

# Emergency Evacuation Maps

Posting evacuation maps is essential to communicate safety information to building occupants. A nationally recognized standard for building evacuation signage has not been established, but the Occupational Safety and Health Administration (OSHA) offers regulations for creating efficient emergency evacuation maps. These regulations apply to workplaces in general industries and can be found in their original format at [www.osha.gov](http://www.osha.gov).

**Before finalizing any emergency evacuation map, it is essential to check codes and regulations with your local fire department.**

## ELEMENTS of a SUCCESSFUL EVACUATION MAP

- ▶ Designate different colors indicating primary and secondary exit routes to minimize any possibility that both may be blocked by any one fire or emergency condition.
- ▶ There should be no emergency exits located in restrooms, even if there is a door or window in a restroom that individuals could exit from.
- ▶ There should be no emergency exits in narrow passages, which may not provide enough open space for a safe evacuation.
- ▶ Exit signs must indicate the nearest emergency exit and should be placed in every location where the direction of travel is not immediately apparent.
- ▶ Each doorway or passage along an exit access that could be mistaken for an exit must be marked “Not An Exit” or be identified by a sign indicating its actual use (i.e. “Closet”).
- ▶ Designate an assembly area outside the building for individuals to gather during an emergency.
- ▶ The floor plan must indicate that stairs, not elevators, are appropriate means of evacuation during an emergency.
- ▶ Indicate exits with wheelchair access.
- ▶ Means of reporting the emergency, such as calling 911, should be included.
- ▶ A “You Are Here” indicator should be used to orientate individuals.
- ▶ Locations of additional equipment, such as pull alarms, first aid kits, fire extinguishers and spill kits, should be included.

InPro Corporation also recommends including a map title, as well as the name, address and telephone number of the building on an emergency evacuation map. This allows for an easy flow of information from the individual making the phone call to the fire department or other emergency unit.

Most states adopt the OSHA federal standards. However, five states (California, Hawaii, Michigan, Oregon and Washington) have standards that are not identical to federal standards. For workplaces in these states, it is especially important to discuss mandatory local components of an evacuation map with your fire department.

**InPro Corporation provides a checklist to allow for varying local laws and needs within a facility, giving the customer the opportunity to customize their Emergency Evacuation Maps. (see reverse side)**

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# Emergency Evacuation Map Checklist

Please check all components that are needed on your evacuation map.

## GENERAL INFORMATION

Sign Size: \_\_\_\_\_

Sign Orientation: ☐ Portrait ☐ Landscape

Title: ☐ "Evacuation Route" ☐ "Emergency Evacuation Map"  
☐ "Evacuation Plan" ☐ Other: \_\_\_\_\_  
☐ "RACE"

☐ Name of Building/Floor #: \_\_\_\_\_  
☐ Room #s and/or Room Names shown: \_\_\_\_\_  
☐ Building Address: \_\_\_\_\_  
☐ Building Phone #: \_\_\_\_\_  
☐ Primary Exit Route/color: \_\_\_\_\_  
☐ Secondary Exit Route/color: \_\_\_\_\_  
☐ Number of Individuals on Site: \_\_\_\_\_

## EMERGENCY PHONE NUMBERS

☐ Fire Department: \_\_\_\_\_  
☐ Police Department: \_\_\_\_\_  
☐ Ambulance: \_\_\_\_\_  
☐ HazMat: \_\_\_\_\_

Do you need to dial a number to call an outside line in your facility? (i.e. 9-911)

☐ No ☐ Yes \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

☐ Emergency Coordinator: \_\_\_\_\_  
☐ Emergency Coordinator Phone #: \_\_\_\_\_  
☐ Emergency Response Team Phone #: \_\_\_\_\_

## SAFETY MESSAGES

☐ "IN CASE OF FIRE USE STAIRWAY - DO NOT USE ELEVATOR"  
☐ "IN CASE OF EMERGENCY, CALL FIRE DEPARTMENT-911"  
☐ "ALARM SOUNDS LIKE \_\_\_\_\_, LOOKS LIKE \_\_\_\_\_"  
☐ Other (please specify) \_\_\_\_\_

## EMERGENCY ASSEMBLY AREAS

☐ Designated assembly area: \_\_\_\_\_  
  
☐ Tornado shelter: \_\_\_\_\_  
☐ Earthquake "safe area": \_\_\_\_\_  
☐ Other assembly areas: \_\_\_\_\_

## STEP-BY-STEP EVACUATION INSTRUCTIONS - RACE

- 1) Rescue any personnel in immediate danger if it does not put you in danger.
- 2) Alarm-pull the fire alarm and call 911.
- 3) Confine the threat-close doors and windows.
- 4) Evacuate the building.

## EVACUATION COMPONENTS

(Most listed are mandatory)

	TEXT	SYMBOL
Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>
Not an Exit	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Accessible Exits	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Pull Stations	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hoses	<input type="checkbox"/>	<input type="checkbox"/>
'You Are Here' Indicator	<input type="checkbox"/>	<input type="checkbox"/>

## ADDITIONAL SAFETY COMPONENTS

- ☐ Emergency Eye Wash Station  
☐ Spill Control Equipment  
☐ Emergency Shower Station  
  
☐ HazMat Storage  
☐ First Aid Kit Location  
☐ Hazardous Waste Storage  
☐ Additional Medical Supplies Location  
  
☐ Electricity Control Panel  
☐ Emergency Communication Equipment Location  
  
☐ Water Main Valve  
☐ Emergency Generator Location  
  
☐ Gas Shut Off  
  
☐ Location of Evacuation Devices for Disabled  
  
☐ Fire Control Panel

## CUSTOMIZED NOTES/ STEP-BY-STEP EVACUATION INSTRUCTIONS

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