









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

Guidance on compliance

FIRE ESCAPE SIGNS – Green And White (Safe Condition)

Any safety sign that is green with white lettering and symbols is deemed a safe condition sign and is one to be followed in an emergency.

This document is only a guide to show you how fire exit signage should be installed and we accept no liability for any information given in this document. We would strongly advise seeking professional assistance in the selection and placement of any signs. This guide will tell you what to look for with regard the style and content of fire escape signs, where they should be sited and things to consider with regard existing signs installed in your buildings, plus new signs you may need. Fire exit signs need to be correct to comply with current fire safety legislation. The description of what each fire exit sign means is on page 6.

The Basics:

Fire escape signs are provided to guide people from wherever they are in a building, via a place of relative safety (the escape route) to the place of ultimate safety (the assembly area).

Fire escape signs are needed so that a route can be found from any room that has more than one exit, all corridors, walkways and stairs. It must not be assumed that everyone will know all safe routes through the building. Similarly, it must not be assumed that, once outside the building via a final exit, people will know how to get to the assembly area, so signs directing to the assembly area will be required.

Fire escape signs are green and white - safe condition. They must comprise of a pictogram, an arrow (except a final exit sign on BS5499-4), and the words Fire Exit. Fire exit signage within any a building must be of type (standard) to reduce confusion. A sign with just an arrow, or just words, or an arrow and words is not sufficient. . Please identify which signs standard are currently in use before installing any additional ones. **Both standards are very similar in design but only one type of sign is to installed into a building.**



Standard BS5499-4



European Council Directive 92/58/EEC



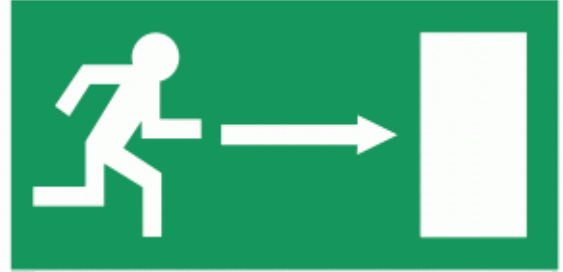
Standard BS5499-4 Final Exit Sign

This sign is only intended for a door opening to the exterior of a building. Additional signage may be required to point people to the Assembly Point

Examples of old signs/ non-conforming signs



Example of old and new signs together. Where possible, have old signs removed once the new one is installed to reduce the risk of confusion.



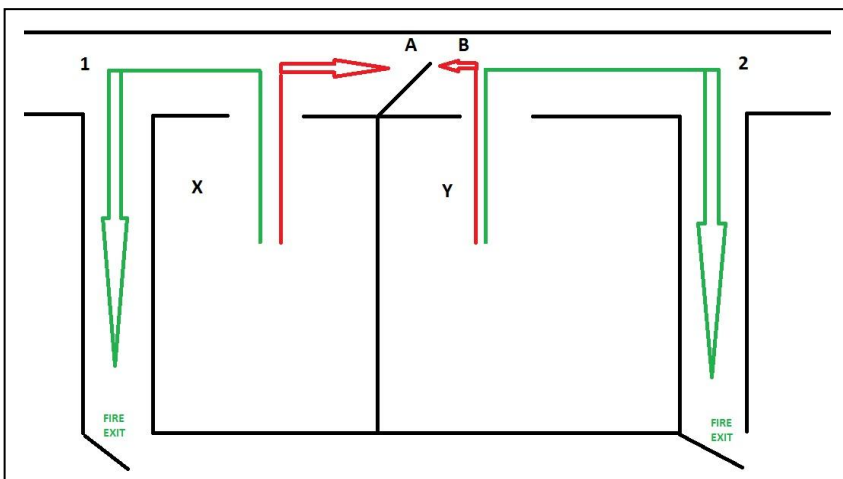
This type of sign has not got the words 'Fire Exit' within it.

Any old or non-conforming signs should be removed when new ones are installed, this is to reduce confusion caused by having too many signs relating to exit routes.

In areas where poor lighting is experienced in the advent of the lighting going out it may be prudent to install photoluminescent signage, this will in the instance of the lights going out glow in the dark to facilitate directing people to safety.

Notes To Consider:

- Too many fire exit signs are just as confusing as not enough, do not throw up signs all over the place, only in the area they are required.
- Signs should not be fixed to a door, as when it is open it is then not visible from the escape route.
- Do not place fire exit signs on both side of a fire exit door it causes bunching up at the dual indicated point see below



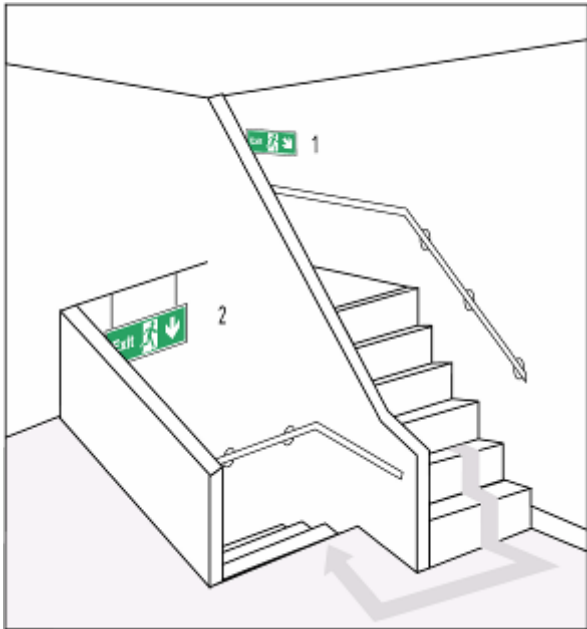
By Placing two fire exit signs at position A & B, when offices X & Y come out into the corridor they will both meet at the door(indicated by the red arrows)

So by placing the signs at positions 1 & 2 this pinch point is removed(indicated by the green arrows).

This only works if the correct signage is installed.

Signing the ideal escape route according to BS5499

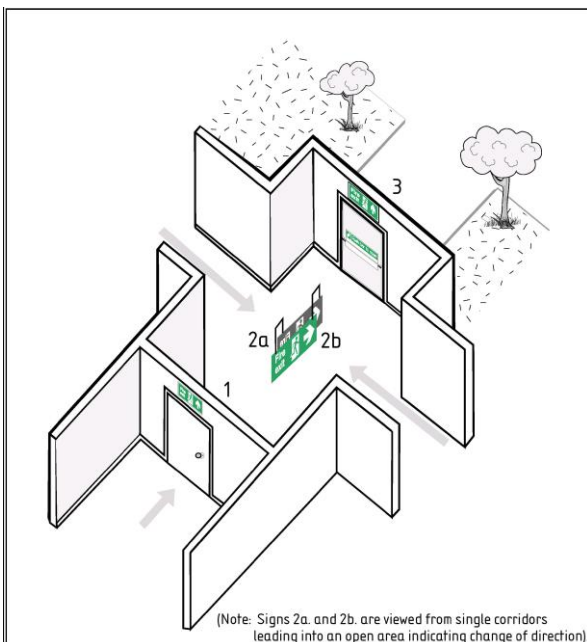
As a way of illustrating what has been written above, this section will show examples of where escape signs should be fitted. At the end of the briefing is an explanation of the different signs and their meaning.



Example 1:

Sign 1 means progress down to the right as viewed from in front of the sign. Sign sited on wall of half landing.

Sign 2. Progress down from here as viewed from in front of the sign. Suspended from the ceiling (Could be mounted on the wall above the stair head)



Example 2:

Sign 1: Progress forward and through from here as viewed from in front of the sign. Positioned above door.

Signs 2a and 2b: Progress to the left/right from here. Suspended at change of direction.

Sign 3: Progress forward and through from here as viewed from in front of the sign. Positioned above door.

NOTE: Outside the final exit (sign 3 above it) if the door can be obstructed a "Fire Exit Keep Clear" sign is needed on the outside of the door.

Possibly bollards and/or yellow hatching paint may also be needed.



Example 3:

Sign 1: Progress forward and through from here as viewed from in front of the sign. Positioned above door.

Sign 2: Progress down to the left from here as viewed from in front of the sign. Positioned on the landing.

The Common Sense Approach to Safety Signs

When you survey your buildings you will probably find many out of date signs, there will be signs missing, or they do not give a clear message, e.g. many signs have been installed above a door with the direction arrow pointing down rather than up when the sign means straight ahead. If you have no alternative but to have a sign above a door then that is where it must go. **DO NOT PUT FIRE EXIT SIGNS ON DOORS.**

On multi level buildings it is sensible to use arrows pointing down to mean straight on from this point. This reduces the error of indicating the escape route is up a level. Remember keep signs identical on all levels.

Refuges for Disabled people unable to escape unaided

Current fire safety legislation explicitly states that people within a building who cannot escape unaided must be assisted from the building by people other than the Fire Brigade. Often this means assisting people out once the bulk of the evacuation has passed. Buildings therefore need to be equipped with safe refuges on all except the ground floor.



If you have refuges within your building they must be appropriately signed. They must also be equipped with a means of communication so a control point can be advised the refuge is occupied.

If the refuge is in an area off the escape route, or if the route is complicated or long, direction signs may be needed as well











Fire Assembly Point

As mentioned earlier, if the assembly point is not visible from a final exit, signs need to be provided directing people to it. Once in the vicinity of the assembly point it needs to be identified. Examples of suitable signs are shown here. They should be mounted at a height that they can be seen if people are already congregating, i.e. above head height.



Escape route signs (meaning and use of graphical symbol with directional arrow)

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Mandatory Signs - Blue And White (you must do / carry out this action)

There are also fire safety-related signs in blue and white (mandatory) and red, blue and white (informative):



Fire Doors must have “Fire Door Keep Shut” signs on both sides of the door. If a set of double doors, both doors should have signs on both sides. Some fire doors will have automatic door closers fitted (connected to the fire alarm system) so the signs will say “Automatic Fire Door Keep Clear” or similar.

Fire doors to riser cupboards or other higher risk areas should have “Fire Door Keep Locked” or similar signs fitted.



A Fire Action Notice located correctly adjacent a red manual call point. Two area of the sign need to be completed by providing information on:

Line 2: Details of building address required

Line 7: Details of the assembly point location required.

NOTE: This is the minimum standard required to comply with legislation. You can improve on this, if you want, by placing a location map/floor plan alongside the Notice showing the route from that callpoint to the assembly area or final exit.



This version of the Fire Action Notice is one that has been made up and does not comply with the current fire legislation.