

## Check List for Evacuation Analyses

This note describes the various steps involved in conducting an evacuation analysis. Following the procedure facilitates a speedy and comprehensive analysis, thus ensuring that nothing is omitted within the time constraints of a project. Please take the time to go through the individual points, checking each of them in turn.

We look forward to a fruitful co-operation!

### 1. Your Enquiry

If you are interested in an evacuation analysis, please send us an enquiry together with the following data:

- A plan which gives an overview of the complete building,
- the number of persons to be taken into account and their initial distribution,
- scenarios to be evaluated,
- data concerning the egress routes, and
- the timeframe for the analysis.

Please note that the more detailed your information is, the more exact can we calculate our offer.

○ Settled on: \_\_\_\_\_

### 2. Our Offer

Based on your information we prepare a binding offer with a specification, cost figures, timeframe and general conditions.

○ Received on: \_\_\_\_\_

### 3. Placing the Order

To place the order, please send us the signed offer by mail or facsimile.

○ Offer placed on: \_\_\_\_\_

### 4. Data Transmission

Before we can start the evacuation analysis it is mandatory that you send us the following data and information:

- All required CAD drawings of the vessel **in dxf format containing one floor per file**,
- All required CAD drawings of the vessel in a printed version in a minimum scale of 1:200
- all data concerning the egress routes (from origin to destination), and
- all information about the initial distribution of persons (amount and location).

Please send us the information via email or by regular mail.

○ Transmitted on: \_\_\_\_\_

### 5. Delivery of Results

You will receive two copies of the evaluation report by mail. The electronic version will be sent to you by email in pdf format.

○ Received on: \_\_\_\_\_

### 6. Questions

If you have any questions or in case that further analyses are required, feel free to contact us!

### Your contact:

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In contrast to our offers the content of this document is not binding!