Emergency Evacuation Diagram – Compliance Checklist

*Use this checklist to ensure your evacuation diagrams comply with the requirements of Australian Standard* *3745-2010 - Planning for Emergencies in Facilities*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REQUIREMENT** | **Yes** | **No** | **N/A** | **FOLLOW UP ACTION** |
| **General** |
| Evacuation diagrams are displayed in each building |  |  |  |  |
| Information in the diagrams is consistent with the EMP e.g. location of on-site and off-site evacuation assembly points and shelter-in-place building |  |  |  |  |
| **Location and Positioning** |
| Diagrams are displayed under adequate lighting in locations where occupants, visitors and anyone in the building can view them to support safe egress, e.g. close proximity to an emergency light, reception, foyer, classrooms, cafeteria, corridors, gym, toilets, staff room |  |  |  |  |
| The bottom edge of diagrams is not less than 1200 mm above the floor |  |  |  |  |
| **Orientation and Size** |
| Pictorial representation (map) of the floor (or area of the floor) has the correct orientation to the direction of the exit points, the location of the ‘***YOU ARE HERE’*** indicator and the assembly area/s |  |  |  |  |
| The diagram contains both **Minimum and Optional** elements:* Is in A3 size (297 mm x 420 mm)
* Has a minimum pictorial representation of the floor or area of 300 mm x 200 mm or 60 000 mm2

OrThe diagram contains only **Minimum** elements:* Is in A4 size (210 mm x 297 mm)
* Has a minimum pictorial representation of the floor or area of 200 mm x 150 mm or 30 000 mm2
 |  |  |  |  |
| **Minimum Required Elements of the Diagram** |
| The title ‘Evacuation Diagram’ |  |  |  |  |
| The “YOU ARE HERE” location |  |  |  |  |
| Date issued |  |  |  |  |
| Location of the facility including: |
| * Name, address and postcode of the facility
 |  |  |  |  |
| * Location of access street(s) and nearest cross street
 |  |  |  |  |
| A legend reflecting the symbols used |  |  |  |  |
| A pictorial representation of the floor or area (exclude fences and landscaping unless they are part of the exit pathway) |  |  |  |  |
| The designated exits, coloured green (for larger floor areas, the diagram is in sections showing no more than two exits) |  |  |  |  |
| Shelter in place location |  |  |  |  |
| Location of assembly area/s (stated in words or pictorially) |  |  |  |  |
| Evacuation routes, coloured green |  |  |  |  |
| The following communications equipment where installed: |
| * Warden intercommunication points (WIPs) coloured red
 |  |  |  |  |
| * Emergency call points (ECPs) marked white with a black border
 |  |  |  |  |
| * Main controls/panels for the occupant emergency warning and intercommunications equipment (EWIS)
 |  |  |  |  |
| * Manual call points (MCPs) coloured red
 |  |  |  |  |
| Fire Indicator Panel (FIP) if installed |  |  |  |  |
| Fire blankets, coloured red |  |  |  |  |
| Hose reels, coloured red |  |  |  |  |
| Extinguishers, coloured red with an additional colour as specified in AS/NZS 1841.1 to indicate the type of extinguisher  |  |  |  |  |
| **REQUIREMENT** | **Yes** | **No** | **N/A** | **FOLLOW UP ACTION** |
| **Optional Elements of the Diagram** |
| The direction North |  |  |  |  |
|  Emergency response information as documented in the Emergency Management Plan  |  |  |  |  |
| Hazardous chemical store location |  |  |  |  |
| The direction of opening of doors on designated exits |  |  |  |  |
| First aid station and kits, shown with a white cross on a green background |  |  |  |  |
| Hydrants, coloured red  |  |  |  |  |
| Fire hose reels |  |  |  |  |
| Fire and smoke doors/curtains |  |  |  |  |
| Automatic External Defibrillator/s (AED) |  |  |  |  |
| Electrical switchboard location |  |  |  |  |
| Solar power isolation points |  |  |  |  |
| Gas mains emergency shut-off |  |  |  |  |
| Specialised evacuation equipment such as stairwell evacuation devices, evacuation slides and children’s evacuation cots |  |  |  |  |

Please note: This resource is a guide only and should be used as an aid to develop and supplement your Emergency Management Plan. Please adapt it as appropriate to ensure relevance to your facility and services.