

Evacuation Diagrams

An Evacuation Diagram is required by legislation to be displayed in any Church buildings where people congregate or “work”. This relates to the Church itself, any halls or offices.

It is a diagram of the building and surrounding areas, in a form that would be easily understandable by a person who would be likely to be reading the diagram in the event of a fire or emergency.

Evacuation Diagrams are the drawings/graphics that are displayed in prominent locations around our buildings. They do not need to be complicated or arduous; they just need to show some certain information that has been summarised below. There are also some “good to haves” that have been listed also.

Summary

Evacuation Diagrams must:

1. Show a pictorial representation of the floor or area, which shall be at least **200 mm × 150 mm** in size.
2. Be a minimum size of **A4**, if you include other information other than the diagram then the minimum size is **A3 and the pictorial representation will be A4.**
3. Be titled “**EVACUATION DIAGRAM**”
4. Show the “**You are Here**” point
5. Show the **nearest** safe way out from “You are Here” with a path of travel representation
6. Show the designated **exits** OUT of the building shown in **GREEN**
7. Show the telephones, intercoms and **communications** equipment if any in **RED**
8. Show the manual fire **alarm devices** if any in **RED**
9. Show the **fire fighting equipment** in and around the building shown in **RED**
10. Show the **Fire Indicator Panel (FIP)** if any in **RED**
11. Show the **Assembly areas**/muster points
12. Show the **nearest, safest route** to the assembly area/muster point from designated exit
13. Show a **legend**
14. Individual evacuation diagrams shall have the **correct orientation** with regard to the direction of egress and its location to the ‘YOU ARE HERE’ point. Where an assembly area diagram is included, the assembly diagram area shall have the same orientation to the rest of the diagram.
15. Be **displayed** in locations where occupants and visitors are able to view the diagrams, if a multi-level building then on each floor of the building
16. Be **displayed** at a height between 1200mm and 1600mm above the finished floor.
17. Be in **colour**
18. Show the **date** that the diagram was completed
- 19. Be as Simple and effective as possible**

Evacuation Diagrams should also show;

- A. A North Point
- B. Emergency information like telephone numbers and emergency response procedures
- C. Direction in which the exit doors open
- D. Location of first aid stations
- E. H@azardous chemical stores if any
- F. Spill kits if any
- G. Warden details
- H. Paths of Travel coloured **GREEN**
- I. Surrounding street names if applicable

Please see below for an example of a very good Evacuation Plan. This is a very detailed example, the majority of plans in the Diocese will be a great deal simpler.

To work out if you have included everything that is a must, you can use the checklist at the end of this document. If any area isn't relevant simply tick N/A. This checklist can also be used to check your existing evacuation diagram if you have one.

The regulations for Evacuation plans are detailed in Australian Standard AS3475-2010.

EVACUATION DIAGRAM

GROUND FLOOR
158 - 162 SAMPLE STREET
GLENDALE, VIC



IN CASE OF EMERGENCY SAFETY CONSIDERATIONS

- R**EMOVE PEOPLE IN IMMEDIATE DANGER
- A**LERT OTHERS - RAISE THE ALARM
- C**ONFINE FIRE & SMOKE
CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)
- E**VACUATE TO ASSEMBLY AREA
REMAIN AT ASSEMBLY AREA (IF SAFE TO DO SO)

IN CASE OF EMERGENCY RING 000

BREAK NEAREST RED BREAK GLASS ALARM

FIRE EXTINGUISHER OPERATION

DO NOT ATTEMPT TO FIGHT FIRE IF ALONE

- ☒ Stay back from fire 2 - 3 metres
- ☒ Check pressure gauge
- ☒ Ensure door or clear exit path is directly behind you
- ☒ Use the **PASS** method
- P** - pull pin
- A** - aim at edge of fire
- S** - squeeze the handle
- S** - sweep the fire

EVACUATION PROCEDURES

1. Remain calm. Do not panic
2. Leave building by designated exit or nearest safe exit
DO NOT USE LIFTS
3. Proceed to the closest **ASSEMBLY AREA** (see map), or as directed by staff/ Emergency Services
4. Remain at **ASSEMBLY AREA** until otherwise directed by Staff/ Emergency Services

EVACUATION SITE



LEGEND

- | | | | |
|-----------------|-------------------|---------------------|----------------------|
| EXIT | MANUAL CALL POINT | DRY CHEMICAL EXT | FIRST AID KIT |
| MAIN EXIT ROUTE | FIRE HOSE REEL | CO ₂ EXT | FIRE INDICATOR PANEL |
| | HYDRANT | WATER EXT | ASSEMBLY AREA |



Rapid Evacuation
Training Services
Pty Limited

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www.rapidevac.com.au

EVACUATION DIAGRAM CHECKLIST			
Number	Description	Included <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>
1	Are the picture or graphics the minimum size or larger? Is the diagram understandable in an emergency?		
2	Is the overall size of the entire diagram the correct size?		
3	Have you titled the diagram an "Evacuation Diagram"?		
4	Have you included the " You are Here " point?		
5	Is the nearest safe way out with a path of travel from the "You are Here" point shown?		
6	Are the exits OUT of the building shown and in <u>GREEN?</u>		
7	Are all telephones or communication devices in the building shown on the diagram in <u>RED?</u>		
8	Have you shown the manual fire alarm devices in <u>RED</u>		
9	Is the fire fighting equipment in and around the building shown and in <u>RED</u>		
10	Is the Fire Indicator Panel (FIP) shown and in <u>RED</u>		
11	Have you shown the Assembly areas /muster points?		
12	Have you shown the nearest, safest route to the assembly area/muster point from designated exits?		
13	Have you included a legend?		
14	Are the buildings shown on the diagram all showing the correct orientation in regard to the "You are Here" point?		
15	Are the Evacuation Diagrams displayed in an area or areas where people will be able to use in case of an emergency? Do you have an Evacuation Diagram displayed on all floors of the building?		
16	Are the Evacuation Diagrams displayed at a height between 1200mm and 1600mm above the finished floor.		
17	Is the Evacuation Diagram in colour		
18	Is there a date on the diagram?		
19	Is the Evacuation Diagram simple and effective?		
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