

Fire Prevention Branch

EMERGENCY PLANNING DIAGRAMS



All enquires can made to the City of Grande Prairie Fire Prevention Branch
at 780-538-0393 or email: fire_prevention@cityofgp.com

INSTRUCTIONS FOR BUILDING EVACUATION WALL SIGN

GENERAL:

The composition of the diagrams shall be clear and simple and able to be quickly understood by occupants within the building. To avoid language barriers, graphic representation and symbols shall be used

SIZE:

Size should be proportionate to the area.

INFORMATION SHOWN:

Sign guidelines illustrates the printed information required and reads top to bottom, left to right. Lettering in upper portion shall be a minimum of ½", bold print, easy to read. Any additional printed information should be reviewed by the Grande Prairie Fire Department.

The means of egress from the viewers' location shall be shown. This shall include all exit locations, exit access paths, stairways, elevators, elevator lobbies, areas of refuge, areas of rescue assistance, shelter areas, and exterior outside evacuation assembly areas.

A basic floor plan shall show a minimum of two ways to exit from the location of where the diagram/plan is posted

The equipment used during an emergency shall be shown in a key or legend. This key or legend shall include fire alarm pull stations, emergency phones, defibrillators (AED), fire extinguishers (if trained to use properly), or any other building-specific emergency equipment

The diagram or plan shall provide emergency phone numbers

The diagram or plan shall provide emergency evacuation guidelines describing the emergency alert signals and when and what to do when the signals are sounded. If there are not any signals, the guidelines shall describe how the occupants will be instructed what to do in case of an emergency

SYMBOLS AND COLORS:

The use of universal symbols is recommended to help the offset language barriers. If colours are used (also recommended), fire equipment and alarm devices depicted shall be red. Stairway, fire escape and exit arrows shall be green.

The size of text, symbols, and information shall allow visibility by all occupants.

The symbols of this standard shall be used to make sure that a legend is provided on the diagram/plan explaining their meaning

LOCATION:

The diagram shall be located at a height above the floor to be viewable by all occupants. Diagrams shall be located such that all employees and visitors will pass by during their stay in the building.

Signs shall be placed in each elevator lobby, every floor, next to each pull box or access to exit, and/or as agreed to by the Grande Prairie Fire Department. Taken into consideration will be large open areas, complicated corridor systems, and adequate lighting of selected sign location. Remember to include your building name and address on the diagram as well.

ORIENTATION:

All diagrams shall be oriented with the top in the direction that the viewer is facing.
There shall be a notation showing the location of the viewer. This shall be the most dominant graphic on the diagram.

MOUNTING:

Signs shall be firmly affixed to wall so as to prevent easy removal. Signs shall be maintained so that instructions are easy to read. Sign shall be mounted at eye level.

PROTECTION:

The diagram shall be constructed with materials that protect it from fading and wear and/or protected by glass, plexiglass, etc.

APPROVAL:

A rough copy of all signs shall be submitted to the Grande Prairie Fire Department for review prior to implementation. No changes or alterations shall be made thereafter without subsequent review.
Email fire_prevention@cityofgp.com






Sign placement should be reviewed prior to mounting. Signs shall be accurate as to content and should be correctly oriented to each individual sign location.

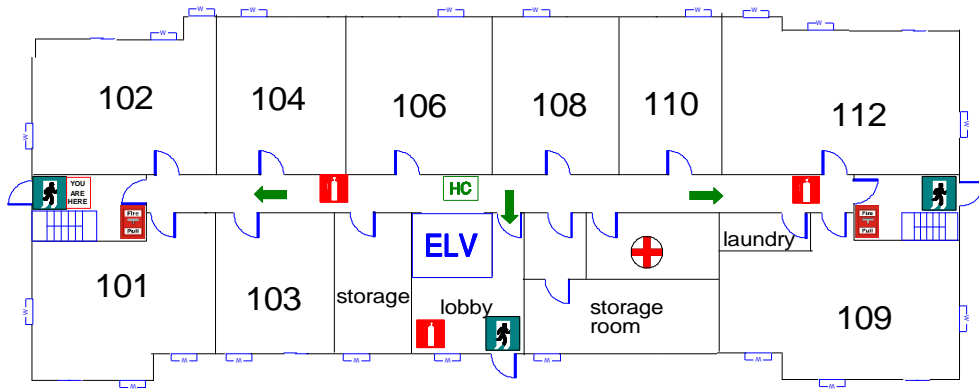
EXAMPLES

**Prevention Manor
12345 - 23 Street**



LEGEND

-  You are Here
-  Emergency Pull Station
-  Emergency Exit
-  First Aid Station
-  Path to Exit
-  Hose Cabinet
-  Elevator
-  Fire Extinguisher



Call 911 in Case of Emergency
- If Alarm Bells are ringing call 911

EVACUATION DIAGRAM
THIRD FLOOR

The diagram illustrates the third floor layout with several emergency exits leading to the first floor. Two 'YOU ARE HERE' markers are placed on the right side of the floor plan. A north arrow is located in the bottom right corner. A box labeled 'EMERGENCY PHONE NUMBER' is positioned in the bottom left.

EMERGENCY GUIDELINES	SITE MAP	KEY/ LEGEND
---------------------------------	---------------------	------------------------