal Naval Service, the Auxiliary Territorial Service, the Women's Auxiliary Air Force", and after the said paragraph there shall be inserted the following paragraphs:—

"(fa) a woman shall be exempted from the said duties during any period throughout which a child (whether her own or not) under the age of fourteen is in her care and is living and sleeping where she lives and sleeps, and a woman who holds a certificate signed by a duly qualified medical practitioner or by a certified midwife certifying that she is pregnant shall be exempted from the said duties during the period of pregnancy and for six weeks thereafter;

(a) S.R. & O. 1942 No. 839.

(b) 10 & 11 Geo. 5. c. 49 and 1 & 2 Geo. 6. c. 11.

fb) a woman shall not be required to perform the said duties outside her working hours at any time between the hours of twelve noon and six p.m. on Saturday or on such other day of the week as the appropriate department may substitute for Saturday;"

(5) After paragraph (g) of the proviso to paragraph (1) of the said Article 4 there shall be inserted the following paragraphs:—

"(ga) a person who holds a certificate from a local authority that he is employed as a head fire guard or senior fire guard in the service of that authority shall be exempted from the said duties so long as he continues to be so employed;

(gb) a person who holds a certificate signed by or on behalf of the Minister of Health or the Secretary of State for Scotland stating that he is enrolled by a government department or local authority, or any body or person having the management of a hospital for the purpose of giving assistance without remuneration in connection with the admission or transference of patients in pursuance of arrangements made by the Minister of Health or the Secretary of State for Scotland under paragraph (a) of subsection (1) of section fifty of the Civil Defence Act, 1939(a), and that at the date of the certificate he was in attendance, elsewhere than at the premises where he works or at the place where he lives, for giving such assistance for periods amounting in the aggregate to not less than forty-eight hours in each period of four weeks, shall be exempted from the said duties so long as he continues to be in attendance for such periods;"

(6) In paragraph (h) of the proviso to paragraph (1) of the said Article 4 after the words "eighteenth day of January, nineteen hundred and forty-one" there shall be inserted the words "or (in the case of a woman) the fifteenth day of August, nineteen hundred and forty-two", and after the words "civil defence duties", in both places where they occur, there shall be inserted the words "other than fire prevention duties".

(7) In paragraph (i) of the proviso to paragraph (1) of the said Article 4 after the word "applies" there shall be inserted the words "or who has in pursuance of a requirement under sub-paragraph (d) of paragraph (1) of the said Regulation twenty-nine B, taken up part-time employment in any such capacity as aforesaid".

(8) In paragraph (l) of the proviso to paragraph (1) of the said Article 4 for the word "persons" there shall be substituted the words "male persons", and after the said paragraph there shall be inserted the following paragraph:—

"(la) the appropriate department may, as respects any premises, exempt from the said duties wholly or partly women who appear to that department to be employed at those premises for exceptionally long hours;"

(9) For paragraph (3) of the said Article 4 there shall be substituted the following paragraph:—

"(3) The tribunal referred to in paragraph (b) of the proviso to paragraph (1) of this Article shall not entertain—

(a) any application made by a male person for exemption from the performance of duties under arrangements in force for any premises which are notified in writing by the appropriate department to the tribunal to be industrial premises used for vital work; or

(b) any application made by a woman for exemption from the performance of duties under arrangements in force for any premises;

if, in either case, the sole ground on which the application is made is exceptional hardship arising from the nature of his or her work or from the length of hours thereof or from both, and shall not grant exemption under that paragraph to any such male person or woman on the sole ground of such exceptional hardship as aforesaid."

(a) 2 & 3 Geo. 6, c. 31.

(10) At the end of the said Article 4 there shall be added the following paragraph :—

“(6) If a fire occurs otherwise than as a result of hostile attack at any premises for which arrangements are in force under this order, any person then performing fire prevention duties at the premises under the arrangements shall, on the detection of the fire, take such steps as are immediately practicable to combat the fire and shall summon such assistance as may be necessary”.

2.—(1) In paragraph (1) of Article 5 of the said order the words “and they receive sufficient instruction to enable them to perform those duties” shall be omitted.

(2) At the end of paragraph (4) of the said Article 5 there shall be added the words “and, if persons of both sexes perform outside their working hours duties under the arrangements at the same time, separate provision shall be made for each sex”, and after the said paragraph there shall be added the following paragraph :—

“(5) Where any persons are required by a local authority, in pursuance of the authority's duty under paragraph (3) of Regulation twenty-seven B of the Defence (General) Regulations, 1939, to perform duties under arrangements in force for any premises to which this Order applies, the provisions of paragraph (2) of this Article, so far as they relate to the reimbursement of travelling expenses and the payment of subsistence allowances, and the provisions of paragraph (4) of this Article shall apply in relation to those persons as if they were mentioned in the said provisions, subject to the modification that, in the case of such of those persons as do not work at the premises for which the arrangements are in force, the words ‘outside his working hours’ (wherever they occur) shall be omitted.”

3. After Article 5 of the said order the following Article shall be inserted :—

5A. *Relief for persons employed in night work.* Where any person working at premises for which arrangements are in force under this order is employed in night work, the arrangements shall, so far as practicable, secure that—

(a) if he is ordinarily employed for every week in night work, or is ordinarily employed in night work on not less than twenty nights in twenty-eight—

(i) he shall not be required to perform the said duties outside his working hours except on not more than one night in any week, being a night on which he is employed in night work, for a period beginning not earlier than five p.m. and ending when his work begins for the night or for a period beginning after his work has finished for the night and ending not later than eight a.m. on the morning following that night, and

(ii) the periods for which he is required to perform the said duties outside his working hours shall not in the aggregate exceed twelve hours in each period of four weeks ;

(b) if he is employed in night work on a weekly shift system for three weeks in four, or for two weeks in three, or for three weeks in five, or is ordinarily employed in night work on not less than fifteen nights in twenty-eight, the periods for which he is required to perform the said duties outside his working hours shall not in the aggregate exceed twelve hours in each period of four weeks ;

(c) if he is employed in night work on a weekly shift system for one week in two, or for two weeks in five, or for one week in three, or is ordinarily employed in night work on not less than eight nights in twenty-eight, the said periods shall not in the aggregate exceed twenty-four hours in each period of four weeks ;

(d) if he is employed in night work on a weekly shift system for one week in four, or is ordinarily employed in night work on not less than five nights in twenty-eight, the said periods shall not in the aggregate exceed thirty-six hours in each period of four weeks ;

Provided that nothing in this Article shall prevent a person being required to perform the said duties during a break for food or rest not exceeding one and a half hours in the course of a period of work on any night on which he is employed in night work, and in considering for the purposes of any of the provisions of this Article whether the periods for which he is required to perform the said duties outside his working hours do or do not in the aggregate exceed the relevant amount specified in this Article, any period during any such break on any such night during which he is required to perform the said duties shall be left out of account.”

4. For paragraph (2) of Article 8 of the said order there shall be substituted the following paragraph :—

“(2) It shall be the duty of the occupier of any business premises for which joint arrangements are in force under this order to comply with any directions given by the department responsible for the administration of the arrangements as to the manner in which the arrangements are to be carried out, and the duty of providing the equipment referred to in Article 5 of this order and of providing and maintaining the sleeping accommodation, bedding, sanitary conveniences, and facilities for washing referred to in that Article shall, so far as relates to any such business premises as aforesaid, be the duty of the occupier of these premises, and it shall also be his duty to secure, in the case of a person employed at the premises, the reimbursement of travelling expenses and the payment of subsistence allowances.”

5. In paragraph (1) of Article 10 of the said order the word “male” shall be omitted and for the words “of the prescribed age” there shall be substituted the words “of the age prescribed for their sex”.

6. After Article 11 of the said order the following Article shall be inserted :—

11A. *Training.*—(1) The appropriate department for any premises for which arrangements are in force under this order shall make provision for securing that all persons who undertake or are required to perform fire prevention duties under the arrangements receive, as soon as practicable after the commencement of this order or the commencement of their duties (whichever is the later) and thereafter from time to time, instruction and training with respect to the following matters :—

(a) the characteristics of different types of incendiary bombs and other missiles likely to cause fire and the methods of dealing therewith ;

(b) the use of fire-fighting equipment and appliances, whether by individuals or by parties or by groups of parties, and the maintenance of such equipment and appliances ;

(c) the situation of any fire-fighting equipment and appliances and supplies of static water available for use at the premises where the duties are to be performed, and the situation and use of any hydrants, taps, switches and other appliances for controlling any supply of water, gas or electricity available for use at those premises ;

(d) the methods of giving warning and communicating information, and the situation at the said premises of any telephone or other instrument used for the purpose of giving warning and communicating information ;

(e) the lay-out of the said premises and in particular the roofs, and the methods of obtaining access to the roofs and other parts of the said premises ;

and every such person as aforesaid shall comply with any directions given to him by the appropriate department requiring him to attend for instruction and training at a specified time and place, whether during or outside his working hours and whether at the premises or elsewhere, and shall also comply with any directions given to him in the course of the instruction and training by the person in charge thereof.

(2) Where arrangements, other than voluntary arrangements, are in force for any premises under this order, the foregoing paragraph shall not apply to any person wholly exempted from fire prevention duties under the

arrangements, and the following provisions shall have effect as respects persons who are required by virtue of paragraph (1) of Article 4 of this order to perform such fire prevention duties :—

- (a) any person exempted from the performance of such duties except during his working hours or during a break for food or rest not exceeding one and a half hours in the course of a period of work, shall not be required under the foregoing paragraph to attend for the purpose of receiving instruction and training except during his working hours or during any such break ;
- (b) for the purpose of calculating the aggregate periods for which such duties are required to be performed by any such person outside his working hours, any period for which he is required under this Article to attend outside his working hours for instruction and training shall be included ;
- (c) the amount of any additional travelling expenses reasonably incurred by any such person in consequence of his attendance for instruction and training under this Article shall be reimbursed ;
- (d) subsistence allowances shall be payable in respect of any occasion on which any such person is required under this Article to attend outside his working hours for instruction and training, in like manner in all respects as if he were performing fire prevention duties under the arrangements for the period of his attendance, and, in a case where he is required to attend for instruction and training during or immediately before or after a period for which he is required to perform the said duties, the period of his attendance shall (subject to the provisions of paragraph (2) of Article 5 of this order relating to a continuing period exceeding twenty-four hours) not be treated as a separate occasion.

(3) Where joint arrangements are in force for any premises under this Order, the duty of providing instruction and training in accordance with this Article shall be the duty of the department responsible for the administration of the arrangements and that department may, in default of agreement between the several departments and occupiers of the premises for which the joint arrangements are made, give directions apportioning among those departments and occupiers the expenses of providing instruction and training in accordance with this Article and may, in the case of an occupier, recover summarily as a civil debt any sum due from him in respect of those expenses."

7. In Article 12 of the said order after the words "by which" there shall be inserted the words "or for the purposes of which", and at the end of the said Article 12 there shall be added the following paragraph :—

"(2) Any appropriate department may, to such extent and subject to such conditions as it thinks proper, delegate all or any of its functions under this order to any specified persons or class of persons."

8. (1) In Article 15 of the said order after the definition of "business premises", "fire prevention duties" and "working hours" there shall be inserted the following definition :—

"'certified midwife' means a woman certified under the Midwives Acts, 1902 to 1936, or the Midwives (Scotland) Acts, 1915 and 1927(a), or a woman who is deemed to be a certified midwife by virtue of Regulation thirty-three of the defence (General) Regulations, 1939 ;"

and after the definition of "civil defence duties" there shall be inserted the following definition :—

"'fireman' means a member of the National Fire Service (whether male or female) holding a rank therein ;"

(2) At the end of the said Article the following paragraphs shall be added :—

"(4) For the purposes of this order, a person employed for the purposes of a government department, being a person whose work is not performed at premises occupied for those purposes shall—

- (i) if his employment normally requires him to attend at any such premises at the beginning or end of his daily period of work, be deemed to work at those premises ;

(a) 5 & 6 Geo. 5, c. 91 and 17 & 18 Geo. 5, c. 17.

- (ii) if his employment does not require him to attend as aforesaid but requires him to report regularly at any such premises at least once a week, be deemed to work at those premises ;

Provided that the appropriate department may exempt any such person from the performance of fire prevention duties under arrangements in force for the premises under this order, if that person is required by his work to travel from place to place and therefore to sleep away from his ordinary place of residence on at least two nights a week.

(5) For the purposes of this order—

- (a) a person shall be deemed to be employed in night work on any night if he performs not less than four hours of work, exclusive of any interval for a meal or a rest, between the hours of ten p.m. and six a.m. on that night ;
- (b) a person shall not be deemed to be employed in night work for any week unless he is so employed on at least five nights in that week ;
- (c) the expression 'week' means the period between midnight on Sunday night and midnight on the succeeding Sunday night, except that, in a case where the system of work is based upon a seven-day period beginning and ending at times differing from those aforesaid, it means that period."

9. In paragraph (c) of Article 16 of the said order after the words "Article 8" there shall be inserted the words "and Article 11A", and after the word "shall" there shall be inserted the word "respectively".

10. This order may be cited as the Fire Prevention (Government Premises) (No. 2) Order, 1942, and shall come into force on the seventh day of December, nineteen hundred and forty-two.

Herbert Morrison,
Minister of Home Security.

Whitehall,
23rd November, 1942.

(A.F.Os. 705/41, 4094/41, 4341/41, 5222/41—not in annual volume—599/42, 1616/42, 2195/42, 2196/42, 2339/42. C.A.F.Os. 1323/42, 2084/42 and 2197/42.)

(ii) if his employer does not require him to attend as a student but requires him to report regularly as any such provision as laid down in the Act shall be deemed to be a condition of his employment;

Provided that the appropriate department may exempt any such person from the provisions of this section if the person is required by his employer to travel from place to place and therefore to sleep away from his ordinary place of residence on at least two nights a week.

(5) For the purposes of this section—

(a) a person shall be deemed to be employed in night work on any night if he performs not less than four hours of work, exclusive of any interval for a meal or a rest, between the hours of ten p.m. and five a.m. on that night;

(b) a person shall not be deemed to be employed in night work for any week unless he is employed on at least five nights in that week;

(c) the expression "work" means the period between midnight on Sunday night and midnight on the succeeding Sunday night, except that in any case where the system of work is based upon a seven-day period the period of the beginning and ending of that day shall be taken as the basis of the period.

8. In paragraph (a) of Article 19 of the said order after the words "Article 8" there shall be inserted the words "and Article 11A", and after the word "shall" there shall be inserted the word "respectively".

10. This order may be cited as the Trade Protection (Development Transition) Order, 1942, and shall come into force on the seventh day of December, nineteen hundred and forty-two.

WALTER ATTWOOD,

Minister of Home Security.

LONDON, 23rd November, 1942.

(L.M.O. 70241-70244, 7325-7328, 7330-7331, 7333-7334, 7336-7337, 7339-7340, 7342-7343, 7345-7346, 7348-7349, 7351-7352, 7354-7355, 7357-7358, 7360-7361, 7363-7364, 7366-7367, 7369-7370, 7372-7373, 7375-7376, 7378-7379, 7381-7382, 7384-7385, 7387-7388, 7390-7391, 7393-7394, 7396-7397, 7399-7400, 7402-7403, 7405-7406, 7408-7409, 7411-7412, 7414-7415, 7417-7418, 7420-7421, 7423-7424, 7426-7427, 7429-7430, 7432-7433, 7435-7436, 7438-7439, 7441-7442, 7444-7445, 7447-7448, 7450-7451, 7453-7454, 7456-7457, 7459-7460, 7462-7463, 7465-7466, 7468-7469, 7471-7472, 7474-7475, 7477-7478, 7480-7481, 7483-7484, 7486-7487, 7489-7490, 7492-7493, 7495-7496, 7498-7499, 7501-7502, 7504-7505, 7507-7508, 7510-7511, 7513-7514, 7516-7517, 7519-7520, 7522-7523, 7525-7526, 7528-7529, 7531-7532, 7534-7535, 7537-7538, 7540-7541, 7543-7544, 7546-7547, 7549-7550, 7552-7553, 7555-7556, 7558-7559, 7561-7562, 7564-7565, 7567-7568, 7570-7571, 7573-7574, 7576-7577, 7579-7580, 7582-7583, 7585-7586, 7588-7589, 7591-7592, 7594-7595, 7597-7598, 7599-7600, 7601-7602, 7603-7604, 7605-7606, 7607-7608, 7609-7610, 7611-7612, 7613-7614, 7615-7616, 7617-7618, 7619-7620, 7621-7622, 7623-7624, 7625-7626, 7627-7628, 7629-7630, 7631-7632, 7633-7634, 7635-7636, 7637-7638, 7639-7640, 7641-7642, 7643-7644, 7645-7646, 7647-7648, 7649-7650, 7651-7652, 7653-7654, 7655-7656, 7657-7658, 7659-7660, 7661-7662, 7663-7664, 7665-7666, 7667-7668, 7669-7670, 7671-7672, 7673-7674, 7675-7676, 7677-7678, 7679-7680, 7681-7682, 7683-7684, 7685-7686, 7687-7688, 7689-7690, 7691-7692, 7693-7694, 7695-7696, 7697-7698, 7699-7700, 7701-7702, 7703-7704, 7705-7706, 7707-7708, 7709-7710, 7711-7712, 7713-7714, 7715-7716, 7717-7718, 7719-7720, 7721-7722, 7723-7724, 7725-7726, 7727-7728, 7729-7730, 7731-7732, 7733-7734, 7735-7736, 7737-7738, 7739-7740, 7741-7742, 7743-7744, 7745-7746, 7747-7748, 7749-7750, 7751-7752, 7753-7754, 7755-7756, 7757-7758, 7759-7760, 7761-7762, 7763-7764, 7765-7766, 7767-7768, 7769-7770, 7771-7772, 7773-7774, 7775-7776, 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