


## SITE EVACUATION PLAN

**Instructions:** Draw a diagram of your office with clearly marked exits and evacuation routes. Add important labels including where the evacuation plans are posted indicated by "You are here", and other important information such as location(s) of fire extinguisher(s), primary and secondary evacuation routes indicated by arrows, etc. (see Legend below).



Legend:

-  YOU ARE HERE
-  FIRE EXTINGUISHER
-  MANUAL FIRE ALARM
-  PRIMARY EXIT ROUTE
-  SECONDARY EXIT ROUTE
-  ELEVATOR
-  EXIT STAIRWAY