

# Business Continuity

## Evacuation Plan Worksheet:

### FACILITY FLOORPLAN

**EVACUATION RALLY POINT:**



**Exit Route**



**Exit**



**Fire Extinguisher**

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## Evacuation Plan Worksheet:

1. Draw facility floorplan.

Draw stairwells and elevators.

Mark all exits.

Mark fire extinguishers and AEDs.

Mark exit paths for evacuation.

Determine rally point and note on map.

2. Post evacuation plan at key locations around the facility where employees will see it.

Post at eye level.

Print in color to highlight items noted in step 1.

3. Create Evacuation Team:

Evacuation Team Position	Designated Team Member(s)
Team Lead	
Floor Monitors	
Search Team	
Stairwell & Elevator Monitors	
Aids for Injured/Disabled	
Rally Point Monitors (2)	

4. Communicate Evacuation Plan to all employees.

5. Practice!