

## Disclaimer:

This resource is for reference and should be used as an aid to develop and supplement your education and care service’s existing Emergency and Evacuation Procedures. It is the responsibility of the Approved Provider of an education and care service to ensure their service has emergency and evacuation policies and procedures relevant to their service premises.

# Evacuation Diagram Checklist Template

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| --- | --- | --- | --- | --- |
| **Criteria** | **Result** | | | **Action/s required** |
| **Yes** | **No** | **N/A** |
| **1. General** |  |  |  |  |
| Evacuation diagrams are displayed in the building/facility |  |  |  |  |
| Evacuation diagrams are displayed in the service’s premises |  |  |  |  |
| **2. Number and location** |  |  |  |  |
| Evacuation diagrams are displayed where occupants and visitors are able to view the diagrams |  |  |  |  |
| Evacuation diagrams are displayed at each exit |  |  |  |
| **3. Position** |  |  |  |  |
| The evacuation diagram is positioned with the bottom edge of the diagram at a height of not less than 1200mm (1.2m) above the floor. |  |  |  |  |
| **4. Orientation** |  |  |  |  |
| Pictorial representation (map) of the floor (or area of the floor) has the correct orientation to the direction of the exit points and the correct location of the “***YOU ARE HERE***” point. |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| Where an assembly area diagram is included within the evacuation diagram, the assembly area shall have the same orientation to the rest of the diagram. |  |  |  |  |
| **5. Size** |  |  |  |  |
| The diagram contains only minimum elements   * The diagram is a minimum A4 size * The pictorial representation of the floor (or area of the floor) is at least 200mm x 150mm (20cm x 15cm) |  |  |  | If your diagram contains optional elements then the diagram must be A3. Use the next section to consider your diagram. |
| The diagram contains **both** Minimum and Optional Elements   * The diagram is a minimum A3 size * The pictorial representation of the floor (or area of the floor) is at least 300mm x 200mm (30cm x 20cm) |  |  |  |  |
| **6. Minimum elements** |  |  |  |  |
| ***Minimum elements – administration***  The following administration elements are present on the diagram   * The title “Evacuation Diagram” * The “YOU ARE HERE” location * Validity date (at minimum, the expiration date is less than 5 years from date of inspection) * Location of facility including:   + address and postcode   + location of access street(s)   + nearest cross street   + name of facility (if applicable) |  |  |  |  |

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| ***Minimum elements – structure***  The following elements relating to structure are present on the diagram |  |  |  |  |
| - A pictorial representation (map) of the floor or area of the floor |  |  |  |  |
| - The designated exits in the facility are marked in green |  |  |  |  |
| - Refuges (if present) |  |  |  |  |
| - Location of the assembly area(s), either stated in words or pictorially represented |  |  |  |  |
| ***Minimum elements – evacuation route***  All evacuation routes are marked on the diagram in green. |  |  |  |  |
| ***Minimum elements – emergency equipment (if present at your service)***  The location of the following communication equipment, *if installed*: |  |  |  |  |
| - Emergency Warning and Intercommunications System (EWIS) |  |  |  |  |
| - Fire Indicator Panel (FIP) |  |  |  |  |
| - Warden Intercommunication Point (WIP), which is marked on the diagram in red |  |  |  |  |
| - Manual Call Points (MCP), which are marked on the diagram in red |  |  |  |  |
| - Emergency Call Points (ECP) which are marked on the diagram in white with a black border |  |  |  |  |
| The location of the following first response equipment where installed: |  |  |  |  |
| - Fire blankets which are marked in red |  |  |  |  |
| - Hose reels which are marked in red |  |  |  |  |

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| - Extinguishers which are marked in red, and with an additional colour as specified in AS/NZS1841.1 to denote the type of extinguisher |  |  |  |  |
| **7. OPTIONAL elements** |  |  |  |  |
| ***Optional elements – administration***  - A marking of the direction North |  |  |  |  |
| - Emergency response information as documented in the emergency plan |  |  |  |  |
| ***Optional elements – structure***  The location of a hazardous chemical store (if present) |  |  |  |  |
| ***Optional elements – evacuation route***  The direction of opening of doors on designated exits |  |  |  |  |
| ***Optional elements – emergency equipment*** The location of: |  |  |  |  |
| - First Aid Stations and/or First Aid Kits, which are marked on the diagram with a white cross on a green background |  |  |  |  |
| - Hydrants which are marked in the diagram in red (*if fitted*) |  |  |  |  |
| - Fire hose reels (*if fitted*) |  |  |  |  |
| - Fire and smoke doors/curtains (*if fitted*) |  |  |  |  |
| - Automatic External Defibrillator(s) (AED) (*if fitted*) |  |  |  |  |
| * Site specific utilities *(if fitted*)   + Electrical switchboard isolation   + Solar power isolation   + Gas mains emergency shutoff |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| ***Optional elements – specialised equipment:*** The location of site-specific emergency equipment (if fitted) |  |  |  |  |
| - Stairwell evacuation devices |  |  |  |  |
| - Children evacuation cots |  |  |  |  |
| - Evacuation slides |  |  |  |  |