

## EMERGENCY EVACUATION FLOOR PLAN INSERTS DESIGN GUIDE

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.

### EVACUATION PLAN EXAMPLE

The desired scale at which floor plans should be drawn is 1" = 16'.

For smaller buildings, 1" = 24' may be preferable and is also acceptable

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 [Creative Communications](#)) 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.

At a minimum, plans should include the following (refer to the examples of icons on the plan sample; contact EH&S for graphic images):

- 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
- Evacuation Assembly Point inset map to indicate relative position
- Code compliant Areas of Evacuation Assistance/Area of Refuge (where provided)
- Evacuation Waiting Areas (where designated)
- Emergency Communications Panel (where provided)
- Emergency Communications Master Panel (where provided)
- Restroom symbols, elevators, exit stairways and stairway numbers

Additional life safety equipment is appropriate to display provided they are accessible along the path of egress and not behind locked doors or other secured locations. These include the following:

- AEDs (Automated External Defibrillators)
- First aid kits
- Eye wash stations and emergency showers

The location of the fire alarm control panel and emergency communications master panel (when provided) must be indicated on all map pages, even if not located on the floor shown on the map.

## FINAL NOTES

The Environmental Health & Safety logo and QR code linking to the [Building Emergency Procedures and Resources](#) webpage on the EH&S website should be displayed in the lower left corner. Logos in various formats are available by contacting [ehsdept@uw.edu](mailto:ehsdept@uw.edu). QR codes can be obtained by contacting [uwfire@uw.edu](mailto:uwfire@uw.edu).

If you have any questions or would like to request additional information, please contact the UW Building and Fire Safety Office at [uwfire@uw.edu](mailto:uwfire@uw.edu) or 206.685.0341.