Evacuation plan floor map: blank template, one for each floor

Building: _____ Floor: _____ Date drawn: _____

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Legend

Symbols: ISO 7010

- You are here
- Exit
- Stairs
- Fire extinguisher
- Fire alarm call point
- Assembly point
- Fire hose reel

How to draw it

1. Draw the outline of the floor, with walls, doors and windows, on the grid. One square can be one step or one metre.
2. Mark every exit and staircase, and the spot where this plan will hang as 'you are here'.
3. Add the extinguishers, alarm call points and fire hose reels.
4. Draw the main route to the nearest exit in one colour and the second route in another. Mark the assembly point outside.
5. Walk both routes with the plan in your hand. Keep them lit, signed and free of boxes, and redraw the plan if the layout changes.

Where to display it

- Display it near the lift landing and the stairs on each floor, and along the exit routes, where people can read it. Fire notices should be prominent and in bold lettering (NBC 2016 Part 4, clause 4.11).
- At lift landings, NBC Annex D asks for a sign 'In case of fire, use stairs unless instructed otherwise', with a diagram of the stairways.
- Goa's fire directorate (Dec 2025) asks for floor-wise escape diagrams along exit routes.
- Ask your fire officer which plan format your building must use.