EH&S Fact Sheet

Environment, Health and Safety Information for the Berkeley Campus

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, §3.09)

To comply with state regulations, building evacuation signs must conform to strict criteria. At minimum, each sign must

- show the floor plan for the level on which it is placed;
- be immediately visible to someone entering the floor of the building;
- be mounted with the bottom edge no more than four (4) feet above the floor;
- be lettered in non-decorative typeface, 3/16 of an inch high. The letters must be in sharp contrast to the background and easy to read;
- include emergency procedure information for the physically disabled;
- indicate the locations of exits and fire-alarm pull stations on that floor;
- describe what the fire alarm sounds and looks like (audible and visual warning devices);
- identify the fire department emergency telephone number (911); and
- clearly indicate that elevators are not to be used during emergencies (if the floor is serviced by elevators.

Other information, such as the location of fire extinguishers, hazardous material spill kits, or emergency preparedness equipment may be added to the floor plan. Remember, the sign must be clear and easy to read. The diagrams should be mounted correctly and properly oriented. To test this, stand in front of a mounted diagram. If the diagram shows that the stairs are directly behind, you should see the stairs when you turn around.

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.