



Fire Safety Signage - what you need to know:



**Prohibited
or Check
First!**

Local purchase of fire safety signs - departmental staff, administrators and facilities managers are **prohibited** from purchasing or installing fire safety signs in UCL occupied premises;

Removal of signs - leaving signs on wall without removing them and painting around existing signage during refurbishments and general painting and decorating - Estates UPOs / Project Managers / Contracts Managers are reminded contractors to remove all fire & safety signage at the time of strip down and paint all surfaces. All sign will be replace as part of handover though the UCL Fire Safety Manager;

Provision of illuminated 'fire exit' signs - without reviewing guidance in UCL fire safety technical note TN020 (emergency lighting);

New Projects and Refurbishment Works - it is recommended that Estates UPOs / Project Managers remove fire signage from the Principal Contractor's package see below and discuss with UCL Fire Safety Manager;

Directional fire exit signs are **not necessary** for a room with a single exit out - you do not need a sign to tell you it is the way out you must have come in that way!



Acceptable

Purchase of Fire Safety Signage - the UCL Fire Safety Manager arranges fire signage on behalf of UCL Estates through approved contractors for all projects, refurbishments, day to day maintenance / replacement and where required by departments. Fire signs are provided '**free of charge**' to departments and Institutes as part of compliance arrangements through the **UCL Fire Safety Manager**;

Generally, fire escape signs are not needed on the main route into or out of a building (*routes used by people for normal arrival and exit*), but **should be provided** to indicate the alternative or complicated escape routes, to direct occupants from the premises where it is not obvious or occupants are unfamiliar with the route to safety;

Review of signs - fire signage is reviewed as part the Fire Risk Assessment surveys and audits and installed, renewed or refreshed as necessary by fire safety staff or through an approved contractor, as necessary;

Temporary Signage - where necessary due to projects, refurbishments or maintenance projects, UCL fire safety staff will provide and manage temporary fire safety signs to comply with an agreed fire strategy for these temporary arrangements, as necessary;

Contact UCL fire safety staff at [fire \(at\) ucl.ac.uk](mailto:fire@ucl.ac.uk) for further queries or assistance with signage;

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1.0. Fire Signage Standard - Introduction

1.1. Fire exit and other fire safety signage is intended to assist in providing clear standards, understanding and consistency with regard the style and content of fire safety related signage, Including:

- Control of purchase and fitting of signs;
- General replacing and managing fire safety signs;
- Design Content;

UCL Estates - New Projects and Refurbishments;

1.2. Generally*, fire escape signs are not needed on the main routes (*routes used by people for normal arrival and exiting a building*), but provided to indicate the alternative or complicated escape routes to direct occupants from the premises to safety.

- *Each building will need to be reviewed in context of its complexity (or simplicity) of escape routes from the premises;
- *Care is required, not only to the cost but the over provision of fire exit signage that may detract from the message;

1.3. UCL premises are generally provided with the following signage:

- General Fire Action Notices (FAN) with specific local information for raising the alarm and evacuating the building;
- Fire escape direction signage to indicate fire exit routes;

- Internal fire-resisting doors identifying with '**Fire Door – Keep Shut**' or similar;
- Final exits are provided with '**Fire Escape – Keep Clear**' or similar notices to ensure that they are not obstructed;
- Firefighting equipment / fire brigade facilities, where required;
- General signs indicating how to use door mechanisms i.e. '**Push Bar to Open**' where necessary;
- Disabled '**Refuge information / keep clear**' signs;
- Security / Cardex door '**green box**' emergency release units;

2.0. Control of Purchase and Fitting of Signs

- 2.1. **Local Purchase of Signs** - department staff, facilities managers etc. are **prohibited** from purchasing or installing fire safety signs in UCL occupied premises.
- 2.2. **Purchase of Fire Safety Signage** - the UCL Fire Safety Manager arranges fire signage on behalf of UCL Estates through approved contractors for all projects, refurbishments, day to day maintenance / replacement and where required by departments. Fire signs are provided '**free of charge**' to departments and Institutes as part of compliance arrangements through the **UCL Fire Safety Manager**.
- 2.3. **Control of Fire Signage** - the provision, design and control of fire safety signage is undertaken by UCL fire safety staff to ensure that signage provided and fitted, is consistent in design, size and installed as per the conventions of the latest edition of BS5499-4:
 - **Fire Exit Signs** - directional fire exit signs are installed to identify escape routes in accordance with the premises fire strategy;
 - **Fire Action Notices** - are provided as a local 'emergency plan' and are bespoke to individual buildings;
 - **Other Signs** - are provided to ensure that fire escape routes are clearly identified and emergency release of escape door furniture is identified etc.

3.0. General Renewal & Managing Fire Safety Signs

- 3.1. **General Signage Reviews** - fire signage is reviewed as part the Fire Risk Assessment surveys and installed, renewed or refreshed as necessary by fire safety staff or through an approved contractor, as necessary.
- 3.2. **Temporary Signage** - where projects, refurbishments or maintenance tasks require changes to escape routes, fire safety staff will provide and manage temporary fire safety signs as per the temporary agreed fire strategy.
- 3.3. **Stock** - the UCL Fire Safety Manager holds a stock of fire signage for '*free issue*' as appropriate and purchased a favourable rates for use by UCL Estates for communality, ease and cost effectiveness.

4.0. Design Content

- 4.1. UCL will use signs conforming to BS ISO 7010-2012 as a standard.
- 4.2. **Illuminated Fire Exit Signs** - illuminated direction signage **is not generally required** unless in sleeping accommodation or places of assembly (see UCL Fire Technical Note TN020 for details).
- 4.3. **Emergency lighting illuminated signs** - no additional signs to be provided and any existing signs to be removed where emergency lighting illuminated signs have previously been provided;

5.0. UCL Estates Guidance for Works and Projects

New Work r Projects:

- 5.1. Experience has shown that the type, quantity and positioning of fire directional and other fire safety signage is better provided **just before handover over project**, once the works completed and a better view of space and location and looking distances can be assessed.
- 5.2. **Design** - architects and design team should only provide general fire safety sign plans and discuss, type and general signage (& specific sign aesthetics if required) through the University Project Officers (UPOs) or Project Managers (PMs) with the UCL Fire Safety Manager.
- 5.3. **New Projects and Refurbishment Works** - it is suggested that UPOs & PMs remove fire signage from the Principal Contractor's package and reallocate to expenditure to project funds via a provisional sum for fire sign purchase at the end of the project with a direct order to the UCL sign contractor.

Refurbishments

5.4. General Painting and Decorating - UPOs & PMs are requested to instruct:

- Their Contractors to safely set aside and retain fire action notice holder for re use, where provided;
- Their Contractors to **REMOVE ALL EXISTING FIRE & SAFETY SIGNAGE** at strip down (and not to paint around the existing signs) so that the substrate painted and made good;
- Inform the UCL Fire Safety Manager near end of works so that new fire signs can be arranged to be purchased or free issue (FOC) (depending on size and scope of works) to reinstate fire signs, as necessary;

6.0. UCL Sign Contractors

6.1. UCL sign contractors being engaged to undertake UCL Estates work are required to provide marked up plans of all proposed signage type and location, to be submitted for approval prior to submitting quotation. All proposed sign installation work is to comply with UCL Guidance

7.0. Fire Action Notices

7.1. **Introduction** - UCL has designed its own standard format Fire Action Notice (FAN) with pictograms and colour coding to meet mandatory and prohibited actions under - The Health & Safety (Safety Signs & Signals) Regulations 1996.

- FAN are positioned or placed at:
 - above or adjacent to all fire alarm manual call points (MCP);
 - above fire extinguisher 'fire points' (*if extinguishers are not located by mcp*);

7.2. **Formats** - there are two general formats of the UCL fire action notice to cover both the core Gower Street Campus where 'Ext. **222**' is used on an internal telephone, and outlying sites where '**999**' will need to be dialled to call the emergency services. There are also a small number of specialist signs for UCL areas within Hospital areas and where local emergency procedures apply.

- Some FAN will vary where multi-purpose Water Mist extinguishers are provided in respect of using water to fight fire on electrical and flammable liquids;

- 7.3. Provision of Fire Action Notices in UCL buildings is a **mandatory** requirement under current fire regulations, and:
- it is a requirement for members of staff to familiarise themselves with the **'Action in the Event of Fire'** and **'Action on Hearing the Fire Alarm'** for the premises they work in and be familiar with location of the **'Fire Assembly Point'** for that building;
- 7.4. **Central Campus Area** - in buildings around the core campus area of Gower Street, the Fire Action Notices indicate that **Ext. 222** is to be dialled on an internal telephone in an emergency. Instead of giving a full address, a **Fire Zone Number (e.g. 005)** is provided as a building location indicator for the 24 hr operated UCL Security Control Room Staff who monitor the system. *Note - The Fire Zone number may help identify the building you are reporting the incident from, it is particularly useful where buildings are interconnected or are in close proximity to each other and it is often difficult to know your exact location.*
- 7.5. **Supplementary Fire Action Information** - a small number of buildings have supplementary FAN to assist occupants locate suitable routes to the fire assembly point or indicate special procedures relevant to that particular building.
- 7.6. **All Other Properties** - occupants of buildings will need to dial **'999'** in an emergency and give the full postal address provided. Often an additional **(9)** is required to obtain an outside line, and therefore FAN display the number to dial as **(9)999**.
- 7.7. **Hospital Areas** - occupants of some UCL premises will need to dial **Ext. '2222' or '5555'** on the hospital exchange in an emergency and give the building name & address to the hospital switchboard.
- 7.8. **Emergency Number Configuration UCL Main Exchanges** - generally, where **'999' or '112'** is dialled on a UCL internal phone on the main campus it will automatically direct the call to the UCL Security Control Room as a **'222'** call, the Control Room staff who will take the details and contact the emergency services.
- Elsewhere **(9)** will be required to obtain an outside line and then **999** will need to be dialled in the usual way;
 - Dialling **020 7679 2222** will also place you in contact with the UCL Security Control Room;
- 7.9. **Foreign Language Action Notices** - UCL fire action notices have been translated into a number of foreign languages to assist visiting language students or a minority staff who do not have English as a first language. Basic fire action information is provided in the following languages:
- French

- German
- Italian
- Portuguese
- Spanish
- Japanese (Note: Japanese is only available in photocopy format)

Note: *copies and further information can be obtained from the UCL Fire Safety Manager on request.*

- 7.10. **Fire Action Notes Fixings and Frame Holders** - generally, all fire action notices (unless in frames) will be laminated and fixed to walls using either a strong sign tape or by mastic depending on the surfaces. Fire Action Notices may also be provided in frames for aesthetic reasons or by request local departments. These frames are either acrylic or in a brushed aluminium finish to suite.

9.0. Student Halls of Residences










- 9.1. **Fire Action Notices** - all student rooms must have a UCL fire action notice and supplementary notice where necessary with contents / information confirmed / agreed by the UCL Fire Safety Manager.
- 9.2. All rooms will be provided with fire action notices adjacent to the room entrance and may be supplemented with specific information on the provision of fire detection and its operation within the room, where necessary.
- 9.3. **Supplementary Fire Action Information** - a number of residences will have supplementary fire action information provided, to assist occupants locate suitable routes to the fire assembly point or indicate special procedures relevant to that particular building or with specific information on the provision of fire detection and its operation within the room, where necessary.
- 9.4. **Location** - all fire action notices will be in a suitable frame placed on the rear of the door or adjacent to the room light switch if rear of door used to hang cloths on.

Other Signage:

- 9.5. **Fire door and exit signs** - all doors to student rooms, cluster / studios apartments, fire resisting doors and fire exit doors and escape routes in and around the building will be provided with signage meeting the recommendations below.

10. Safe Condition - Fire Exit Signs Conforming to BSISO 7010-2012 and fitted in accordance with BS5499-4

(British Standard ISO 7010: 2012 has superseded BS 5499: Part 1 - old 'Euro' type sign should not now be used)







Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Safe condition signs are used to indicate escape routes, emergency exits and operation of devices related to Escape Routes or emergency door operations etc</p>
	<p>Used without an arrow above the 'Final Fire Exit' - the door leading directly outside to fresh air and safety.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - straight on from here or straight on and up from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - straight on and down from here.</p>
	<p>Used to direct a person to a fire exit, indicating that the direction of travel is - turn left from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - turn right from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - up and left from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - up and right from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - down and left from here.</p>

10. Safe Condition - General (Cont.)

Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Example of directional signs indicating a route that is suitable for Disabled Persons with mobility difficulties - leading directly to a fire exit or a disabled refuge.</p> <p>Indicating that the direction of travel is - right or down from here etc.</p>
	<p>This sign is used where security electro-magnetic access system door-locking device has been installed, on a door forming part of the Means of Escape or final exit.</p> <p>Clear labelled 'Break Glass to Open Door' with a minimum letter height of 20 mm (white letters on green background).</p> <p>This signs is required by the District Surveyor and the London Fire Brigade and in accordance with BS 7273-4.</p>
	<p>This sign is to be used where a simple security device has been used on part of the Means of Escape or final exit. A plastic cover will need to be twisted of to release the door or a small glass panel usually with a hammer provided, requires breaking.</p> <p>Safety: care should be exercised where glass used due to potential glass shards.</p>
	<p>This sign is to be used where a key is required, to open a door, operate smoke vents enabling switch or security padlock etc. The key will usually be kept in a red box with a glass or plastic front panel that needs to be smashed.</p> <p>Safety: care should be exercised where glass used due to potential glass shards.</p>
	<p>These signs are used to indicate the direction in which to turn a handle or in particular, a 'Thumb Turn'.</p> <p>Used to unlock a door without the use of a key and indicates the direction turn for a 'thumb turn' or similar.</p>






11. Safe Condition UCL with NHS Hospital Occupancy

In UK healthcare premises, the Firecode document HTM 65 (Sign Guide 2) provided advice and guidance on way finding and other signage. It introduced the 'flames' symbol:

Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - straight on from here or straight on and up from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - straight on and down from here.</p>
	<p>Used to direct a person to a fire exit, indicating that the direction of travel is - turn left from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - turn right from here.</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - up and right from here</p>
	<p>Used to direct a person to a fire exit indicating that the direction of travel is - down and left from here</p>








12. Blue - Mandatory Signage

As per the Health & Safety (Safety Signal & Signs) Regulations 1996

Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Identifies a Fire Door fitted with a self-closing device that MUST be kept shut and unobstructed at all times.</p> <p>Signs are positioned at eye level on both faces of each leaf of self-closing fire doors.</p> <p>Note: door may be signed '<i>Fire Door Keep Closed</i>' or similar</p>
	<p>Identifies a Fire Door that MUST be kept shut at all times - <i>no self-closer fitted to the door requiring it to be locked shut to provide an effective fire barrier</i>. Signs fitted at eye level on the external door leaf.</p> <p>Signs are positioned at eye level on both faces of each leaf of self-closing fire doors.</p> <p>Used on fire doors for example to cleaner's cupboards, store rooms, plant rooms or service risers etc.</p>
	<p>Identifies a fire door that is held open by an electromagnetic hold open device, which to be effective must be kept clear and unobstructed at all times. Any obstruction may impede the door closing action or shutter when released by activation of the fire alarm.</p> <p>AFDKC signs are positioned at eye level on door leaf facing onto corridor or room, with a 'Fire Door Keep Shut' sign fitted on door leaf that faces the wall or partition when door is in the hold open position.</p>
	<p>Fire Escape Doors - provided on external door leafs to prevent obstructions that might impede the opening of the fire escape door in an emergency</p> <p>Fitted on the external face of a fire exits to prevent vehicles park to close, cycles or rubbish bins being placed in front of doors etc.</p>
	<p>Fire Action Notices</p> <p>The fire action notice is the premises basic emergency plan and provides information and instructions on what to do on discovering a fire; or on hearing the fire alarm activate.</p> <p>Fire Action Notices should be positioned at fire alarm manual call points, at fire extinguisher points (which should be by the call points only) and are placed in hotel guest rooms, sleeping accommodation and student halls of residence bedrooms etc.</p>

13. Red - Fire Equipment Signage

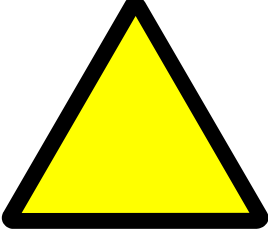


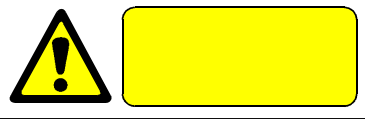

As per the Health & Safety (Safety Signal & Signs) Regulations 1996

Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Firefighting Signs - used to mark the location of fire equipment and fire alarm call points within buildings. Wherever possible, the equipment will be positioned to be clearly visible. However, if the items are coloured red then they will normally comply and not necessarily require a sign.</p>
	<p>Fire Point - a collection of firefighting equipment complete with fire action notice and a fire alarm call point).</p>
	<p>Fire Fighting Equipment - a collection of firefighting equipment (i.e. fire extinguishers or fire hose reels) and used prominently and adjacent to fire equipment.</p>
	<p>Fire Alarm Call Point - to indicate the location of a Manual Call Points (<i>and often combined within the fire action notice</i>) used to activate the fire alarm system to warn occupants and summon assistance.</p>
	<p>Dry Riser - used to identify an internal fire hydrant for use by the fire brigade, which are normally found in stair enclosures or landing lobbies.</p>
	<p>Foam Inlet - used to identify an external foam connection point for use by the fire brigade and are generally found by large boiler rooms and their fuel tanks etc.</p>
	<p>Firemans Switch - used to identify specific electrical equipment isolation switches. Electrical isolation operated by the fire brigade in special or high voltage equipment or plant control system overrides.</p>








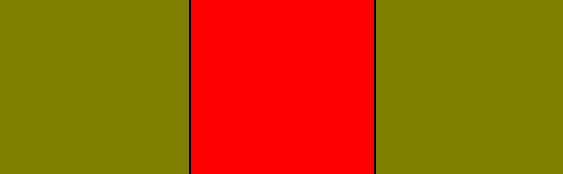
13. Red - Fire Equipment Signage (Cont.)

Sign, Colour & Pictogram	Description, Uses and Conventions
	<p>Fire Hose Reel - used to identify the location of wall mounted fire hose reels.</p> <p>Warning:</p> <p>There are two types with different methods of operation, ensure instructions are followed carefully.</p>
	<p>Supplementary Information:</p> <p>UCL Automatic Fire Hose Reel Instruction Plate - used to give instructions and safety precautions on the operation of wall mounted fire hose reel.</p> <p>Note: There are two types of hose reels:</p> <p>Automatic:</p> <p>Water is turned on automatically when the hose is rolled off the drum two to three times - known as 'Automatic' Hose Reel Type.</p>
	<p>Supplementary Information:</p> <p>UCL Manual Fire Hose Reel Instruction Plate - used to give instruction and safety precautions on the operation of wall mounted fire hose reels.</p> <p>Note: There are two types of hose reels:</p> <p>Manual</p> <p>Water must be turned on at a 'gate valve' by operator before running out hose - known as 'Manual' Hose Reel Type.</p>

14. Yellow - Warning Signage

Sign, Colour & Pictogram	Description, Uses and Conventions
<p>WARNING or DANGER</p> 	<p>Warning Signs - these signs are to be used to make aware of a nearby danger or hazard.</p>
	<p>No Escape - generally placed where using a particular route may prevent occupants escaping, by leading into courtyards, service areas or plant rooms etc. where escape is not possible.</p>
	<p>Mind The Step - used where there is an unexpected change of floor height or level, particularly on escape routes.</p>
	<p style="text-align: center;">Caution!</p> <p>Mains Gas Isolation - indicates that a UCL gas isolation valve is located within a room or cupboard.</p>
	<p>Hazardous Chemical Warning Sign - to indicate the general presence of hazardous substances, the Fire Brigade use this sign to identify what general firefighting actions are required to deal with hazards. The sign is normally mounted on the outside of a building.</p>

15. Identification of Pipelines and Services - Contents Markings Conforming to BS 1710: 1984 (1991)

Pipe Colour	Description, Uses and Conventions
	<p>Although not required by law, pipelines carrying gasses and liquids should generally be identified by colour coding in accordance with BS 1710.</p> <p>The colour coding / marking of pipelines not only assists the emergency services in identifying potentially hazardous contents, but also helps maintenance, engineers, contractors and others in identifying pipeline services and their routes.</p>
	<p>Mains Gas Colour - Yellow Ochre</p>
	<p>Compressed Air Lines etc. Colour - Light Blue</p>
	<p>Oils (heating etc.): Colour - Brown</p>
	<p>Electrical Services & Ventilation Ducts: Colour - Orange</p>
	<p>Steam: Colour - Silver Grey</p>
	
	<p>Example of a water pipe supplying a fire fighting system, including water supplies to sprinkler or drencher systems: Colour: Red banding over base colour</p>
<p>Notes:</p> <ul style="list-style-type: none"> • Pipelines may have standard hazard labelling in addition to base colour coding; • Labels are also used in marking pipelines; however, they can become detached or obscured. Full painting is recommended for clear unambiguous identification; • Specific colour identification is provided for a wide range of substances, chemicals and gases; 	