

INTRODUCTION

The purpose of this document is to outline specifications for emergency evacuation plans with the goal of providing consistency across the UW campus.

The sign for an emergency evacuation plan can be divided into two components: the holder, and its insert.

The evacuation plan insert is a floor plan printed onto bright white paper stock that includes important information about fire safety equipment and exiting.

The evacuation plan holder is constructed from acrylic and features a slot into which the plan is inserted.

PLAN HOLDER SPECIFICATIONS

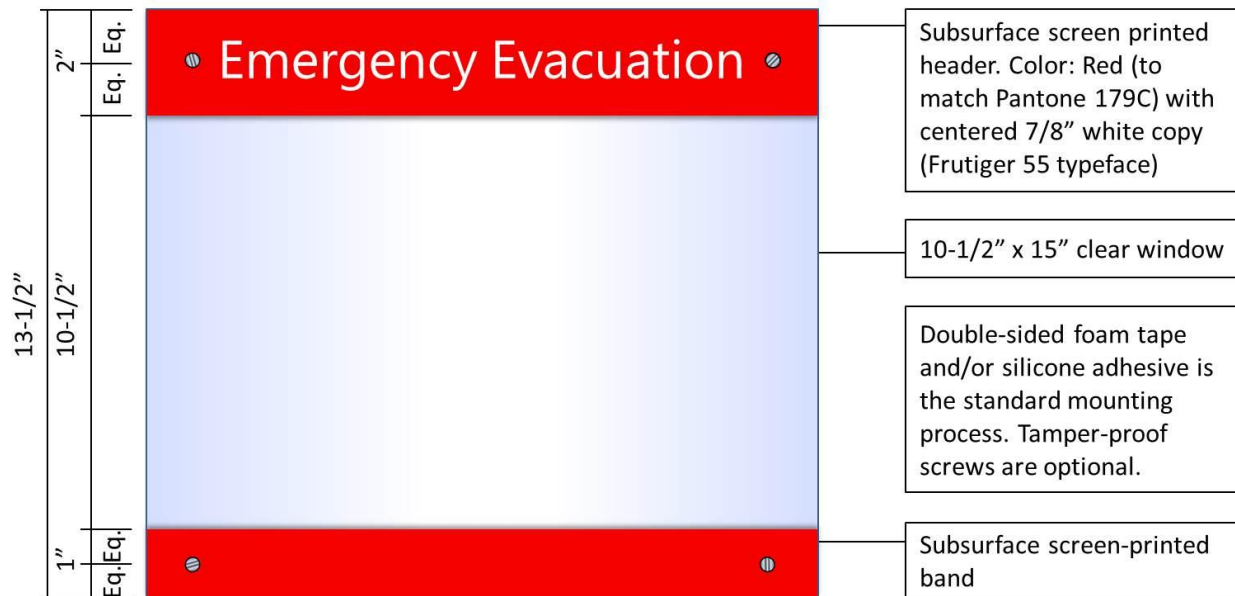


FIGURE 1.1 PLAN HOLDER SPECIFICATIONS

PLAN HOLDER SPECIFICATIONS

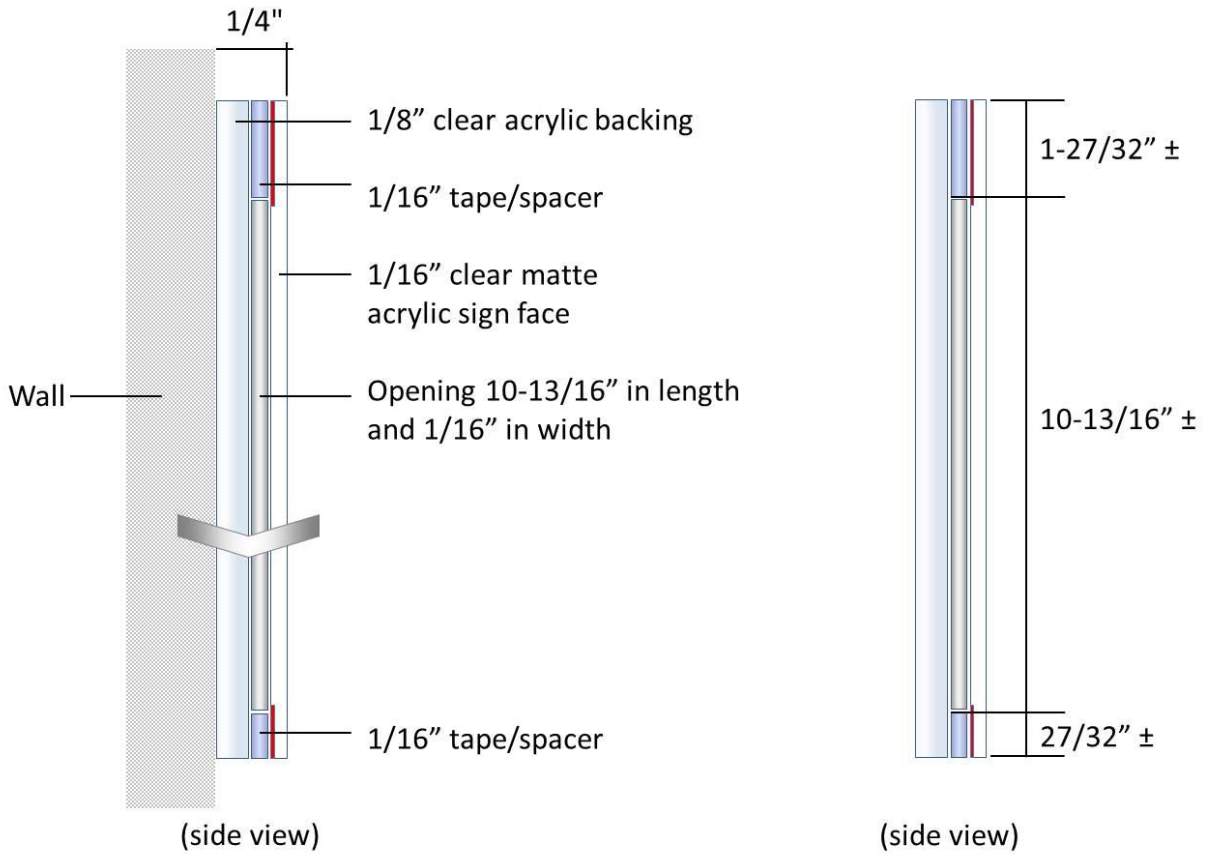


FIGURE 1.2 PLAN HOLDER SPECIFICATIONS

INSTALLATION AND MOUNTING

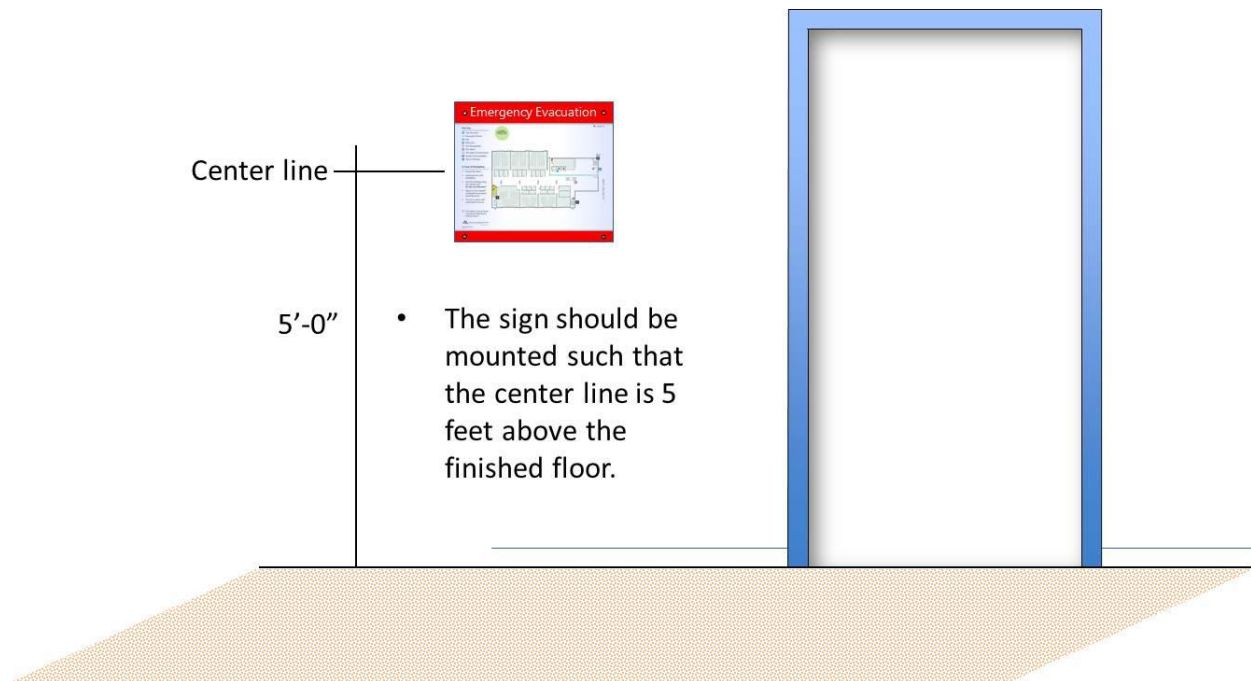


FIGURE 1.3 INSTALLATION AND MOUNTING

EVACUATION PLAN EXAMPLE

- The desired scale at which floor plans should be drawn is 1" = 16'.
- For smaller buildings 1" = 24' may be preferable.
- As a general rule, 1" = 32' is the smallest scale that should be used.

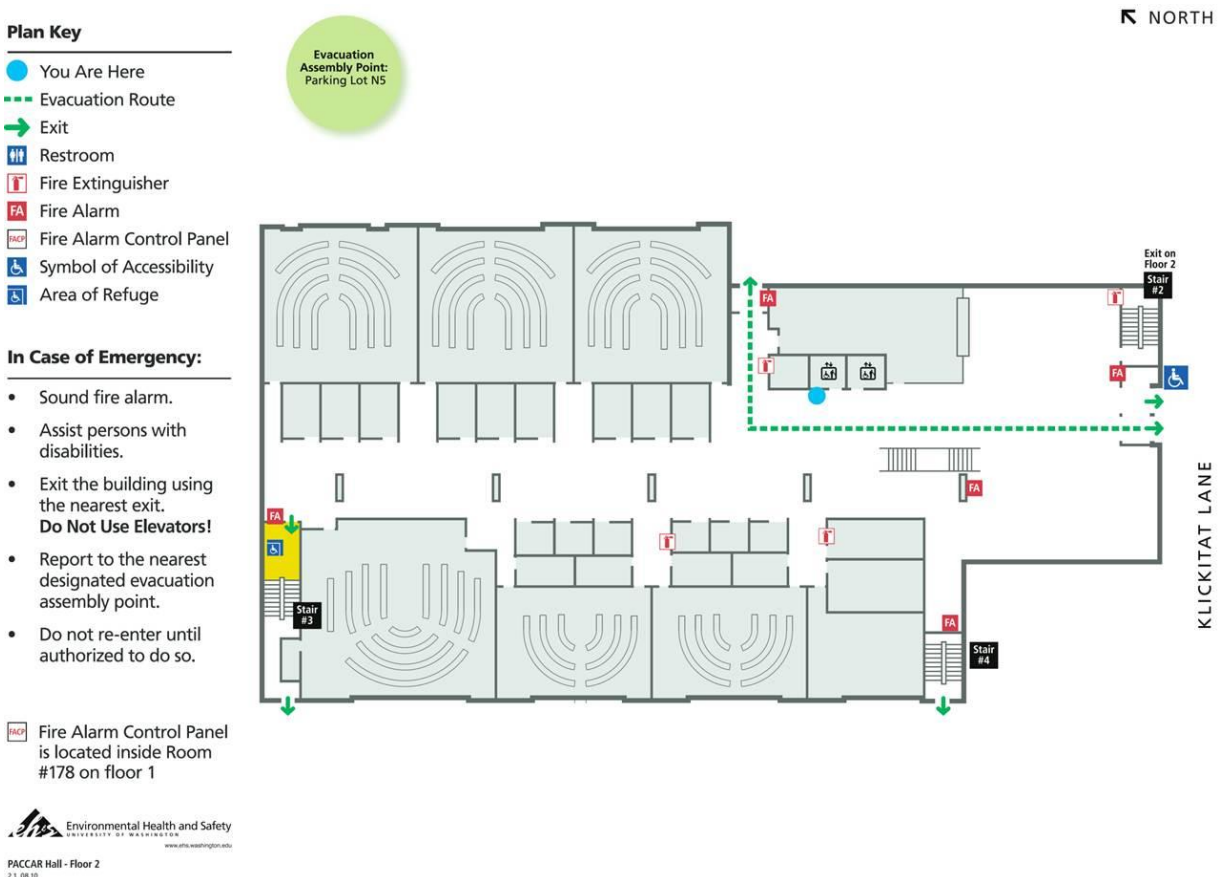


FIGURE 1.4 EVACUATION PLAN EXAMPLE

EVACUATION PLAN SPECIFICATIONS

The evacuation plans are printed on a color laser printer. The specified colors should be verified with test prints to ensure accuracy.

The plans are printed onto bright white 11" x 17" paper stock and trimmed to fit the plan holder.

The overall insert size is 10-11/16" high by 15" wide, and the maximum usable image size is 10-1/2" high by 15" wide.

A plan should be oriented to correspond with its specific location within a building; that is, when the plan is located on the wall, up should be straight ahead. It is essential that the exact plan locations are determined prior to creating the plans.

For larger buildings it may be necessary to indicate only a portion of the floor on a plan. In this case, a key featuring a building outline should be provided in the lower right corner of each plan, with the area depicted in the plan shown highlighted.

All plans should include the following:

- A north arrow, located in the upper right corner
- The building name, floor number, drawing sheet number, plan number, and date in the lower left corner
- Evacuation routes and exit arrows
- "You Are Here" indicated by a blue dot
- Fire safety equipment symbols for fire alarms, extinguishers, and fire alarm control panels
- The location of the fire alarm control panel (FACP) regardless of whether or not it is located on a different floor
- Restroom symbols indicating HC access where provided
- Accessible entrance indications (HC symbol)
- Elevators, exit stairways and stairway numbers with exit levels indicated
- Evacuation Assembly Point indications (at least one per plan)

MAP INSERT FONT STYLE AND SIZE:

EAP:
 10pt
 Frutiger 55 Roman
 and
 Frutiger 65 Bold

North:
 15pt Frutiger 55
 Roman

Map key info:
 15pt
 Frutiger 55 Roman
 Frutiger 65 Bold
 Frutiger 75 Black

Map copy:
 11pt
 Frutiger 57
 Condensed and
 Frutiger 67 Bold
 Condensed

Plan info:
 10pt Frutiger 76 Bold
 Condensed,
 6pt Frutiger 55
 Roman

**Street / Map
 Reference:**
 15pt
 Frutiger 57 Condensed
 (Wide Letter spacing)

SIGN PLACEMENT

One sign should be placed on every occupied floor level near the elevator or other conspicuous location where one would expect high circulation. For very large floor plans (> 20,000 sq.ft.) it may be appropriate to provide two per floor.

These signs are often co-located with Emergency Procedure Posters that are provided by the University. http://www.washington.edu/emergency/files/documents/emerg_proc_poster.pdf. If the project would like to install these signs concurrently please confer with EH&S.

Areas of refuge: Areas of refuge should only be shown on the plans when dedicated areas of refuge (with signage and phones) are part of the building design. Confer with EH&S for information if necessary.

FINAL NOTES

If you have any questions or would like to request additional information, please contact the UW Building and Fire Safety Office at 206-543-0465.