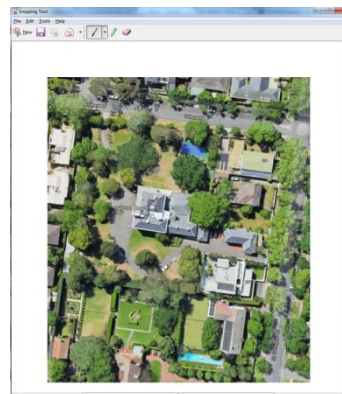
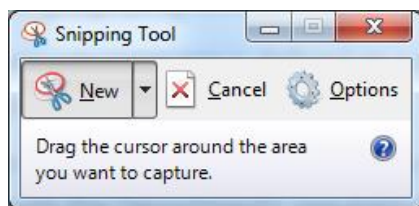


Creating an Area Map for your EMP (Windows)

1. Open your EMP document in **Microsoft Word**.
2. Open a web browser and then open a web-based mapping service such as [Google Maps](#).
3. In the search box, enter the address of your school campus.
4. Choose **Satellite** view. This will show you the aerial layout of the buildings and open spaces, along with the street names. Note that your area map must include surrounding street names. *(If you are using another web-based mapping service such as [Whereis](#), you may need to choose **Hybrid** view in order to see street names.)*
5. Zoom in/out until you have the right map size. Make sure that you can see each assembly point located inside and outside your school.

To capture the image:

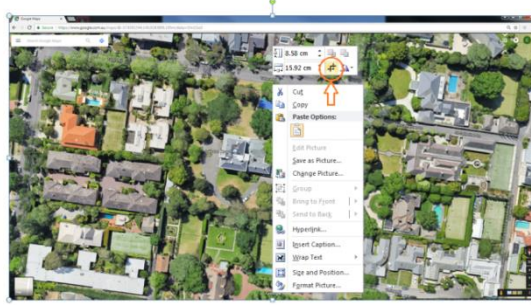
6. Press **Alt+PrtScrn** to capture the screen view.
7. *(If you prefer, the **Snipping Tool** can also be used to capture the image. Go to the **Windows Start** menu and type 'snipping' into the **search** bar to locate the Snipping Tool program. Click on the program to open it and a small Snipping Tool window will appear, instructing you to select the area to be captured. Click and drag to select the desired area of the map. When you release the mouse, a Snipping Tool editing window will appear. Click the copy button to capture the image.)*



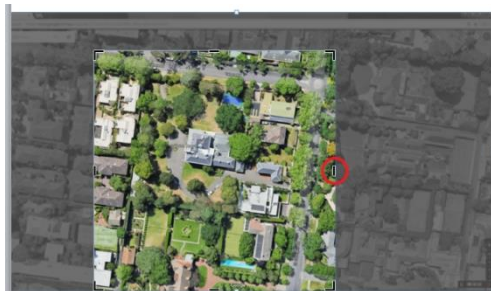
8. The captured image can be pasted directly into your EMP document (in Microsoft Word). Click on the appropriate space in your EMP. Choose Paste from the menu or press **Ctrl+V** to paste your image into your EMP.



9. Your pasted image may need to be cropped so that it shows your school clearly. Right click on the image and click on the **Crop** symbol.

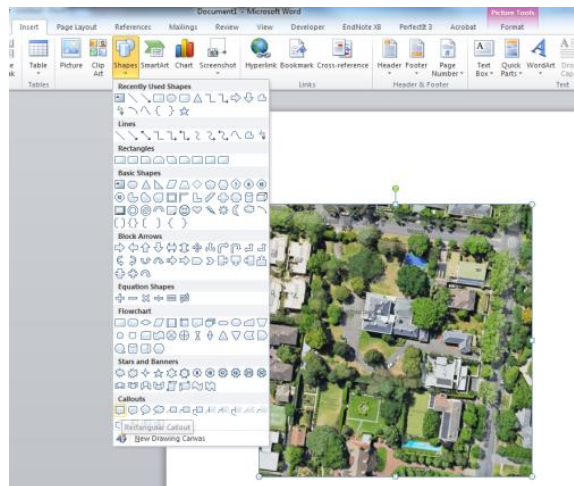


10. Cropping handles will appear on each side of the image. Drag each one inwards in order to crop the picture. Click outside the picture (or press ESC) when you have finished cropping.



To insert a Callout:

11. Select the **Insert** menu, then **Shapes**, and choose **Callout**.
12. Select the desired Callout shape.



13. In your document, click and drag your mouse to make a Callout appear.
14. Click inside the box and type your text.



15. Select various options to change the colour, size of text, etc.

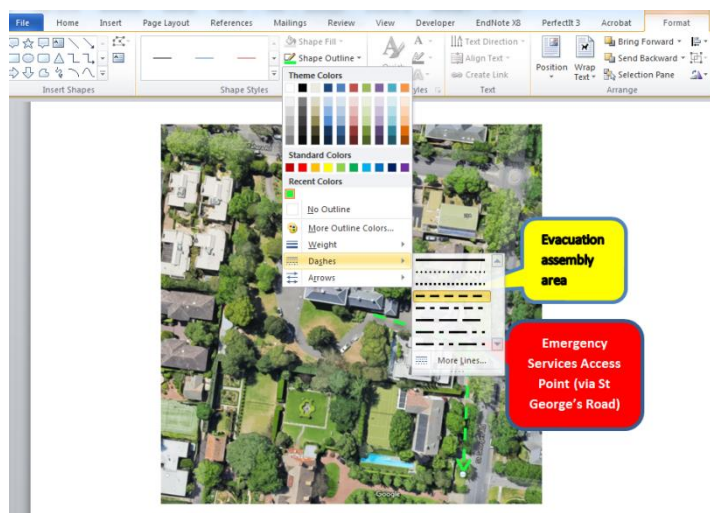
16. Move the Callout box or the pointer part of the Callout by clicking on it and dragging it to the new location.

To insert Lines and Arrows:

17. Select **Insert**, then **Shapes**, and choose your line or arrow from the **Line** options.

18. Click a position in the map where you want the line/arrow to start, and drag to the position where you want your line/arrow to finish.

19. Click on the line/arrow and select various options from the **Shape Outline** menu in order to change the colour, thickness, dashes, etc.



20. Add any other important information using these same steps. Ensure you have included the following:

- evacuation assembly area(s) on site
- external evacuation routes
- surrounding streets and safe exit points
- emergency services access points

