

# Oakland Fire Department Fire Prevention Bureau



Prepared By James D. Edwards  
James D. Edwards, Fire Marshal

Approved By Daniel D. Farrell  
Daniel D. Farrell, Fire Chief

## Fire Protection Standard 205A

### Evacuation Map

Date: 04/30/2008  
Revision:  
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#### GENERAL

Signs must be of professional quality acceptable to Oakland Fire Department. They must be easily readable in standard block lettering (Fancy fonts are not permitted) and accurate as to content. Each sign must be oriented to its' specific individual location.

#### SIGN LOCATIONS

Signs shall be placed/maintained in unobstructed view at every stairway entrance, at every elevator lobby, and immediately inside all public entrances of the building, or as deemed necessary by the Oakland Fire Department.

If incorporating the phraseology "IN CASE OF FIRE USE STAIRWAY FOR EXIT, DO NOT USE ELEVATOR", the sign shall be installed adjacent to the elevator call station.

#### SIZE

Each sign must be a minimum of 144 square inches, a minimum of 40 square inches of this are given to the building floor plan. Any reduction in the square inches shall be approved by Oakland Fire Department.

#### FLOOR PLAN

The floor plan must show building core, building perimeter, and every wall and opening, including door swings, within every exit route shown to correct orientation and position to each other. Areas not directly related to the exit routes must be shaded or screened in a light tone.

#### EXIT ROUTES

Exit routes must be identified by dashes leading from the "YOU ARE HERE" symbol to both the primary and secondary exits. The corridor size shall be a minimum of 3/8 inch wide. The dashes and arrows shall be not less than 1/4 inch in length and 1/8 thick in width and the word "EXIT" shall be depicted in not less than 3/16 inch in height at the exit point.

#### SYMBOLS

Stairs and elevators shall be depicted architecturally. All symbols must be easily visible. The "YOU ARE HERE" symbol shall be predominate. Placement of symbols must be accurately place either **ON/OR ADJACENT TO WALL WHERE THE DEVICES ARE LOCATED.**

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## COLORS

Colors shall be provided as follows:

- Fire equipment and alarm devices symbols must be **RED**;
- Stairwells, fire escapes, exit routes and arrows symbol(s) must be **GREEN**;
- “**YOU ARE HERE**” shall be **contrasting** to other **colors** used on the map;
- **Printed material** shall be **contrasting** to the **background**;
- Colors and shades shall be pleasant to the eye and approved by the Oakland Fire Department.

## PRINTED INFORMATION

1. “**EVACUATION PLAN**” shall be printed in CAPS and shall have a minimum CAP height of 1/2" in bold type
2. The **BUILDING ADDRESS** shall be printed in CAPS and have a minimum CAP height of 5/16 inch in regular type.
3. **Floor level** identification shall have a minimum cap height of 1/2 inch in any letter.
4. The building name is optional –if included, it shall have a minimum cap height of 3/16 inch.
5. “**IN CASE OF FIRE USE STAIRWAY FOR EXIT, DO NOT USE ELEVATOR**”, shall be printed in CAPS and shall have a minimum CAP height of 1/2 inch.
6. **THE EMERGENCY TELEPHONE NUMBER (911)**, be printed in CAPS and shall have a minimum CAP height of 1/2 inch bold type, with;
  - a. 911 shall be printed red as **9-1-1**, 1 inch in height or;
  - b. It shall be printed **9-9 1 1** in those cases where a 9 is required to call outside the building.
7. Printed **Alarm information** describing both what the “**ALARM LOOKS LIKE**” (Visual Notification) and/or what “**ALARM SOUNDS LIKE**” (Audible Notification), if applicable, shall be included and must have a minimum of 3/16 inch for any letter.
  - a. Horn with flashing light
  - b. Whooping sound with flashing light

*WE STRONGLY RECOMMEND THAT YOU VERIFY BOTH THE AUDIBLE SOUND AND VISUAL NOTIFICATION OF THE FIRE ALARM SYSTEM INSTALLED.*

8. Manual Fire Alarm **Pull Stations** shall be described as “Manual Fire Alarm Box” in the symbols Legend.
9. A **Legend** shall be provided with a minimum height of 3/16 inch for letters and symbols.
10. The address **road/street** shall be depicted on the map with correct orientation and shall have a minimum height of 3/16 inch of the nearest adjacent street.

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11. **Additional information** beyond items 1-10 above must be kept to minimum and must be **approved by the Oakland Fire Department**. At no time shall any letter be printed with a height less than 3/16 inch.

NOTE: IF UPPER CASE AND LOWER CASE LETTERS ARE USED, LOWER CASE MUST MEET MINIMUM REQUIREMENTS.

### BRAILLE

When Braille is used, the Braille shall be certified by an expert in the translation of Braille, that the information meets the requirements of California Health and Safety Code Title 19 requirements. The person certifying Braille shall provide proof of his/her credentials. This documentation shall be provided to the Oakland Fire Department prior to approval.

### FOREIGN LANGUAGE

When foreign language is depicted on the map, the language shall be certified by an expert in the translation of language(s) depicted, that the information meets the requirements of California Health and Safety Code Title 19 requirements. The person certifying the foreign language shall provide proof of his/her credentials for translating language(s) being depicted. This documentation shall be provided to the Oakland Fire Department prior to approval.

### SUBMITTAL REQUIREMENTS

1. **SUBMIT TO:**  
Fire Marshal, Oakland Fire Department  
Fire Prevention Bureau  
250 Frank Ogawa Plaza, STE 3341  
Oakland, CA 94612  
Phone: (510) 238-3851
2. **COPIES:** Submit at least two sample sets of the actual sign intended to be used for each unique representation of egress.
  - a. an additional set shall be provided and is permitted to be of a Xerox copy, provide it is stamped "NOT ACTUAL SIZE",
  - b. In the event the egress is identical on multiple floors, one map may be provided with a disclosure comment indicating map is identical/typical on named floors.
3. **SAMPLE:** Upon approval, the actual sign set shall be retained by the Oakland Fire Department.

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#### **ORIENTATION**

The maps shall be mounted to the correct orientation of the building designed and information depicted on map. The map orientation shall also be designed with “Heads Up” relative to the compass point.

#### **MOUNTING**

The signs shall be firmly affixed to the wall to prevent easy removal. They shall be mounted with the bottom of the sign located at 4-feet above the finished floor. They shall be mounted on the latch side of the door, and in the event of no wall space, they shall be placed on the nearest adjacent wall. Signs shall be maintained.

#### **PROTECTION**

The signs shall be protected by a non-glare glass, semi-matte acrylic, or equal, to prevent easy defacing. Satin or brush-finished metal signs with graphics etched and a paint-fill are acceptable without covers. Polished metal or high reflective signs are unacceptable. Characters and symbols shall contrast with their background.

#### **APPROVAL**

Oakland Fire Department shall conduct an on-site inspection of maps for proper orientation prior to building final. **NO CHANGES OR ALTERATIONS** may be made thereafter without subsequent approval.