**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** | | | | |
| For facilities with larger floor areas, the pictorial representation is prepared in sections or areas so that no more than 2 exits are shown on each pictorial representation. |  |  |  |  |
| 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. |  |  |  |  |
| **Number and Location** | | | | |
| Evacuation diagrams are displayed in each building in locations where occupants and visitors are able to view them e.g. reception areas, classrooms, cafeteria, corridors, gymnasium, staff rooms.  *The location within the facility and number of evacuation diagrams should be determined by the early childhood service.*  *Evacuation diagrams should not be fitted to fire doors, smoke doors or other fire resistant elements.* |  |  |  |  |
| **Positioning** | | | | |
| Diagrams are installed where the bottom edge is no less than 1200mm and no more than 1600mm from the floor. |  |  |  |  |
| The diagram is printed in durable materials that can withstand environmental factors (e.g. laminated or framed). |  |  |  |  |
| **Orientation and Size** | | | | |
| The ‘**YOU ARE HERE’** location is correctly orientated based on diagram position and the direction of egress.  *Where an assembly area is included, the assembly area should have the same orientation to the rest of the diagram*. |  |  |  |  |
| Diagrams with **only minimum elements** **should be at minimum A4 size** (i.e. 210mm x 297mm) with a minimum pictorial representation of the floor area of 200mm x 150mm or an area of 30 000mm2.  Diagrams with **minimum and optional elements should be at minimum A3 size** (i.e. 297mm x 420mm) with a minimum pictorialrepresentation of the floor area of 300m x 200mm or an area of 60 000mm2. |  |  |  |  |
| **Minimum Required Elements of the Diagram** | | | | |
| A clear picture of the floor or area (external elements such as fences and landscaping should be excluded unless they form part of the exit pathway). |  |  |  |  |
| The title ‘EVACUATION DIAGRAM’ and date of diagram completion/validity date. |  |  |  |  |
| The ‘YOU ARE HERE’ location. |  |  |  |  |
| Location of the facility including name, postcode, location of access street(s), nearest cross street and name of facility (either stated in words or pictorially). |  |  |  |  |
| The designated exits (coloured green).  *For larger floor areas, the diagram is in sections showing no more than two exits.* |  |  |  |  |
| Paths of travel (coloured green) indicate the primary and secondary exits routes including doors, stairways and ramps. |  |  |  |  |
| A legend reflecting the symbols used. |  |  |  |  |
| Shelter In Place location. |  |  |  |  |
| Location of assembly area/s (stated in words or pictorially). |  |  |  |  |
| The following communications equipment where installed: | | | | |
| * Warden intercommunication points (WIPs) (coloured red) |  |  |  |  |
| * Manual Call Points (coloured red) and Emergency Call Points (coloured white with a black border). |  |  |  |  |
| * Main controls/panels for the occupant warning equipment |  |  |  |  |
| Hose reels (coloured red). |  |  |  |  |
| Extinguishers, coloured red with an additional appropriate colour as specified in AS/NZS 1841.1 to indicate the type of extinguisher. |  |  |  |  |
| Fire Indicator Panel, if installed. |  |  |  |  |
| Fire blankets (coloured red). |  |  |  |  |
| **ADDITIONAL INFORMATION** | **Yes** | **No** | **N/A** | **FOLLOW UP ACTION** |
| **The following additional information may be considered by the service for inclusion on the evacuation diagram:** | | | | |
| North arrow. |  |  |  |  |
| The direction of opening doors on designated exits. |  |  |  |  |
| First Aid station and kits (indicated with a white cross on a green background). |  |  |  |  |
| Emergency information as documented in the Emergency Management Plan (this includes phone numbers and emergency response procedures for occupants to follow). |  |  |  |  |
| Spill response kits. |  |  |  |  |
| Hazardous areas (chemical storage rooms). |  |  |  |  |
| Specialized evacuation equipment, (stairwell evacuation devices, evacuation slides and children’s evacuation cots). |  |  |  |  |
| Fire and smoke doors. |  |  |  |  |
| Hydrants (coloured red). |  |  |  |  |
| Automatic External Defibrillator/s (AED). |  |  |  |  |
| Electrical switchboard location(s) and solar isolation point(s). |  |  |  |  |