

Building Evacuation Signs

All campus buildings two or more stories in height must have building evacuation signs posted on every floor. Posting is the responsibility of the Building Coordinator or Facility Manager. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the building. (California Health and Safety Code, Title 19, Section 3.09)

Building evacuation signs must conform to the following criteria to comply with the state regulation:

- The sign must show the floor plan for the level on which it is placed. It should be easily seen immediately by someone entering the floor of the building.
- Signs should be no more than 4 feet above the floor.
- Sign lettering must be in non-decorative typeface, 3/16 of an inch high. The letters must be in sharp contrast to the background and easy to read.
- Emergency procedure information for the physically disabled should be included.
- The sign should indicate the locations of exits and fire alarm pull stations.
- It should describe what the fire alarm sounds and looks like (audible and visual warning devices).
- It should list the fire department emergency telephone number (911).
- If there are elevators on the floor, the sign should indicate clearly that they are not to be used during emergencies.

Other information may be added to the floor plans, such as the location of fire extinguishers, hazardous material spill kits, or emergency preparedness equipment. Remember, the sign must be clear and easy to read. **The main objective is to get building occupants out of the building safely and quickly.**

For fire prevention questions or requirements, contact the Office of Environment, Health & Safety, Fire Prevention Division at 642-3073.