



FPB POLICY EVACUATION SIGNAGE REQUIREMENTS AND EMERGENCY PLAN INFORMATION

I. PURPOSE

This policy is intended to provide guidelines for Emergency Planning Information requirements for buildings in accordance with California Code of Regulations, Title 19, Section 3.09.

II. SCOPE

This policy shall apply to all office buildings two or more stories in height; hotels, motels, and lodging houses; high-rise buildings; and care facilities. This policy shall apply to both new and existing buildings, and shall detail the Fire-Rescue Department's minimum requirements for emergency evacuation signs and plans. This policy also provides for the establishment of a building's Owners/operators and outlines this individual's responsibilities.

III. GENERAL REQUIREMENTS FOR BUILDING EMERGENCY EVACUATION SIGN SPECIFICATIONS

- A. Approval - A draft or demo sign and 2 printed copies shall be submitted to the appropriate section in the Fire Prevention Bureau for approval prior to installation or use. No changes or alterations shall be made thereafter without subsequent approval. (Note: Existing signs must also receive Fire-Rescue Department approval for continued use.)
- B. Size - The minimum size of any emergency evacuation floor-plan sign shall be 11 by 17 inches. Approximately 40-60% of the sign area shall be used for the actual building floor plan illustration. The floor plan need not be to scale, although building perimeters must be shown.
- C. Legibility - The sign shall read from top to bottom and from left to right. The title shall read "EMERGENCY EVACUATION PLAN" and shall have bold print of a minimum lettering size of 1/2" in height. The words, "In Case of Fire Use Stairs for Exit, Do Not Use Elevator" shall also appear on the sign in minimum lettering size of 1/2." All other lettering shall be of a minimum 3/16" in height. All lettering shall be of a non-decorative type providing a sharp contrast to the background. If colors are utilized for specific symbols the following are required:
 - 1. RED - for fire equipment and alarm pull-stations
 - 2. GREEN - for exit routes

D. Emergency Information – All emergency exit plans must include:

1. Location of all exits;
2. Primary Exit Route
3. Secondary Exit Route
4. Area of Refuge
5. Electrical rooms
6. Special Hazards
7. Location of all fire extinguishers;
8. Location of all fire alarm pull-stations (if present);
9. What the fire alarm, if required, sounds and looks like (audible and visual warning devices);
10. Fire Department emergency telephone number – 911;
11. In case of fire, do not use elevators;
12. Building name, address, floor number and stairwell number/letter

E. Symbols - The use of international graphic symbols is highly desirable to offset language barriers. All symbols shall be easily distinguishable. A legend explaining each symbol shall include:



STAIRS



FIRE ALARM



FIRE EXTINGUISHER



ELEVATORS



EXIT ROUTE



YOU ARE HERE

F. Location - Signs shall be located at:

1. Entrances to all required stairwell exits
2. Every elevator landing/lobby
3. Immediately inside all public entrances to the building

4. Additional locations if the Fire-Rescue Department determines their need

- G. Mounting - Signs shall be firmly affixed to the wall to prevent easy removal. They shall be mounted at a height where the bottom edge of the sign is not more than four feet above the floor. Each sign must be correctly oriented with respect to its specific location.
- H. Durability - Signs shall be constructed of a material to prevent easy defacement or wear, or shall be covered by glass or plastic. Signs made of etched materials may be acceptable. (See attached example of an "EMERGENCY EVACUATION PLAN")

IV. Owners/operators

Owners/operators of buildings governed by this policy shall:

- A. Coordinate fire safety activities and inspections with the Fire-Rescue Department and report to the owners and operators of the building.
- B. Develop and maintain a written emergency plan for the building acceptable to the Fire-Rescue Department including but not be limited to the following:
1. Fire Department Emergency Telephone number 911
 2. Other emergency response telephone numbers
 3. Evacuation or relocation plan for the building occupants
 4. Duties of the Fire Safety Director and other designated emergency personnel
 5. Building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities
 6. Procedures to identify and assist the non-ambulatory and physically disabled
 - a. Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities
 - b. High-rise buildings shall maintain a list of all permanent building tenants who have disabilities. A list shall include any special evacuation needs and the locations of these persons.
 - c. Hospital type facilities shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.
- C. Be responsible for training of all designated emergency personnel within the building. This training shall include:
1. Identification and use of building fire safety equipment
 2. Proper communication procedures within the building
 3. Efficient people moving procedures
 4. Fire prevention practices
 5. The duties outlined for specific individuals in the building's emergency plan.
- D. Records shall be maintained for three years.

Promulgated by: _____

Date: _____

EMERGENCY EVACUATION PLAN

IN CASE OF FIRE USE STAIRWAY FOR
EXIT DO NOT USE ELEVATOR

