University of Michigan
Guidelines for Emergency Evacuation Maps/Plans

Emergency evacuation maps/plans are signs with maps that are posted inside campus buildings that indicate the evacuation routes/exits for that building in the case of an emergency. Although mainly intended to be evacuation plans, the signs also include other emergency information such as locations of fire extinguishers and fire alarm pull stations, defibrillators, storm shelter areas, etc. The guidelines are intended to help create a standard graphic for emergency evacuation plans so that they are uniform in size, color, materials, and information presented.

**Procedure:** When a university school, college, department or unit wishes to install new or upgraded emergency evacuation plans in buildings they are responsible for, they should contact the University Planner’s Office (UPO) for assistance.

The UPO will assist the requester with establishing a design team to provide input on the appropriate and accurate information to be incorporated on the evacuation plan. The actual design of the plan can be done by the Plant Department, or a qualified signage vendor. The design team will include appropriate persons from Architecture, Engineering & Construction (AEC), Department of Public Safety (DPS), Plant Operations, Occupational Safety & Environmental Health (OSEH), the ADA Coordinator, and the facility manager for the building in question. The team will not only determine what information is appropriate for display for that building, but will also determine the locations for the plans.

The design team members and typical roles are:

AEC-Planner’s Office and Space Information role:
- coordinate consolidation of information and appropriate team members
- provide base maps and floor plans
- provide guidelines and standards, including symbols
- provide specific information for the plans – name of building, locations for “you are here” symbol, map legend, locations of stairs, elevators, exits, etc.

Department of Public Safety role:
- determine evacuation routes
- determine locations of indoor shelter areas adequate to accommodate numbers
- determine location(s) of outdoor assembly area(s)

Plant Department role:
- provide information on locations of fire extinguishers

ADA coordinator role:
- verify adequate and appropriate areas of rescue assistance are identified

Facility manager’s role:
- provide information on locations of defibrillators
- provide information on locations of fire alarm manual pull stations

**Guidelines:**

All campus buildings should post evacuation plans, and those over one story high should post evacuation plans on every floor. Plans should be placed, at a minimum, outside restrooms and/or elevators, and at building entrances. Other locations in major traffic areas may be considered.
Costs for design, fabrication, and installation will be the responsibility of the school, college, department or unit(s) responsible for the building. Emergency evacuation plans will also be provided for all new construction and major renovation projects as part of the interior signage.

Units are encouraged to post the emergency evacuation plans on their web site and to have training sessions and drills with staff. Units are encouraged to have written instructions for evacuation available for staff. Contact DPS and/or OSEH for assistance in developing instructions. A sample plan can be found at [http://www.oseh.umich.edu/guideep.pdf](http://www.oseh.umich.edu/guideep.pdf).

**Standards for plans, frames, and installation:**
There are two components – frame and printed insert (see samples attached).

1. **Frame**
   - Size: 19" h. x 18" w. (pre-printed with “Emergency Evacuation Plan” at top)
   - Material: acrylic sheet, matte finish, subsurface painted and subsurface printed header text
   - Mounting: standard height for installation will be with the bottom edge no more than four feet (48") above floor

2. **Printed Insert**
   - Size: 17" h. x 18" w.
   - Visual opening: 16 ¾" h. x 16 ¾" w.
   - Material: digital color print on heavy weight paper or laminated paper
   - Background color: generally white

   Printed insert has three groups of information:
   - **A. Title text**
     - Title “Emergency Evacuation Plan”
     - Building name and floor number
     - Emergency phone numbers
     - U-M wordmark
   - **B. Building floor plan**
     - Floor plan for level where plan is posted, with only key spaces labeled and most rooms shaded/grayed out, so that major hallways (exit routes) are clearly visible
     - Letter styles and colors per sample; default typestyle will be Arial or Helvetica
     - “You are here” symbol
     - Standard icons and symbols per sample
     - Locations of:
       - building exits, and indication of which exits are accessible
       - stairwells and elevators
       - restrooms, if they serve as storm shelter areas (interior, no windows)
       - fire extinguishers and fire alarm pull stations
       - defibrillators, if any
       - storm shelter areas (if the building has a basement, indicate that on plans for other floors)
       - areas of rescue assistance (for persons with disabilities needing assistance)
       - exterior assembly area(s)
       - campus emergency phones outside of building
C. Legend and key plan

- Location site map (key plan) with north arrow; including surrounding buildings, street names, or other landmarks for reference
- Standard symbols legend per sample
- Standard notice: In case of fire use stairs, do not use elevators (with symbol)
- Standard emergency evacuation guidelines, per sample, to include the following information:
  • Familiarize yourself with all exits
  • Know where the fire extinguishers and fire alarm pull boxes are located
  • Evacuate the building and proceed to evacuation assembly area when alarm sounds
  • Proceed to storm shelter areas when instructed; use basement storm shelters when possible
  • Do not use elevators during an evacuation

Attachments: sample of emergency evacuation map(s), and standard symbols

University Planner’s Office
April 2006
Evacuation Plan

Emergency Evacuation Plan

1. Familiarize yourself with all exits.
2. Know where the fire extinguishers & fire alarm pull boxes are located.
3. Do not use elevators during an evacuation.
4. Proceed to storm shelter when instructed. Use basement storm shelters when possible.
5. Evacuate the building and proceed to evacuation assembly area when alarm sounds.

In case of fire use stairs. Do not use elevators.

Building Plan

- Greyed occupied areas
- Open corridors
- Label key spaces
- Highlight: you-are-here stairwells, elevators, fire extinguishers, fire pull stations, defibrillator (AED), exits, accessible features, storm shelters, assembly areas, emergency phones

Key Plan & Legend

5/8" W. border, 3 sides

Graphics contained to area:
15 1/2" H. x 16" W.

Evacuation Plan 'Window Frame' & Insert

Not to scale

Frame Color:
Default Color: Black
Frame may be a custom color, selected to be compatible with the remainder of an interior sign program for the building.

Header Text:
Maintain clear contrast of text against frame color.

Printed Insert:
Color digital print, from electronic art file, onto heavy paper sheet. May also be surface laminated for rigidity. Insert slides in to 'window frame' from either side.
RESTROOMS

ELEVATOR

UM BLDG EVACUATION PLANS: TYPICAL SYMBOLS, PRINT GUIDELINES

ACCESSIBLE SYMBOL

AREA OF RESCUE ASSISTANCE

CAMPUS EMERGENCY PHONE

NFPA #7 SYMBOL

FIRE EXTINGUISHER

FIRE ALARM PULL STATION

DEFIBRILLATOR (AED)

RESTROOMS

ELEVATOR

EXIT STAIRWELL

EVACUATION ASSEMBLY AREA