



CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
LIFE SAFETY SERVICES
GUIDELINES AND STANDARDS

GUIDELINE D.03 – Emergency Evacuation Signage Requirements

D.03.1 PURPOSE

The purpose of this guideline is to provide details and descriptions of signage required for emergency evacuation in accordance with Section 3.09 of the California Code of Regulations, Title 19, Division 1, Chapter 1 Subchapter 1, Article 3, Section 309.

D.03.2 SCOPE

This guideline shall apply to all hotels, motels, lodging houses, high rise office buildings, office buildings 2 or more stories in height, nursing homes, outpatient health care centers (surgery centers) accommodating more than 5 patients, nurseries accommodating more than 5 children, and hospitals and sanitariums accommodating more than 5 patients.

D.03.3 REQUIREMENTS

The following items must be included on evacuation signs:

1. Exit locations.
2. Location of manual fire alarm stations.
3. Statements describing both audible and visual fire alarm systems.
4. Statement prohibiting the use of elevators in case of emergency.
5. Fire Department emergency phone number 9-1-1.

The following locations must be provided with an emergency evacuation sign:

1. All elevator lobbies.
2. Every stairway landing (on the corridor side).
3. At every public entrance. NOTE: A sign at the first floor elevator lobby may meet the intent of this provision in some cases.

4. Every guestroom available for rental in a hotel, motel, or lodging house posted on the interior of each entrance door.

The following provisions apply to all evacuation signs

1. Minimum lettering size 3/16".
2. All lettering to be in sharp contrast to the background.
3. Bottom of sign shall not be located more than four feet above the finished floor.