NSW Department of Education

# Evacuation diagram checklist template

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| 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. |

## General

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| Evacuation diagrams are displayed in the building/facility | Yes No N/A | Click or tap here to enter text. |
| Evacuation diagrams are displayed in the service’s premises | Yes No N/A | Click or tap here to enter text. |

## Number and location

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| Evacuation diagrams are displayed where occupants and visitors are able to view the diagrams | Yes No | Click or tap here to enter text. |
| Evacuation diagrams are displayed at each exit | Yes No | Click or tap here to enter text. |

## Position

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| 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. | Yes No | Click or tap here to enter text. |

## Orientation

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| 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. | Yes No N/A | Click or tap here to enter text. |
| 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. | Yes No N/A | Click or tap here to enter text. |

## Size

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| 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) | Yes No | If your diagram contains optional elements then the diagram must be A3. Use the next section to consider your diagram.  Click or tap here to enter text. |
| 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) | Yes No N/A | Click or tap here to enter text. |

## Minimum elements

### Minimum elements – administration

The following administration elements are present on the diagram:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * 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). | Yes No N/A | Click or tap here to enter text. |

### Minimum elements – structure

The following elements relating to structure are present on the diagram:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * a pictorial representation (map) of the floor or area of the floor | Yes No N/A | Click or tap here to enter text. |
| * the designated exits in the facility are marked in green | Yes No N/A | Click or tap here to enter text. |
| * refuges (if present) | Yes No N/A | Click or tap here to enter text. |
| * location of the assembly area(s), either stated in words or pictorially represented | Yes No N/A | Click or tap here to enter text. |

### Minimum elements – evacuation route

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| All evacuation routes are marked on the diagram in green. | Yes No N/A | Click or tap here to enter text. |

### Minimum elements – emergency equipment (if present at your service)

The location of the following communication equipment, if installed:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * emergency warning and intercommunications system (EWIS) | Yes No N/A | Click or tap here to enter text. |
| * fire indicator panel (FIP) | Yes No N/A | Click or tap here to enter text. |
| * warden intercommunication point (WIP), which is marked on the diagram in red | Yes No N/A | Click or tap here to enter text. |
| * manual call points (MCP), which are marked on the diagram in red | Yes No N/A | Click or tap here to enter text. |
| * emergency call points (ECP) which are marked on the diagram in white with a black border. | Yes No N/A | Click or tap here to enter text. |

The location of the following first response equipment where installed:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * fire blankets which are marked in red | Yes No N/A | Click or tap here to enter text. |
| * hose reels which are marked in red | Yes No N/A | Click or tap here to enter text. |
| * extinguishers which are marked in red, and with an additional colour as specified in AS/NZS1841.1 to denote the type of extinguisher. | Yes No N/A | Click or tap here to enter text. |

## Optional elements

### Optional elements – administration

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * a marking of the direction North | Yes No N/A | Click or tap here to enter text. |
| * emergency response information as documented in the emergency plan. | Yes No N/A | Click or tap here to enter text. |

### Optional elements – structure

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * the location of a hazardous chemical store (if present). | Yes No N/A | Click or tap here to enter text. |

### Optional elements – evacuation route

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * the direction of opening of doors on designated exits. | Yes No N/A | Click or tap here to enter text. |

### Optional elements – emergency equipment

The location of:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * First Aid stations and/or First Aid kits, which are marked on the diagram with a white cross on a green background | Yes No N/A | Click or tap here to enter text. |
| * hydrants which are marked in the diagram in red (if fitted) | Yes No N/A | Click or tap here to enter text. |
| * fire hose reels (if fitted) | Yes No N/A | Click or tap here to enter text. |
| * fire and smoke doors/curtains (*if fitted*) | Yes No N/A | Click or tap here to enter text. |
| * automatic external defibrillator(s) (AED) (*if fitted*) | Yes No N/A | Click or tap here to enter text. |
| * site specific utilities *(if fitted*) * electrical switchboard isolation * solar power isolation * gas mains emergency shutoff. | Yes No N/A | Click or tap here to enter text. |

### Optional elements – specialised equipment

The location of site-specific emergency equipment (if fitted):

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Result** | **Action/s required** |
| * stairwell evacuation devices | Yes No N/A | Click or tap here to enter text. |
| * children evacuation cots | Yes No N/A | Click or tap here to enter text. |
| * evacuation slides. | Yes No N/A | Click or tap here to enter text. |