

Emergency Evacuation Signs

Responsible Administrator: Campus Fire Marshal
Revised: October 2023

Summary: This section outlines the policy and procedures related to Emergency Evacuation Signs that are administered through the Environmental Health & Safety (EHS) Department.

1. Program Description	1
2. Scope	1
3. Definitions	1
4. Responsibilities	2
5. Program Components.....	3
6. Reporting Requirements.....	4
7. References	4

1. Program Description

It is our goal that all emergency evacuation signs that are installed in campus buildings be uniform in size, font, color, and materials. This program describes the process involved in creating and obtaining emergency evacuation signs at UC Irvine.

2. Scope

All campus buildings over one story high must post building evacuation signs on every floor. Signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the building. All new buildings must have emergency evacuation signs reviewed by EHS and installed prior to the occupancy of the building.

3. Definitions

California Contract, Commercial Designs (CCCD) – UC Irvine has a contract and agreement with this commercial company to design and manufacture all emergency evacuation signs on campus.

Designated Campus Fire Marshal (DCFM) – At the UC Irvine campus, the SFM has delegated the Designated Campus Fire Marshal (DCFM) as the AHJ for plan review and construction inspections. The DCFM also has the responsibility and authority to enforce SFM regulations and requirements on campus.

Design and Construction Services (D&CS) Project Manager (PM) – A D&CS employee who is assigned to manage a D&CS construction project.

Emergency Evacuation Signs – Signs posted inside University buildings that indicate the evacuation routes, map legend, location of manual pull stations, fire extinguishers, elevators, and stairs, information on how to exit the building, and the emergency phone number.

Emergency Exit Route – The pathway of a means of egress that is separated from all other spaces of the building to provide a protected way of travel to the exit.

Proof – A hard copy of the proposed sign design, layout, size, style, and frame.

4. Responsibilities

The Fire Safety Division is responsible for reviewing the following elements for each emergency evacuation sign:

- Title of sign (e.g., "Evacuation Plan")
- Name of building
- Name/number of floors
- Building address (determined by the UC Irvine Police Department)
- Statement that reads "IN CASE OF FIRE USE STAIRWAY - DO NOT USE ELEVATOR"
- Physical locations of manual pull stations
- Location of "You are Here" symbol
- Exit routes
- Physical locations of fire extinguishers
- Physical locations of elevators
- Statement that reads "Alarm sounds like horn - looks like flashing lights"
- Statement that reads "In case of emergency, call the Fire Department: 911"
- Heading next to the appropriate stairs is numbered as "Stairs #_ - No Roof Access"
- Map legend

The EHS/Fire Safety Division is also responsible for:

- Coordinating proof reviews with the Design and Construction Services (D&CS) Project Manager
- Coordinating sign locations with the D&CS Project Manager
- Approving final sign locations in building
- Assisting Project Managers to obtain blueprints of buildings, if requested
- Evaluating existing buildings for conditions and existence of emergency evacuation signs

Facilities Management (FM) Sign Shop is responsible for:

- Assisting and coordinating with D&CS on all new projects; and
- Replacing emergency evacuation maps that were originally approved and posted by Facilities Management and replacing maps in 19900 state-funded buildings.

D&CS Project Managers or Department Facilities Managers are responsible for:

- Contacting the FM Sign Shop to develop project scope, coordinate schedules, and determine sign costs.
- Providing building blueprints as requested by the FM Sign Shop. If building plans are needed, contact the FM Design Manager at (949) 824-3010.
- Verifying the building's name, (e.g., Gillespie Neuroscience Research Facility). The building's name should match the name on the UC Irvine Building Campus Map.
- Verifying the building's address. Project managers must call UC Irvine's Police Department at (949) 824-5222 to verify the building address (e.g., UC Irvine - 837 Medical Science Court).
- Verifying locations of fire alarm manual pull stations, fire extinguishers, and elevators as this information will be requested by CCCD.
- Verifying the location of stairs, stair name and if the stair has roof access (e.g., Stair #1 - No Roof Access or North Stair-Roof Access)
- Coordinating exit routes with Fire Safety Division
- Delivering proofs to Fire Safety Division for review
- Accepting the final proof from CCCD

- Coordinating exact mounting locations on wall space with Fire Safety Division
Coordinating final mounting locations in the building. Project Managers must verify “You are Here” identifiers match the locations noted on the sign. Contact the Facilities Management Sign Shop to install the final signs and to verify mounting costs.

5. Program Components

The following procedure should be followed when ordering signs for new/renovated buildings and for existing buildings:

1. The D&CS Project Manager or Department Facilities Manager should contact:

- Facilities Management (FM) Sign Shop
Facilities Management
Tel (949) 824-4871
Fax (949) 824-1570
Contact person: Dan Crout
- California Contract, Commercial Designs (CCCD)
4311 Wilshire Boulevard #112
Los Angeles, CA 90010
Tel (323) 49-4270
Fax (323) 549-9070
Contact person: Mike Hershorn

Indicate that you represent UC Irvine and place an order for evacuation signs. FM's Sign Shop has an existing agreement with CCCD for the pricing and design layout of all signs.

Sign specifications shall include the following information:

- Style: Evacuation signage shall have a style listed.
- Frame: All signs must be composed of injection molded plastic frames with outside dimensions of 11.5 inches by 14.50 inches by 0.275 inches. The frame must also contain radius corners and be mountable using screws or adhesive.
- Insert: The inserts for all signs must be composed of in-laid plastic, a sign panel with sub-surface graphics, and a non-glare face. The insert must fit inside the frame's dimensions discussed above.

2. The D&CS PM or Department Facilities Manager will provide the necessary building plans and other information directly to CCCD.

3. CCCD will deliver the draft proofs to the D&CS PM or Department Facilities Manager for initial approval. After the department has reviewed these proofs, copies of the proofs must be routed to the DCFM for his review and approval. When routing the proofs to the DCFM, complete a transmittal form to expedite the process.

4. The DCFM will send the proofs back to the D&CS PM or Department Facilities Manager with any corrections. See Appendix A for an example of a proof of an emergency evacuation sign for Gillespie Hall.

5. CCCD will deliver the final proofs to FM's Sign Shop for installation.

6. FM's Sign Shop will contact the D&CS PM or the Department Facilities Manager to schedule time for the installation of the completed emergency evacuation signs. The bottom edge of the emergency evacuation sign shall not be mounted higher than four (4) feet above the finish surface.

Although there are no reporting requirements for this program, D&CS PM's and Department Facilities Managers must ensure that the emergency evacuation signs are current and reflect any renovations or changes to the building and the evacuation route. These changes must be reported to FM and to the DCFM to order a new emergency evacuation sign. The department requesting the new emergency evacuation sign will be charged for the price of the new sign.

6. Reporting Requirements

No reporting requirements are required for this program.

7. References

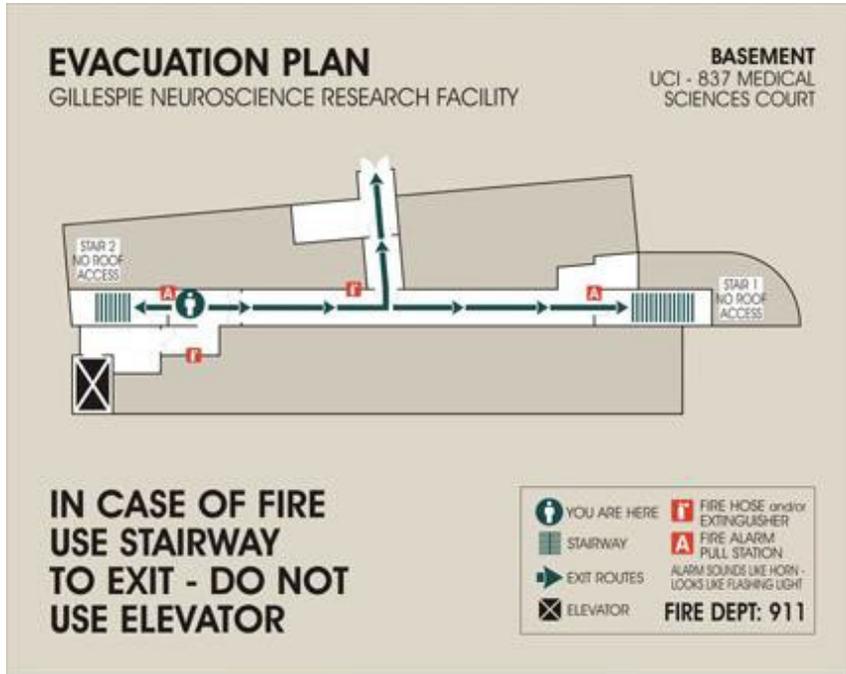
Title 19, California Code of Regulations (19CCR), Section 3.09

Appendices:

A – Example of Evacuation Sign at Gillespie Hall at the UC Irvine Campus

Appendix A – Example of Evacuation Sign at Gillespie Hall at the UC Irvine Campus

Example of evacuation sign at Gillespie Hall at the UC Irvine campus



Proof / Sign # R3-B-2
Qty: One