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 in locations where occupants, visitors and anyone in the building can view them, e.g. 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   Or  The 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.