

REQUIREMENTS FOR BUILDING EMERGENCY EXIT PLANS

The following guidelines are set forth by the California Code of Regulations Title 19 Sec. 3.09, Los Angeles Fire Code Division 57.33.19, 57.112.05 and policy of the Los Angeles Fire Department.

REQUIRED GUIDELINES/FORMAT

GENERAL Signs must be of quality acceptable to the Los Angeles Fire Department. They must be easily readable and accurate as to content. Each sign must be oriented to its specific, individual location.

SIZE Each evacuation sign must be a minimum of 144 square inches for the total sign. Sign size shall be no less than 8 1/2" on any given side. Though not required to be to scale, artwork relations must be acceptable to the Los Angeles Fire Department.

FLOOR PLAN The floor plan must show every wall that faces every exit route. Enclosed areas not directly related to the exit routes must be shaded or screened. The floor plan must show the building core and the building perimeter; these must be shown with correct orientation to each other. All pillars and their shape must be drawn in parking areas and/or basements. All doors must be shown for elevator lobbies, and stairwells.

**SHOWING
EXIT ROUTES** Exit routes must be indicated by solid or dashed arrowhead lines leading from a "YOU ARE HERE" symbol to the appropriate exits. The "YOU ARE HERE" symbol indicates where the person reading the sign is standing. The symbol must be shown on the floor plan close to the wall the sign is located on, and the floor plan must be oriented so that the wall is above the "YOU ARE HERE" symbol. Where possible, show two opposing ways out of the area (verify route accessibility).

SYMBOLS Stairs and fire escapes will be depicted architecturally correct. Elevators, alarm devices, will be depicted using symbols acceptable to the Los Angeles Fire Department. All symbols must be easily discernible, with the "YOU ARE HERE" symbol predominating. Placement of symbols must be on or embedded into the wall where the devices are located. Fire escapes shall be treated as stairways and may be shown as exit routes.

COLORS Colors are not required. If colors are to be used for symbols, it is recommended that fire equipment and alarm device symbols be red. Exit route arrows and "YOU ARE HERE" symbols shall be green unless these colors do not contrast with the over all sign color. Colors must be of contrasting tones acceptable to the Los Angeles Fire Department.

**SIGN
LOCATIONS**

Bottom of signs shall be placed no higher than four feet from the floor, at every stairway landing (in corridor outside of stairwell), at every elevator lobby, on the roof (at the stairwell door) and immediately inside all public entrances of the building, and as deemed necessary by the L.A.F.D.

**PRINTED
INFORMATION**

Fire safety information shall be printed in a clear, non-ornamental style of type which is 12 points or larger in size. "EVACUATION PLAN" must have a minimum cap height of 3/16" in bold type. The building address must have a minimum cap height of 3/16". Floor level identification must have a minimum cap height of 3/16". The building or company name is optional (if included it must have a minimum cap height of 3/16"). "THE EMERGENCY TELEPHONE NUMBER" (911) must be a minimum of 3/16" in bold type. Each stairway must be identified with its respective number, and noted as to whether or not it provides "ROOF ACCESS" or "NO ROOF ACCESS", all of which must have a minimum height of 3/16" for any letter. Printed information describing what "ALARM LOOKS LIKE" (if applicable) and what "ALARM SOUNDS LIKE" shall be included and must be a minimum of 3/16" for any letter.

If the Evacuation Sign in the elevator lobby is replacing an existing sign, and the existing sign has "IN CASE OF FIRE USE STAIRWAY FOR EXIT, DO NOT USE ELEVATOR" then, that phraseology must be included on the replacement Evacuation Sign having a minimum height of 1/2" in capitals and bold type. This phraseology is only required on signs going in the elevator lobby when replacing an existing sign.

In order to establish a point of reference in the building, one or more adjacent streets shall be used. In lieu of streets, a directional symbol indicating north may be used. Street names must have a minimum height of 3/16" for any letter.

NOTE:

Additional information beyond the above items must be kept to a minimum, restricted to safety information and must be approved by the Los Angeles Fire Department. If upper case and lower case letters are used, lower case must meet the minimum requirements.

MOUNTING

Signs shall be maintained properly. It is recommended that signs be covered by non-glare glass, semi-matte acrylic or equal, to prevent defacing.

LANGUAGE

In the event a substantial number of the patrons and occupants of any occupancy regulated by this section do not read or comprehend the English language, the required fire safety information shall be printed in both English and the language understood by the patrons and occupants.

APPROVAL

A sample copy of all evacuation signs must be submitted to the Los Angeles Fire Department Fire and Safety Education unit for approval prior to implementation. **NO CHANGES OR ALTERATIONS** may be made thereafter without subsequent approval.

1. Signs (complete sign layout, see examples) must be submitted full scale or 50% reduction only. Two complete sets are required.
2. A description of colors to be used (if applicable) and sizes of all text and components shall be indicated.

**WHEN
REQUIRED**

Signs will **NOT** be approved until all work on floors is completed. Building evacuation signs should be installed as soon as possible upon floor and corridor completion.

SUBMITTAL

Addressed to: **Los Angeles Fire Department
Fire Safety Education Unit
5021 Sepulveda Boulevard
Sherman Oaks, CA. 91403
Phone: (818) 756-9671**

VARIATIONS

Any variations to the above stated requirements must be submitted to the Fire and Safety Education Unit for consideration.

ALL SIGNS MUST BE INSTALLED WITHIN SIX MONTHS FROM THE DATE OF STAMPED APPROVAL OR APPROVAL WILL BECOME INVALID.

These guidelines shall supersede any guidelines prior to April 2001.

RE: California Code of Regulations Title 19 3.09 / L.A.M.C. 57.33.19, 57.112.05 /Policy of the Los Angeles Fire Department

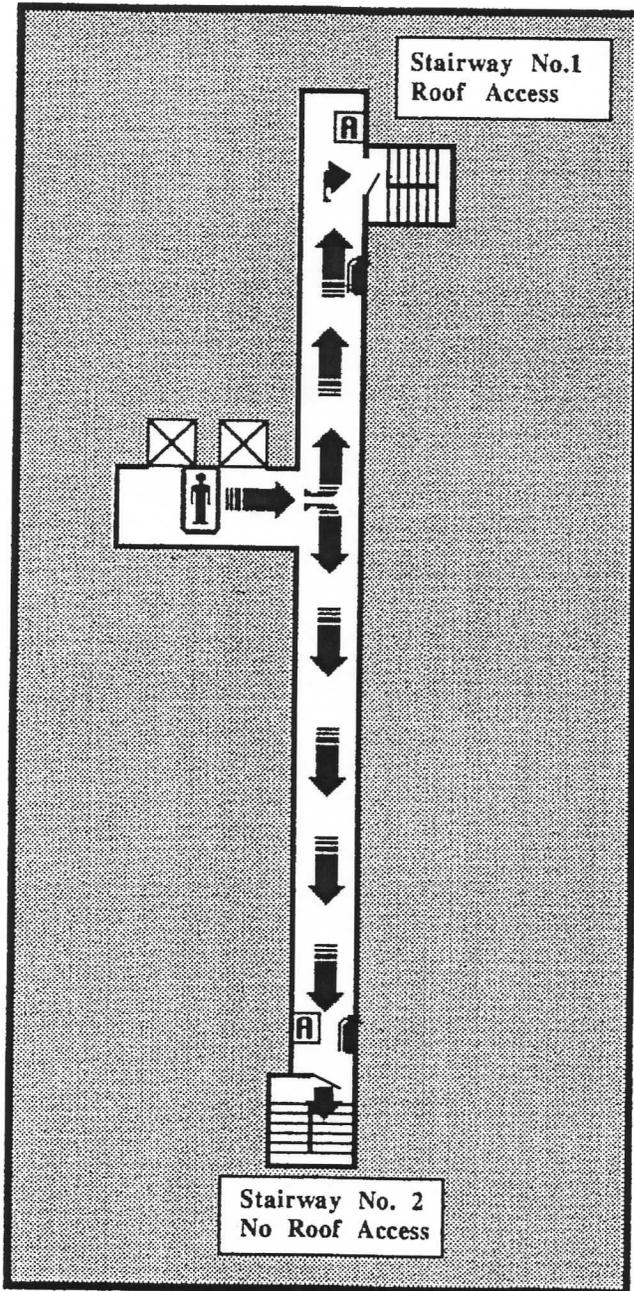
**COVER
PAGE**

The cover page shall include the following: Sign companies name, address, phone number and fax number. Colors being used on the signage or a statement that the drafts include the final color scheme. Size of drafts (I.E. 50% of final overall signage). **NAME, AND PHONE NUMBER OF THE CONTACT PERSON AT THE BUILDING WHO CONTRACTED THE WORK TO BE DONE** (we will not walk the building without this information).

Evacuation Plan

1067 Smithson Avenue

Smithson Avenue



3rd Floor

	Evacuation Route
	You Are Here
	Elevator
	Fire Extinguisher
	Fire Alarm

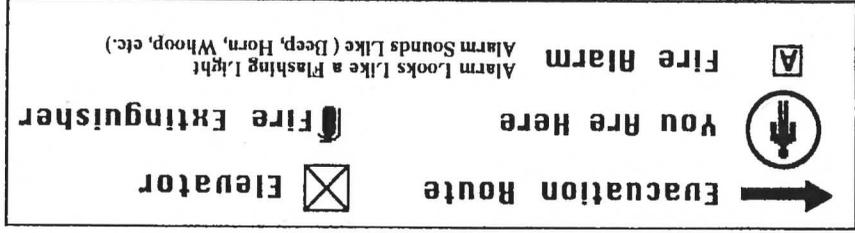
Alarm Looks Like a Flashing Light
Alarm Sounds Like
(Beep, Horn, Whoop, etc.)

**IN CASE OF
FIRE USE
STAIRWAY
FOR EXIT.
DO NOT USE
ELEVATOR**

Fire Dept. 911

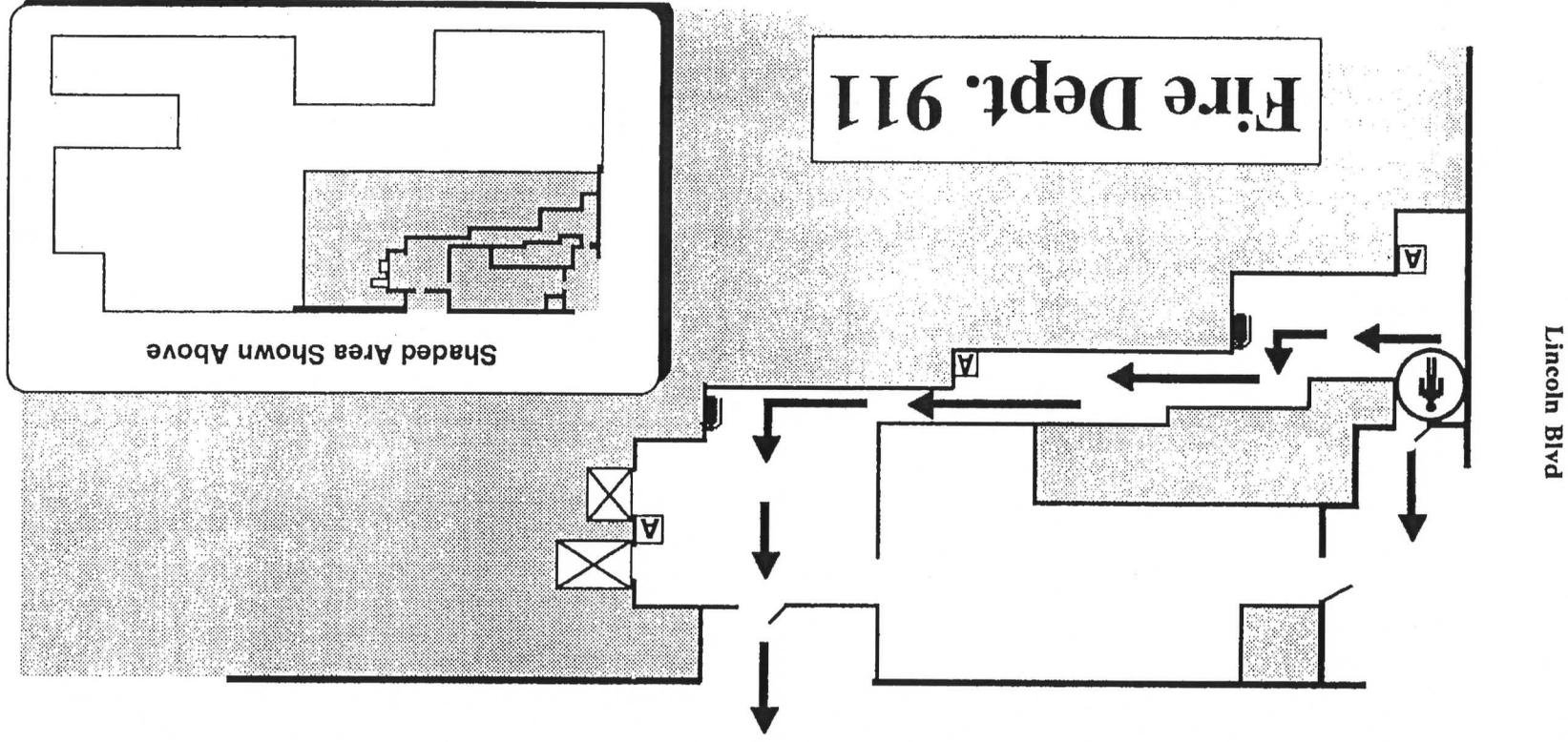
Evacuation Plan

2456 Washington Boulevard



1st Floor

IN CASE OF FIRE
USE STAIRWAY
FOR EXIT. DO NOT
USE ELEVATOR



The law says 3/16" Bold Caps.
In reality, consider how impractical that is! Consider much larger text in bold caps.

This statement shall be used whenever a sign is in the elevator lobby.
MINIMUM 1/2" BOLD

Example Number 2

Evacuation Plan

6756 Washington Boulevard

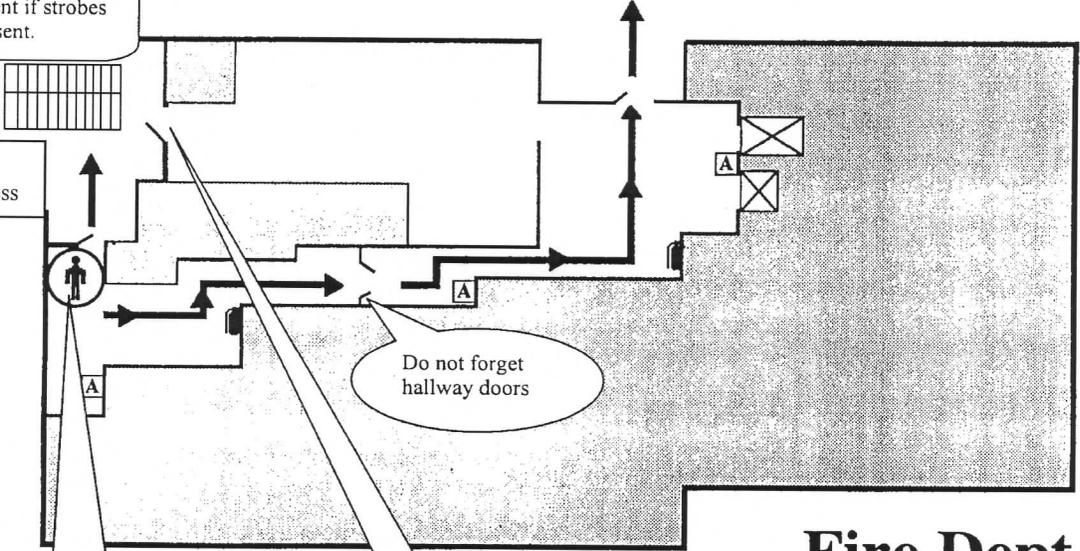
2nd FLOOR

IN CASE OF FIRE USE STAIRWAY FOR EXIT. DO NOT USE ELEVATOR

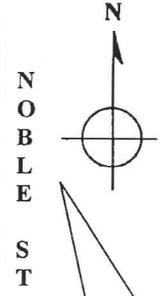
	Evacuation Route		Elevator
	You Are Here		Fire Extinguisher
	Fire Alarm	Alarm Looks Like a Flashing Light Alarm Sounds Like (Beep, Horn, Whoop, etc.)	

Only use this statement if strobes are present.

Stair #1
Roof Access



Do not forget hallway doors



The North symbol or one or more adjacent streets shall be used.

Head of symbol shall be facing the sign.

Doors shall be indicated

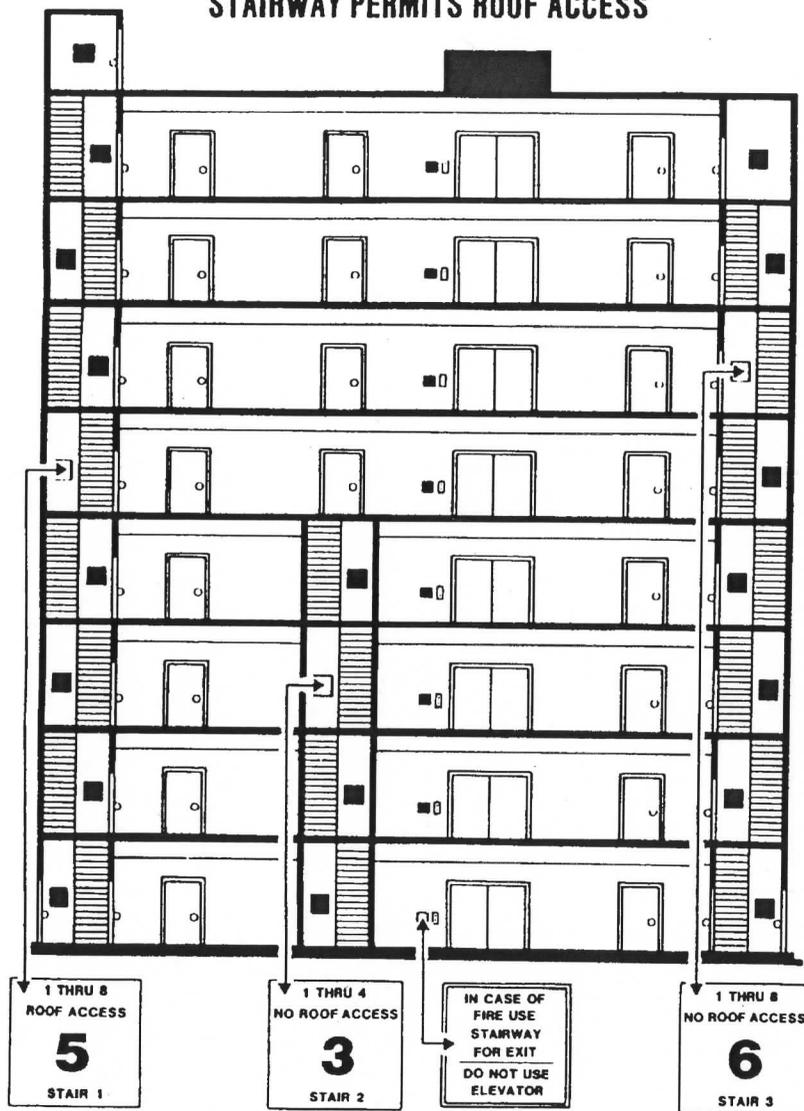
Except where specified, all text is to be minimum 3/16".
Some is required to be bold type, or capitalized or both.

Fire Dept. 911

SEC. 57.33.17. STAIRWAY IDENTIFICATION SYSTEM.

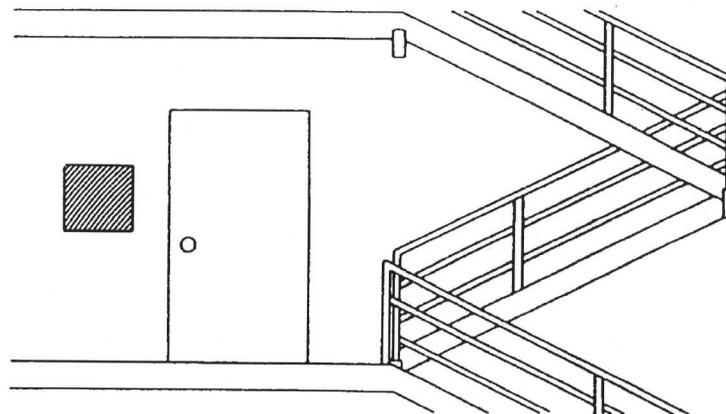
- A. Every person owning or managing a building three or more stories in height shall provide and maintain an approved stairway identification sign at each floor level landing in every stairshaft. The sign shall indicate the floor level, the lower and upper terminations of the stairway, whether or not there is roof access, and the identification of the stairway.
- B. Stairway identification signs shall conform to the following specifications:
1. Sign shall be square in shape with a minimum dimension of 12 inches.
 2. Numbers and letters on the sign shall be of a block style on a contrasting background.
 3. The numbers and/or letters indicating the floor level shall be placed in the middle of the sign and shall be at least five inches in height with a three-fourths inch stroke.
 4. The following numbers and letters shall be located on the sign as indicated below, and shall be at least one inch in height with a one-fourth inch stroke:
 - a. The numbers and letters indicating the lower and upper terminations of the stairway shall be at the top of the sign.
 - b. The wording "**Roof Access**" or "**No Roof Access**" shall be below the lower and upper terminations designation and above the floor designation.
 - c. Stairways shall be identified consecutively such as "**Stair 1**", "**Stair 2**", etc. This designation shall be located at the bottom of the sign.
 5. Signs shall be durable and installed or applied in a permanent manner on the stairshaft wall adjacent to the stairshaft door in a location which is clearly visible whether the door is in the open or closed position.
 6. The bottom of the sign shall be five feet above the floor of the stairway landing.
- C. The Chief shall have the authority to determine the floor level number placed on the sign so as to standardize the signs installed in stairways. Floor level numbers placed on such signs shall conform to the Chief's specifications.
- D. (Added by Ord. No. 170,954, Eff. 4/16/96.) Any person who violates this section shall be punishable by at least a mandatory minimum fine of \$200.00, up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

LOOK FOR STAIRWAY SIGNS -and- KNOW WHICH STAIRWAY PERMITS ROOF ACCESS



LOCATION OF SIGN IN STAIRWAY

LOS ANGELES CITY FIRE DEPARTMENT REQUIRES STAIRWAY NUMBERING SYSTEMS FOR BUILDING MORE THAN 2 STORIES



1 THRU 8
ROOF ACCESS
5
STAIR 1

EXAMPLE 1

5TH FLOOR OF A STAIRWAY THAT EXTENDS FROM THE 1ST TO THE 8TH FLOOR OF AN 8 STORY BUILDING. THE STAIRWAY TERMINATES ON THE ROOF. THIS IS THE NUMBER 1 STAIRWAY IN THE BUILDING.

1 THRU 4
NO ROOF ACCESS
3
STAIR 2

EXAMPLE 2

3RD FLOOR OF A STAIRWAY THAT EXTENDS FROM THE 1ST TO THE 4TH FLOOR OF AN 8 STORY BUILDING. THIS STAIRWAY DOES NOT PERMIT ROOF ACCESS. THIS IS THE NUMBER 2 STAIRWAY IN THE BUILDING.

1 THRU 8
NO ROOF ACCESS
6
STAIR 3

EXAMPLE 3

8TH FLOOR OF A STAIRWAY THAT EXTENDS FROM THE 1ST TO THE 8TH FLOOR OF AN 8 STORY BUILDING. THIS STAIRWAY DOES NOT PERMIT ROOF ACCESS. THIS IS THE NUMBER 3 STAIRWAY IN THE BUILDING.

SEC. 57.112.05. POSTING OR DISTRIBUTION OF FIRE SAFETY INFORMATION

A. Posting in Guest Rooms in Hotels and Motels: Every owner, responsible resident, administrator, or manager of a hotel or motel located in a building which is three or more stories in height, shall cause the fire safety information specified in Subsection C of this section to be posted and maintained in a clear and legible condition affixed as a notice separate and apart from any other notice at a conspicuous location on the inside surface of the main exit door or adjacent building surface from each guest room. The information shall be printed on a durable material and permanently affixed so as to be easily readable to the occupant of that guestroom.

B. Distribution in Dwelling Units in Apartment Houses and Condominiums:

Every owner, responsible resident, administrator, manager, lessor or sublessor of an apartment house or condominium. Any portion of which is three or more stories in height, shall cause the fire safety information specified in Subsection C. of this section to be distributed. The distribution shall be to each occupant, tenant, buyer, lessee, or sublessee thereof, and shall be accomplished prior to or at the time that person first occupies or enters into possession of the premises.

Each distribution shall be accomplished in such a manner to attract the attention of the occupant to the fire safety information and to stress its importance in the event of a fire.

C. Fire Safety Information Required:

1. Fire safety information shall be printed in a clear, non-ornamental style of type which is 12 points or larger in size. The fire safety information shall provide the reader with the following instructions on actions to be taken in case of fire:
 - a. How to call the Fire Department.
 - b. How to alert others and where to activate the fire alarm system.
 - c. How to be protected inside a room threatened by fire.
 - d. How to evacuate the building.
2. Smoke detector information shall be included in fire safety information and shall state the following: "SMOKE DETECTORS ARE PROVIDED FOR YOUR PERSONAL SAFETY. ANYONE WHO WILLFULLY AND MALICIOUSLY TAMPERS WITH, DAMAGES, BREAKS, OR REMOVES ANY REQUIRED SMOKE DETECTOR SHALL BE GUILTY OF A MISDEMEANOR. ANY PERSON WHO WILLFULLY AND MALICIOUSLY SENDS, GIVES, TRANSMITS, OR SOUNDS ANY FALSE ALARM OF FIRE IS GUILTY OF A MISDEMEANOR."

D. Modification: The Chief shall have the authority to provide for and approve slight modifications in the fire safety information required to be posted or distributed pursuant to this section. No modification shall be made without prior approval of the Chief.

E. Format: A sample format of the fire safety information required by this section shall be available for inspection at the Fire Safety Education Unit of the Department and at locations designated by the Chief.

- F. Language:** In the event a substantial number of the patrons and occupants of any occupancy regulated by this section do not read or comprehend the English language, the required fire safety information shall be printed in both English and the language understood by the patrons and occupants.
- G. Removal:** No person shall remove or deface any fire safety information required in this Section except to repair or replace the notice or the surface upon which it is affixed.
- H. (Added by Ord. No. 170,954, Eff. 4/16/96.)** Any person who violates this section shall be punishable by at least a mandatory minimum fine of \$200.00, up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

SEC. 57.112.06. SMOKE DETECTOR REQUIREMENTS.

- A.** Smoke detectors shall be provided in residential occupancies in accordance with Chapter 9 of the L.A.M.C. (Building Code).
- B.** When actuated, the smoke detector shall provide an alarm in the dwelling unit or guestroom.
- C. (Added by Ord. No. 170,954, Eff. 4/16/96.)** Any person who violates this section shall be punishable by at least a mandatory minimum fine of \$100.00, up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

NOTE: Fire and Safety Education Unit does NOT approve Stairwell I.D. Signage or Temporary signage

IN CASE OF FIRE

USE STAIRWAY FOR EXIT DO NOT USE ELEVATOR

If the fire is in your unit, leave the room and close the door.
(Take the room key with you or key card with you.)

In All Cases, Pull the Fire Alarm

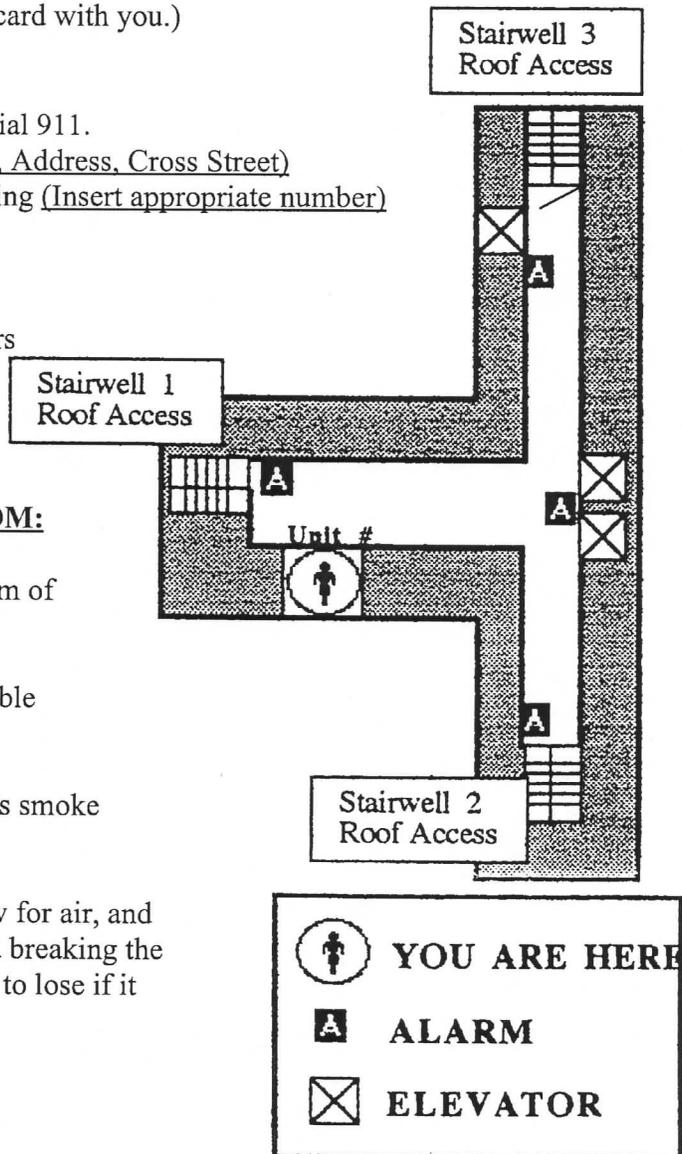
1. If there is a phone available, dial 911.
Give them (Name of Building, Address, Cross Street)
2. Call the hotel operator by dialing (Insert appropriate number)

Evacuate the area

1. Alert others in the area
2. Use stairways, not the elevators
3. If there is smoke, stay low

IF YOU ARE TRAPPED IN YOUR ROOM:

- D. Wedge cloth material along the bottom of the door to keep out smoke.
- E. Retreat- close as many doors as possible between you and the fire.
- F. Block air conditioning vents if there is smoke coming into the room or apartment.
- G. If you think you need to open window for air, and you are above the ground floor; avoid breaking the window because then it is impossible to lose if it should become necessary.



Smoke Detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. Sec. 57.112.05).
Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3).

EVACUATION SIGN - QUICK CHECK SHEET

Instructions:

Please make copies of this Quick Check Sheet. Submit a completed copy with each set of evacuation signs submitted for approval. No building will be inspected without this completed form and appropriate signatures.

Place an "x" or "[" in each box to indicate that each item has been confirmed.

- I have read and understand the "Requirements for building emergency exit plans" (Fseu form 3041 06/01. (pages 1-12)
- Construction of building or floor is complete.
- Address is correct on signage.
- Legend (key) contains all pertinent symbols.
- All doors at stairwells and elevator lobbies are shown.
- All corridor separation doors are shown.
- Cross street or north symbol (facing north) is shown.
- Statements "ALARM LOOKS LIKE" and/ or "ALARM SOUNDS LIKE" are in legend as needed.
- Your Company has verified that the alarm sounds like (fill-in) _____
- Exit routes have been verified that they are accessible during times building is occupied.
- Signs are individually identified for easy reference: page numbers, letters, etc.
- Revision date is on each sign.
- Cover letter contains: Your company information, and contact person . Actual sign demensions, type size and colors. Name and telephone number of contact person at the building to be inspected.
- You have walked the building or have taken personal responsibility for the walking of the building. (Plans not drawn from plans alone)

The signature below acknowledges that all the information confirmed above is accurate and true.

Date: _____