

## Check List for Evacuation Analyses

This note describes the steps involved in conducting an evacuation analysis to ensure a speedy and comprehensive analysis. We are looking forward to a fruitful co-operation!

### 1. Your Enquiry

If you are interested in an analysis, please contact us by [email](#) or phone and provide the following data (if possible). The more information we get, the more precise we can estimate our effort.

- A floor plan of the complete geometry,
- Amount and distribution of persons,
- Distribution of egress routes,
- Scenarios to be evaluated, and
- The timeframe for the analysis.

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

When the Offer suits your needs, place the order.

Offer placed on: \_\_\_\_\_

### 4. Data Transmission

In order to execute the analysis, we need you to provide the following data. Please let us know if we should arrange a transfer directory on our cloud server for you.

- All required CAD drawings in dxf or dwg format,
- Data concerning the egress routes, and
- All information about the initial distribution of persons.

Transmitted on: \_\_\_\_\_

### 5. Delivery of Results

You will receive the evaluation report and our invoice by email. If needed, we can also provide the result files.

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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