



Subject: Standardized Emergency Signage at the University of Michigan

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This Guideline is issued by the Division of Public Safety and Security (DPSS), OSEH Fire Safety Services, Office of Institutional Equity and the AEC University Planner’s Office to provide guidance and consistency in the design and installation of emergency signage for University of Michigan (U-M) facilities.

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SUMMARY: Emergency signs are posted with basic facility layouts that indicate the emergency information for the building they are posted within. Although mainly intended to identify evacuation routes, the signs also include other emergency information such as locations of fire extinguishers and automated external defibrillators (AEDs). This guideline is intended to help create graphics for emergency signs so that they are uniform in size, color, materials, and information presented.

SCOPE: DPSS Emergency Preparedness is the lead coordinating unit for these signs and this guideline applies to all facilities at the U-M, including Flint and Dearborn. While the U-M does not require units to post emergency signs in their facilities, each unit is responsible to assure that its building occupants are informed of emergency evacuation procedures and emergency routes via approved means of egress. Although alternative means of compliance are possible, most units choose to post emergency signs as part of their effort to comply with these requirements. When signs are posted, they should follow the standard guideline listed herein. This guideline is not retroactive, meaning that existing emergency signage posted does not need to be removed and replaced; however when renovations, additions, new construction or changes occur, or if existing signs are replaced for any reason, this guideline shall be followed.

This guideline provides only the requirements for building emergency signs. This guideline does not provide requirements for other required signs, such as illuminated "Exit" signs, tactile "Exit" signs, signs that identify the entrances to "Areas of Refuge" or "Areas for Rescue Assistance," or signs that identify specific hazards. For construction and renovation projects, any code-required signs must be provided as part of the scope of construction or renovation work. If there are questions about signs outside the scope of this guideline in existing buildings, OSEH Fire Safety Services should be contacted for further information and assistance. Questions regarding laboratory or workspace warning or safety signage should be directed to the appropriate OSEH program area.

RESPONSIBILITY: Deans, Directors, and Department Heads

- Recognize the importance of safety during emergency situations.
- Provide a means to educate and inform faculty, staff, and students of procedures to follow in the event of an emergency.

Facility Managers

- Provide information on facility specific issues, including identified areas of rescue assistance and/or areas of refuge.

Employees

- Follow all emergency direction provided by emergency responders, facility staff with authority during emergencies, and emergency signage.

Architecture, Engineering and Construction (AEC)

- Provide key (floor) plans of facilities
- Provide base maps and floor signs
- Incorporate and promote this guideline into the design guidelines and construction management process, including Plant Construction projects.

DPSS Emergency Preparedness

- Serve as coordinating point for University units
- Establish and maintain standards, including symbols
- Provide specific information for the signs

OSEH Fire Safety Services (FSS)

- Determine location(s) of exterior evacuation assembly area(s)
- Identify appropriate areas of rescue assistance and/or areas of refuge
- Verify location on draft signs

OSEH Community Health

- Maintain locations of Automated External Defibrillators
- Verify location on draft signs.

University of Michigan Police Department (UMPD)

- Ensure sensitive building information is not displayed on public postings
- Review signs for additional law enforcement concerns

Plant Operations, Life Safety Shop (LSS)

- Maintain and provide information on locations of fire extinguishers
- Verify location on draft signs.

Office of Institutional Equity, ADA Coordinator

- Provide guidance regarding ADA issues for persons with disabilities including emergency egress, areas of rescue assistance and/or areas of refuge.

PROCEDURES: The following procedures have been prepared to provide a consistent approach to the emergency signage used at U-M campuses.

A. Request for Emergency Signage:

1. When a facility is looking to update or add new emergency signage, they shall contact DPSS Emergency Preparedness to initiate the process. A facility must supply a short code, unless signage is related to renovations or new construction, in which project costs will be managed through the AEC project manager.
 - o U-M Procurement Services has designated vendors (vendor) who are authorized to produce emergency signage for U-M.
2. DPSS Emergency Preparedness will work with AEC to obtain current key plans and contact the vendor to initiate the process.
3. Upon receiving proofs back from the vendor, DPSS Emergency Preparedness will send the proofs to the following departments for review – Note: Units will have two weeks to submit comments back to DPSS Emergency Preparedness. Proofs will then be sent to the requesting unit for review prior to beginning production.
 - Architecture, Engineering and Construction
 - University of Michigan Police Department
 - Facility manager or project contact for the building
 - Plant Operations Life Safety Shop
 - Office of Institutional Equity, ADA Coordinator
 - OSEH Fire Safety Services
 - OSEH Community Health
4. DPSS Emergency Preparedness will compile all reviews and submit to the vendor for revisions.
5. The facility manager or project contact for the requesting unit will work with the vendor to install the signs, unless signage is being produced and installed as part of a renovation or new construction project.

B. Standards for Signs, Frames, and Installation: There are two components – frame and printed insert. The facility layout on the insert will be rotated on the plan in accordance with the reader’s perspective.

1. Frame
 - Size: 19" tall x 18" wide. Pre-printed with “EMERGENCY PLAN” in white centered across the 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

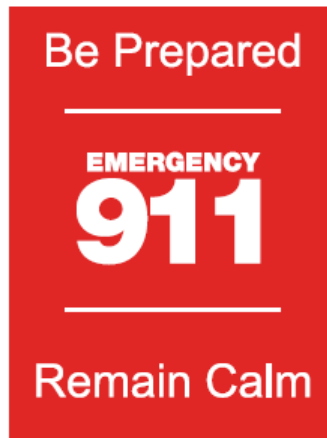
- Size: 17" tall x 17" wide
- Insert material should be UV protected with either the inks or over-laminate
- Visual opening: 16 ¾" high x 16 ¾" wide
- Material: digital color print on heavy weight paper or laminated paper
- Background color: generally white
- Printed insert has three groups of information:

○ Title text

- Left side symbol





- Center grouping
 - Building name as it appears in outdoor building signage
 - Building address
 - Floor number
- Right side symbol



○ 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 Attachment I
- Locations of:
 - Building exits and indication of which exits are accessible
 - Stairwells and elevators
 - Restrooms
 - Fire extinguishers
 - Automated external defibrillators (if any)
 - Areas of rescue assistance and/or areas of refuge (for persons with disabilities needing assistance)
 - Exterior evacuation assembly area(s)
 - Campus emergency phones outside of building
- Legend and key plan
 - Location site map (key plan) with north arrow; including surrounding buildings, street names, or other landmarks for reference
 - The buildings will be identified by using the building name as it appears in outdoor free-standing building signage.
 - The building footprint will be filled in with blue color, which will be the same color of the building name.
 - Standard symbols legend per sample
 - Standard notice:

 FIRE EVACUATE	 TORNADO SEEK SHELTER
<ul style="list-style-type: none">• Activate nearest fire alarm• Proceed to nearest exit• Use stairs, not elevators• Assist persons with disabilities/special needs• Meet at designated assembly areas• Stay away from building entrance(s)• Account for individuals• Re-enter area only when directed by authorities	<ul style="list-style-type: none">• Close all doors, including main corridors• Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass• Crouch near floor or under heavy, well supported objects and cover back of your head• If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover back of your head• Monitor WEMU 89.1, WWWW 102.9, WQKL 107.1, WTKA 1050AM, or WLBY 1290AM for all clear

- **Note: The below language should only be included if the building has a mass notification system. This language will appear under the icons listed above and above the website URLs.**

This building is equipped with an emergency notification system. In the event of an emergency, AMBER FLASHING STROBES may activate and verbal instructions may be provided to evacuate the building, remain in place, seek shelter or lockdown. Follow the directions that are provided.

For emergency status and more information:
www.dpss.umich.edu

3. Storm Shelter Areas
 - Storm shelter areas are not designated on emergency signs
 - Units may still wish to designate specific areas as storm shelters rather than solely relying on the written instructions that tell occupants to “go to the lowest interior space such as hallways and restrooms.” If a unit wishes to designate specific areas as storm shelters, they have the option to post separate signs in each designated area that simply say, “Severe Weather Shelter Area,” with an appropriate graphic symbol. These are separate signs and are not part of this emergency signage guideline. These signs should include Braille lettering.
4. Campus Emergency Evacuation Procedures for Persons with Disabilities
 - Information on campus emergency evacuation procedures for persons with disabilities can be found at the following link.
<http://www.oseh.umich.edu/pdf/guideline/eepappd.pdf>
5. Symbols Legend
 - Only symbols that appear on the signage shall appear in the symbols legend
6. Recommended Emergency Signage Posting Locations
 - Signs should be posted in general occupancy areas at or near a means of egress, entrances to stair enclosures, elevator lobbies and any high foot traffic areas where they will be easily visible and accessible
 - Facilities may post additional emergency signage in classrooms, labs and other rooms where space limitations may dictate slight size modifications

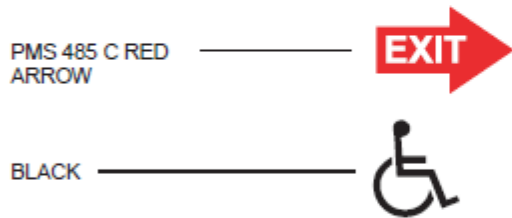
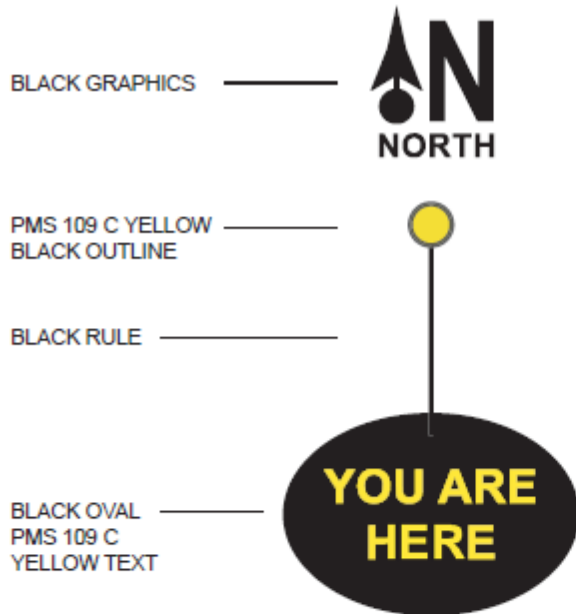
**TECHNICAL
SUPPORT:**

Assistance with this program is available through DPSS Emergency Preparedness at (734) 763-3434.

ATTACHMENTS:

1. Standard Emergency Signage Symbols
2. Sample Sign Insert
3. Sample Sign Frame

Attachment I Standard Emergency Signage Symbols



- PMS 375 C GREEN BKGRD —
- BLACK OUTLINE —
- PMS 485 C RED —
- PMS 293 C BLUE AND
PMS 485 C RED —
- PMS 375 C GREEN BKGRD —
- PMS 109 C YELLOW BKGRD —
- PMS 293 C BLUE —
- BLACK —

SYMBOLS LEGEND	
	EXIT STAIRWELL
	ELEVATOR
	FIRE EXTINGUISHER
	DEFIBRILLATOR (AED)
	AREA OF REFUGE
	EVACUATION ASSEMBLY AREA
	AREA OF RESCUE ASSISTANCE
	CAMPUS EMERGENCY PHONE
	RESTROOMS

BLACK TEXT & RULES



FIRE EXTINGUISHER



DEFIBRILLATOR (AED)



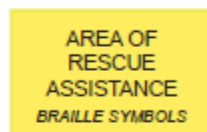
AREA OF REFUGE



CAMPUS EMERGENCY PHONE



RESTROOMS



AREA FOR RESCUE ASSISTANCE



ELEVATOR



EXIT STAIRWELL



EVACUATION ASSEMBLY AREA

Attachment II
Sample Insert

LORCH HALL

611 Tappan St
First Floor

Be Prepared
EMERGENCY 911
Remain Calm

SITE KEY PLAN

SYMBOLS LEGEND

- EXIT STAIRWELL
- ELEVATOR
- FIRE EXTINGUISHER
- EVACUATION ASSEMBLY AREA
- AREA OF RESCUE ASSISTANCE
- CAMPUS EMERGENCY PHONE
- RESTROOMS

FAMILIARIZE YOURSELF WITH ALL EXITS

FIRE EVACUATE

- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities

TORNADO SEEK SHELTER

- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover the back of your head
- Monitor WEMU 89.1, WWWW 102.9, WQKL 107.1, WTKA 1050AM, or WLBY 1290AM for all clear

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**Attachment III
Sample Frame**

EMERGENCY PLAN

