

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. This is the guiding document for the floor plan.

The evacuation plan holder is constructed from acrylic and features a slot into which the plan is inserted. The plan holder specifications are in a separate document on the [EH&S website](#).

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.

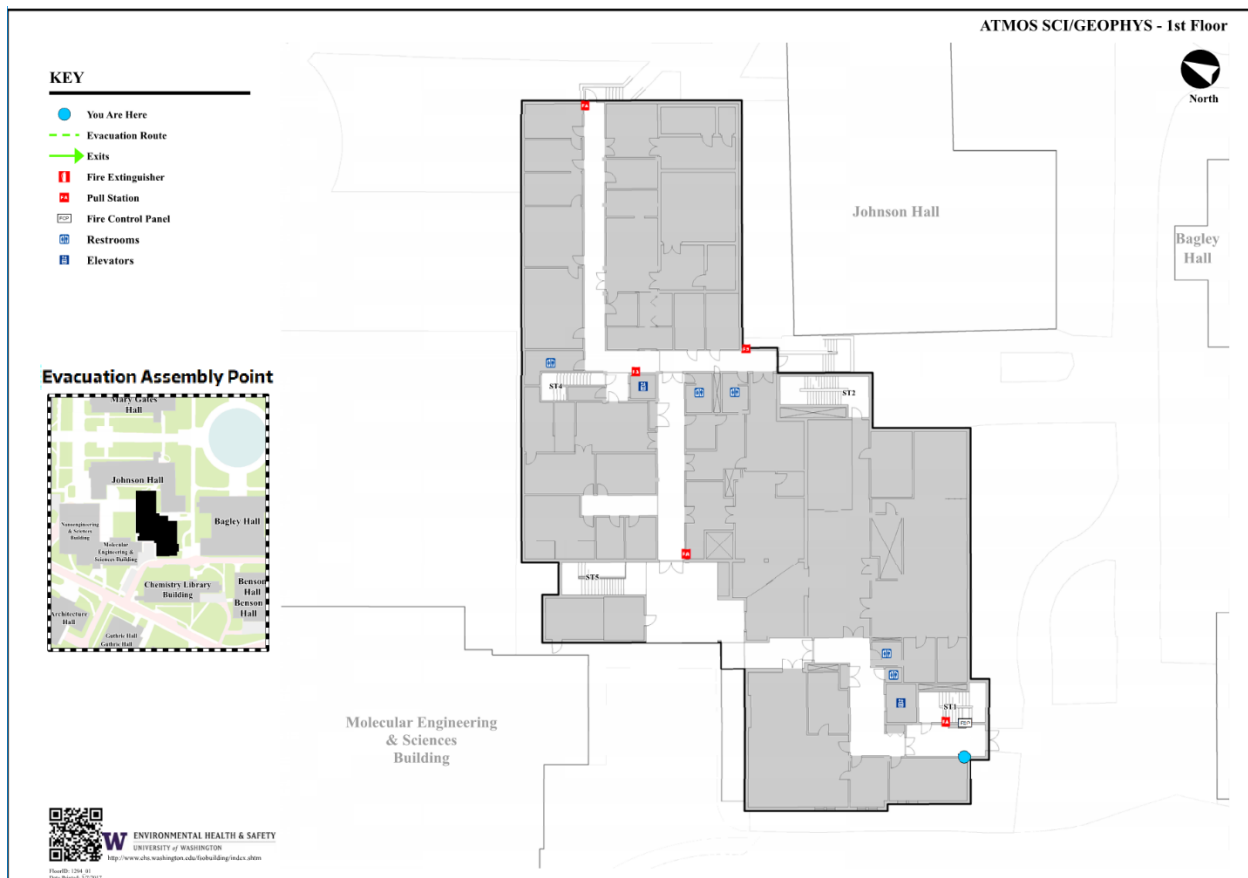


FIGURE 1.4 EVACUATION PLAN EXAMPLE

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 11" x 17" 100# Cougar cover paper stock (available from UW Publication Services) 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, the plan on the wall is oriented so that upward is 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 and floor number in the upper right corner.
- 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
- Areas of Evacuation Assistance/Area of Refuge where provided  Area of Refuge
- Evacuation Waiting Areas where designated  Evacuation Waiting Area
- Restroom symbols
- Elevators, exit stairways and stairway numbers
- Evacuation Assembly Point inset map to indicate relative position

FINAL NOTES

If you have any questions or would like to request additional information, please contact the UW Building and Fire Safety Office at 206.616.5530.