

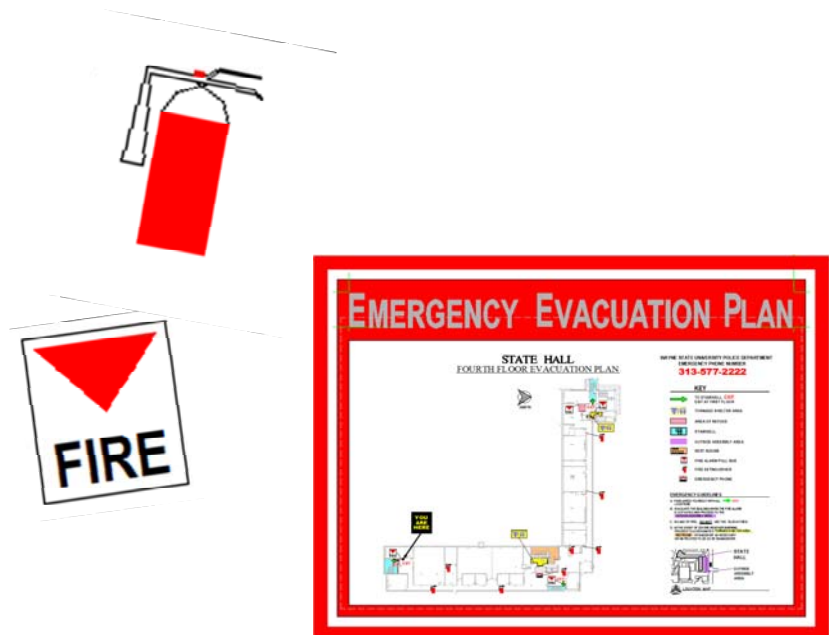


Wayne State University

Facilities Management
Planning & Space Management

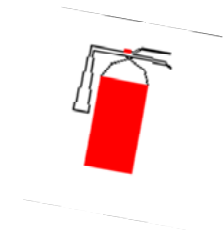
Building Emergency Signage (BES)

Campus Wide Building Emergency Signage Standards & Guidelines





WSU Building Emergency Signs - B.E.S.



Responsibility Matrix

<i>Department</i>	<i>Contact Info</i>	<i>Responsibility</i>
Enterprise Risk Management & Ins. Programs	E.R.M.	
Bill Kemp ab3794@wayne.edu	313-577-3313	Final signage layouts
Bureau of Fire Safety - Lansing	BFS	
Brian Batten battenb@michigan.gov	248.888.8762	Final building inspections In residence halls and in classroom / instructional buildings only
FP & M - Planning & Space Management	PSM	
Alan Berezik dq0159@wayne.edu	313-577-4733	Update CAD floor plans Develop BES graphics
WSU - Public Safety - Police	WSU PD	
Lt. David Scott ab3559@wayne.edu	313-577-6064	Outside Assembly Areas AED Area of Refuge Area of Rescue
WSU - Other Team Members		
Building Coordinator	BC	Per Site Approve BES locations
Business Affairs officer	BAO	Per Department Approve Budget
FP & M Project manager	PM	Per Project Order New Frames Coordinate installation

REV. 1.A

BUILDING EVACUATION SIGNS

Enterprise Risk Management's emergency evacuation signs Guidelines

- 1 Signs shall include the location of all fire alarm pull stations, fire extinguishers, standpipe and/or fire hoses, and in-house telephones of each floor and include call stations / two way communication systems in the area of rescue locations.
Ex. MISB and AWD Housing Complex
- 2 Signs shall include all exits (at grade level) and stairwells of each floor.
- 3 "You are Here" designation along with "exit routes" shall be included on signs.
- 4 A "KEY" or legend shall be included on each sign. Information that should be placed under this heading includes: WSU Public Safety as the department to contact in the event of an emergency (313-577-2222). "Area of Refuge" (stairwells) shall be identified - call stations / two way communication for area of rescue. "Do Not Use Elevators" shall be identified.
- 5 An "Emergency Guideline" shall be included on each sign. This states what to do in the event of an emergency and directs occupants to the nearest exit and to the outside assembly area. Severe weather (tornado) shelter areas would be highlighted as well under this heading. The primary Outside Assembly Area is highlighted on the site map and will direct all occupants at the site to this location for a head count. An alternate Outside Assembly Area in an adjacent site can be used when seeking shelter from inclement weather.
- 6 A site plan should be included on each sign as well. This would depict where occupants should go outside of the building, as well as the relationship of the building to surrounding buildings, and landmarks.
- 7 The sign insert should be no smaller that 11" X 17".
- 8 Signs shall be orientated to all wall directions, i.e. north, south, east, west.
- 9 The total number of evacuation signs and their location(s) to be approved by Enterprise Risk Management on each floor. *10/15/2018*

Building Emergency Signs - B.E.S.

Planning & Space Management



Guidelines for creating WSU Campus building emergency signage - Evacuation signs

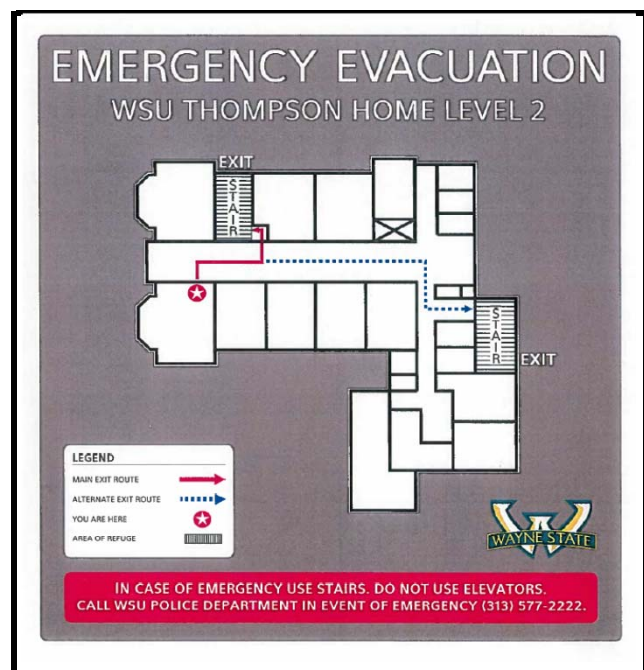
1. Save As existing or current BES in Record Copy directory - create RC file for reference.
2. New WSU Signage standard is a red 19" x 14" plexiglas frame with a slot for the 11" x 17" insert installed horizontally. Option A: viewport horizontal with titleblock over the plan. Option B: viewport is vertical and titleblock moved above Key on right.
3. Center of frame installed at ADA height of 60" above finished floor.
4. Building floor plan MUST be orientated to wall as viewed in respect to North, South, East or West when installed on site. Plan will be rotated on insert. See #9.
5. CAD file must use the external reference (X-Ref) of building floor plan with recent updated project revisions to architectural plan to ensure accuracy of BES.
6. Insert new layout tab(s) when BES has multiple **You Are Here** locations per floor.
7. Consult the Enterprise Risk Management's standards for emergency evacuation signs to incorporate on new layouts. *Submitted and updated by ERM - Bill Kemp.*
8. Model Space Tab - include the X-ref CAD background file inserted at (0,0) and ...
 - a.) create new layer state : wsu BG color ... to reflect xref original layer colors
 - b.) create new layer state : wsu BG white ... change ALL layers to white for use in the new building emergency signage.
 - c.) create all areas with hatchings and boundaries in model space for the stairs, tornado, restrooms, outside assembly areas and the area of refuges on each floor on the appropriate layers. (Copy / Paste from standard files so layers and colors are typical.)
9. Paper space - TAB # 1 Create if necessary.
 - a.) Rotate view in viewport so the floor plan is in proper orientation as viewed when installed in respect to viewers left and right egress as not to cause confusion. (COMMAND : MVSETUP - Align, Rotate, Select basepoint in viewport near center of the building floor plan, input the angle of rotation on the command line (90, 180 or 270)
 - b.) Zoom and fit to viewport. Lock VP.
10. Paper space - TAB # 2,3,4,5 etc. (create or copy/create new if similar angle of plan)
 - a.) Repeat step'A' from tab #1 above where rotation angle varies.
11. Insert Command : place all WSU fire wblocks from standards to ensure consistencies in style and placement on layers for all titleblocks, north arrows, location maps, emergency guidelines, symbols for exit arrows, exit text, You Are Here location markers, fire alarm pull box (FAPB), fire extinguishers (FE), automated external defibrillators machines (AED) and updated WSU police department phone number - 313-577-2222.
12. Adjust the **You Are Here** location markers, FAPB, FE, AED, arrows and text per layout tab - as required. (move and rotate where needed)
13. Create a layer on final proof with approval stamp for customer's final sign off - approval.

14. Print / Email PDF of proposed BES layout for final walk thru with customer on site with invitation extended to ERM - Bill Kemp and WSU PD - Lt Scott if available.
15. Include ERM - Bill Kemp and WSU PD - Lt. Dave Scott in project as floor BES signs are requested with a CC: on reply to customer's email so they are aware of new signs. *Each group may have 'unique' input on the building or floor BES.*
16. Submit an email request for final 'approval' from customer and team.
17. Work with PM - for floor plan updates with 'As-Built's' upon project completion and to assist with signage requirements for frame(s), inserts, proposal for budget of new signs, and approvals for project scope.
18. Submit and coordinate the installation of new BES on site for placement & accuracy.
19. Annually audit the conditions of BES on campus to determine if a building / floor is without a framed sign, in need of an updated BES due to a completed project that modified any walls and doors, and verify the status of any missing, damaged or relocated signage that is reported.
20. All new completed building projects will have new BES installed prior to occupancy.
21. P & SM to coordinate with Building Coordinator, safety committees and ERM to develop a PDF file accessible on a WSU website for safety manuals, new employee handouts and reference. (website TBD)

Housing on Campus

22. P & SM does not create or produce an individual room sign for each dorm or apartment for campus housing. A sample of the room sign developed for #504 Thompson Home Residences and for the #122 AWDH project is shown below. Coordinate room signs with Housing.

Sample - developed and installed at #504.



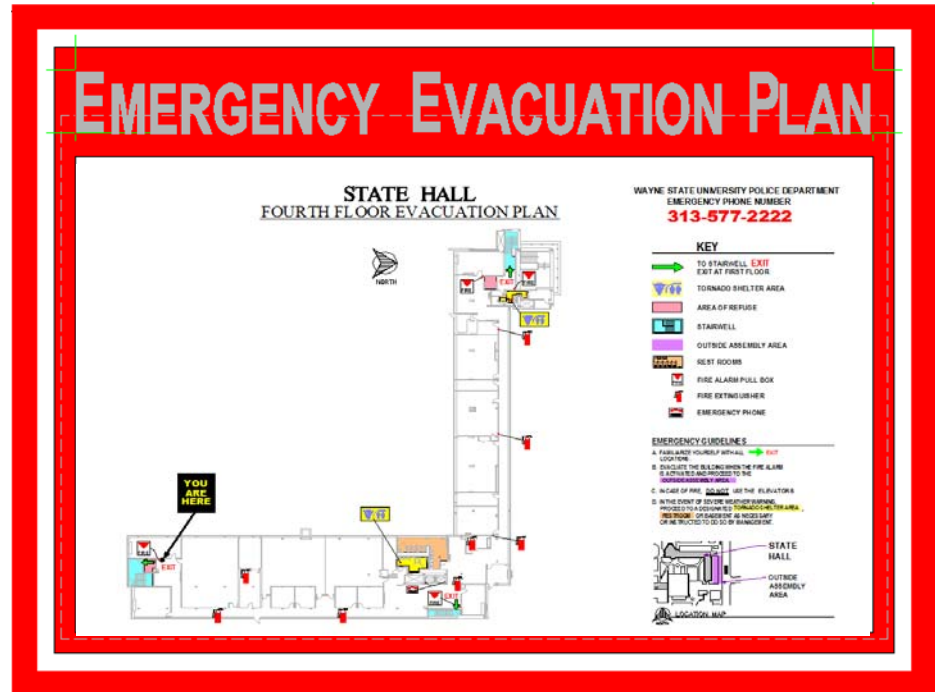
23. P & SM does create the **You Are Here** floor plan signage inserts to be installed at approved locations on each floor in the common areas. (Ex. Lobby, elevators lobbies, meeting areas, lounges and laundry rooms)

Projects on Campus

- P & SM will coordinate with ERM, Public Safety, BC & BAO and FP&M PM to create and print new BES inserts on all large projects on campus. The floor plans will be taken from the 'as-built' final CAD files to create a layout of all fire safety equipment locations and will orient the layout of the final plan depending on the placement of the individual signage with respect to North.

Frame 14.5" H x 19" W

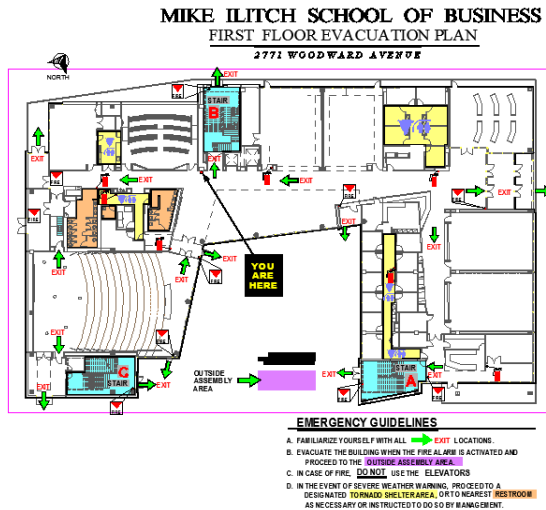
Insert 11 x 17 (Std.)



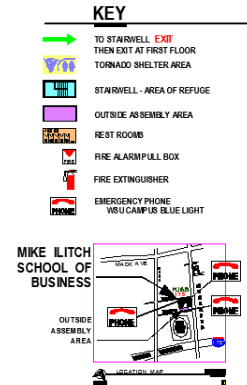
- On large building projects, the architect or vendor can create the draft version of the BES and submit to CAD Manager for final approvals from ERM, PSM, WSU PS and the BAO / BC and PM on that project. A sample CAD file can be submitted upon request.
- When temporary BES signage is required on a project with phases, the plans will be created and installed as close to the final You Are Here locations - where possible so as not to damage the wall surface. Electronic CAD files will be used for all temporary signs and the final version - with adjustments made to reflect any changes to fire equipment and the outside assembly area.
- ALL final layouts will be submitted electronically in AutoCAD (WSU current version) to allow WSU to make updates and revisions in the future. **NO PDF files.**

Details of Building Emergency Signage - BES

TYPICAL BES LAYOUT




WAYNE STATE UNIVERSITY
POLICE DEPARTMENT
EMERGENCY PHONE NUMBER
313-577-2222



Titleblock : BUILDING NAME
FLOOR
BUILDING ADDRESS

MIKE ILITCH SCHOOL OF BUSINESS
FIRST FLOOR EVACUATION PLAN
2771 WOODWARD AVENUE

Key : WSU LOGO
WAYNE STATE UNIVERSITY

POLICE DEPARTMENT
EMERGENCY PHONE NUMBER
313-577-2222


WAYNE STATE UNIVERSITY
POLICE DEPARTMENT
EMERGENCY PHONE NUMBER
313-577-2222

KEY

EXIT ARROW
TORNADO SHELTER

STAIRWELL - AREA OF REFUGE

OUTSIDE ASSEMBLY AREA
REST ROOMS

FIRE ALARM PULL BOX - FAPB
FIRE EXTINGUISHER - FEXT

EMERGENCY PHONE - BLUE LIGHT
AUTOMATED EXTERNAL DEFIBRILLATOR
(IF INSTALLED ONSITE)

AREA OF RESCUE - CALL STATION / TWO
WAY COMMUNICATION

AREA OF RESFUGE



Emergency Guidelines :

STANDARD TEXT

Site Map :

BUILDING NAME

STREET NAMES

OUTSIDE ASSEMBLY AREA

+ SECONDARY O.A.A

BLUE LT - EMERG PHONE(S)


NORTH ARROW

BUILDING # N N N

DATE PRINTED

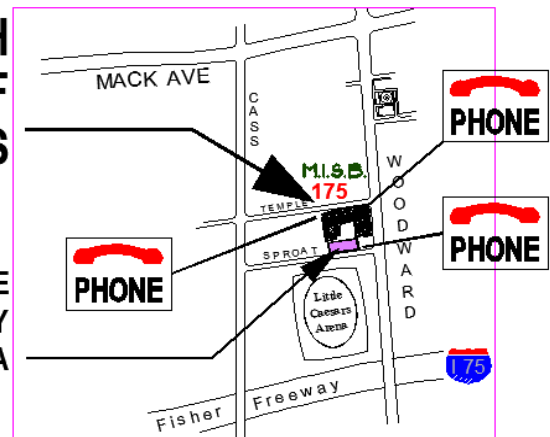
BES # (NUMBER)

EMERGENCY GUIDELINES

- FAMILIARIZE YOURSELF WITH ALL  EXIT LOCATIONS.
- EVACUATE THE BUILDING WHEN THE FIRE ALARM IS ACTIVATED AND PROCEED TO THE **OUTSIDE ASSEMBLY AREA**.
- IN CASE OF FIRE, DO NOT USE THE ELEVATORS
- IN THE EVENT OF SEVERE WEATHER WARNING, PROCEED TO A DESIGNATED **TORNADO SHELTER AREA**, OR TO NEAREST **RESTROOM** AS NECESSARY OR INSTRUCTED TO DO SO BY MANAGEMENT.

MIKE ILITCH SCHOOL OF BUSINESS

OUTSIDE
ASSEMBLY
AREA



LOCATION MAP

Bldg # 175

AUG 2018



Rev. _ Nov. 2018 . B2



WAYNE STATE UNIVERSITY

POLICE DEPARTMENT

EMERGENCY PHONE NUMBER

313-577-2222

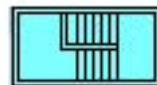
KEY



TO STAIRWELL **EXIT**
THEN EXIT AT FIRST FLOOR



TORNADO SHELTER AREA



STAIRWELL



OUTSIDE ASSEMBLY AREA



REST ROOMS



FIRE ALARM PULL BOX



FIRE EXTINGUISHER



EMERGENCY PHONE
WSU CAMPUS BLUE LIGHT



AUTOMATED EXTERNAL DEFIBRILLATOR
(AED UNIT)



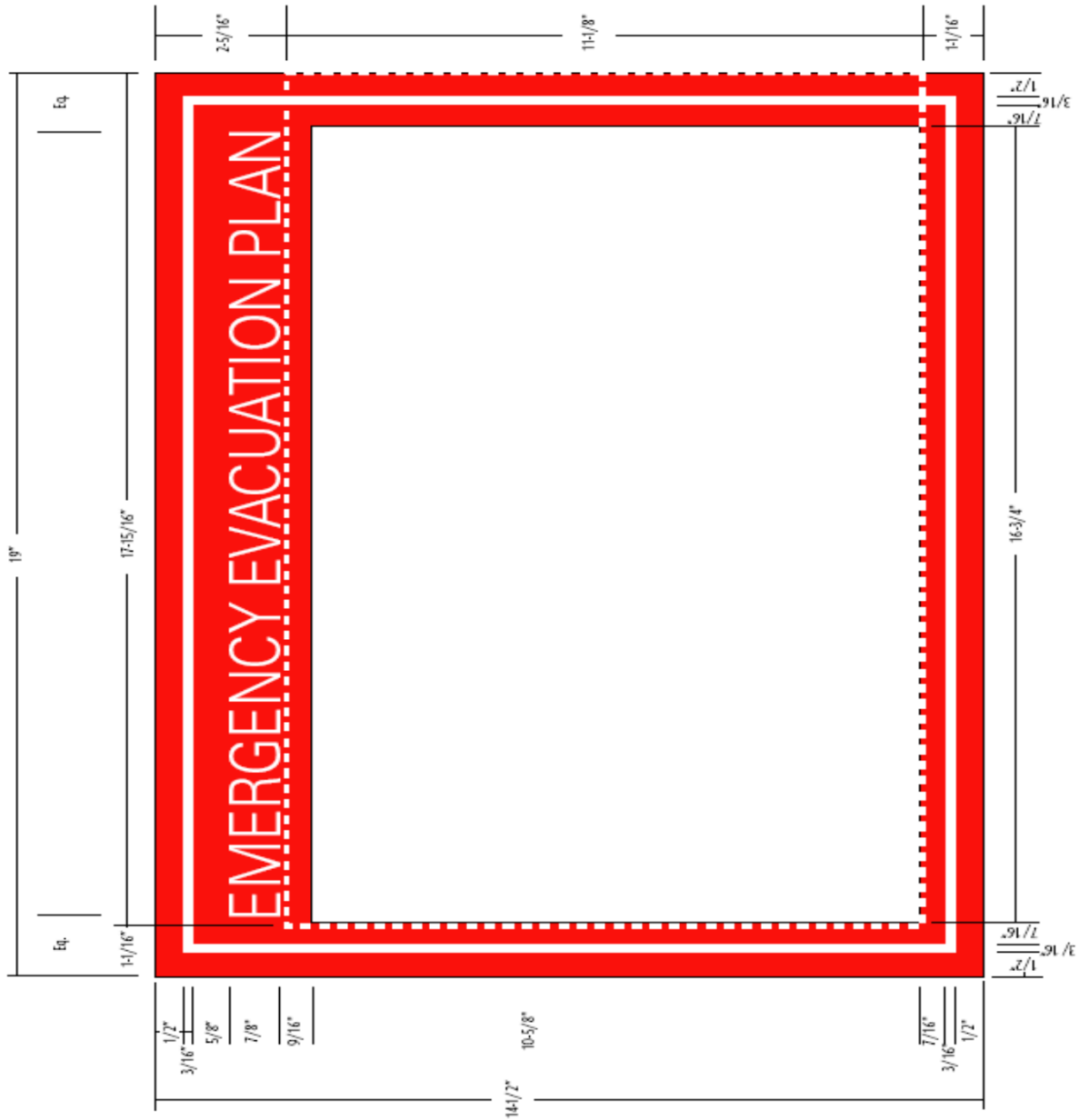
AREA OF RESCUE
CALL STATION / TWO WAY COMMUNICATION BUTTON



AREA OF REFUGE

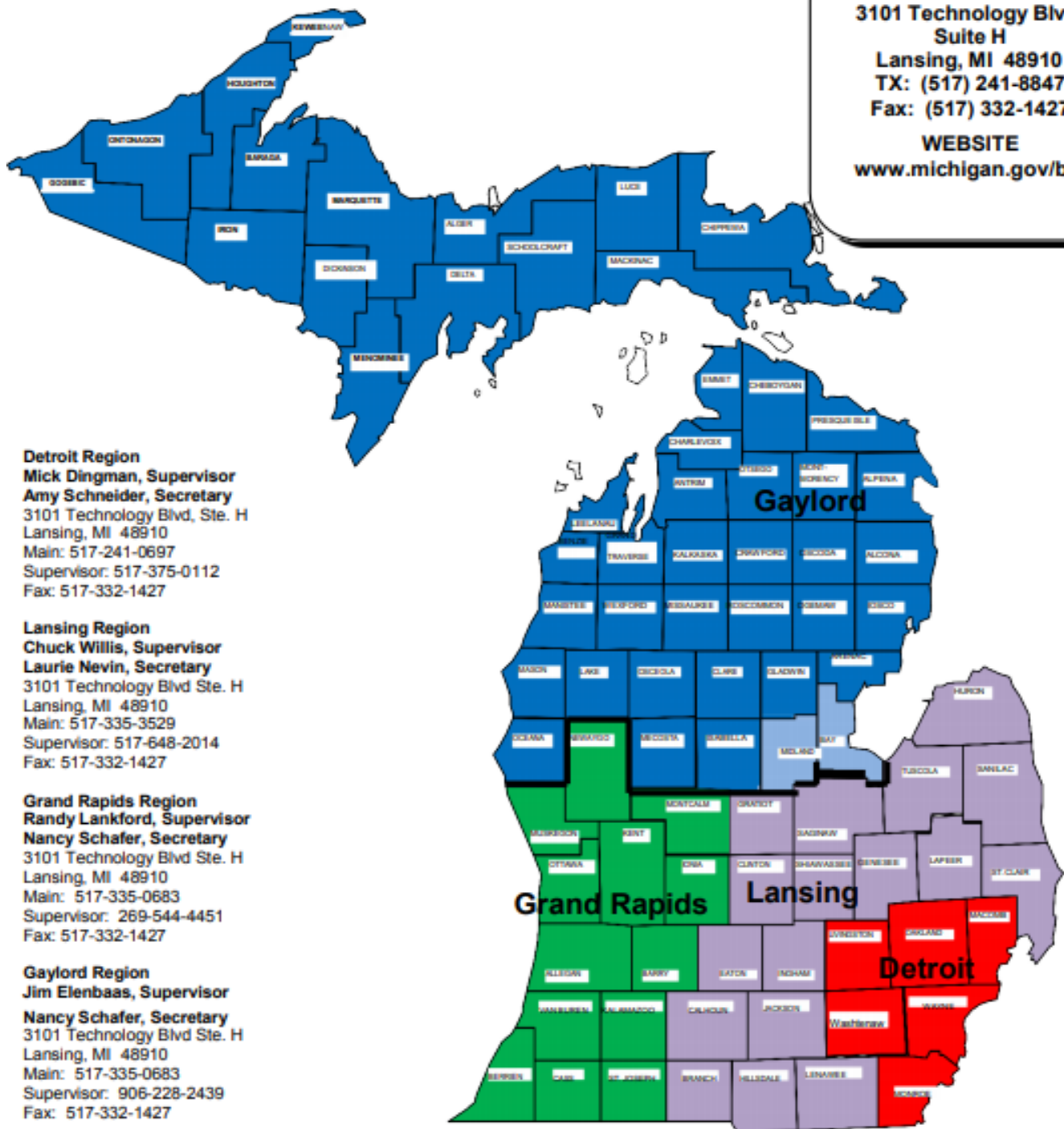
WSU - Sample "WSU Building Emergency Signage" Frame - Specifications

FWO#:	
Project:	
Date: 2018	Due:
Specifications:	
5/16" SPX	
14-1/2"x19"	
Sign Type L	
Quantity:	
Per Project at approved locations	
Graphics Process:	
Subsurface Silkscreen	
Typography:	
7/8" Univers 45 Light, U/C	
3/16" Rule Line	
Graphics Color:	
SC-901 White	
Frames & Fixtures:	
N/A	
Background Color:	
SC-201 Flame Red	
Installation Method:	
VT32	
Notes:	
Hold 11-1/8" vertical channel to accept 11" x 17" plan	



**Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fire Marshal Inspection Regions**

3101 Technology Blvd.
Suite H
Lansing, MI 48910
TX: (517) 241-8847
Fax: (517) 332-1427
WEBSITE
www.michigan.gov/bfs



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Fax: 517-332-1427

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Fax: 517-332-1427

Detroit Region Field Assignments:

***Wayne County (West)** – Canton, City of Wayne, Detroit zip codes 48204, 48209, 48210, 48219, 48221, 48223, 48227, 48228, 48230, 48235, Livonia, Northville, Plymouth Twp., Redford, Salem Twp., Westland – **Larry DeWachter 248-888-8761**

***Wayne County (East)** – Belle Isle, Detroit zip codes 48201, 48202, 48205, 48206, 48207, 48208, 48211, 48213, 48214, 48215, 48216, 48217, 48221, 48224, 48225, 48226, 48234, 48238, Grosse Pointe, Grosse Pointe Park, Grosse Pointe Woods, Hamtramck, Harper Woods, Highland Park – **Brian Batten 248-888-8762**

***Wayne County (South)** – Allen Park, Belleville, Dearborn, Dearborn Heights, Ecorse, Flat Rock, Garden City, Gibraltar, Grosse Ile Twp, Huron Twp, Inkster, Lincoln Park, Melvindale, New Boston, River Rouge, Riverview, Rockwood, Romulus, Southgate, Sumpter, Taylor, Trenton, Van Buren Twp, Woodhaven, Wyandotte – **Michael McCormick 248-888-8764**

Monroe County – Michael McCormick 248-888-8764

***Oakland County (West)** – Andersonville, Brandon, Clarkston, Commerce, Davisburg, Drayton Plains, Keego Harbor, Groveland, Highland, Holly, Independence Twp., Milford, New Hudson, Orchard Lake, Ortonville, South Lyon, Springfield, Sylvan Lake, Union Lake, Walled Lake, Waterford, West Bloomfield, White Lake, Wixom, Wolverine Lake – **Don Christensen 248-888-8766**

***Oakland County (Central)** – Auburn Hills, Beverly Hills, Bingham Farms, Birmingham, Bloomfield, Farmington, Farmington Hills, Franklin, Lake Angelus, Lake Orion, Lathrup Village, Novi, Oxford, Portliac, Southfield – **Gordon Poyhonen 517-375-5965**

***Oakland County (East)** – Berkley, Clawson, Ferndale, Hazel Park, Huntington Woods, Lakeville, Leonard, Madison Heights, Oak Park, Pleasant Ridge, Rochester, Rochester Hills, Royal Oak, Troy – **Paul Benedict 248-888-8765**

***Macomb County (South)** – Centerline, Eastpointe, Fraser, Roseville, St. Clair Shores, Warren, Harrison Twp. – **Don Christensen 248-888-8766**

***Macomb County (North)** – (All of Macomb not listed under Macomb South) – **Bill Yost 248-888-0510**

Washtenaw County – Jeff Littleton 248-888-8823

Livingston County – Gordon Poyhonen 517-375-5965

Lansing Region Field Assignments:

Branch, Calhoun, Hillsdale, Jackson and Lenawee Counties – **Bob Breckel 517-242-0170**

*Genesee (ASC/F/SOF, Hospitals, Hospice and all projects), Lapeer, St. Clair and Sanilac Counties – **Brent Connell 517-388-5460**

Clinton, Gratiot and Ingham Counties – **Brian Davis 517-388-4823**

Eaton, *Genesee (AFC's and HFA's) and Shiawassee Counties – **Mark Hornberger 616-447-2693**

Huron, Saginaw and Tuscola Counties – **Milan Stasa 989-488-8307**

Grand Rapids Region Field Assignments:

*Kent (Hospitals) and Ottawa Counties – **Richard Day 269-544-4453**

Alegan, Berrien and Van Buren Counties – **Paul Karnemaat 616-447-2691**

Barry, Cass, Kalamazoo and St. Joseph Counties – **Ken Howe 269-330-5673**

*Kent (Colleges/Universities, HFA, F/SOF and Penal Facilities), Ionia, Montcalm and Newaygo Counties – **Philip Scheer 616-447-2692**

*Kent (AFC, Fireworks, Hospice and K-12 Schools) and Muskegon Counties – **Brian Sherman 616-350-7747**

Gaylord Region Field Assignments:

Benzie, Grand Traverse, Lake, Leelanau, Manistee, Mason, Missaukee, Oceana, Osceola and Wexford Counties – **Mike Mongar 517-643-3881**

Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Chippewa, Crawford, Emmett, Iosco, Kalkaska, Mackinaw East, Montmorency, Ogemaw, Oscoda, Osego, Presque Isle, Roscommon Counties – **Brett Jensen 989-732-3238**

Alger, Baraga, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinaw West, Marquette, Menominee, Ontonagon, Schoolcraft Counties – **Jim Rasanen 906-201-0955**

Arenac, Bay, Clare, Gladwin, Isabella, Mecosta and Midland Counties – **Don Collick 248-207-8659**

***Multiple Inspectors Cover**

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