

# Emergency Evacuation Sign Holders

## 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. Specifications for the insert can be found on the [EH&S website](#).

The evacuation plan holder is constructed from acrylic and features a slot into which the plan is inserted. Holders meeting this specification can be ordered from [Signs of Seattle](#) (206.292.7446) or made to order from other vendors.

## PLAN HOLDER SPECIFICATIONS

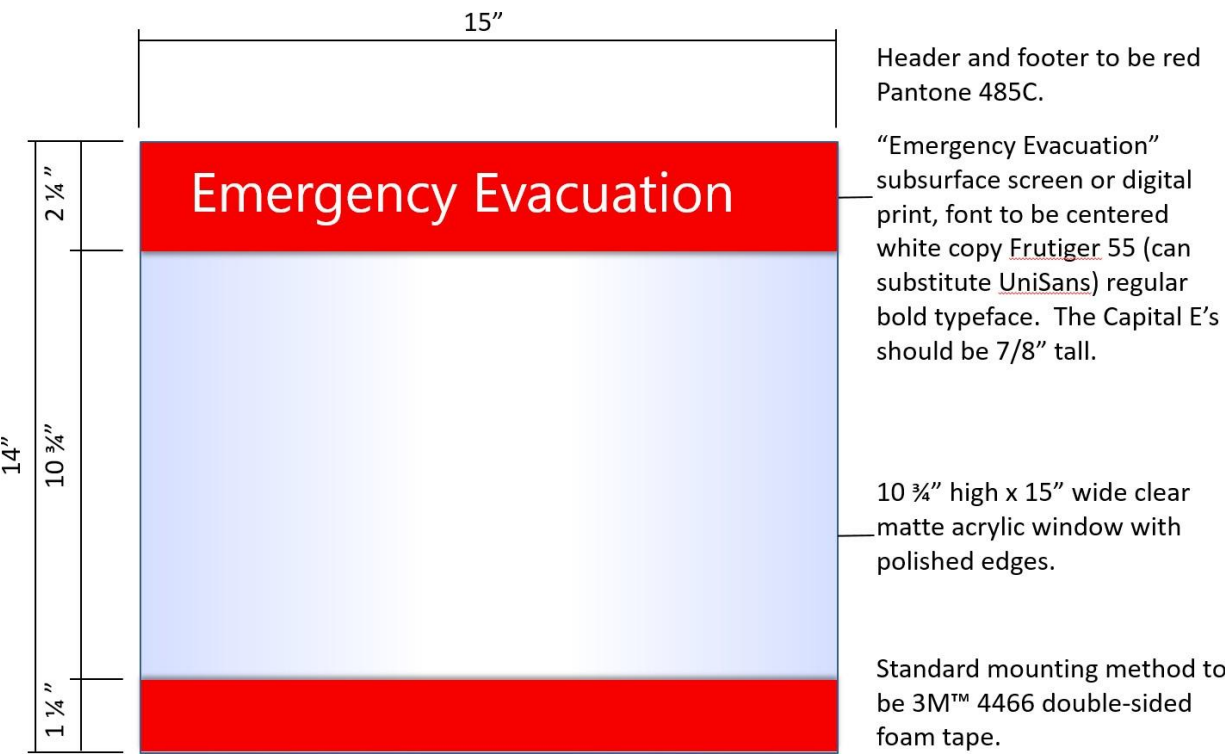


FIGURE 1.1 PLAN HOLDER SPECIFICATIONS

PLAN HOLDER SPECIFICATIONS

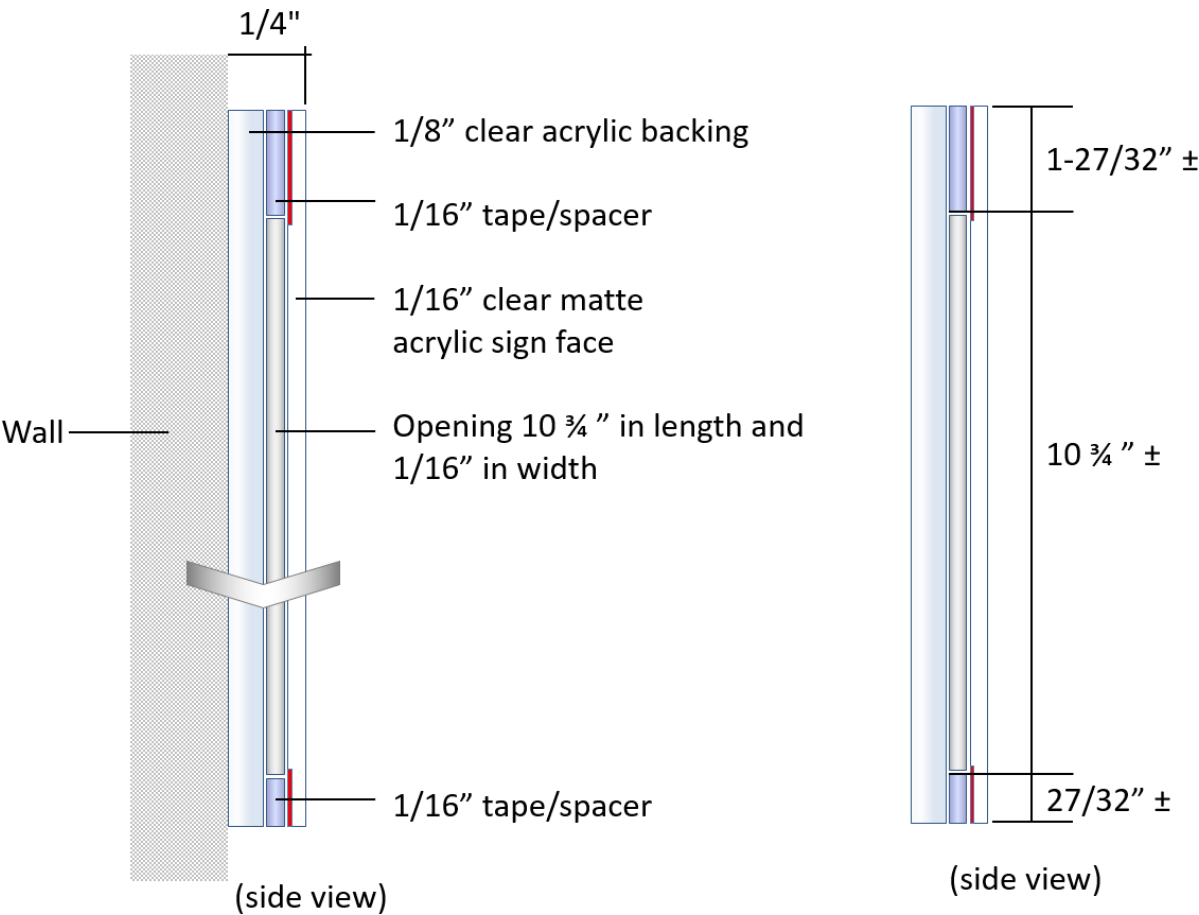


FIGURE 1.2 PLAN HOLDER SPECIFICATIONS

## INSTALLATION AND MOUNTING

Standard mounting method to be 3M™  
4466 double-sided foam tape.

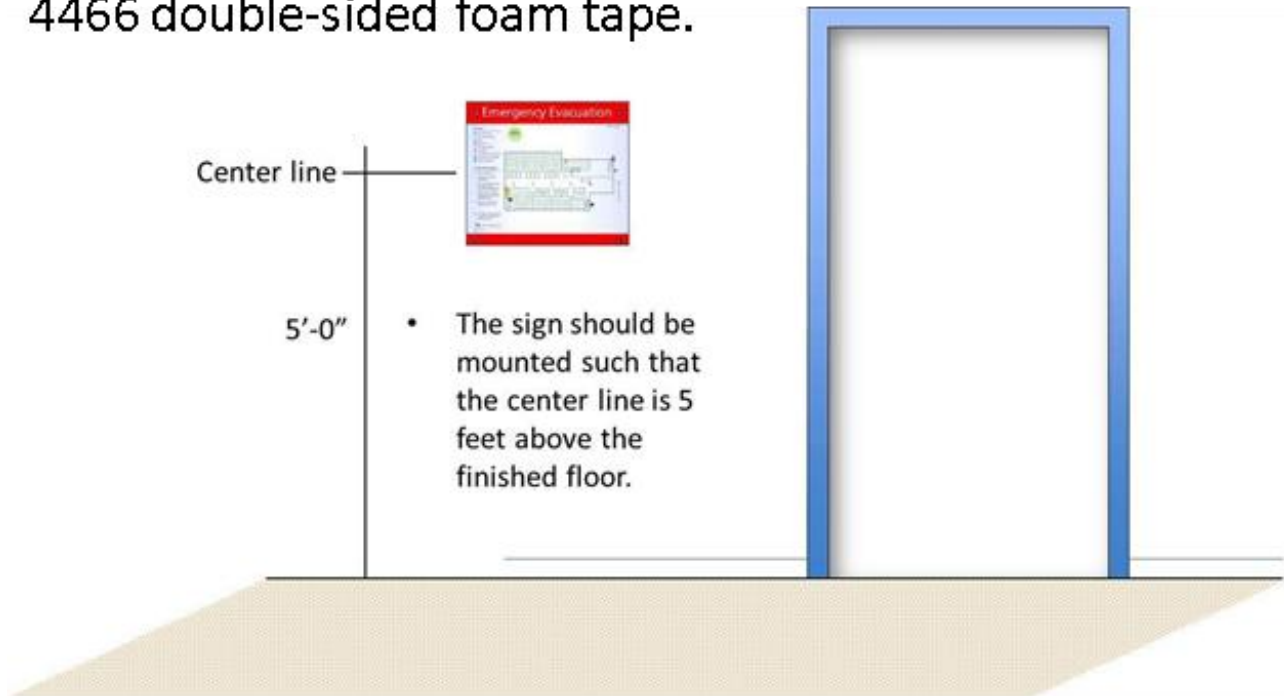


FIGURE 1.3 INSTALLATION AND MOUNTING

## **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.

Location where holders will be placed must be determined prior to developing the insert in order to coordinate the “you are here” locations.

## **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.