

EVACUATION DIAGRAM

Compliance Review Checklist

The evacuation diagram compliance review checklist has been designed to assist members of the emergency planning committee with identifying the current compliance of evacuation diagrams installed within their facility against the requirements of Australian Standard 3745:2010 'Planning for emergencies in facilities'.

Simply put - Evacuation diagrams are designed to assist facility occupants with understanding where they are within a building, identify the quickest route to safety in the event of an emergency or evacuation and where to assemble once evacuated. Additionally, they will detail the location of first attack fire-fighting or first aid equipment and detail specific instructions for facility occupants to follow in an emergency.

SELF CHECK INSTRUCTION 1:

Review evacuation diagrams against the minimum required elements -

	YES	NO
Are evacuation diagrams currently positioned in 'high traffic' or 'common areas' throughout the facility where occupants and visitors are able to view the diagrams (meal rooms, board rooms, main walkways, main entrances etc.)?		
Are all evacuation diagrams currently installed within the height not less than 1200mm and not more than 1600mm above the floor?		
Are all evacuation diagrams individually oriented with regard to the direction of egress?		
'YOU ARE HERE' labelling unique to each location		
Do the evacuation diagrams contain - A pictorial representation of the floor plan		
The main title 'Evacuation Diagram'		
Designated exits within the facility clearly identified and labelled green		
A date of production and validity (not exceeding 5 years)		
Location of assembly area(s), either stated in words or pictorially represented		

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SELF CHECK INSTRUCTION 2:

Review evacuation diagrams against the minimum required elements -

	YES	NO
Item - Direction of opening of doors on designated exits		
North (compass bearing)		
First aid stations and kits (denoted by a white cross on a green background)		
Hazardous chemical store		
Spill response kits		
Emergency information as documented in the emergency plan		
Paths of travel, coloured green		
Specialised evacuation devices, including stairwell evacuation devices, if provided		
Fire and smoke doors		
Hydrants, which shall be red		

CONSULTANT REVIEW INSTRUCTION:

Submit a digital copy of your evacuation diagram for review by a qualified emergency planning consultant:

<https://pre-empt.typeform.com/to/A8c4Jr>