

# EVACUATION DIAGRAM INSTRUCTIONS

## Introduction:

The following slides provide the necessary instructions to create compliant and easy to read evacuation diagrams. These diagrams will assist you and others during an emergency to safely evacuate the building.

The diagrams can either be drawn by hand or by using certain computer programs, such as Computer Aided Design (CAD) software. Either way, as long as the key elements are included on the diagrams, compliance will be met.

Included in these slides is an evacuation diagram template. This can be altered to include site specific information, such as your parish name, as well as the version and date. The evacuation diagram can then be inserted/ drawn into the blank white space provided.

Also included are a variety of symbols that can be used when creating the diagrams electronically. These symbols represent the various fire equipment, such as fire extinguishers or emergency exits, that are commonly used.

If you need any guidance or assistance when creating the evacuation diagrams, please do not hesitate to contact Grant Ziarno on 02 8999 8897 or [gziarno@risklogic.com.au](mailto:gziarno@risklogic.com.au).

## In case of fire:

### Remove people from danger

- Yourself
- Other staff and visitors

### Raise the Alarm

- Notify your Emergency Coordinator
- Call 000

### Contain the fire

- To the room or space of origin
- Close doors behind you

### Extinguish or Evacuate

- Follow the Emergency Coordinator's instructions
- Go to the assembly area
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 **Dial 000 for all emergency services**



# EVACUATION DIAGRAM INSTRUCTIONS

## Creating an Evacuation Diagram

The following outlines the requirements for developing your evacuation diagrams. These requirements are based on the AS3745 requirements for emergency management.

### General

- Evacuation diagrams must be shown in all buildings.
- Evacuation diagrams must be displayed in common areas where they can be easily seen.
- The evacuation diagram should be positioned at a height not less than 1200mm and not more than 1600mm from the floor (ie the bottom of the evacuation diagram must be positioned not less than 1200mm and not more than 1300mm from the floor).
- Evacuation diagrams must be orientated in relation to the position of where you are standing when looking at the diagram on the wall.
- The evacuation diagram must be A3 (297mm x 420mm) in size.

### What **MUST** be shown on the evacuation diagram

- A drawing of the building/area
- The title 'EVACUATION DIAGRAM'
- The 'YOU ARE HERE' location
- Emergency exits – these building exits must be in green (The main exits from the building only. It is not necessary to show the location of exit signs in the building)
- Emergency communications equipment, if installed:
  - WIP phones
  - Break glass alarms
- Hose reels
- Hydrants
- Extinguishers
- Fire blankets
- Fire indicator panel – if installed
- Date the diagram was created
- Location of assembly area(s) – either in words or shown in picture form
- A legend with the symbols used
- Diagrams must be orientated (either landscape or portrait)

The following step by step instructions and templates will enable you to easily create your own evacuation diagrams.

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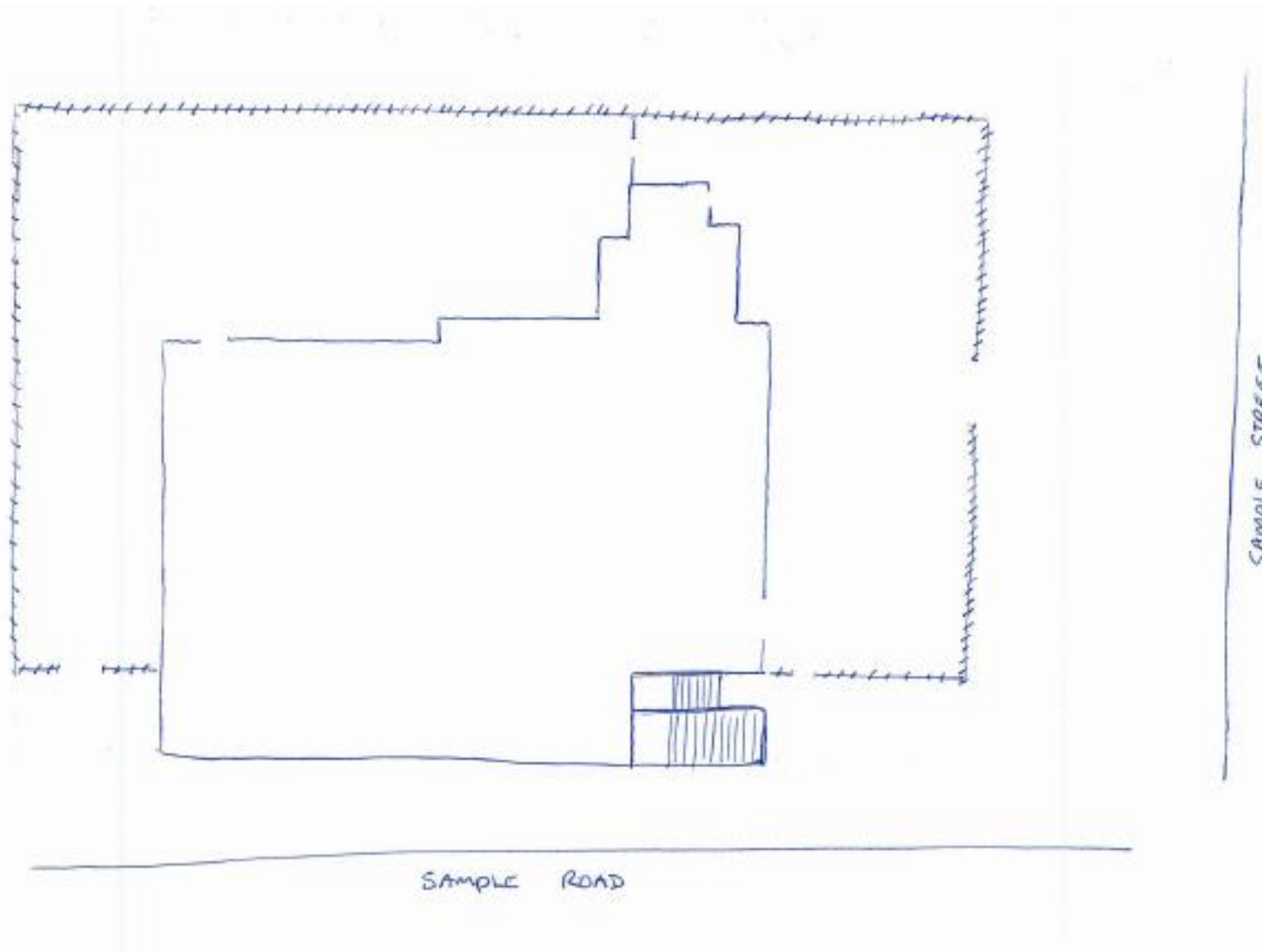
 **Dial 000 for all emergency services**



# EVACUATION DIAGRAM INSTRUCTIONS

## Step 1: Draw the building outline and external features

- Draw the basic outline of the building incorporating the main structural features, including:
  - Exit points
  - External stairwells
  - Fences and gates
  - Roads/ streets, laneways



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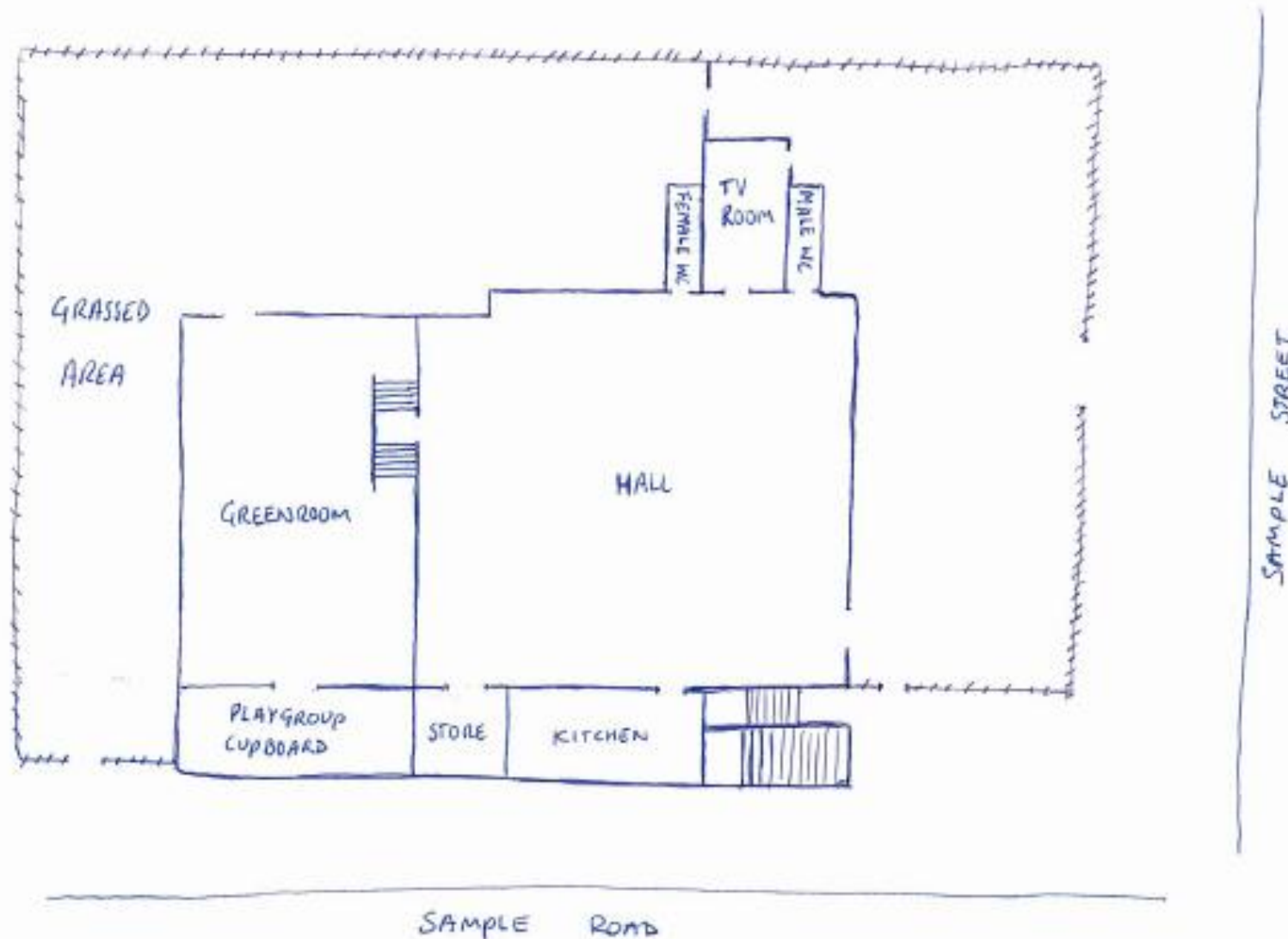


# EVACUATION DIAGRAM INSTRUCTIONS

## Step 2: Draw the internal structural features

- Draw the internal features of the building, including:
  - Walls
  - Stairs
  - Doorways
  - Lifts

Write in the major room names.



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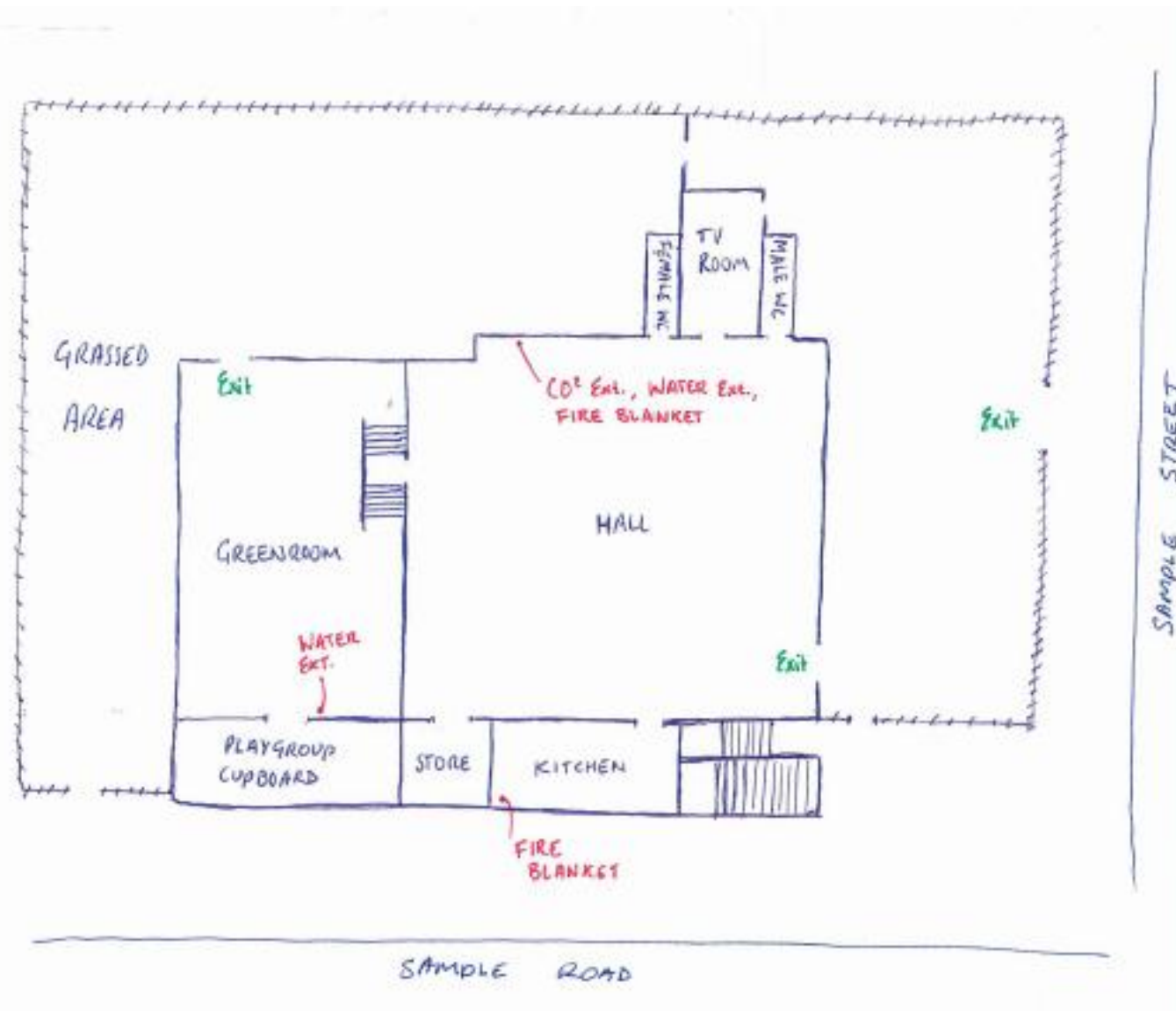
 **Dial 000 for all emergency services**



# EVACUATION DIAGRAM INSTRUCTIONS

## Step 3: Draw on the location of all the fire equipment

- Mark the location of the building's fire equipment, which may include:
  - Fire extinguishers (note the type of extinguisher ie: Carbon Dioxide, Dry Chemical/ Powder, Water, Foam) – Write **in red**
  - Break Glass Alarms – **in red**
  - Hose Reels – **in red**
  - Fire Hydrants – **in red**
  - First Aid Kits – **in green**
  - Fire Indicator Panels – **in red**
  - Emergency Exits Signs – **in green**
  - Fire Blankets – **in red**
  - Emergency alarms – **in red**



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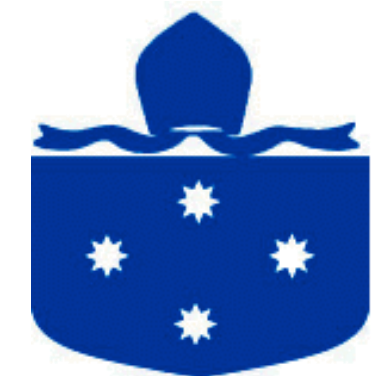
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**000** all emergency  
EMERGENCY services

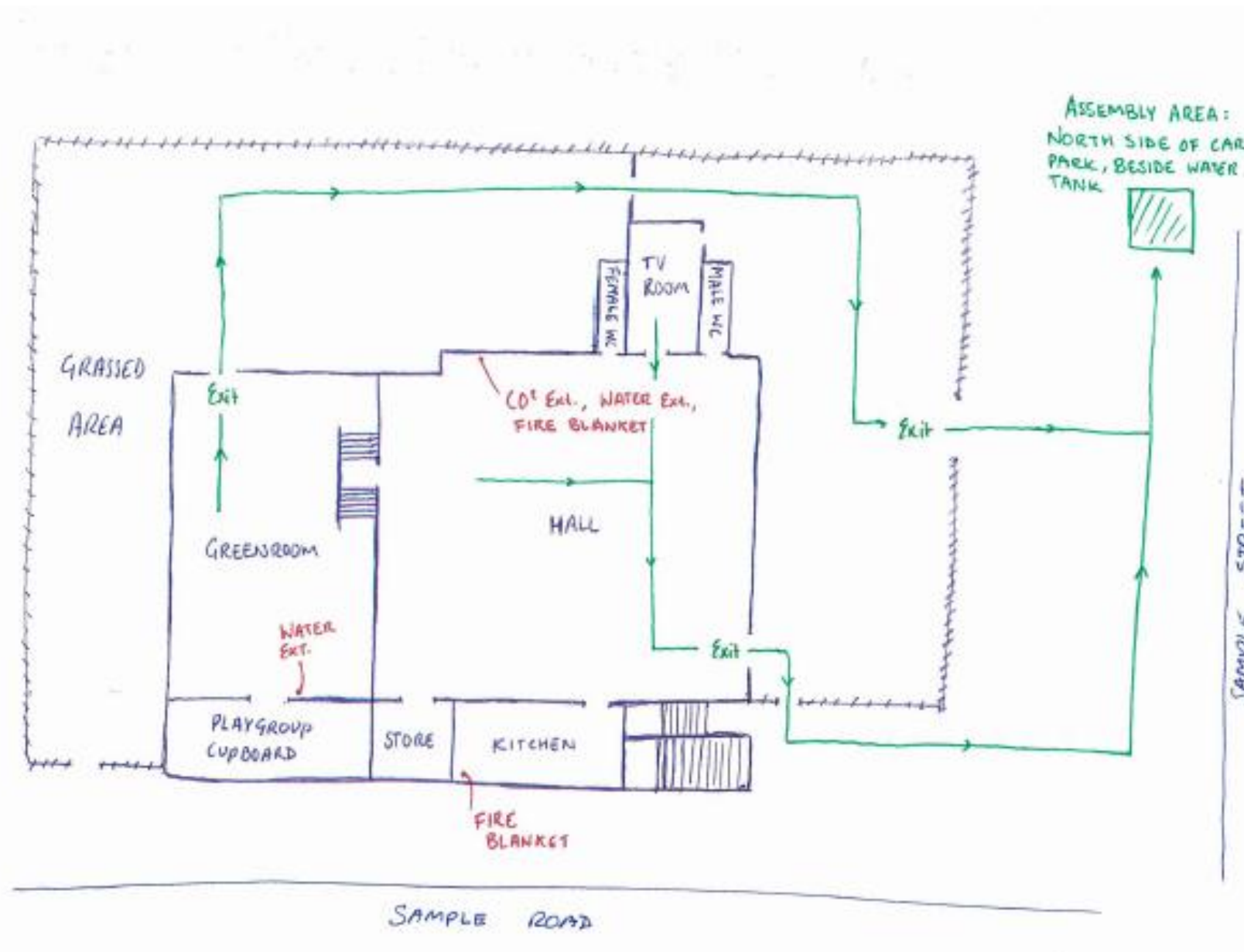




# EVACUATION DIAGRAM INSTRUCTIONS

## Step 4: Draw the path of exit and the assembly area

- Draw the exit route in green leading to the assembly area. Label the assembly area. Please note: it is recommended you walk this route to ensure it is accessible to all persons.



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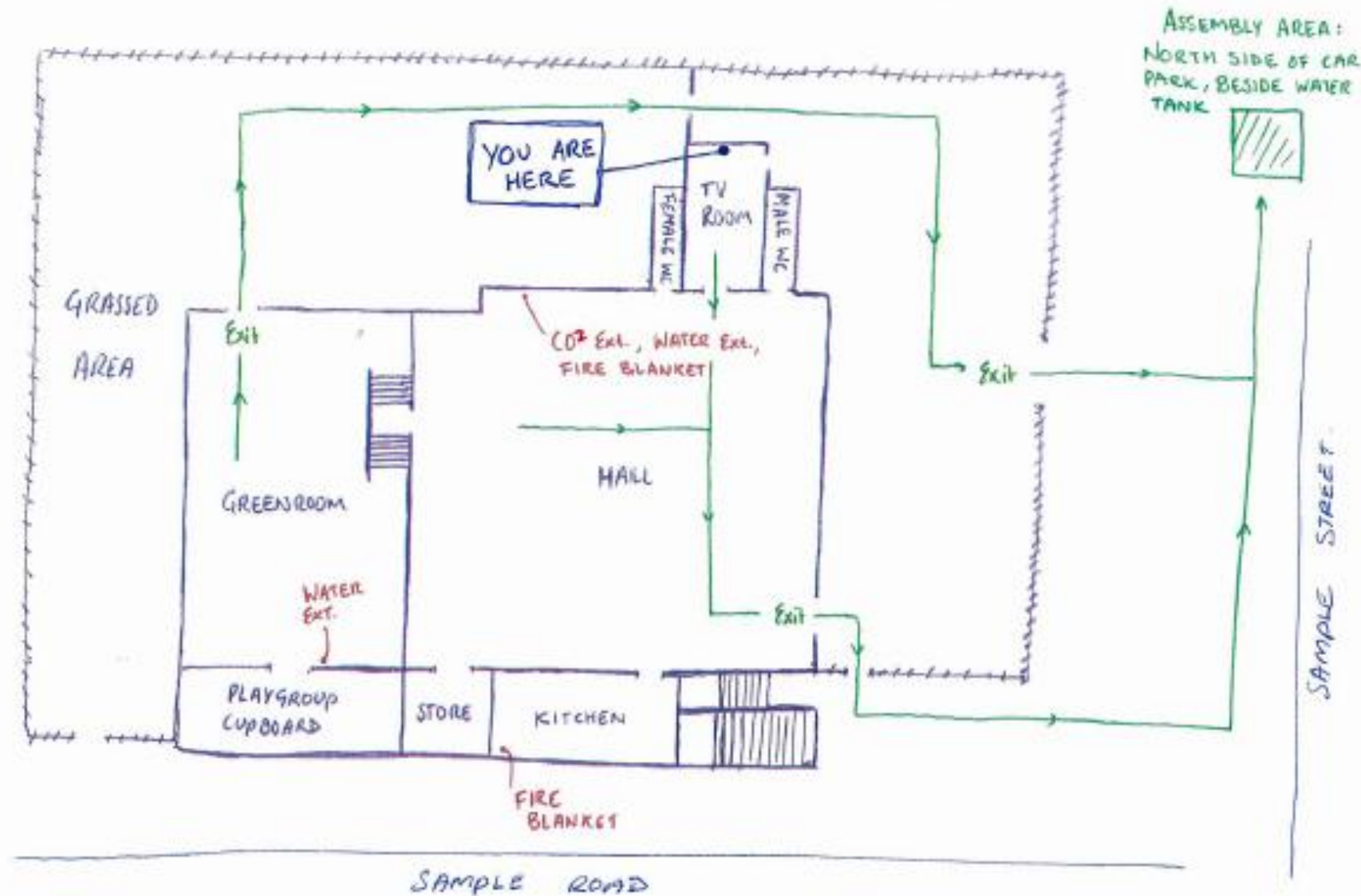
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# EVACUATION DIAGRAM INSTRUCTIONS

## Step 5: Mark the 'You are Here' locations

- Each diagram must have a 'You are Here' location on it, indicating where the diagram will be placed in the building, and providing guidance to those looking at the diagram as to where they are currently located. Mark this location on the diagram.



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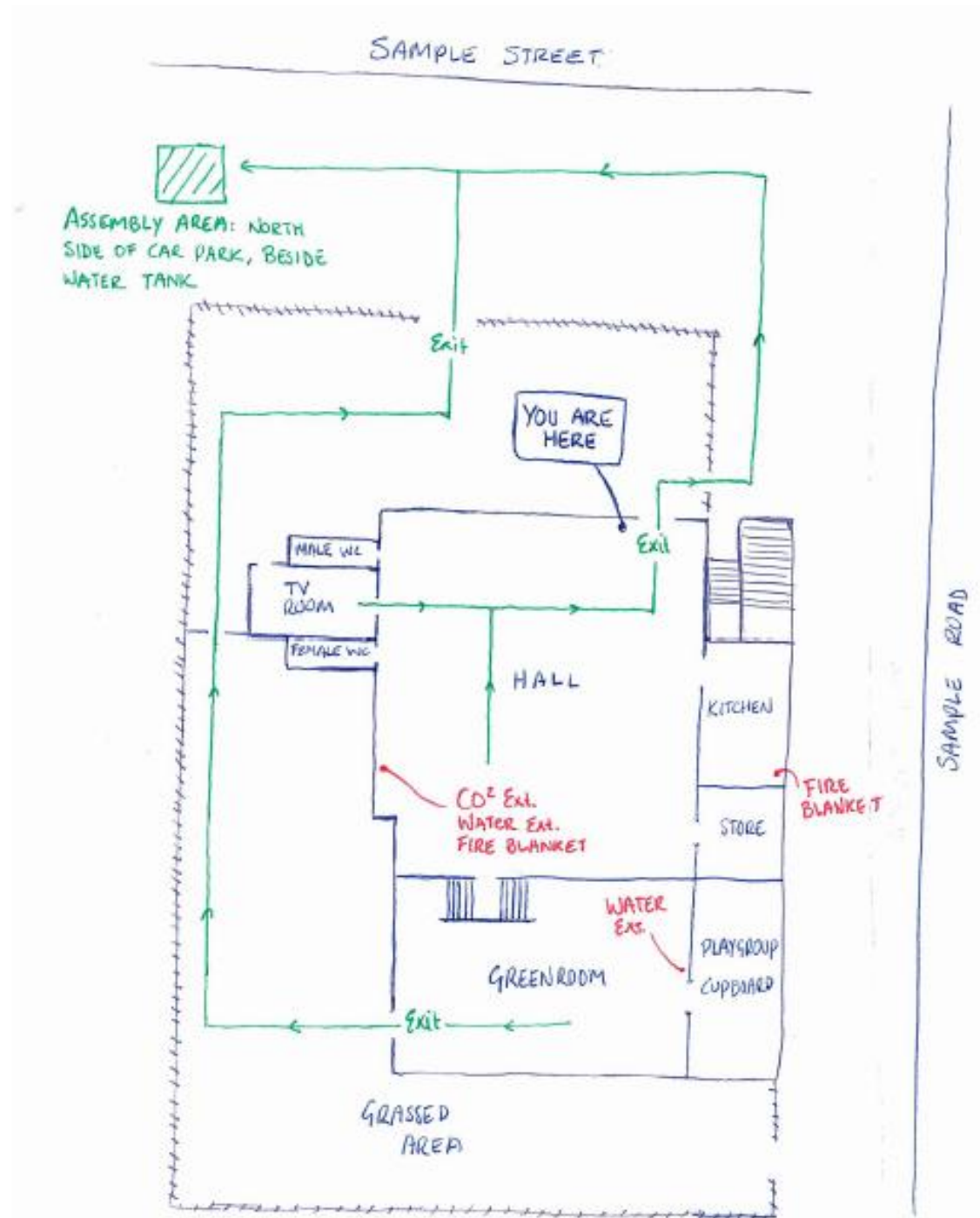
 Dial **000** for all emergency services



# EVACUATION DIAGRAM INSTRUCTIONS

## Step 6: Orientate the evacuation diagrams

- Evacuation diagrams must be orientated (rotated) correctly to make it easier to read during an emergency.
- The diagrams must be orientated in relation to the position of where you are standing when looking at the diagram on the wall, and in relation to the direction of egress from where the diagram is placed.
- Place a 'You are Here' marker where the diagram will be located on the wall.



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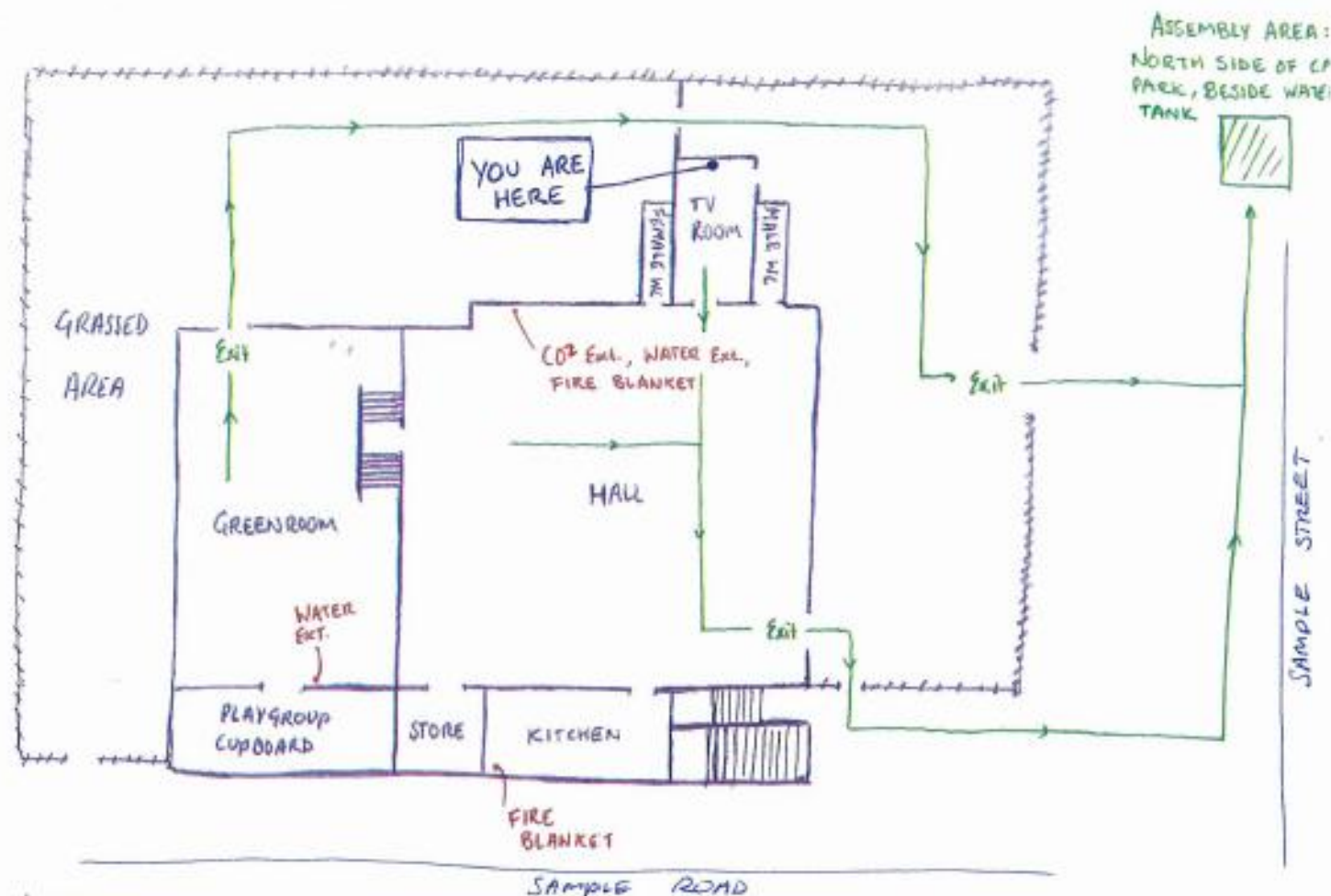







# EVACUATION DIAGRAM INSTRUCTIONS

## Step 7: Create a legend

- Include a legend showing what the symbols on the diagram mean. If you are using an electronic program copy and paste the symbols from the sample legend provided.
- Every diagram must have the date it was created shown. Put this near the legend.



### LEGEND

- |  |  |
|--|--|
|  Assembly Area    | <b>WATER EXT.</b> Water Extinguisher                   |
|  Emergency Exit   | <b>FIRE BLANKET</b> Fire Blanket                       |
|  Evacuation Route | <b>CO<sup>2</sup> EXT.</b> Carbon Dioxide Extinguisher |

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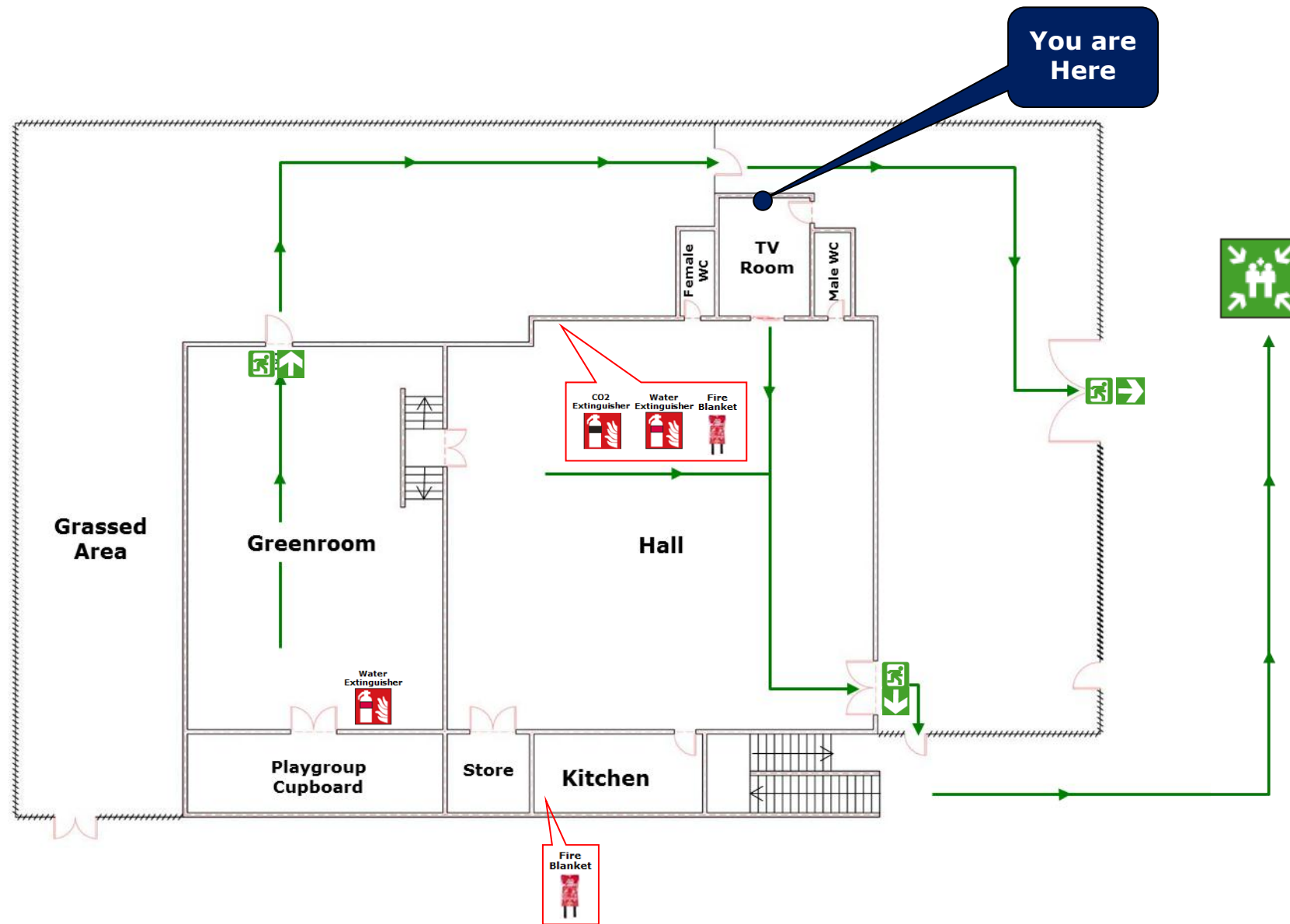
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# EVACUATION DIAGRAM

Anglican Church – Parish Name

## Ground Level



### Legend:

	Assembly area		Water Extinguisher
	Emergency Exit		Fire Blanket
	Evacuation route		CO <sub>2</sub> Extinguisher



### Evacuation Assembly Area:

North side of car park, beside water tank.

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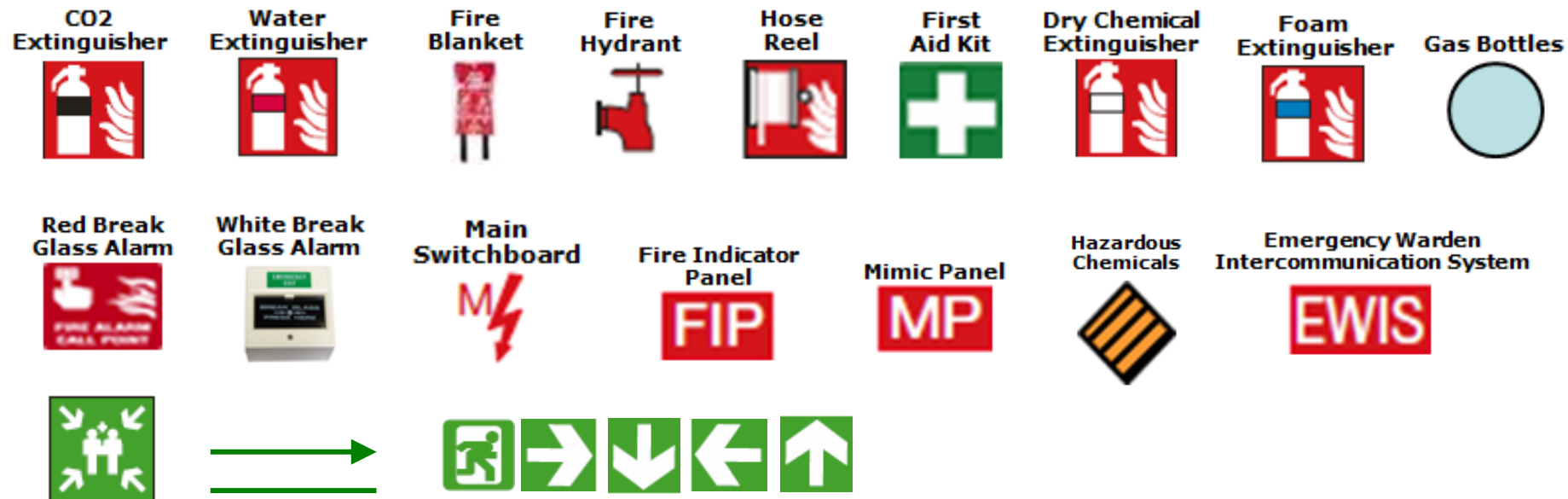
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# EVACUATION DIAGRAM

Anglican Church – Parish Name

## Diagram Symbols



## Legend Symbols



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