

**General rules for installation, operation and storage of signs**

**MOUNTING**

1. Signs on self adhesive backing to attach a smooth, dry, degreased and dust-free surfaces.
2. Do not attach self adhesive marks on porous surfaces, raw concrete and wood. Avoid corrugated surface.
3. The use of adhesives for mounting signs and substances having a devastating impact on the plastics, which are made signs.
4. Signs of substrate adhesive should be applied at temperatures above 5 ° C.
5. Signs should not be placed in areas directly exposed to UV rays.

**EXPLOITATION**

1. Do not place signs in areas where there are aggressive substances vapors, corrosive and other substances which are harmful to plastics such as PVC, PP and HIPS.
2. Do not place the self-adhesive signs in areas where the prevailing extremely variable temperature and humidity.
3. The characters must be cleaned of dust and dirt with a soft cloth moistened with soapy water.
4. Signs should be installed in rooms where the temperature is between +5 ° C to +60 ° C.

**STORAGE**

1. Characters can only be placed indoors.
2. Signs should not be stored in such a way that the contact between the printed surface.
3. In order to avoid scratches during transport signs, place the paper dividers between the characters.

Failure to follow these instructions may lead to:  
signs of mechanical damage,  
mounting signs of weakness durability to the ground,  
shortening life of the signs

## **SIGNS APPLICATION RULES**

Legal basis and scope of mandatory labeling:

According to § 4 paragraph. 2 point 4) of the Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on the protection of buildings, other buildings and land (Journal of Laws of 2010, No. 109, item. 719) owners, managers or users of buildings and storage yards, and the world, with the exception of single-family dwellings shall be marked signs complying with European Union standards:

- a) emergency routes and exits, excluding residential buildings and premises in which in accordance with the technical and construction are required at least two exits, so that to provide the information necessary to evacuate,
- b) the location of fire-fighting equipment and fire extinguishers,
- c) controls the location of fire protection equipment,
- d) allowing the location of the base of the power distribution system, fire main valves of the gas and fire-hazardous materials,
- e) the rooms and areas of fire-hazardous materials,
- f) escape ladders, rescue sleeves, containers with masks ucieczkowymi muster for evacuation, the keys to the location of emergency exits,
- g) elevators for firefighters,
- h) fire water tanks, reservoirs technology as complementary source of water for fire protection, water supply points, the position of water intake,
- i) Fireproof doors,
- j) fire roads,
- k) places classified as hazardous areas.

Signs in accordance with European Union standards define the following standards:

PN-N-01255: 1992 (PN-92/N-01255) Safety colors and safety signs

PN-N-01256-1: 1992 (PN-92/N-01256/01) Safety signs

PN-N-01256-2: 1992 (PN-92/N-01256/02) Safety Signs - Evacuation

PN-N-01256-4: 1997 Safety signs - Fire Engineering measures

PN-N-01256-5: 1998-Principles of safety signs safety signs for escape routes and fire roads

## **BASIC RULES FOR PLACING SIGN**

1. Anywhere in the way of escape, in which the question may arise as to the direction of escape, should be a visible sign of an evacuation.
2. The size (dimensions) sign should be selected depending on the distance from which the sign is to be discernible by evacuating people.
3. Signs or character sets to be used according to their meaning and application.
4. When placing escape characters should pay attention to their location in relation to the light source.
5. Photoluminescent signs should be placed as close to the light source in order to ensure their adequate luminance.
6. Photoluminescent escape signs should be used where operating day-lighting and / or electrical basic, illuminating the characters for a time sufficient to provide the necessary energy photoluminescent materials.
7. Illuminated emergency signs should be used where space or escape routes are not natural daylight or artificial for long periods and photoluminescent materials can not be recharged, namely:
  - In theaters, cinemas, where the escape routes can not be re-lit during performances;
  - Where escape routes may not be re-lit from the lack of the electrical system;
  - Where escape routes or portions thereof are not lit for long periods.
8. Photoluminescent escape signs can be used to change the escape character backlit. For example, in theaters and cinemas, where the escape routes can not be re-lit during performances, can be used on a hall illuminated emergency exit signs, and in the corridors and stairs can be photoluminescent escape signs.

## CORRECT SELECTION AND LOCATION SIGN

### 1. Emergency exit sign



Emergency exit sign should be used to mark a fixed partition door escape route, such as:

- a) exits from the premises where they are required, at least two of these outputs;
- b) leading out of the building, the other on the outside of a building;
- c) the exit leading to another fire zone, including enclosed and locked stairwell doors in the building with a height of over 25 m (high or altitude);
- d) conducting the exit vestibule and door from the vestibule.

Emergency exit sign should be placed above the doors referred to in subparagraphs a) to d).

### 2. Characters: DIRECTION emergency exits and escape routes



Mark DOOR EVACUATION (Reply doors left and right), and the characters DIRECTION TO EXIT escape routes to be used for marking fixed partition swing door escape route (other than a door marked as emergency exits), including the door to the vestibule.

### 3. DIRECTION TO EXIT sign of escape routes

DIRECTION TO EXIT sign of escape routes should be located on escape routes, unless the doors are immediately visible.



#### 4. Sign DIRECTION TO EXIT escape routes

DIRECTION TO EXIT sign of escape routes (resp. to the left or right) to be used



for

marking the places where the direction of evacuation may be questionable, namely:

a) when there is a visible sign or mark **OUT DOOR EVACUATION EVACUATION**;

b) when you see more than one character exits, and people under evacuation plan should move only in the direction of one of these characters.

#### 5. Sign DIRECTION TO EXIT escape route down the stairs (Reply to the left or right)



#### 6. Sign DIRECTION TO EXIT escape route up the stairs (Reply to the left and up or to the right and up)

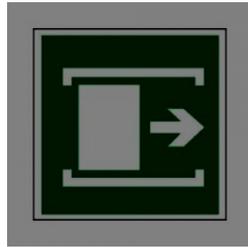


Signs DIRECTION TO EXIT stairway evacuation routes should be used if the escape route takes the stairs and should be included:

a) on the wall adjacent to the staircase, which leads an escape route if the sign will be visible from the hallway or room leading directly onto the stairs;

b) the escape route at right angles to the direction of movement of people, in the axis of the flight of stairs, which runs an escape route;

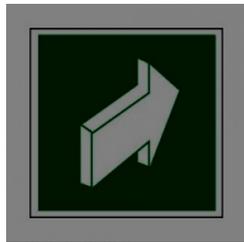
**- 7. Sign move to open**



Move the Sign to open should be placed on the sliding door emergency exit, if the use of these doors is allowed. The arrow should point to the direction of the sliding door. This sign should be used with a DOOR EVACUATION.

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**8. Sign pushed TO OPEN**



Push TO OPEN Sign should be placed on emergency exit doors that open up under the influence of thrust.

**9. Sign PULL TO OPEN**



PULL TO OPEN Sign should be placed on the door that opens by pulling.

**10. Sign ACCESS TO break**



Break Sign to access should be used at the place where the breakage of the glass is necessary in order to gain access to the key or opening of the system, or if it is necessary to break the barrier for possible outputs.

### **SELECTION OF SIZES (DIMENSIONS) SIGNS**

The mark should be adjusted to the distance from which the sign is to be discernible by evacuating people, as well as a possible shift in its relation to the normal view of the center line (Figure 1). The figure given character width dependence on the angle of offset relative to the center line of vision for a 10 m

**Figure 1 Increasing the size (width) of the mark with the required offset in the normal view of the center line (X) and its orientation in the horizontal position**

**Another practical example would be the choice of the size of the sign by PN-92/N-01256-02 exits depending on the viewing distance**

Vision Distance (m)	Height Letters (mm)	Character width Emergency exit (mm)
do 20	50	20
above 20 to 30	75	300
above 30 to 40	100	400

## **PLACING THE AMOUNT OF SIGNS ON WALLS**

EVACUATIONAL SIGNS placed on the walls should be placed at a height of about 150 cm from the floor, the average height of the center normal line of vision, or the escape route at the height of 200 cm from the floor and, where possible, at right angles to the direction of movement of people kept informed.

If signs are placed on the wall barely visible booms should be used.

## **ADDITIONAL LABELLING escape routes**

In addition to marking escape route evacuation signs can be used as an additional markings photoluminescent tape, photoluminescent tape printed with diagonal black stripes, or other items made of photoluminescent materials in order to:

- Facilitate the identification of areas and doors on escape routes;
- Provide clear and unambiguous information about the direction of escape - in the form of a continuous line marking the road where doubts may arise concerning the direction;
- Outlines specific marking stairs and any other changes in floor level;
- Identification of specific obstacles, such as dangerous narrowing, reduction, columns and edges.

