Reception areas

Stairways

Corridors

General office areas

Factory/shop floor areas

Laboratory areas

Catering areas

Sleeping areas

Safe areas

Assembly areas

MEANSOF ESCAPE

Guide to Fire Safety Signs and Signing

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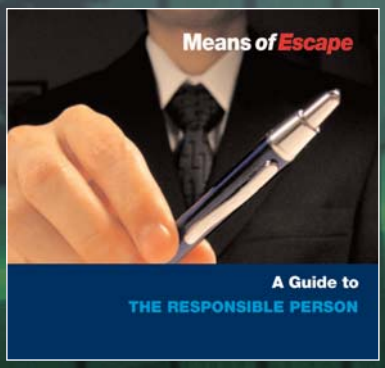
Guide to Fire Safety Signs and Signing

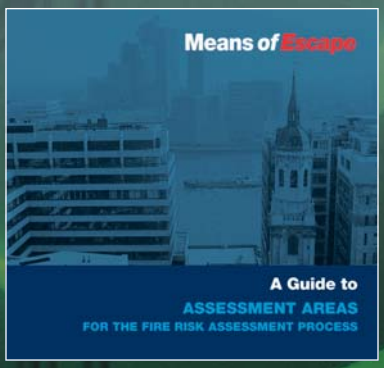
One of the key elements in using this guide is the division of your organisation into specific areas. These areas are called ‘assessment areas’ and would present different fire risks and fire safety management issues accordingly. Fire legislation requires that each assessment area has a person who is in control of all fire safety issues that are pertinent to that area.

These persons should be nominated by the ‘responsible person’. This guide has been designed and written for both the responsible person and specifically for the nominated person. To use this guide most effectively, each person in control should have their own copy. They can then effectively survey their area, audit and if necessary re-design the sign systems in their specific assessment areas.

By operating this approach, your organisation will have the advantage of owning a corporate, consistent and highly communicative fire safety signing system, keeping occupants informed of risks, appropriate behaviour and clear knowledge of escape routes and procedures.

A safe workplace means safe people which equals a safe business!





For more information on the role of the responsible person, assessment areas and the role of the nominated person look at these interactive guides at

www.means-of-escape.com

Why a Guide on Fire Safety Signing?

Who is in control?

Fire safety legislation requires that fire safety within organisations belongs to the "responsible person" who, in the workplace, is the employer, owner of the premises, and or the occupying business. In all other premises the person or persons in control of the premises will be responsible. If there is more than one "responsible person" in any type of premises, they must take all reasonable steps to work with each other. In either situation the "responsible person" can delegate fire safety issues to managers, supervisors and staff coordinators within each area of their business. These people are nominated as 'being in control', to the extent of their jurisdiction, department or job description. This requires them to be responsible for the collective protection of fire safety management within their assessment areas.

Within these areas they have an obligation to assess all fire safety risks under their control. Key to the control and management of these risks is effective communication which, when used correctly, signs offer.

The legislation also requires organisations to develop a culture of safety amongst its occupants. This guide is based on that principle; to develop true 'Fire Safety Awareness' amongst the people in the place of work. Fire Safety Awareness can be divided into two main categories: Safety Awareness and Emergency Awareness. The following two paragraphs are examples of how these ideas can be translated into real life experiences. Everyone is in control!

Safety Awareness. Do we have cooperation?

You are relying on your staff and visitors to have 'Safety Awareness', in other words their behaviour is key to the safety of your organisation. Managing flammable substances on the shop floor, not overloading electrical points in the office, not smoking, keeping fire doors shut and escape routes clear etc. But, fire safety experts have shown that unless the safety message is reinforced, people often neglect these priorities, especially when busy. How do you reinforce a message of fire safety that is clearly visible on a day to day basis?

Emergency Awareness

Imagine for a moment that you are in your office, it's a late winters afternoon, it's dark and a fire has started in your premises. The alarm has been activated and suddenly there is a total power loss. The emergency lighting has been activated and you need to escape. What will you look for? What will the occupants of your building look for? How do you ensure a successful awareness of appropriate action in the case of an emergency?

This Guide helps answer these two key questions.

Communication is key to encouraging and reinforcing Fire Safety Awareness. It is communication that forms the bedrock of a fire safe environment. Staff training is paramount in creating a culture of safety, so are signs. Signs are about offering a constant message that reinforces in peoples minds action and behaviour on a day to day basis as well as giving clarity to appropriate action in an emergency situation. That's why a team of Fire Safety Experts have put this guide together. Helping you build an effective 'fire safety awareness' message within your organisation.

Why should you have effective Fire Safety Signing?

Fire Safety Legislation requires that a fire safety risk assessment is completed. The most effective strategy is for the responsible person to divide the work place into assessment areas, for which a nominated person is in control. It is this person who should follow the advice given in this guide because Legislation requires that fire safety issues are clearly communicated through:

• Instruction • Education • Information • Location • Identification

Effective signing is a major contribution to satisfying these requirements. Conformance to standards satisfies legislation.

The following Fire Safety Standards have been referenced for the production of the Guide.

BS 9999: 2008	Code of practice for fire safety in the design, management and use of buildings.
BS EN ISO 7010: 2012	Graphical symbols - Safety colours and safety signs - Registered safety signs.
BS ISO 9186-1: 2014	Graphical symbols. Test methods for testing comprehensibility.
BS 5499-4: 2013	Safety signs, including fire safety signs - Part 4: Code of practice for escape route signing.
BS 5499-10: 2014	Safety signs, including fire safety signs - Part 10: Guidance for the selection and use of safety signs & fire safety notices.
BS ISO 3864-1: 2011	Graphical symbols - Safety colours and safety signs - Part 1: Design principles for safety signs and safety markings.
BS ISO 3864-3: 2012	Graphical symbols - Safety colours and safety signs - Part 3: Design principles for graphical symbols for use in safety signs.
BS ISO 3864-4: 2011	Graphical symbols - Safety colours and safety signs - Part 4: Colorimetric & photometric properties of safety sign materials.
BS ISO 16069: 2004	Graphical symbols - Safety signs - Safety Way Guidance Systems (SWGS).
BS ISO 17398: 2004	Safety colours and safety signs - Classification, performance and durability of safety signs.

Communication

This guide is designed to aid the person responsible for fire safety to develop a culture of fire safety awareness by the implementation of an effective fire safety signing system.

Fire safety awareness can be divided into two sub categories:

Safety Awareness.

This is to raise an awareness of fire safety that is part of the everyday practice within an organisation. Signs are a critical element to effective fire safety communication.

FIRE SAFETY AWARENESS

Safety Awareness - action plan

1 Identification

Knowledge of risks

Clear communication of fire risks is critical for occupants to understand in order to manage those risks.

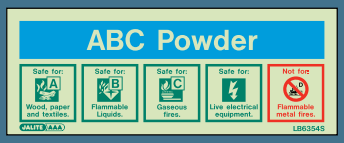
2 Instruction

Understanding prohibition

Appropriate behaviour is required around risk areas. Clear signs offer this message.

3 Information

Small fire extinguishing



Appropriately trained staff can extinguish a small fire. Effective training is required for the use of this equipment.

Emergency Awareness - action plan

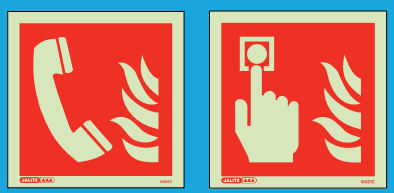
1 Instruction

Activate fire alarm

The fire action notice gives clear instruction of what procedures occupants should follow in the event of a fire.

2 Location

Call fire brigade



Fire call points should be signed clearly making them obvious at all times.

3 Information

Occupants evacuation

Clear signing of all escape routes and final exits are critical for effective evacuation.

Emergency Awareness.

This is to encourage an awareness of the appropriate action if a fire were to occur. This category of signs follows the logical procedure that is required for a safe and effective emergency situation.

4 Education

Responsible behaviour

Correct behaviour is vital for maintaining a safe culture, signs reinforce and communicate required actions.

5 Instruction

Escape route management

The means of escape must be correctly maintained. Fire doors closed, escape doors kept clear etc. Signs offer constant reminders.

4 Location

Occupants assemble to register

Assembly of evacuated persons is important for clarifying that all occupants are accounted for.

5 Location

Fire authorities arrival

On arrival the fire authority could ask for a fire plan of the premises showing all identified risks and critical valve information, ie gas, sprinklers etc.

An effective Fire Safety Strategy should offer the following elements of communication:

IDENTIFICATION:

- Knowledge of risks.
- Identification of emergency equipment.

INSTRUCTION:

- Understanding prohibition.
- Understanding how to manage escape routes on a day to day basis.
- Understanding what to do in the event of a fire.

LOCATION:

- Knowing the location of fire call points etc.
- Knowing where to assemble in the event of a fire.
- Allowing the fire authorities to locate key equipment on arrival to a fire.

EDUCATION:

- To remind occupants on appropriate fire safe behaviour.

INFORMATION:

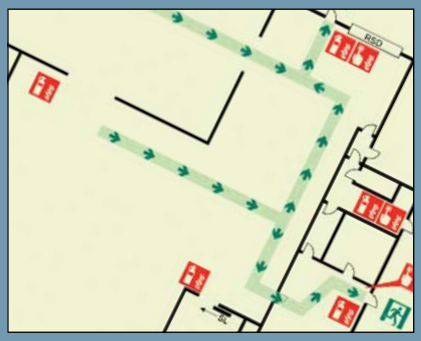
- Understanding how to evacuate the building.
- Understanding the appropriate use for fire fighting equipment for trained staff.

Using this Guide

The aim of this Guide is to provide information and guidance on the selection and siting of fire safety signs. Fire safety signs provide information concerning safety, therefore it is essential that the signs are quickly and easily understood.

The use of internationally recognised pictograms and symbols is considered essential to achieve this objective.

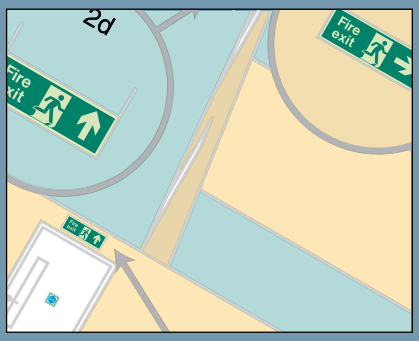
1



THE FIRE SAFETY PLAN

Using plan drawings of your building layout, you can divide your building into assessment areas.

2



ASSESSMENT AREAS

Each assessment area will probably be unique to the others. Using this guide you can effectively survey each area for the appropriate sign message.

3

THE PERSON IN CONTROL

Each assessment area will be unique. A general office will have different risk priorities to a manufacturing workshop. The next stage is to identify a person who understands the processes and has a good knowledge of the area, and the people who use it.

The role of the person in control manager, supervisor or coordinator

When each assessment area has been identified it should be possible to also identify a person to take the responsibility of fire safety within that particular area. Careful consideration should be given in the choice of this role.

The person in control should:

- be aware of fire safety issues relevant to their area.
- understand the fire risks associated to their area.
- have a good knowledge of staff and visitor activities and be aware of work procedures that may create fire risks.
- be aware of fire safety drill practice.
- ensure that all means of escape areas are maintained and kept clear.
- be aware of the risk assessment process for that particular assessment area.

The 'Zone of Influence'

For any sign to be effective it must not only be seen, but also fully readable. Each sign should be strategically placed so it has a maximum influence within a defined area. This is called the **ZONE OF INFLUENCE**.

The zone of influence includes:

The correct viewing distance - easily read and understood from an appropriate distance. Clear viewing area - signs are not blocked by furniture etc.

The zone of influence is the direct area that the sign can be seen and understood. In this corridor the zone for the red marked sign affects the red marked person. During their egress they move onto the blue marked signs area; becoming influenced by this signs unique zone of influence.

4

THE AUDIT

Following the two categories of Safety Awareness and Escape Awareness you will be able to audit each area in a logical and co-ordinated manner, resulting in an overall effective signing system that will encourage an overall fire safety culture.

This guide illustrates a wide range of typical assessment areas common to many organisations. These examples show good practice that is in accordance to the appropriate British Standards and will aid you in signing your premises in accordance with an effective risk assessment, helping you to fulfil the requirements of current legislation.

ASSESSMENT AREA 1
Reception areas

ASSESSMENT AREA 2
Stairways

ASSESSMENT AREA 3
Corridors

ASSESSMENT AREA 4
General office areas

ASSESSMENT AREA 5
Factory/shop floor areas

ASSESSMENT AREA 6
Laboratory areas

ASSESSMENT AREA 7
Catering areas

ASSESSMENT AREA 8
Sleeping areas

ASSESSMENT AREA 9
Looking after those with disabilities

ASSESSMENT AREA 10
Outside arrival point for fire services and assembly points

THE RECEPTION

Your visitors safety

Name of Responsible person

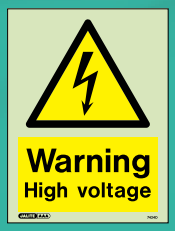
UNIQUE RISKS SPECIFIC TO THE RECEPTION AREA

The reception is one of the most important areas in your building. All persons who enter the premises come through this area. It should be a key information point for the fire safety message - especially to visitors!

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO



Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the reception area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

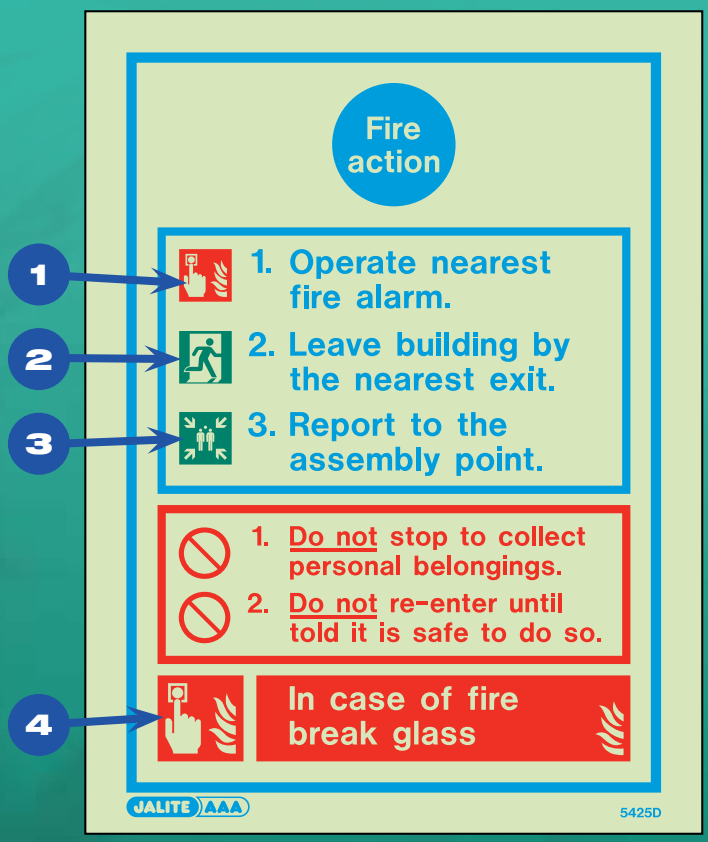
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated in one sign unit - this type of Fire action notice offers the main objectives visitors and contractors should know whilst on your premises.



Tick ✓

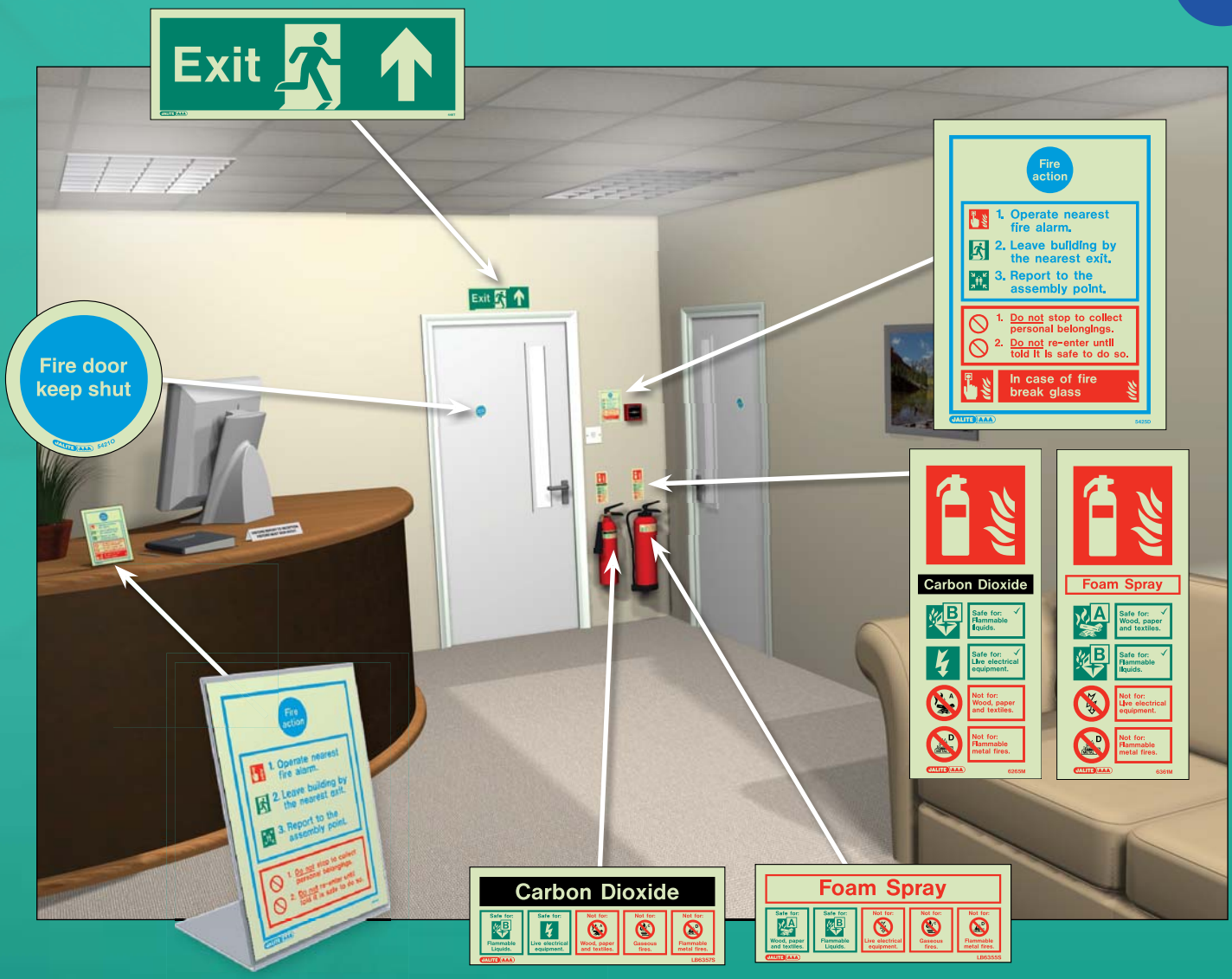
Do you have effective signing that communicates the following points to your visitors	YES	NO
1 Activate alarm		
2 Occupants Evacuation		
3 Assembly point arrival		

4 Point 1 is reinforced in this fire action notice. Once a visitor has activated the alarm they should evacuate the building and go to the assembly point. Their emergency behaviour requirements should be kept as simple as possible.

Fire authorities arrival

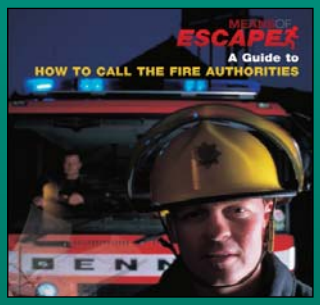
If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

ASSESSMENT AREA 1



Key points

The reception area is one of the most important areas in your organisation. It is here that the security of personnel movement can be monitored, especially visitors and tradespersons. It should be a central point of fire safety communication to all occupants. When visitors and tradespersons sign-in, the receptionist should ask them to read a fire action notice. Self standing desk mounted fire action notices are available for this purpose.



For more information on the effectiveness of the Fire Action Notice in reception look at the Means of Escape Guide for the Receptionist and How to call the fire brigade at: **www.means-of-escape.com**

CORRIDORS

Name of Responsible person

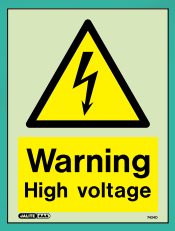
UNIQUE RISKS SPECIFIC TO CORRIDOR AREAS

Corridors are part of the main route to safety in an emergency. The common risks are; blocked with rubbish, boxes and furniture, fire doors jammed open, bad escape route signing.

Safety Awareness - check list

Tick ✓

Knowledge of risks

	YES	NO
 Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the corridor area.		

Understanding prohibition

 Are there any areas that are no entry to unauthorised personnel?		

Fire extinguishers

 Are all fire extinguisher locations clearly marked?		
 Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?		

Responsible behaviour

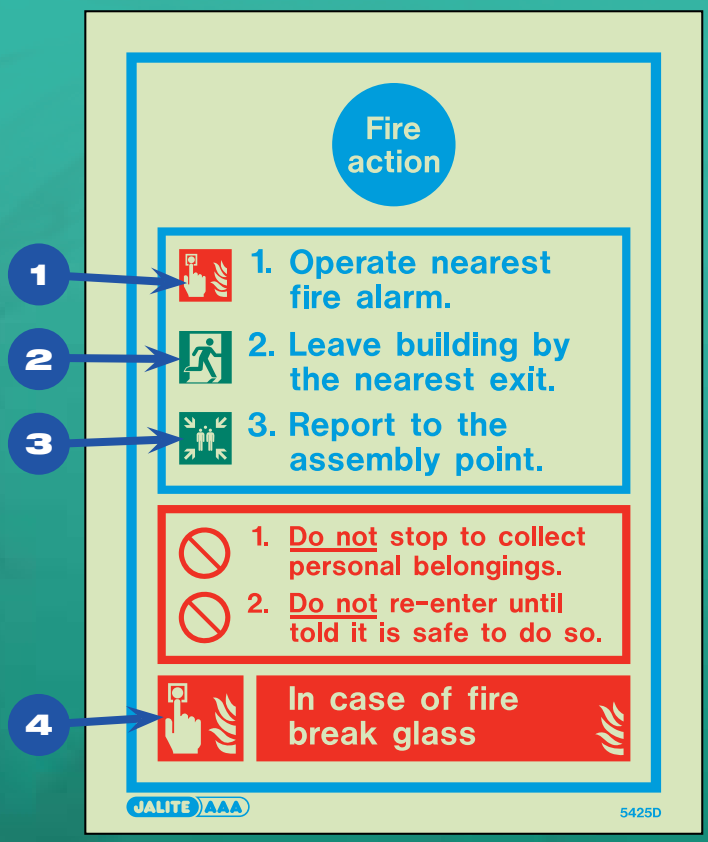
 Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?		

Escape route management

 Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.		
 Are all fire exits clear of obstructions?		

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated in one sign unit - this type of Fire action notice offers the main objectives visitors and contractors should know whilst in your premises.



Tick ✓

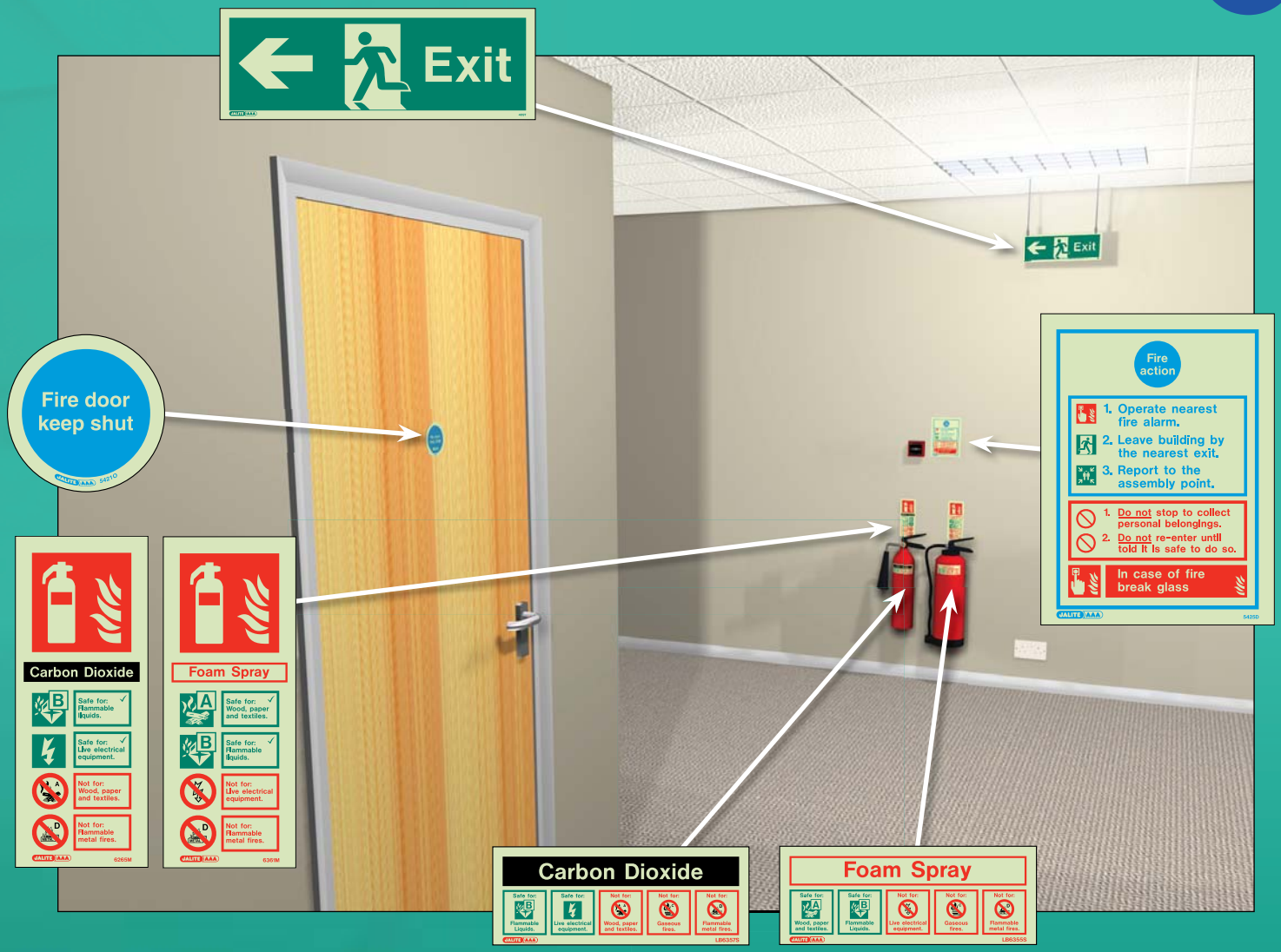
Do you have effective signing that communicates the following points to your visitors	YES	NO
1 Activate alarm		
2 Occupants Evacuation		
3 Assembly point arrival		

4 Point 1 is reinforced in this fire action notice. Once a visitor has activated the alarm they should evacuate the building and go to the assembly point. Their emergency behaviour requirements should be kept as simple as possible.

Fire authorities arrival

If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

ASSESSMENT AREA 2



Key points

Corridors can be a labyrinth of avenues leading in many different directions. Ensuring that clear unambiguous directional exit route signing is available is critical. These signs should present the shortest route to safety from any given point in the corridor system.

If a fire was to break out in the office the fire door is a key element in stopping that fire reaching the corridor/escape route and other parts of the building. Propping it open could be fatal - if it is left open the fire will spread, endangering other peoples evacuation and increasing the danger for the fire fighter when entering the building.

Clear identification of fire extinguishers is important. Only staff with the appropriate training should attempt to fight small fires. If a small fire were to occur, identifying the correct extinguisher for the type of fire is critical.

For more information on effective management of corridors look at the Means of Escape Guide for the management of the means of escape at: **www.means-of-escape.com**

STAIRWAYS

Name of Responsible person

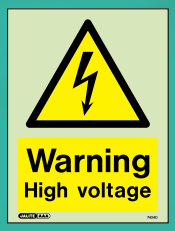
UNIQUE RISKS SPECIFIC TO STAIRWAYS

Stairways are part of the main route to safety in an emergency. The common risks are; blocked with rubbish, boxes and furniture, bad signing and lighting in full power loss. People often use these areas for smoking.

Safety Awareness - check list

Tick ✓

Knowledge of risks

	YES	NO
 Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the office area.		

Understanding prohibition

 Are there any areas that are no entry to unauthorised personnel?		

Fire extinguishers

 Are all fire extinguisher locations clearly marked?		
 Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?		

Responsible behaviour

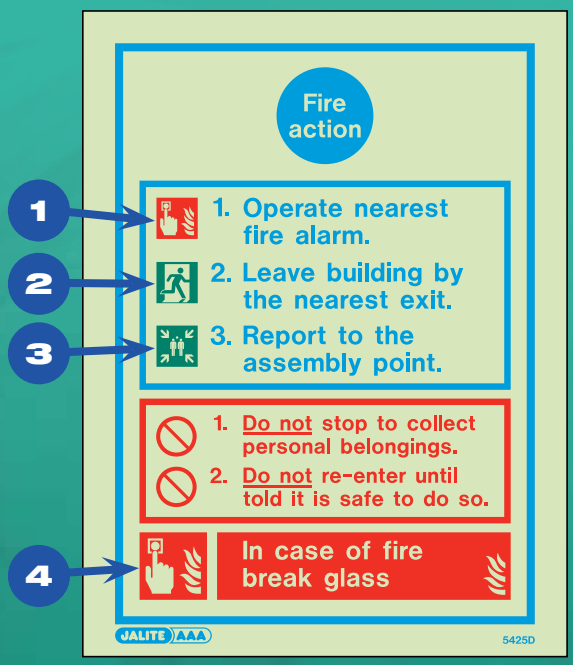
 Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?		

Escape route management

 Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.		
 Are all fire exits clear of obstructions?		

Emergency Awareness - check list

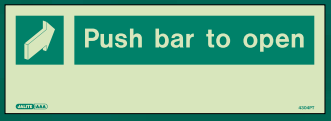
A majority of Emergency Awareness elements can be communicated in one sign unit - this type of Fire action notice offers the main objectives visitors and contractors should know whilst on your premises.

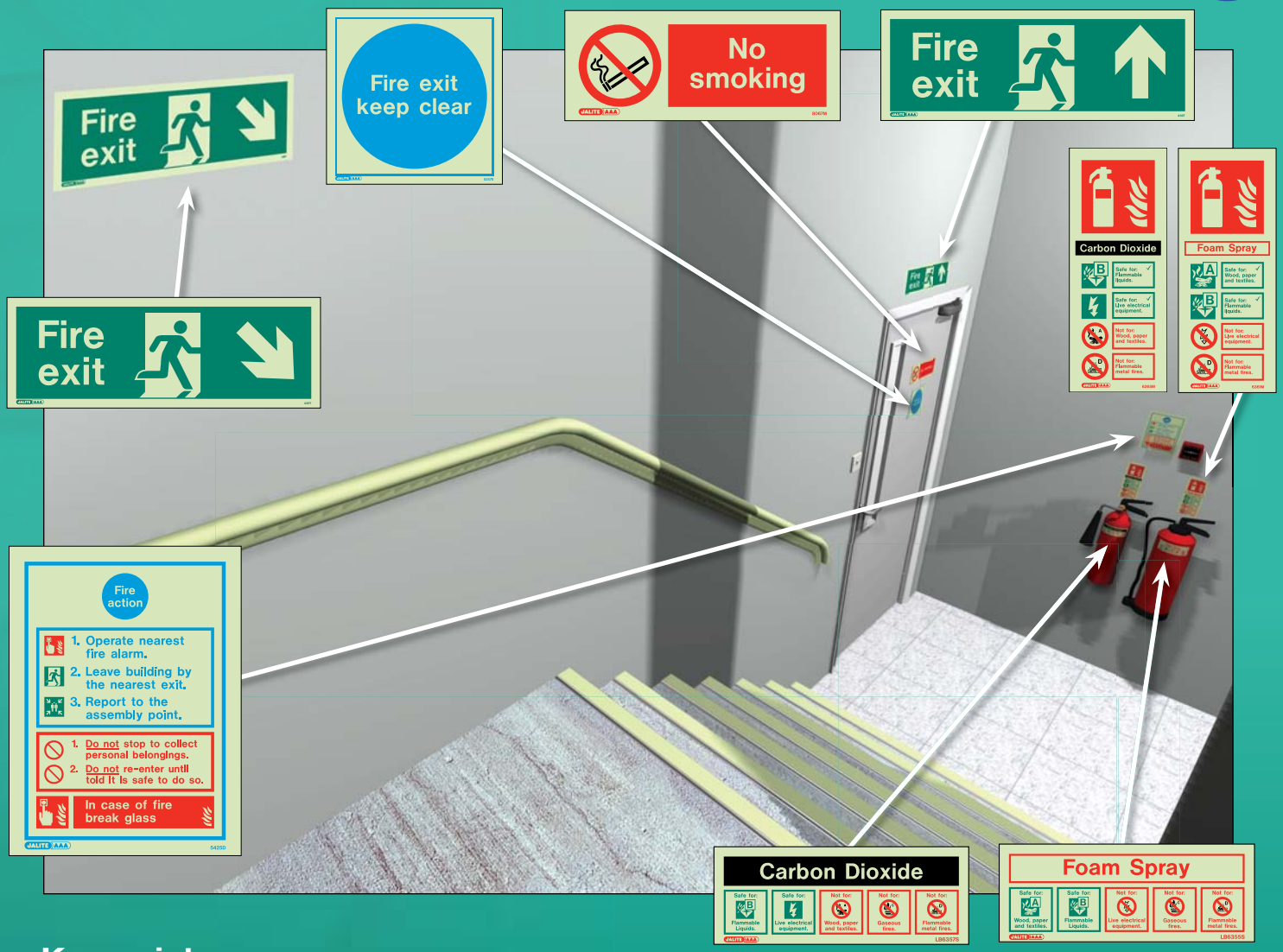


Tick ✓

Do you have effective signing that communicates the following points to your visitors	YES	NO
1 Activate alarm		
2 Occupants Evacuation		
3 Assembly point arrival		

4 Point 1 is reinforced in this fire action notice. Once a visitor has activated the alarm they should evacuate the building and go to the assembly point. Their emergency behaviour requirements should be kept as simple as possible.

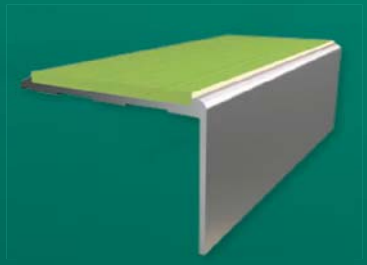
 Are all directions for evacuation clearly marked?		
 Are all open door systems clearly signed?		



Key points

The stairway is one of the most important areas to manage. Often staff see these areas as 'non areas' and leave boxes, unwanted furniture, rubbish for 'someone else' to dispose of or deal with. These areas must be kept clear at all times. In the case of a fire, stairways often become busy. Clarity of direction and a clear area for egress is paramount for both the escape of occupants and for the fire fighter to access.

Human behaviour studies show that clear communication of direction to safety is critical on stairways. Correct use of exit route signs with directional arrows is important to aid safe and un-confused evacuation.



Human behaviour studies have also shown that stair tread identification is a major contribution to effective egress. If a total power loss, including emergency lighting were to occur total confusion and the possibility of accidents are likely. Photoluminescent stair tread markers offer an effective solution to this potential problem. Banister railings can be painted with photoluminescent paint offering extra security to egress, especially to people with disability, the elderly and infirm.

THE GENERAL OFFICE AUDIT

Name of Responsible person

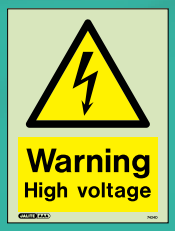
UNIQUE RISKS SPECIFIC TO GENERAL OFFICE

- Plug overload
- Waste bin fire
- Covering of heaters
- Propped open fire doors
- Blocked fire exits

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO



Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the office area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

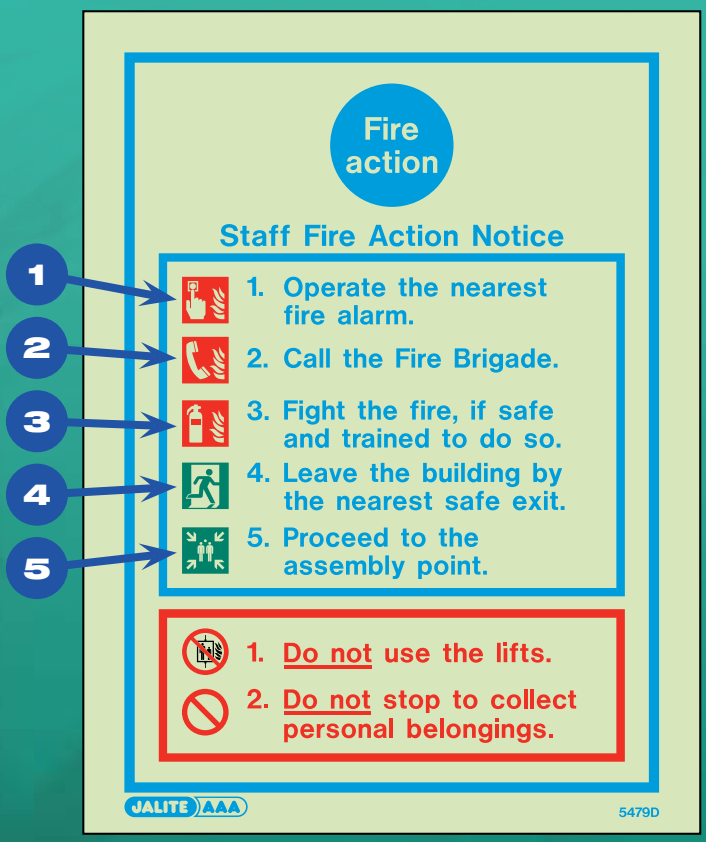
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated using one sign - The Staff Fire Action Notice. If used in conjunction with effective training this offers one of the most efficient forms of signing.



Tick ✓

Do you have effective signing that communicates the following points to your office staff	YES	NO
1 Activate alarm		
2 Call the Fire Brigade		
3 Extinguisher activation		
4 Occupants Evacuation		
5 Assembly point arrival		

Fire authorities arrival

If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

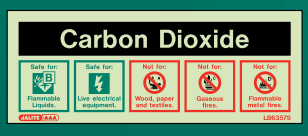
ASSESSMENT AREA 4

Key points

All fire exits should be clearly marked with signs.
This also reinforces point 4 on the Staff Fire Action Chart.

If a fire was to break out in the office the fire door is a key element in stopping that fire reaching the corridor/escape route and other parts of the building. Propping it open could be fatal - if it is left open the fire will spread, endangering other peoples evacuation and increasing the danger for the fire fighter when entering the building.

Maintaining effective house keeping is critical. Boxes, unwanted furniture, rubbish are all easily left in the gangways and open areas. They should be removed to keep escape routes clear at all times. This is particularly critical around all fire exits.



Clear identification of fire extinguishers is important. Only staff with the appropriate training should attempt to fight small fires. If a small fire were to occur identifying the correct extinguisher for the type of fire is critical.

THE FACTORY/ WORKSHOP AUDIT

Name of Responsible person

UNIQUE RISKS SPECIFIC TO THE FACTORY / WORKSHOP

These areas are usually high risk. Industrial processes often include hot work and the use of flammables. Management and clear communication of these elements is critical to the fire safety management of these areas.

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO

Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the factory/workshop area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

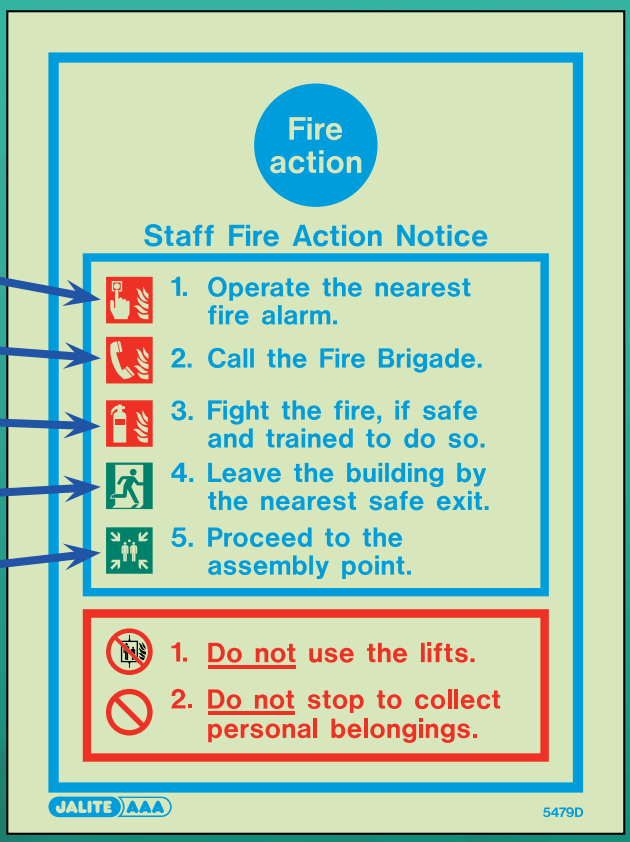
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated using one sign - The Staff Fire Action Notice. If used in conjunction with effective training this offers one of the most efficient forms of signing.

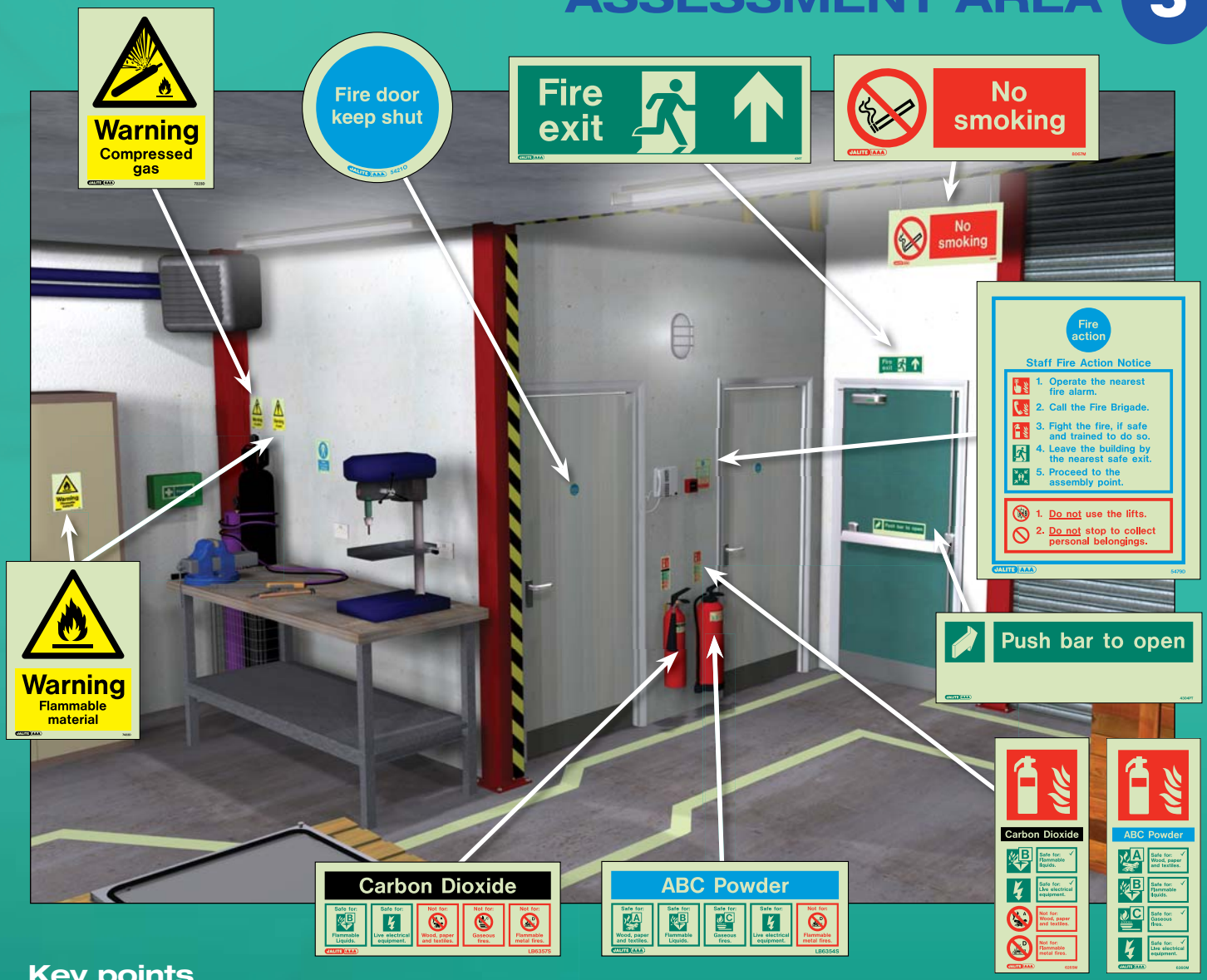


Do you have effective signing that communicates the following points to your office staff	Tick ✓ YES	NO
1 Activate alarm		
2 Call the Fire Brigade		
3 Extinguisher activation		
4 Occupants Evacuation		
5 Assembly point arrival		

Fire authorities arrival

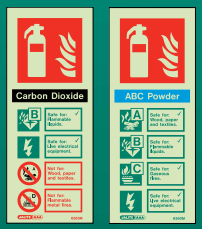
If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

ASSESSMENT AREA 5

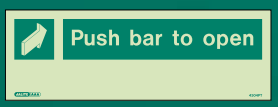


Key points

Knowledge of risks in factory and workshop areas are important to all personnel who use these areas. Clear identification is also extremely useful to the fire fighter in the event of a fire. This information can save their lives as well as aiding the extinguishing of a fire.



These extinguishers are generally placed where a fire could occur due to industrial processes that require the use of hot work and the storage and use of flammables. Correct and clear identification of fire extinguishers to reinforce effective staff training is paramount to everyday fire safety.



Most factory and workshops will have final exit doors with push bar opening systems. These should be clearly signed to aid evacuation if necessary.

Industrial areas can easily get clogged up with materials and manufactured products. Using photoluminescent paint or floor tape to mark a clear corridor system is an effective solution for housekeeping discipline whilst offering a clear navigation aid in an emergency situation - even in a total power loss situation.

THE LAB AUDIT

Name of Responsible person

UNIQUE RISKS SPECIFIC TO LAB AREA

Research processes can involve chemicals, flammables, radioactive facilities and hot work. Ensuring these elements are clearly identified is important to personnel. Clear communication of who is allowed in the lab is also important to overall fire safety management.

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO

Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the lab area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

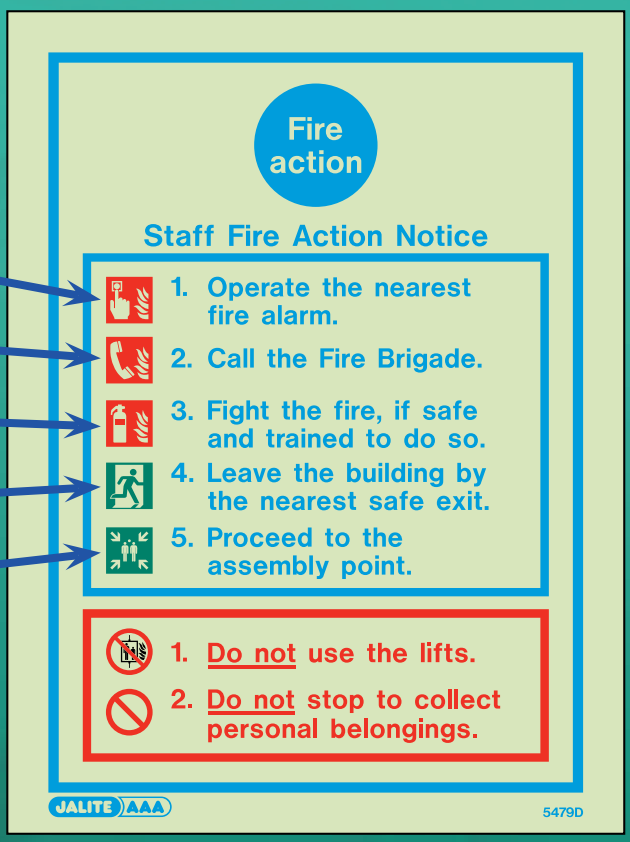
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated using one sign - The Staff Fire Action Notice. If used in conjunction with effective training this offers one of the most efficient forms of signing.



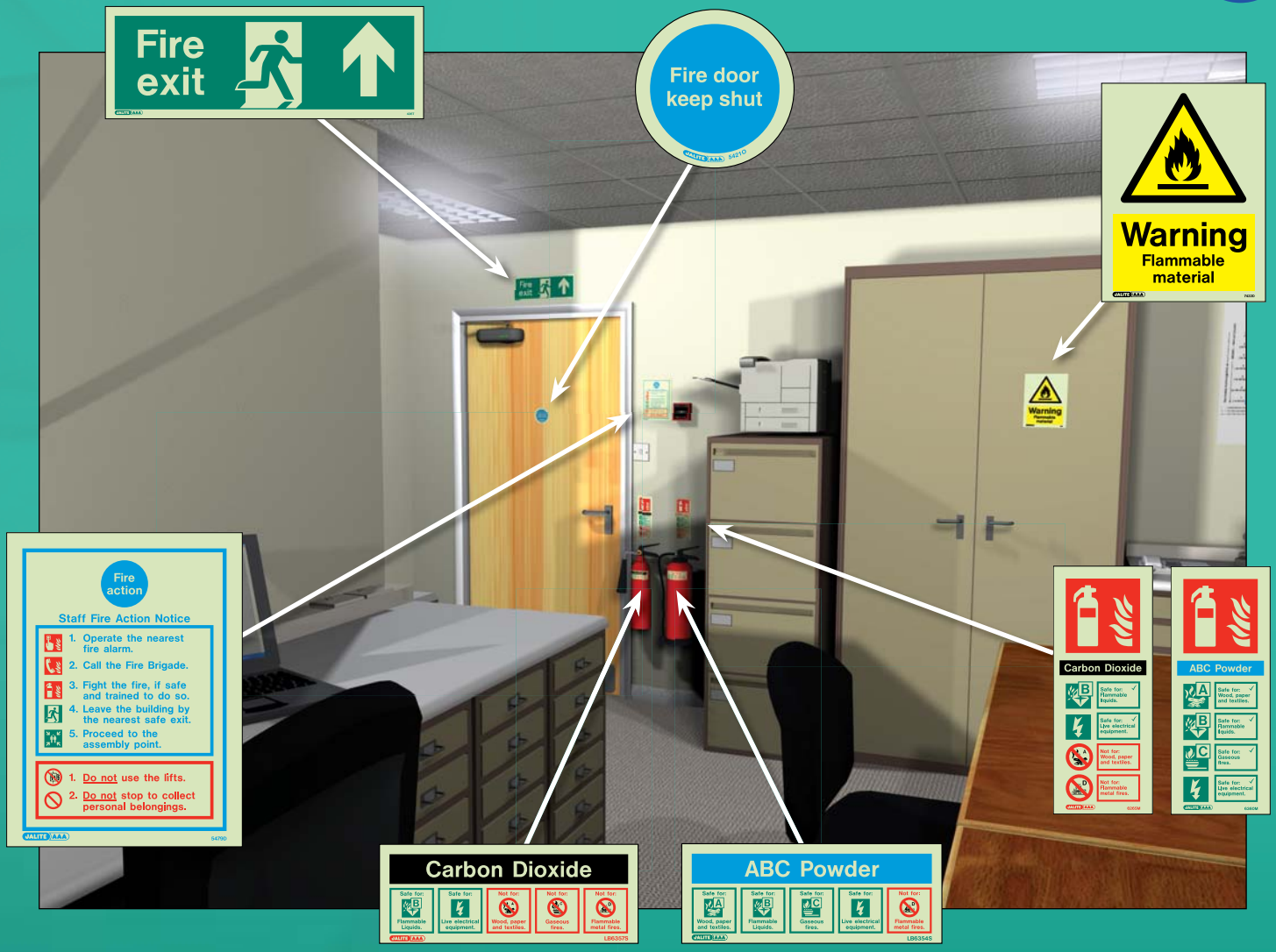
Tick ✓

Do you have effective signing that communicates the following points to your office staff	YES	NO
1 Activate alarm		
2 Call the Fire Brigade		
3 Extinguisher activation		
4 Occupants Evacuation		
5 Assembly point arrival		

Fire authorities arrival

If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

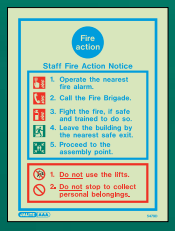
ASSESSMENT AREA 6



Key points

Many labs use and store flammable liquids etc. These storage areas should be clearly signed. Signs remind staff of the dangers of these materials and reinforce the need for careful handling and storage. Fire fighters will also need to identify these materials in the event of a fire.

Labs by the very nature of the work carried out are restricted areas.
The appropriate sign for personnel restrictions should be used.



Staff in these areas should be well trained in what to do in the event of a fire.
The fire action chart should be clearly visible, reinforcing the training received.

THE CATERING AREA AUDIT

Name of Responsible person

UNIQUE RISKS SPECIFIC TO KITCHEN AREAS

Both naked flames and the use of cooking oils pose a serious threat to the possibility of a fire incident within kitchens.

Appropriate signing in kitchens of hazards and fire fighting equipment is important to reinforce safety awareness behaviour.

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO

Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the kitchen area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

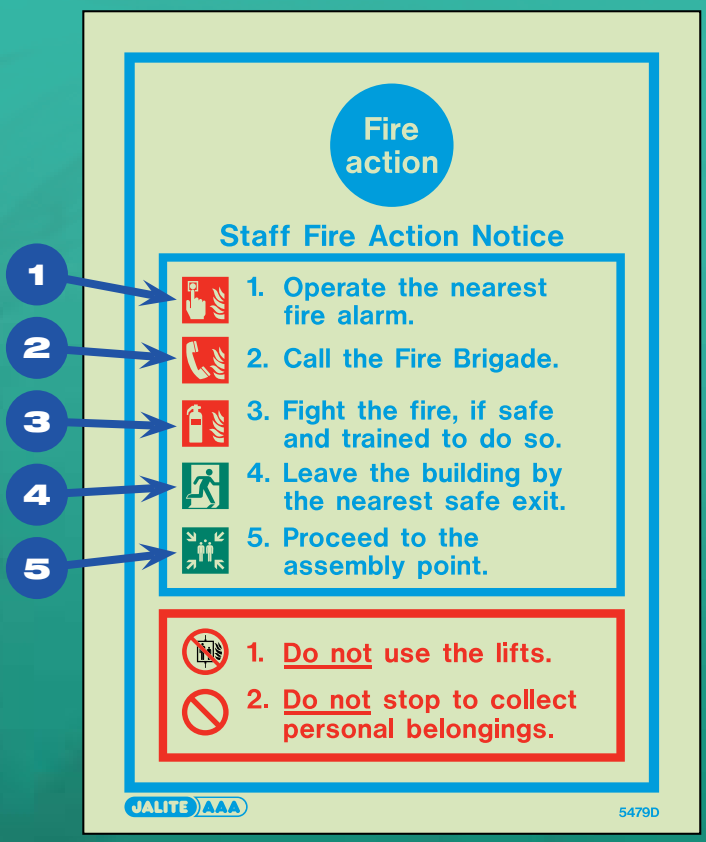
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated using one sign - The Staff Fire Action Notice. If used in conjunction with effective training this offers one of the most efficient forms of signing.



Tick ✓

Do you have effective signing that communicates the following points to your office staff	YES	NO
1 Activate alarm		
2 Call the Fire Brigade		
3 Extinguisher activation		
4 Occupants Evacuation		
5 Assembly point arrival		

Fire authorities arrival

If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

ASSESSMENT AREA 7

Key points

Cooking oils are a high risk item. Correct storage is very important in kitchen areas and signing to clarify these points is critical to a safe kitchen environment.

Kitchens areas should only be used by authorised and appropriately trained personnel. Correct signing to clarify this point is important to maintaining a safe area.

Kitchen fires usually occur at the cooking point, and usually involve cooking oils. Clearly marked fire fighting equipment is critical in ensuring speedy extinguishing of such fires by trained staff.

SLEEPING AREA AUDIT

Name of Responsible person

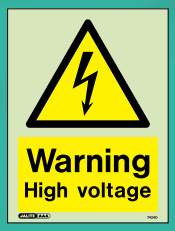
UNIQUE RISKS SPECIFIC TO SLEEPING AREA

Many fires start at night. These areas should reinforce correct safety behaviour. No smoking signs should be made clear. Clear fire exit and exit signs are paramount to fire safety in sleeping areas. Longer evacuation times should be taken into consideration for these areas.

Safety Awareness - check list

Tick ✓

Knowledge of risks	YES	NO



Do all occupants know of any areas containing hazards e.g. electrical mains cupboard/box that may be situated in the sleeping area.

Understanding prohibition

Are there any areas that are no entry to unauthorised personnel?

Fire extinguishers

Are all fire extinguisher locations clearly marked?

Is the class of fire that the extinguisher is suitable for identified on the actual extinguisher body?

Responsible behaviour

Do all occupants know of any areas where certain actions could increase risk especially smoking prohibition?

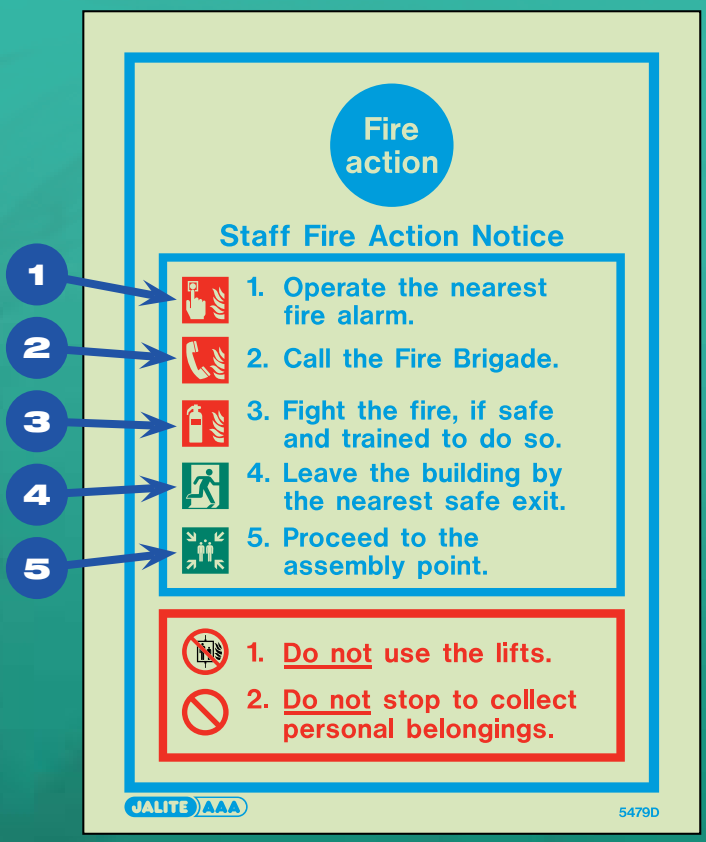
Escape route management

Are all fire doors clearly marked? Fire doors should always be kept closed. Propping them open is common, but should not be allowed.

Are all fire exits clear of obstructions?

Emergency Awareness - check list

A majority of Emergency Awareness elements can be communicated using one sign - The Staff Fire Action Notice. If used in conjunction with effective training this offers one of the most efficient forms of signing.



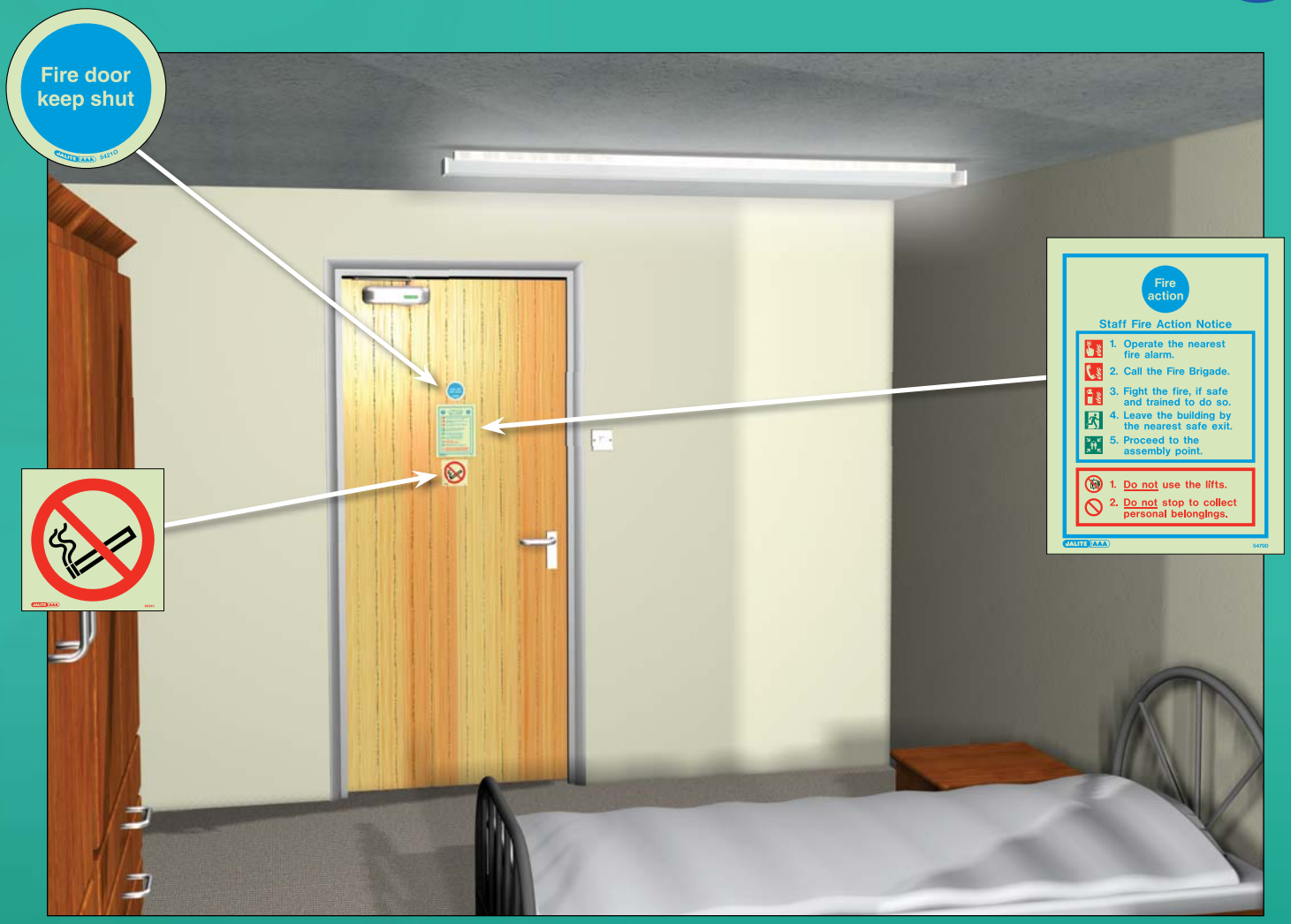
Tick ✓

Do you have effective signing that communicates the following points to your office staff	YES	NO
1 Activate alarm		
2 Call the Fire Brigade		
3 Extinguisher activation		
4 Occupants Evacuation		
5 Assembly point arrival		

Fire authorities arrival

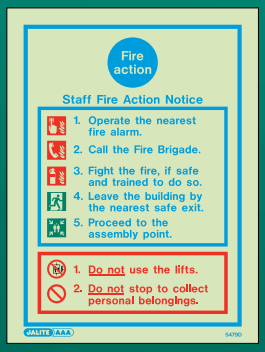
If there are any gas valves, or any other risks e.g. propane gas heaters, they should be clearly marked for the fire fighter.

ASSESSMENT AREA 8

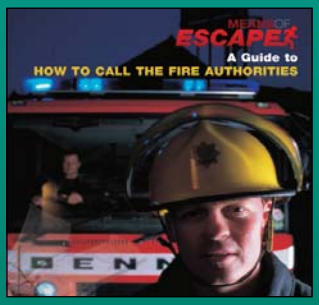


Key points

Many fires that happen in sleeping areas are caused by smoking. Smoking should be prohibited. Signing reinforcing this responsible behaviour should be made clear.



Personnel who sleep over should be trained in what to do in the event of a fire. The fire action notice reinforces this training. Clarity should be made on how to call the fire authorities, exit routes to take and assembly point location.

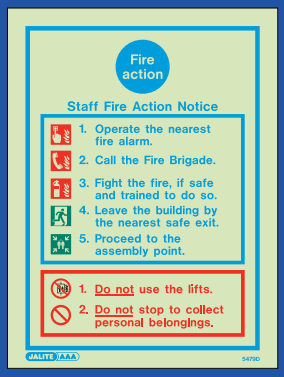


For an interactive guide on how to call the fire authorities please go to **www.means-of-escape.com** and look at the interactive guide section.

ASSEMBLY POINT AUDIT

ASSESSMENT AREA 9

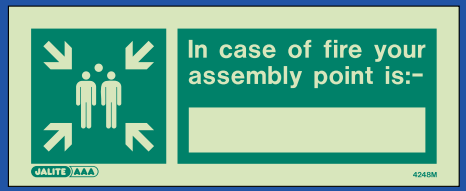
Name of Responsible person



Ensuring all occupants know where to assemble is important. In the event of a fire, the fire authorities will require a registered account for all personnel.

This count can be made at the assembly point area. The fire action notice should state assembly point information.

Other Assembly point signs can be used to reinforce the Fire Action Notice, this is especially useful if there are multiple assembly points.



Safety Awareness - check list

Knowledge of risks	Tick ✓ YES	NO
 Are staff aware that they are required to assemble at the allocated place for role call as part of the evacuation process.		
 Are occupants aware of multiple assembly point locations?		
 Are occupants aware of the external assembly point locations?		

CARING FOR THOSE WITH DISABILITIES AUDIT

ASSESSMENT AREA 10

Name of Responsible person

Current legislation requires that organisations must ensure that adequate allowances are made for those with disabilities. This can include those with mobility difficulties, the hard of hearing, visually impaired and persons with mental health difficulties.

Part of an organisation's fire safety risk assessment might show that safe areas are an effective part of the evacuation strategy for those with disability, particularly wheel chair users. Appropriate signing for these persons is vitally important.

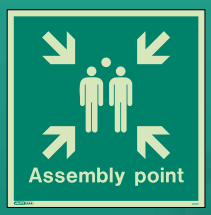
Safety Awareness - check list

Knowledge of risks	Tick ✓ YES	NO
 Are occupants with disabilities aware of the direction to safe areas?		
 Are evacuation chairs clearly signed with appropriate information?		
 Are occupants with disabilities aware of multiple assembly point locations?		
 Are stairways clearly identified?		
 Are floors clearly identified?		

THE FIRE FIGHTERS ARRIVAL AUDIT

Name of Responsible person

Safety Awareness - check list

Knowledge of risks	Tick ✓ YES	NO
 Are all hazards clearly marked?		
 Are Safe areas clearly defined?		
 Are occupants aware of the external assembly point locations? This must include all visitors and contractors.		
 Is the Gas shut off valve clearly marked?		
 Are sprinkler valves clearly identified?		
 Can the fire authorities access a plan of your premises with key information shown?		

Fire Safety Legislation requires that those responsible for the building must consider the safety of the fire fighter in the case of an emergency. The key request from the fire authorities will be information. Hazards, occupant numbers, safe areas, Gas shut off valves and sprinkler information. As they enter the premises to extinguish a fire, clear identification of these risks and areas is critical to their safety.

'The early phases of any fire or emergency situation are critical. The fire service has to arrive on site, assess the situation, identify and evaluate the risks to life and property, and predict how the emergency is likely to develop. This is a period of intense and often stressful activity for the fire crews and especially so for the incident commander, who must make quick decisions on how best to bring the incident under control.

To assist in formulating fire fighting tactics and to reduce risks to fire fighters, it is essential that relevant, up to date and practical information about any complex fire safety design is provided and available at the affected building.'

Malcolm Kelly, Assistant Chief Fire Officer,
London Fire Brigade.

THE PREMISES INFORMATION BOX

In order to make the appropriate decisions about how to deal with a developing emergency situation, to save life and protect property without exposing rescue workers to unnecessary risk, the fire service commander needs information and needs it quickly.

Designed to accommodate premises plans and information, the PIB® provides fast and immediate access for an attending fire crew without reliance on staff or power. So even when you're not on site you can give your building the best chance in a fire.

Supported by the insurance sector and leading professionals in the Health and Safety and Fire & Rescue Service, the PIB® has been adopted by organisations throughout the UK. It is highly secure with an innovative high security lock mechanism with integral cylinder certified to EN1303 2005 – best in all categories of security. The multi-dimensional key®, adopted by Fire and Rescue Services in the UK, has four billion key differs and is linked to a strict key registration system.

ESCAPE ROUTE AND FIRE EXIT SIGNS

What is the difference between an exit and a fire exit?

An **exit** route is the route of travel within the premises that occupants are most familiar with. It is also normally the route that is used to enter and leave the building.

A **fire exit** is an alternative route of travel, and one that is provided specifically for use in an emergency situation.

International standards recommend that, for a means of escape route signing system to be effective, it is important that from any place within the building, occupants should have sight of a sign, or a series of signs, which lead them to a place of safety.

If there is a choice of escape routes, the escape route signing system should indicate the shortest travel distance. If at any place there is a choice of two escape routes of equal travel distance, both routes should be indicated by a separate series of signs.

The following principles should be applied:

At least one escape route or doorway leading to an escape route should be visible from any place within every room or enclosure. Where this route is not conspicuous or confusion could occur, the route should be clearly indicated by a sign, or series of signs.

This recommendation is laid down to fulfil the obligations of managers, occupiers or owners, to ensure that personnel, visitors and fire fighters are aware of their immediate escape route.

Fire legislation indicates a need for escape route signs to form an integral part of normal, everyday working procedures.

An effective means of escape route system is one that provides consistent, repetitive information throughout the whole of the means of escape.

To avoid confusion, all of the signs installed within the means of escape route should be of similar style, design, size and format, using internationally recognised pictograms and symbols.

It is a legal requirement that signs should be visible at all material times; even in the event of total power loss, all safety signs must remain fully conspicuous.

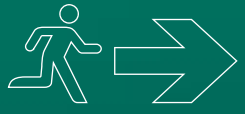
The colour and photometric properties of externally illuminated photoluminescent safety signs and fire safety notices should conform to BS ISO 3864-4. The photoluminescent material should not be less than BS ISO 17398:2004, classification C. Where a photoluminescent sign or notice is used, the vertical illumination should not be less than 100 lux under normal lighting conditions. In premises with emergency lighting, the vertical illumination should not be less than 5 lux on any part of the face of the sign or notice under mains-failure conditions.

A uniform method of approach to signing throughout the working environment, not only assists managers, occupiers and owners in the training and education on the meaning of safety signs, it also builds confidence and orientation cues, allowing personnel to predict where the next sited sign will be when evacuating the premises.

The escape route signs illustrated within this Guide have been designed in accordance with International Standards.

They are made up of component parts, consisting of the internationally recognised graphical symbols for emergency exits, with the addition of a supplementary text sign (exit or fire exit) and a directional arrow.

The correct use and siting of a directional arrow is the most important element of an escape route sign, as their purpose is to ensure that occupants can evacuate a building confidently, within the shortest possible time frame.



EXIT WAY GUIDANCE SIGNS

405T, 405K, 405J

409T, 409K, 409J

446T, 446K, 446J

447T, 447K, 447J

448T, 448K, 448J

443T, 443K, 443J

449T, 449K, 449J

444T, 444K, 444J

FIRE EXIT WAY GUIDANCE SIGNS

435T, 435K, 435J, 435X

430T, 430K, 430J, 430X

436T, 436K, 436J, 436X

437T, 437K, 437J, 437X

439T, 439K, 439J, 439X

433T, 433K, 433J, 433X

438T, 438K, 438J, 438X

434T, 434K, 434J, 434X

EXIT - DOUBLE SIDED CEILING SUSPENDED SIGNS

405DST, 405DSK, 405DSJ

448DST, 448DSK, 448DSJ

449DST, 449DSK, 449DSJ

FIRE EXIT - DOUBLE SIDED CEILING SUSPENDED SIGNS

430DST, 430DSK, 430DSJ, 430DSX

439DST, 439DSK, 439DSJ, 439DSX

438DST, 438DSK, 438DSJ, 438DSX

NO ESCAPE


8247C, 8247E

8251D

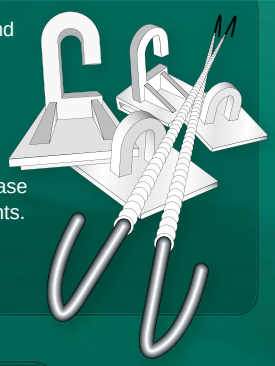
8251M

STANDARD HANGING KITS

Enables Jalite safety signs* to be suspended and positioned within a height range of 165mm to 1200mm, the height can be adjusted by simply pulling sign to the desired level.

This kit is suitable for use on suspended 'grid' and conventional 'flat' ceilings. Jalite offer a wide range of alternative hanging solutions, please contact us to discuss your individual requirements.

Product code: **Zhooks/clips**
*Not suitable for large format signs (in excess of J size)



VIEWING DISTANCES

Choosing a size:
The following examples show the different sizes for JALITE Exit/Fire Exit signs and a recommended viewing distance when illuminated at 100 lux for each size.

T size: 120 x 340mm	Maximum viewing distance: 17 m
K size: 150 x 400mm	Maximum viewing distance: 22 m
J size: 200 x 450mm	Maximum viewing distance: 30 m
X size: 250 x 600mm	Maximum viewing distance: 39 m

SIZES

C = 150 x 150mm
D = 150 x 200mm
J = 200 x 450mm
K = 150 x 400mm
M = 80 x 200mm
T = 120 x 340mm
X = 250 x 600mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

Signs are not shown to scale.

Use of Directional Arrows:

Standards require that an escape route sign should incorporate or be used with an arrow. The arrow serves to denote the direction of travel that an occupant should take in order to reach a place of safety.'The use of an appropriate arrow will assist with understanding of the direction of egress and also make the sign more conspicuous'.

Sign	Meaning: as viewed from in front of the sign	Examples of locations
	1. Progress down to the right. (indicating change of level).	1. On wall or suspended at head of stairs or ramp. 2. On half landing wall of stairs. 3. Suspended at change of level.
	1. Progress up to the right. (indicating change of level). 2. Progress forward and across to the right from here. (when suspended within an open area)	1. On wall or suspended at foot of stairs or ramp. 2. On half landing wall of stairs. 3. Suspended at change of level. 4. Suspended in open areas.
	1. Progress down to the left. (indicating change of level).	1. On wall or suspended at head of stairs or ramp. 2. On half landing wall of stairs. 3. Suspended at change of level.
	1. Progress up to the left. (indicating change of level). 2. Progress forward and across to the left from here. (when suspended within an open area)	1. On wall or suspended at foot of stairs or ramp. 2. On half landing wall of stairs. 3. Suspended at change of level. 4. Suspended in open areas.
	1. Progress forward from here. (indicating direction of travel). 2. Progress forward and through from here when sign is sited above a door. (indicating direction of travel) 3. Progress forward and up from here. (indicating change of level).	1. Suspended in corridor leading to door. 2. Suspended in front of door. 3. Positioned above door. 4. Suspended in open areas. 5. Suspended at foot of stairs or ramp.
	1. Progress to the right from here. (indicating direction of travel).	1. On corridor walls. 2. Suspended adjacent and left of the exit. 3. Suspended at change of direction.
	1. Progress to the left from here. (indicating direction of travel).	1. On corridor walls. 2. Suspended adjacent and right of the exit. 3. Suspended at change of direction.
	1. Progress down from here. (indicating change of level).	1. Suspended at head of stairs or ramp. 2. Suspended at change of level.

ESCAPE EQUIPMENT: PUSH AND PULL

An important element when planning a means of escape route signing system is taking into account the location and operating instructions of any emergency door opening device.

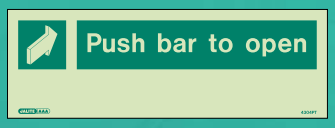
To ensure a safe, efficient and effective escape from a building, it is recommended that all doors containing these opening devices be clearly marked with the appropriate operating instructions.

The 'Push Bar To Open' sign, is designed to be situated at the final Fire exit door, allowing occupants access out of the building to a place of safety.

This sign clearly indicates that any person wishing to exit the building via this door must push the bar to activate the opening device.

'Push' and 'Pull' signs are of paramount importance to an effective means of escape. In the event of a fire people, particularly those unfamiliar with the building, will probably need to negotiate many doors.

Clear messages of whether to pull or push open doors will speed egress significantly, especially for persons with disability who require extra time to escape!



Check list	Tick ✓ YES	NO
Are all escape door mechanisms clearly identified with operating instructions?		
Are all escape doors that open in a specific direction on egress clearly identified with Push or Pull instructions?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

JALITE®

DOOR OPERATION

4462A, 4462C

4461A, 4461C

4219C

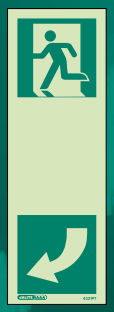
4221C

4249A, 4249C

4250A, 4250C

4252A, 4252C

4251A, 4251C



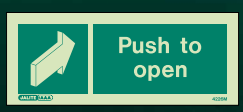
4321PT

4320PT

4776Y

4775Y

4227M



4226M

EMERGENCY DOOR ESCAPE INSTRUCTIONS

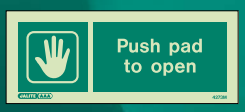
4273A

4126A

4525A

4658A

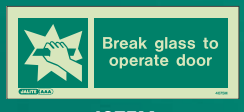
4042A, 4042C



4273M

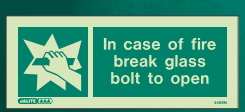
4469M

4467M

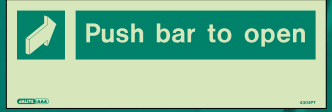


4075M

4324D



4468M



4304PT, 4304K

SIZES

A = 100 x 100mm
C = 150 x 150mm
D = 150 x 200mm
K = 150 x 400mm
M = 80 x 200mm
PT = 100 x 300mm
Y = 100 x 150mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

MANDATORY FIRE ACTION NOTICE SIGNS

Communication to staff is key to implementing an effective means of escape route signing system. Clear and concise information on the actions to take, and the procedures to follow in an emergency situation can save lives.

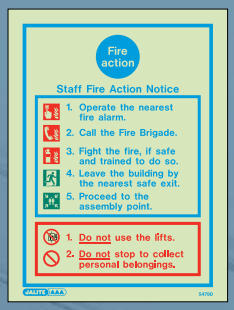
Not only does this fire action notice sign contain specific information, it is reinforced by the use of graphical symbols, all of which should form part of safety signing within a means of escape route signing system.

These types of signs should be placed in conspicuous locations throughout the whole of the building. A good example is at fire alarm call points, as the instinctive action to take when discovering a fire is to sound the alarm and notify the Fire Brigade.

This unique design criteria is an effective tool for assisting managers, occupiers and owners in the training and education of their staff in the meaning of fire safety signs, and what their purpose is.

This page shows a small selection of Fire Action Notices.

For the full Jalite range please visit www.jalite.co.uk



Check list	YES	NO
Do all occupants know what to do in the event of a fire?		

Tick ✓

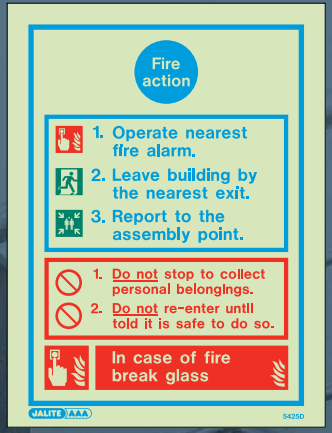
A tick in a **NO** box may require action, use page 45 to list your required signs.

FIRE ACTION NOTICES

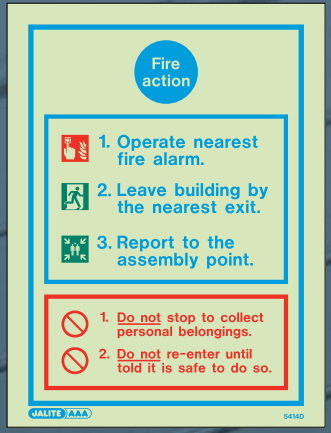
5537D, 5537DD

5540D, 5540DD

5495D



5425D, 5425DD



5414D, 5414DD

5559D, 5559DD

TRI-Language for Hotels

This sign is in English, French & German. Please speak to us about other languages.

Signs are not shown to scale.

MANDATORY NOTICES

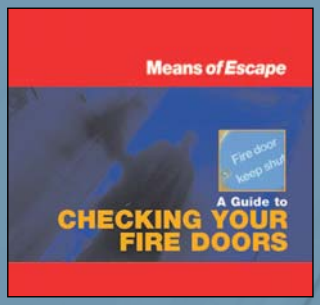
An essential element when planning a means of escape route signing system is the location and identification of fire doors.

These doors are almost contradictory in their existence and are expected to perform two different functions. In normal day to day use, or in an emergency situation, they allow occupants free movement through from one contained area to another.

They are however, constructed from fire resistant materials, which means that if a fire should occur, they would be closed shut and expected to contain and prevent the spread of fire.

The use of mandatory instruction signs, both on these fire doors and normal doors, are strongly recommended to support the principles of good fire safety management of the means of escape, as well as emergency planning procedures.

The protection of escape routes from the influx of smoke, or the spread of fire can be dependent upon good communication and education.



For more information on Fire Doors look at the Means of Escape interactive guide at **www.means-of-escape.com** in the interactive guides section.

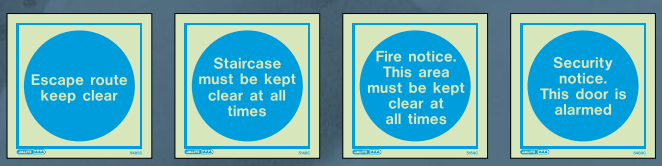
Check list	Tick ✓ YES	NO
Are all fire doors clearly marked?		
Are all fire exits clear of obstructions?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

JALITE®

ESCAPE ROUTE MAINTENANCE NOTICES

5110C, 5110E | 5190E, 5190Q | 5257E, 5257Q



5485C, 5485E | 5148C | 5154C, 5154E | 5480A, 5480C

5424C | 5421A, 5421C | 5140A, 5140C | 5141A, 5141C

FIRE DOORS & ESCAPE ROUTE INTEGRITY & PROTECTION NOTICES

5067O | 5137O | 5141O | 5421O

5123O | 5124O | 5140O | 5424O

These signs are 80mm in diameter and are supplied individually in packs of 10

SIZES

A = 100 x 100mm
C = 150 x 150mm
D = 150 x 200mm
DD = 200 x 300mm
E = 200 x 200mm
Q = 300 x 300mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

RISK IDENTIFICATION SIGNS

Throughout the risk assessment areas, you will usually find that there are places or processes that could be hazardous to staff.

Examples of these are manufacturing & warehousing environments; electrical cupboards, cleaning storage cupboards and gas cylinders in factories.

Ensuring that these hazards are clearly identified is not only critically important for your staff but also for the fire fighter.

In the event of a fire, the fire fighter will need to know all hazards in order to effectively extinguish the fire. But, clear identification of hazards such as chemicals, flammable liquids and gas cylinders are also critical to his or her safety.

Your risk assessment must take into consideration the safety of the fire authorities in the case of an emergency. Signing these risks is critical to communicating these risks to fire fighters when on site.

Displaying appropriate risk identification signs, together with prohibition and/or mandatory signs, will also reinforce the fire safety message, especially with regards to the training and education of staff.

Check list	Tick ✓ YES	NO
Do all occupants know of any areas containing hazards e.g. electrical, explosive, flammable, chemical, toxic substances?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

Occupants must be made aware of any risk which has been identified and cannot be removed. Control and reduce the risk by suitably positioning hazard signs in close proximity to the hazard. This helps to alert occupants to the hazard found within the vicinity.

FLAMMABLE RISK

Use signs on doors leading to stores, on bottles that contains flammable gases or cleaning cupboards that store flammable materials.


7197A, 7197C

7422D

7061D

7421D

EXPLOSION RISK

Use signs in close proximity to explosive risk areas and on explosive materials or substances.


7137A, 7137C

7221D

7549D

7423D

TOXIC RISK

Use signs on toxic substances or hazardous areas to identify the risk of poisoning, e.g. industrial areas-exhaust fumes.


7102A, 7102C, 7102E

7091D

7112D

7589D

OXIDIZING RISK

Use signs to identify oxidising materials i.e. materials that react to certain atmosphere.


7570A, 7570C

7578D

COMPRESSED GAS RISK

Use signs to identify compressed gas and the risk of explosion.


7220A, 7220C

7223D

ELECTRICAL RISK

Use signs in high voltage areas or equipment, e.g. power stations, electrical cupboards etc to identify the risk of electrocution.


7011C, 7011E

7424D

DANGER OF DEATH

Use signs to identify extremely high voltage areas that may cause death by electrocution, e.g electrical fence.

7587D

BIOLOGICAL RISK

Use signs to identify risk of infection in hazardous areas, e.g. hospital rooms and laboratories.


7176A, 7176C, 7176E

7454D

CORROSIVE RISK

Use signs on bottles that contain corrosive substances to identify the risk of chemical burns.


7089A, 7089C

7440D

LASER RISK

Use signs on laser equipment or on doors leading to laser hazards to identify the risk of personal injury.


7088A, 7088C, 7088E

7251D

RADIATION RISK

Use signs on equipment or on doors leading to hazard rooms to identify the risk of exposure to radiation.


7090A, 7090C, 7090E

7018D

RADIOACTIVE RISK

Use signs in close proximity to hazard areas, e.g. doors leading to x-ray areas, radioactive materials etc to identify the risk of exposure to radiation.


7131A, 7131C, 7131E

7270D

7477D

RISK OF FALLING

Use signs to identify the hazard area and the risk of personal injury.


7533C

7579D

TRIP HAZARD

Use signs to identify a trip hazard and the risk of personal injury.


7507A, 7507C

7043D

SLIPPERY SURFACE

Use signs to identify slippery floors and the risk of personal injury.


7508C

7025D

FRAGILE ROOF

Use signs on doors leading to roof and hazard area to identify the risk of personal injury.


7072C

7073D

MIND YOUR HEAD

Use signs to identify low headroom, ceilings, etc to identify the risk of personal injury.


7198C

7044D

OVERHEAD LOADS

Use signs on doors or areas leading in to hazard areas to identify the risk of personal injury.


7540C, 7540E

7548D

MACHINERY RISK

Use signs on equipment to identify the risk of personal injury.


7082A, 7082C, 7082E

7512D

SIZES

A = 100 x 100mm
C = 150 x 150mm
D = 150 x 200mm
E = 200 x 200mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

RISK CONTROL SIGNS

When Hazards have been identified within the risk assessment process and effective signing has been employed personnel will then require instruction on appropriate behaviour to those risks.

It is essential that these signs are reinforced with effective training to ensure that appropriate risk control behaviour is maintained in these areas.

Check list	Tick ✓ YES	NO
Do all occupants know the appropriate behaviour required around located hazards ?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

Hazard signs often require a risk control message alongside.

Examples include:

Hazard

Flammable materials

Oxidising Risk

Radio active material

Risk Control

Smoking Prohibited

No naked flames

No unauthorised personnel

ENTRY PROHIBITED

8181C, 8181E

8001D

8001M

UNAUTHORISED PERSONS PROHIBITED

8116D

8116M

EXIT PROHIBITED

8120D

8120M

NO ESCAPE

8247C, 8247E

8251D

8251M

LIFT PROHIBITED

8276C, 8276E

8143D

6434C

8143M

MAINTENANCE PROHIBITED

8293C, 8293E

8137D

OPERATION PROHIBITED

8104C, 8104E

8056D

8056M

SMOKING PROHIBITED

8024A, 8024C, 8024E

8067D, 8067DD

8014D

8025D

Double Sided

8067DSJ

Table Top Sign

TT3656
Size: 40 x 100mm
(Sold in packs of 5)

8067M, 8067K

SMOKING AREA

4363D

4363M

Table Top Sign

TT3655
Size: 40 x 100mm
(Sold in packs of 5)

MATCHES, FLAMES & HOT WORK PROHIBITED

8119C, 8119E

8109D

8103D

8285D

8109M

8103M

8285M

OBSTRUCTION PROHIBITED

8078C, 8078E

8190D

8190M

SIZES

A = 100 x 100mm **E** = 200 x 200mm
C = 150 x 150mm **K** = 150 x 400mm
D = 150 x 200mm **M** = 80 x 200mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

FIRE FIGHTING EQUIPMENT
LOCATION & IDENTIFICATION SIGNS

Part of the planning and implementation of a means of escape route signing system is the location and identification of fire fighting equipment.

Good fire safety management is ensuring that all fire points, and the equipment contained within those areas, can be easily located and identified when it is needed most.

It is of the utmost importance that when high-lighting this type of equipment, managers, occupiers and owners also take into account the types of fires that the extinguisher is designed to be used upon, and those for which it is unsuitable. The display of these signs at fire points throughout the building will make a positive contribution towards the training and education of staff, and reinforce fire safety itself.

JALITE®

FIRE FIGHTING EQUIPMENT - FIRE POINT

6314C

6459D, 6459DD

Panoramic

6459P15, 6459P20

6392G

6393G

Fire Equipment Identification

Other combinations are available on request, enquire with our customer services for more information.

6390DD

SIZES

C = 150 x 150mm
D = 150 x 200mm
DD = 200 x 300mm
G = 150 x 300mm
P15 = 150 x 150mm
P20 = 200 x 200mm

When ordering, please state:

R for JALITE AAA Photoluminescent Rigid PVC

Panoramic **(P)** signs are available in JALITE AAA Rigid PVC.

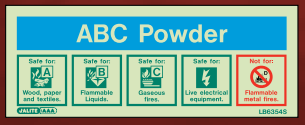
FIRE FIGHTING EQUIPMENT - NUMBERS

LB300

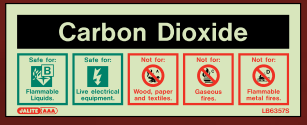
Contains numbers 1 to 300 Pack contains 3 of each sheet Fire Fighting Equipment Number labels are 20 x 20mm, printed on clear self adhesive vinyl.

FIRE EXTINGUISHER LABELS

LB6356



LB6354



LB6357

LB6355

Fire Extinguisher Identification labels are 50 x 130mm, printed on Jalite AAA Photoluminescent self adhesive vinyl and are available in packs of 10.

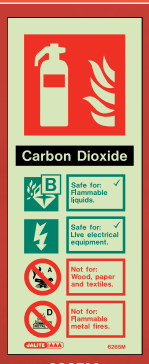
To see the full Jalite range please visit www.jalite.co.uk

Check list	Tick ✓ YES	NO
Do all occupants know the location of fire fighting equipment and extinguisher appropriate classifications?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

FIRE EXTINGUISHER IDENTIFICATION

6362M



6265M

6267M

6360M

Not suitable for electrical fires

Suitable for electrical fires

6029M

6361M

6474M

6266M

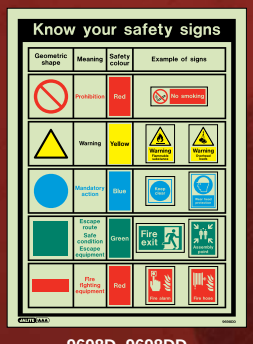
FIRE FIGHTING EQUIPMENT IDENTIFICATION

6365M

6366M

TRAINING AIDS

6278D, 6278DD



9698D, 9698DD

FIRE FIGHTING EQUIPMENT - FIRE ALARM LOCATION

6241B

6257B

6005M


6421A, 6421C

6450D, 6450DD

Panoramic

6450P15, 6450P20

FIRE FIGHTING EQUIPMENT - FIRE EXTINGUISHER LOCATION


6422C

6490D, 6490DD

Panoramic

6490P15, 6490P20

FIRE FIGHTING EQUIPMENT - FIRE TELEPHONE LOCATION


6424C

6451D, 6451DD

Panoramic

6451P15, 6451P20

FIRE FIGHTING EQUIPMENT - FIRE HOSE LOCATION


6420C

6495D, 6495DD

Panoramic

6495P15, 6495P20

SIZES

A = 100 x 100mm
B = 80 x 80mm
C = 150 x 150mm
D = 150 x 200mm
DD = 200 x 300mm
M = 80 x 200mm
P15 = 150 x 150mm
P20 = 200 x 200mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC
Panoramic **(P)** signs are available in JALITE AAA Rigid PVC.

CARING FOR THOSE WITH DISABILITY

Caring for those with disability begins with a firm commitment to the implementation of the Equality Act 2010. This Act marked a landmark for disabled people. The Act requires anyone providing a service, to make sufficient allowances for the disabled.

The requirements of the Equality Act have a direct impact upon any organisation's fire safety strategy for all those who live with physical disability; hard of hearing, mobility problems; difficulties with vision and mental health problems.

There are a number of key issues to remember when carrying out your fire safety risk assessment when considering the disabled.

1. How do you ensure an alarm will be heard - especially for the hard of hearing?
2. How can a person with little or no sight safely evacuate?
3. How do those with physical immobilty issues escape?
4. How does someone with mental health issues find safety?
5. Where can this category of personnel easily activate a fire call point in the event of a fire?

These are challenges all organisation's need to consider as part of an inclusion policy in the effective implementation of a fire safety strategy.

Effective signing is an important element to those with disability. These signs are also a reminder to all personnel, that those with disability are included and may require assistance in the case of an emergency.

It's important to note that one of the most care based strategies for the disabled is to offer them clear training in fire safety, relevant to their needs. The assignment of a fire marshall is also an affirmation of your organisation's commitment to all human life.

Check list	Tick ✓ YES	NO
Do all occupants with disability know what procedure to follow in the event of a fire?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

SAFE AREA & SPECIAL NEEDS

4652K

4651K

4653K

4036DD

4650D, 4650DD

Panoramic

4650P20

4313DD


4654C

6634C

4004C

4054C

SPECIAL NEEDS ACCESS & ASSISTANCE

These signs are available in white rigid PVC lacquer protected for external durability.

WX9014D

WX9000DD

WX9006DD

WX9004DD

WX9001DD

SIZES

C = 150 x 150mm
D = 150 x 200mm
DD = 200 x 300mm
E = 200 x 200mm
K = 150 x 400mm
P20 = 200 x 200mm

When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC
Panoramic **(P)** signs are available in JALITE AAA Rigid PVC.

FIRE AUTHORITIES
ARRIVAL & ASSEMBLY POINT

The Regulatory Reform Order requires that the safety of the fire fighter is taken into account during the fire safety risk assessment process.

On arrival at your premises the fire authorities will want to know a number of key elements:

1. Are all occupants accounted for?
2. Where did the fire start?
3. Are there any hazards?
   i.e. flammables, chemicals, gas cylinders etc.
4. Where is the gas shut off valve?
5. Where is the sprinkler valve?

Accounting for all individuals that have been in your premises is a vital part of an evacuation operation. The assembly point plays a key role. Here you can take a register of all occupants.

The staff sign-in-book and visitors log should be brought to this point by a well trained receptionist. A full count can be made and reported to the fire authority on arrival.

Staff and all visitors should be absolutely clear on where their assemby point is. This should be on the Fire Action Notice and reinforced by specific assembly point signs.

Check list	Tick ✓ YES	NO
Do all occupants know the assembly points?		

A tick in a **NO** box may require action, use page 45 to list your required signs.

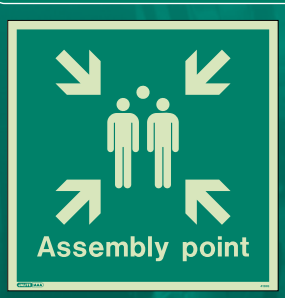
SIZES

C = 150 x 150mm
D = 150 x 200mm
E = 200 x 200mm
G = 150 x 300mm
M = 80 x 200mm
N = 50 x 150mm
Q = 300 x 300mm

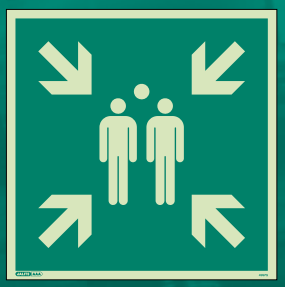
When ordering, please state:
R for JALITE AAA Photoluminescent Rigid PVC

JALITE®

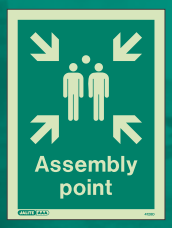
ASSEMBLY STATION IDENTIFICATION



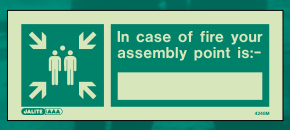
4128Q



4997Q



4128D



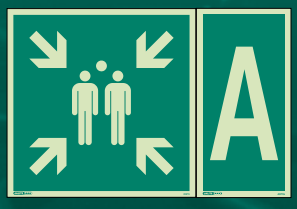
4248M, 4248N

Table Top Sign

TT3957
Size: 40 x 100mm (Sold in packs of 5)

4871G 4872G 4873G 4874G 4875G 4621G 4622G 4623G 4624G 4625G

ASSEMBLY AREA EXAMPLE



4997Q 4871G

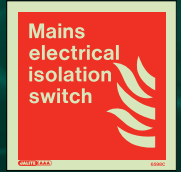
FIRE FIGHTERS ARRIVAL SIGNS

6581C, 6581E

6614C, 6614E

6593C, 6593E

6454C, 6454E



6598C, 6598E

6591C, 6591E

6592C, 6592E

SIGNS
CORPORATE STANDARDISATION AND ASSURED QUALITY

Corporate standardisation

Good practice has been the main running theme throughout this Guide. Correct use of signs, is without doubt, one of the most important elements of an organisations fire safety strategy.

However, correct location and use of signs, can be seriously undermined if a consistent purchasing policy is not established.

The design of signs varies enormously, and often over long periods of time, organisations end up having different sign designs throughout their premises. When this occurs - rather than creating a consistent message to occupants; in the event of a fire it could lead to confusion.

The signs shown in this Guide satisfy Fire Safety Standards. Their designs are created according to the best principles of communication. Correct use of graphic symbols and clear supplemented text, means that these signs offer a clear and totally unambiguous message.

When auditing your organisation you should ensure that the sign designs are consistent throughout; sign corporate identity is paramount to a simple, clear and consistent fire safety message to all occupants.

Continuity in sign design = continuity in clarity of the corporate fire safety message

Sign Illumination

Regulations require that all fire safety signs and signals must have a guaranteed power supply in the event of power failure. This is a requirement to ensure life safety information can be seen in darkness and that signs retain their intrinsic features under emergency conditions.

The formal risk assessment will show that signs must be consistent, positioned correctly and conspicuous to be effective.

The formal risk assessment will require emergency and escape route signs to be conspicuous immediately a building is plunged into darkness, either before a generator powered emergency lighting system has cut in, or even if smoke obscures the ceiling luminaires.

Quality Assurance

Certificated quality photoluminescent signs satisfy regulations and meet the significant findings of the formal risk assessment.

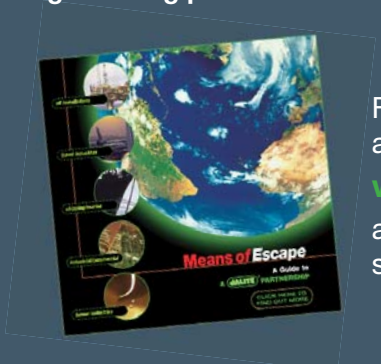
For the purpose of this Guide, the Means of Escape is satisfied to recommend **JALITE AAA** photoluminescent signs.

Lloyd's Type Approved : Test in accordance with DIN 67 510, exceeding luminance performance criteria to meet International Standards ISO 15370 and ISO 16069.

What is JALITE AAA?

- Exceptional immediate high brightness when power/normal lighting fails!
- Incredibly conspicuous signs and notices that can be clearly seen in total darkness - ideal for life-saving applications!
- Excellence in performance - material stays brighter for longer!
- Improved material technology, incredibly improved ageing and weathering performance!
- Major improvements in material physical properties for a better quality and more durable product!

Resulting in a better quality longer lasting product!



JALITE AAA products and systems offer one of the most powerful light sources available in sudden darkness situations.

3 reasons to choose JALITE AAA

- **Energises at low light levels.**
- **Exceptional immediate performance.**
- **Effective illumination for long evacuation periods.**

For an interactive guide on **JALITE** and **JALITE AAA** please go to:

www.means-of-escape.com

and look at the interactive guide section.

KEY PERSONNEL IDENTITY
REINFORCING THE SIGN MESSAGE

This Guide has been designed to assist your organisation not only to meet the requirements of fire safety legislation, but also to help you make your workplace a safer place.

The whole ethos of this Guide is based around people; their lives, their safety and their effective evacuation in the event of a fire.

Signs play the most dynamic role in the workplace in communicating the key fire safety message. One of the other key elements of a fire related event is the importance of the Fire Warden, Fire Officer or Marshal. He or she has been trained to take control and aid evacuation under such circumstances, reinforcing the whole fire safety signing system.

By the very nature of this responsibility they may be the last person to leave a building and could quite possibly be left in a totally dark environment. It is paramount that they are totally conspicuous - in both light and total power loss situations.

The clear identification of these key personnel in an emergency, will ensure that instruction is taken properly by other staff, or visitors and especially those with disability, who will be looking for guidance from a person of authority.

JALITE have designed a high visibility jerkin and range of arm bands which can be assigned to key personnel.

These have a contact fastener and can be put on at a moments notice. The armbands consist of red, yellow or green retro-reflective material, and also incorporate a JALITE photoluminescent strip.

JALITE®

High Visibility Jerkins

Jerkins can be supplied with the following titles:

FIRE WARDEN

CODE:	SIZE:
FW/46/L	46” Chest
FW/50/XL	50” Chest
FW/54/XXL	54” Chest

FIRE OFFICER

CODE:	SIZE:
FO/46/L	46” Chest
FO/50/XL	50” Chest
FO/54/XXL	54” Chest

FIRE MARSHAL

CODE:	SIZE:
FM/46/L	46” Chest
FM/50/XL	50” Chest
FM/54/XXL	54” Chest

FIRST AIDER

CODE:	SIZE:
FA/46/L	46” Chest
FA/50/XL	50” Chest
FA/54/XXL	54” Chest

High Visibility Armbands

AB3020

AB3023

AB3021

AB3034

To see the full Jalite range please visit
www.jalite.co.uk

ESCAPE ROUTE DESIGN CRITERIA

There are a number of key principles to remember when planning an effective escape route system, we have included these below based on Fire Precaution Regulations.

Planning

An escape route signing system should provide simple identification of the means of escape to allow people to escape without assistance, possibly under conditions of stress. To be effective it is essential that the signing be complete and possible points of confusion should be avoided. People escaping should be provided with clear, unambiguous directions from any place in the building throughout the escape route until a place of safety is reached.

The following matters should be considered:

a) the siting and nature of all designated escape routes, noting particularly the location of stairs and other changes in level and any changes of direction;

b) the relative conspicuity or otherwise of escape routes;

c) any areas of high fire risk;

d) the position of all doors & other exits sited on escape routes including storey exits & final exits;

e) any escape routes which cross open areas;

f) the provision, if any, of any other systems (such as low-mounted guidance systems or audible devices) to assist people in finding their way in the event of an emergency evacuation;

g) the lighting levels within the building under both normal and mains-failure conditions;

NOTE 1. Some buildings such as entertainment premises may have low lighting levels as part of normal operation.

h) the location and lighting of any other signs, architectural features, decor or barriers that could conceal or divert attention from a fire safety sign;

NOTE 2. A department store, for instance, may have many signs which compete for the viewers attention.

i) the type, location and lighting of any other fire safety signs.

j) the location of safe areas for the disabled.

Design of Signs

Signs should consist of a graphical symbol and should normally incorporate, or be accompanied by, a supplementary text sign and an arrow.

The graphical symbol used for escape route signs should conform to International Standards. The size of the graphical symbol element will determine the maximum viewing distance for escape route signs. To avoid confusion, all signs within the system of escape route signing should be of similar style, design, size and format.

Location of Signs

The system designer should identify the primary escape route from each place within the premises.

Note 1. This is normally the shortest distance to a place of safety.

If there is a choice of escape routes, the escape route signing system should indicate the shortest travel distance. If at any place there is a choice of two escape routes of equal travel distance, both routes should be indicated by a separate series of signs. The following principles should be applied:

a) at least one escape route or doorway leading to an escape route should be visible from any place within every room or enclosure. Where this route is not conspicuous or confusion could occur, the route should be indicated by a sign;

b) where direct sight of the escape route or of the sign indicating the escape route is obstructed, one or more intermediate signs should be provided;

c) doors or passageways which might be confused as leading to a designated escape route should be marked clearly;

d) escape route signs should take precedence over all other signs. Signs with a potentially conflicting message (e.g. “no thoroughfare” and “fire exit”) should not be used in the same location. Where this conflict is unavoidable a supplementary text sign (e.g. except in an emergency) should be provided to override the prohibition message;

e) all changes of direction in corridors, stairways and open spaces forming part of an escape route should be marked with intermediate signs. Each intermediate door or junction should be similarly signed;

NOTE 2. Thus, persons escaping along any designated escape route will always have an escape route sign in sight whenever a choice of direction or door has to be made.

f) so far as is reasonably practical, signs should be evenly spaced and consistently located so that the evacuee can effectively and quickly predict the location of the next sign within the escape route;

g) additional signs should be provided where the line of sight to the next sign would otherwise exceed the recommended maximum viewing distance for the chosen size of sign.

h) a sign should be provided wherever confusion may otherwise occur;

i) every designated escape route should lead to a place of safety. A place of safety should not be provided with escape route signs but may be provided with a sign indicating “assembly point”;

j) signs should not be fixed to doors or sited where they may be obscured by opening doors;

k) where commercial or artistic considerations require signs or objects which, because of their size, brightness, design or proximity, might be confused with or prevent recognition of an escape route sign, the location of the escape route sign may be slightly displaced providing safety is not compromised thereby. Otherwise the confusing signs or objects should be removed;

l) the effectiveness of any escape route sign should not be adversely affected by the presence of other signs conveying directional information in a similar format or by other internally illuminated signs or by competing or distracting light sources.

Mounting Height

Escape route signs should be sited conspicuously within the normal field of vision. The following principles, which will assist the evacuee to predict the location of successive signs, should be applied;

a) signs above doors or open spaces should be mounted between 2m and 2.5m from floor level, measured to the base of the sign and be sited as close to the centre line of the escape route as practicable;

NOTE 1. This mounting height is intended to ensure that signs can be readily seen, e.g. over the heads of people.

b) signs sited on walls should be mounted between 1.7m and 2.0m from floor level measured to the base of the sign;

NOTE 2. This mounting height is intended to ensure the signs are within the immediate field of vision.

c) mounting heights greater than 2.5m may be used, e.g. in large open spaces or for operational reasons, but care should be taken to ensure that such signs are both conspicuous and legible;

NOTE 3. Larger signs may therefore be necessary.

d) signs should be sited at the same height throughout the escape route, so far as is reasonably practicable.

Sign Size & Viewing Distances

The size of signs to be installed is determined by the viewing distance. We recommend that an average viewing distance is calculated, as it is good practice to keep the size of signs consistent throughout the premises. For example, if within your building an average viewing distance is 17 metres, then the size of the sign would be 120mm x 340mm. This may mean that on a long corridor you will use two of these size signs rather that one larger size. It is our opinion that the frequent use of signs at a consistent size offers a better means of escape system.

Sign Type

There are various sign types available. The Means of Escape recommends photoluminescent signs. These signs will emit an independent light source in the event of a total black out situation, even if your emergency lighting was to fail. The signs shown in this Guide are known as the JALITE AAA photoluminescent category. JALITE AAA is the most advanced photoluminescent technology available, offering excellent luminance performance, whilst remaining cost effective.

Conspicuous Signs

Regulations require that all Fire Safety Signs in areas subject to total power failure must be able to be seen at all material times. The Means of Escape would therefore recommend the use of photoluminescent signs.

SIGN AUDIT ⇨

CODE NUMBER	QUANTITY	LOCATION

CODE NUMBER	QUANTITY	LOCATION

SIGN AUDIT ⇨

CODE NUMBER	QUANTITY	LOCATION

CODE NUMBER	QUANTITY	LOCATION

SIGN AUDIT ⇨

CODE NUMBER	QUANTITY	LOCATION

CODE NUMBER	QUANTITY	LOCATION

MEANS OF ESCAPE

The Means of Escape was formed over a decade ago with the intention of offering straightforward information concerning fire safety issues. With a direct database of OVER 6,000 registered subscribers and a monthly readership of over 25,000 visitors, the Means of Escape is now one of the largest fire safety web journals in Europe.

The Means of Escape has become synonymous with some of the most effective guide publications available.

These include The Fire Safety Audit; a management system for the fire safety risk assessment and this Guide to Fire Safety Signs, as well as numerous interactive guides found on the site. Each of these guides provide training, instruction and guidance to individuals and companies looking for more information in these key areas.

Current legislation can be confusing. The Means of Escape mission is a commitment to publish expert information, advice and debate, based on satisfying legislative requirements.

In the event of an investigation based on a fire incident the key questions asked will be:

- Was effective fire safety communication offered?
- Who was the nominated person in control?
- Was the person in control at the right level of competence?
- Was there a satisfactory level of staff co-operation and training in fire safety?

That is why we have created this comprehensive guide on the correct use of fire safety signs. Any organisation that audits their premises, in order to install an effective fire safety communication system through signing, will help to satisfy these four rigorous questions!

www.means-of-escape.com