

Evacuation Maps – How to get an Updated Map

If you have an existing map that just needs changes:

- 1) Mark the up the map with the requested changes
- 2) Fax the marked up map to 513-492-3435. Be sure to include a cover page with your store number and your name in case there are questions.

OR

Email the marked up map using MyLook to RetailSafety@luxotticaretail.com.

If you do not have a map or need a new floor plan:

- 1) Email RetailSafety@luxotticaretail.com to request an updated map. Be sure to state that you do not have a map and need a base map to mark up.
- 2) Retail Safety will get with the construction and design team to find a floor plan and email it to the store email.
- 3) Mark the map up following the template on the 2nd page of this document. Be sure to include the following items:

- Exit route(s) –
 - Please add arrows to indicate orientation / direction from the exit route so the map will be orientated the correct way once hung.
 - If you have multiple locations you will be hanging maps from, please mark each route out individually. You can use different colors to indicate the route in question.
- Fire extinguisher(s)
- First aid kit(s)
- Eyewash station
- Safe shelter
- Meeting points
(List where the meeting point #1 and the backup meeting point #2 are.)
- Orientation (Mark direction you will hang the map, i.e. North or Up)

- 4) Fax the marked up map to 513-492-3435. Be sure to include a cover page with your store number and your name in case there are questions.

OR

Email the marked up map using MyLook to RetailSafety@luxotticaretail.com.

Store number / name







Assembly Area #1 (primary meeting place)

Assembly Area #2 (if #1 is inaccessible)

Once complete, please take a picture with your tablet; send to RetailSafety@luxotticaretail.com



GM - Please identify the location of the following items using a COLORED MARKER:

- | | | | | | |
|--------------------|-------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------|
| Fire Extinguishers |  | First Aid Kit |  | Eyewash Station |  |
| Primary Exit Route |  | Safe Shelter |  | You are here |  |
- (Be specific where on the wall the sign will go)

Secondary Exit Route 

Please be specific with your designated assembly areas. Ex: Light post #3, etc. Safe shelter room should be areas with no glass, solid wall structures, etc.
Also, indicate orientation of this map as related to the exit routes. (i.e. Add an up arrow indicating which way the map will need to turn based on where it will be hung, or mark which wall the map will be hung on.)