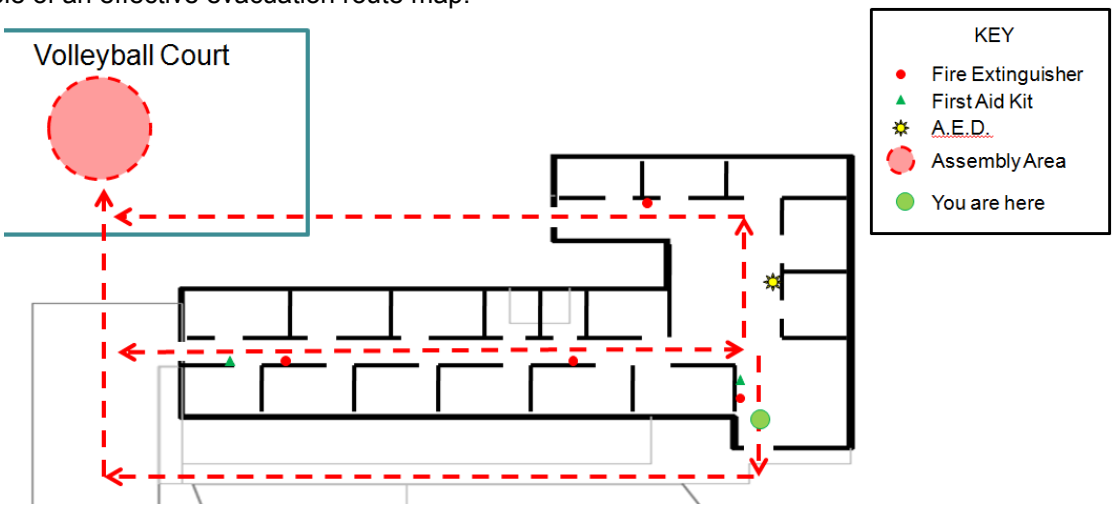
Safety Note #145

PREPARING AN EFFECTIVE EVACUATION ROUTE MAP

California Code of Regulations (CCR) Title 8, Section 3220 states that all employers must have an emergency action plan. An evacuation map is a key part of that emergency action plan. It informs personnel of the routes to a safe assembly area and locations of emergency equipment. The following guidelines will help assist in complying with CCR Title 8, section 3220. ANR EH&S has an evacuation plan template that can be downloaded at http://www.ucanr.edu/evacplan.

Below is an example of an effective evacuation route map:



- Note that this example has directional arrows showing the path to the assembly area. This can also be achieved by a written description bellow each map advising the readers of the path(s) they can take to the assembly area.
- The symbols used to depict emergency equipment can be of any design as long as they are clear to the reader. Additional equipment, beyond what is shown in this example, can be shown on the map to mark their locations to the reader.
- The location marker “you are here” can be added to each map after they are printed and laminated by using a simple sticker. This way only one map has to be designed and then customized with the stickers when they are placed around the building/location.
- When choosing an assembly area, consider these tips: avoid the path that emergency services may take, keep away from chemical or pesticide storage areas and stay clear of trees, buildings or any other possible hazards.
- In many cases, it is best to have two assembly areas and train staff to use the alternate assembly area when it would be hazardous to use the primary assembly area.
- It is a best practice to review the evacuation map each year to ensure that it is up-to-date and to confirm the locations of emergency equipment.
- All employees should be trained on the emergency evacuation plan when they are hired, whenever the plan changes and every 5 years.