



Expert Building Evacuation Sign Services

Trusted by institutes and leading corporations for over 15 years.

EVACUATION MAP

Design Process Guide

This document outlines the entire EvacMap design process; from conception to final artwork delivery.

Each evacuation diagram project is unique. Floor plans, data and safety information are customized to the client Emergency Action Plan (EAP) and local fire code requirements.

Pictographix EvacMap diagrams are carefully designed to provide maximum legibility, to deliver clear and concise safety information and to meet OSHA and fire code ordinance requirements.

Anatomy of an EvacMap Diagram

Client floor plans are meticulously re-drafted to scale. Color is added to distinguish between egress and non-egress areas. Large immovable objects are indicated. Floor plans are populated with industry standard safety icons, You Are Here locator and evacuation routes to fire exits.

- 1 Re-drafted floor plans identify key safety items:
 - Emergency exits
 - You Are Here locator (sign location)
 - Evacuation routes (2)
 - Fire/safety equipment
- 2 Sign header - safety green or customized as needed.
- 3 Written safety instructions as per client EAP or fire code.
- 4 Symbols Legend (Map Key).
- 5 Building/company name, branding, floor level, etc.
- 6 Site map (optional mini-map indicating the post evacuation assembly area).



Examples of final product



To start your building evacuation sign project, we will require your safety data. Architectural style floor plans indicating your fire safety equipment and sign locations (see example) and written fire safety instructions must be forwarded.

1 Mark-Up Sign Locations

Using a colored pen or pdf editor, indicate the desired location of each sign.

To facilitate the design process it is important to be as precise as possible. For example, avoid marking a sign location with a dot in the center of a hallway, make sure to indicate exactly on which wall the sign will be mounted. All evacmap diagrams are "viewer specific"; floor plans will be oriented (rotated) to the wall/sign location.

2 Mark-Up Safety Equipment & Locations

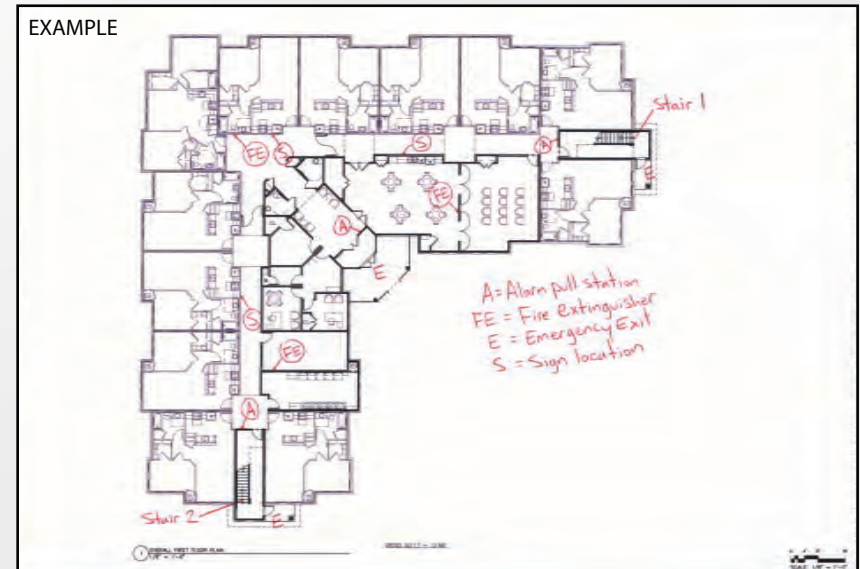
Using a colored pen or pdf editor, indicate the location of fire safety equipment, emergency exits, severe weather shelters and assembly areas as needed.

To facilitate the design process it is important to be as precise as possible. Indicate the location of your safety equipment on the floor plan. Use pull-outs and letters to indicate the equipment located on the walls; include a legend to explain your mark-ups (example: FE = fire extinguishers, P = fire alarm pull stations).

3 In Case of Fire Instructions

Forward your building evacuation instructions as per the facility Emergency Action Plan (or local fire code requirements).

We will use a generic set of safety instructions unless you have custom instructions that are required on the sign. Include your custom "in case of fire" written instructions and we will incorporate them into the design.



Floor plan with client data marked-up

Mark-up data check-list

- Sign locations
- Emergency exits
- Building address
- In case of fire instructions
- Fire safety equipment locations (optional)
- Severe weather shelter locations (optional)
- Assembly area location (if site map is included)
- Stair Identification (New York City and California only)
- What the alarm looks and sounds like (California only)

In order to provide error-free designs, multiple artwork proofs are provided throughout the design process. Clients must review and approve all EvacMap artwork prior to delivery.

Our quotes include one free revision to the templates and one limited revision to the final proofs. Additional revision (not the fault of Pictographix) are charged extra.

1 Verify Templates

EvacMap templates are created and forwarded for approval.

Before individual diagrams are created, a sign template for each map zone (floor level) is created and forwarded for client approval.

Clients must carefully review all data and revisions can be requested to the floor plan layout, equipment locations, sign locations, fire safety instructions, etc.

2 Verify Final Proofs

Following the template approval, individual diagrams are created and again forwarded for review.

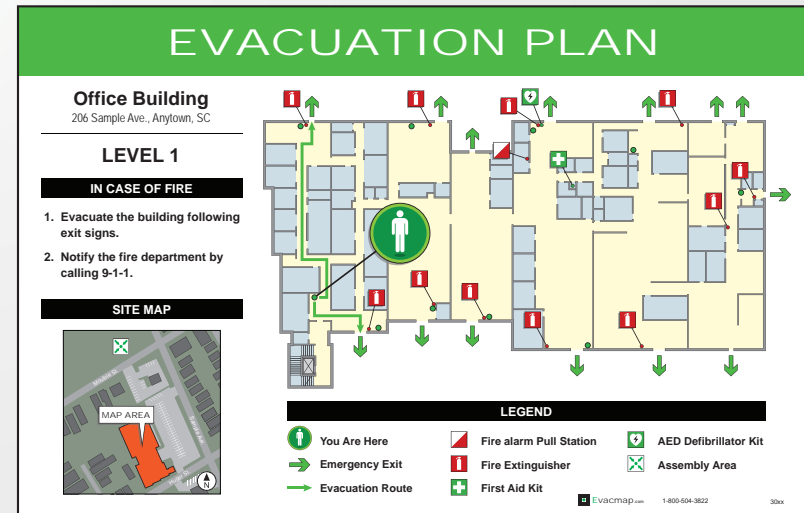
We typically indicate primary/secondary evacuation routes to exits that are nearest the sign location. At this stage the client should verify all evacuation routes and make corrections as needed (no charge).

Review the final artwork proofs carefully; diagrams will be printed exactly as they appear. Approve the proofs and we will proceed with printing - delivery of your signs.

3 Printing & Delivery

Following approval of the artwork proofs diagrams are delivered.

Depending on the order, EvacMap diagrams are prepared for print production or sent electronically to the client. All clients receive printable PDF files of their EvacMap project for archiving.



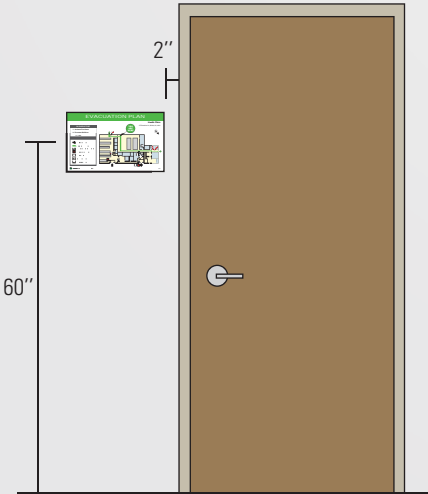
Example of template/proof

Verify data checklist

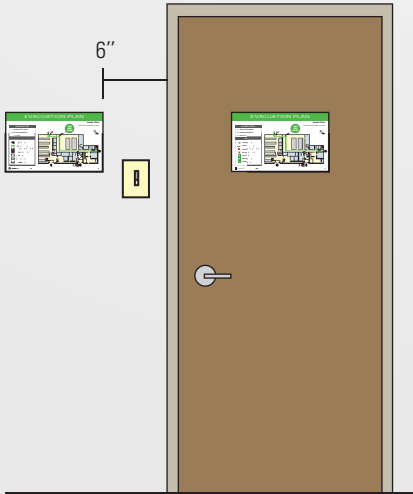
- Verify floor plans (all walls and door openings)
- Verify location of safety equipment
- Verify "in case of fire" instructions
- Verify building information (name, address, level)
- Verify location of signs
- Verify emergency exits
- Verify egress routes (only on final proofs)

How to Proceed: Sign Placement

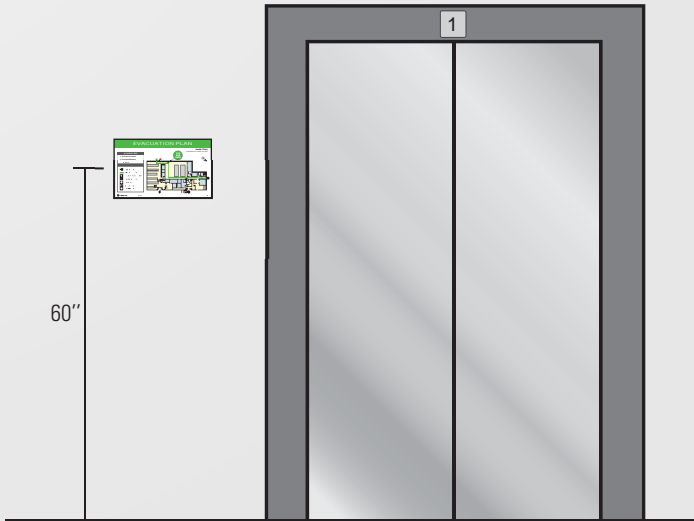
The images below provide guidelines to follow when placing your sign near a door or elevator. The signs center should be mounted between 48" and 60" from the floor.



OCCUPANCY SIDE
-Sign mounted on wall



OCCUPANCY SIDE
-Sign mounted on wall with light switch
-Sign mounted on door (hotel / dormitory rooms)



ELEVATOR SIGN LOCATION
-Sign mounted on wall