



## Considerations for Emergency Exit Diagrams

Your organization's Emergency Procedures should include preparing for emergencies by posting Emergency Exit Diagrams. Safe-Wise has prepared this document to assist you in developing and posting Emergency Exit Diagrams.

### Diagram Elements:

1. User's location
2. Primary and secondary exits
3. Exit routes
4. Assembly areas
5. Areas of refuge (multi-level buildings) for the physically challenged

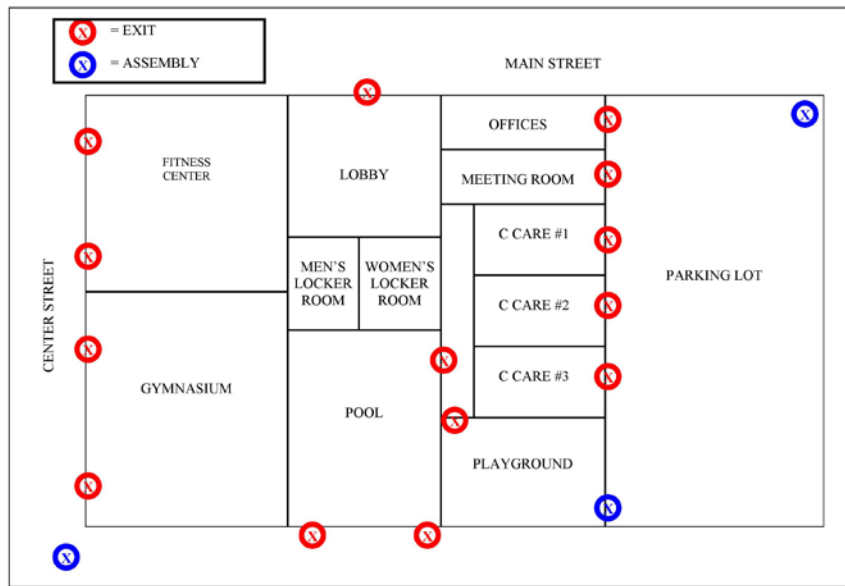
### Layout & Location:

- Exit diagrams should be printed in color in a font size that is easily legible
- Diagrams should be oriented to the user's position so they are more easily understood
- Diagrams should be posted at or below eye-level near (not behind or on) exit doors; consider what eye-level is for youth, wheel chairs and child care programs
- Diagrams should be laminated or covered in plastic to protect them from damage

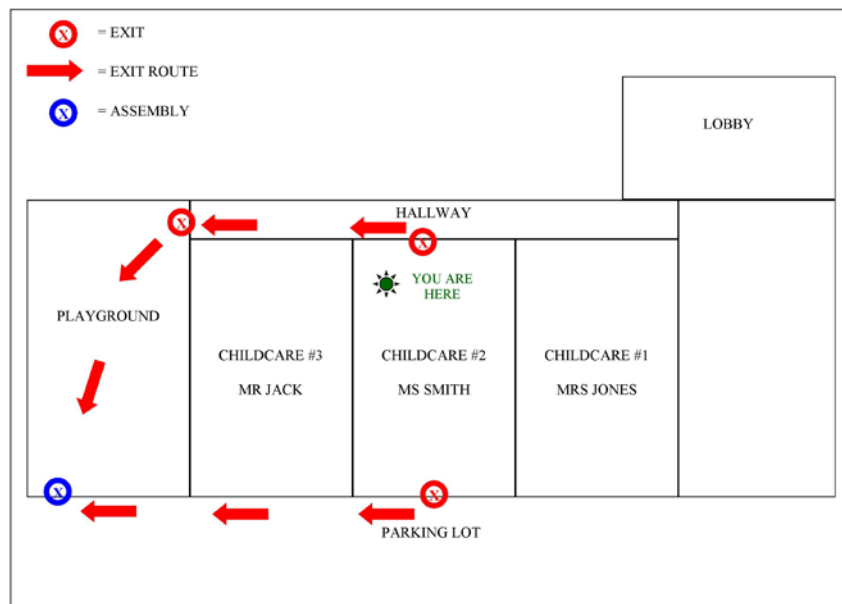
### Other Considerations:

- Diagrams should be inspected regularly to ensure they are not damaged, missing or inaccurate
- Review exit diagrams with regular users of spaces (youth, staff, etc.)
- Diagrams do not replace nor should they contradict illuminated exit lights
- Elevators should not be used in emergencies
- All exit route plans should be reviewed and discussed with local Fire Officials
- [Online Resources for Exit Diagrams from OSHA](#)

**Samples:**



A floor plan shows emergency exits from the building. It is color coded and uses symbols to indicate the designated exit. A room containing hazardous materials may also be indicated with a symbol on a floor plan. Assembly areas are indicated outside the primary exits of the building.



An exit diagram shows emergency exits from a specific space within the building. It is color coded and indicates the user's current location, uses arrows to show the proper route to a designated exit and shows the assembly area.