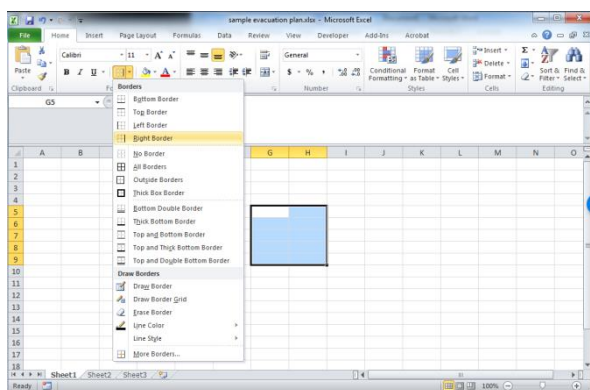# Creating an Evacuation Plan for your EMP (Windows)

Your EMP must contain an Evacuation Plan which shows the internal evacuation routes from all classrooms used by your community language school. It should also show the location of fire extinguishers, exits and the school's evacuation assembly area, as well as marking your location within the map.
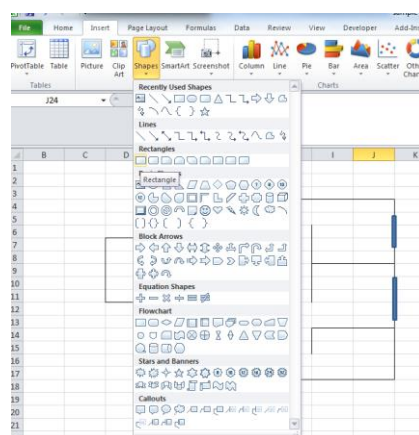
Your facility should already have an evacuation plan, but if you cannot obtain it, you will need to create one to the best of your ability.

The easiest way to do this is using **Microsoft Excel**. The drawing will not be to scale, but it will be acceptable if it is a close approximation of the layout of the buildings which your school uses.
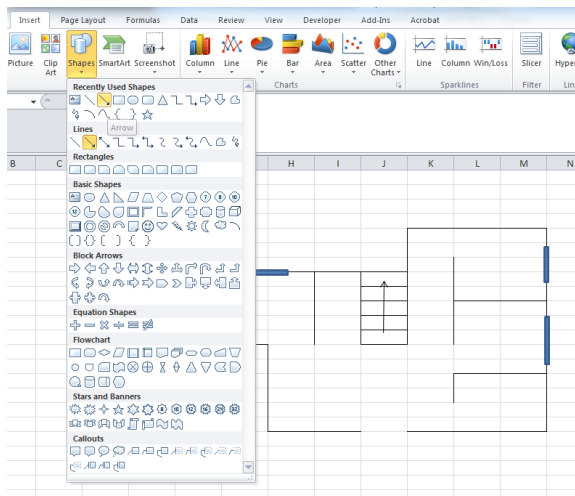
1. Open **Excel** and open a blank workbook. Save it with a name such as "evacuation plan.xlsx".

2. Click in a cell and drag your mouse across to select more cells.

3. Select the **Borders** menu and click on the borders which you would like to add to the group of cells. Each cell border is a wall within the building shown on your evacuation plan.
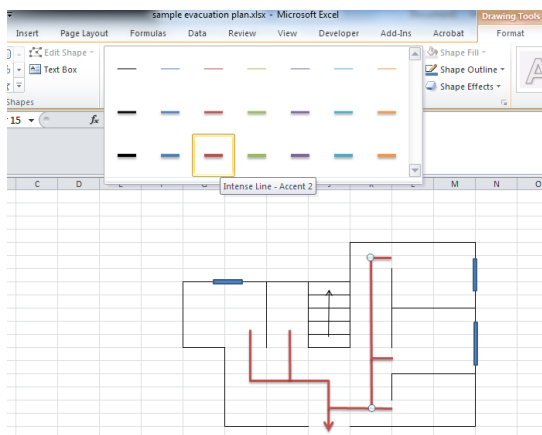

4. Add more rooms to your plan by adding borders to more cells. Leave the border of a cell blank to indicate a door space.

5. Windows can be indicated by adding a narrow rectangular shape. Choose the **Insert** tab, and select **Rectangle** from the **Shapes** menu.
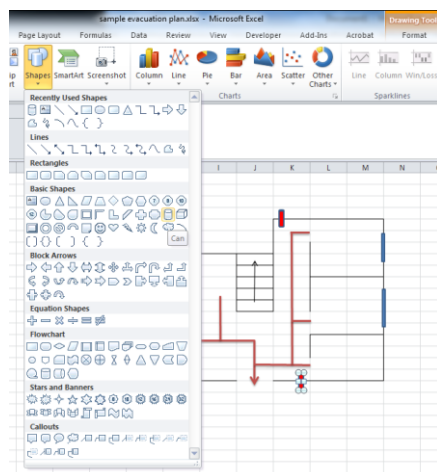
6. Add other features, such as stairs, by inserting lines and arrows from the **Shapes** menu.
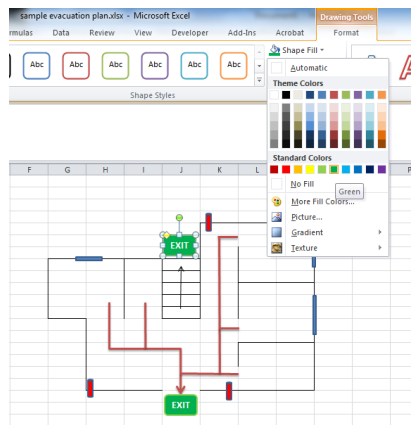

7. Add evacuation routes to your plan by inserting lines and arrows from the **Shapes** menu. Adjust the colour and thickness of the lines to make them stand out.
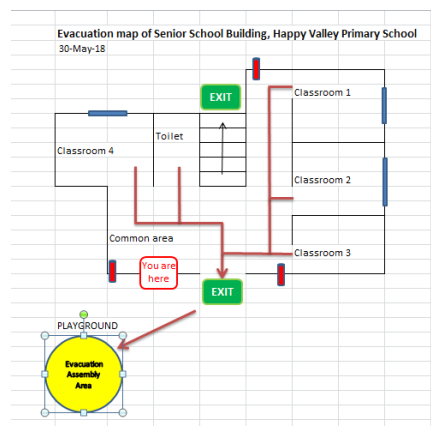

8. Add fire extinguishers to your plan by inserting small 'can' shapes and making them a bright red colour.
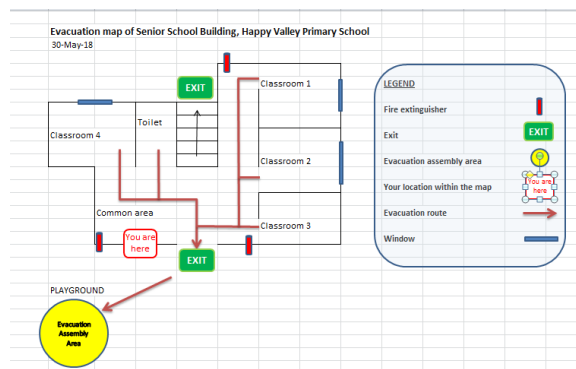
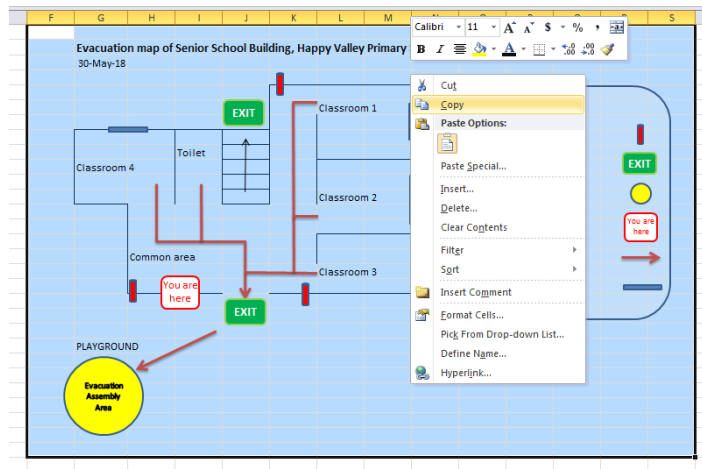9. Mark exits on your plan with green text boxes with the word 'exit'.

10. Use the **Shapes** menu to insert other shapes such as an evacuation assembly area symbol and a 'you are here' symbol. Make sure you also label the rooms, as well as the diagram itself.

11. Make sure you add a legend to explain any symbols you are using. Type in a cell next to the diagram and copy and paste any shapes you have used.

11. When you are happy with how your diagram looks, place your cursor in a cell at the edge of your diagram, and drag it to select all the cells which form part of your diagram. Right click and choose **Copy**.

12. Open your EMP document in **Microsoft Word**, and click in the area into which you would like to paste your evacuation plan.

13. In the **Home** tab of **Word**, click on the **Paste** menu, and choose the picture icon. This will insert your map as a picture within Word. Save your EMP.