

GUIDANCE NOTES

Evacuation Diagrams

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3.5 EVACUATION DIAGRAMS

3.5.1 General

Evacuation diagrams that provide emergency and evacuation information shall be displayed in all facilities in accordance with Clauses 3.5.2, 3.5.3, 3.5.4 and 3.5.5.

- A2 | Where emergency and evacuation information is included on the evacuation diagram, this information shall reflect the facility emergency and evacuation information as documented in the emergency plan.

NOTES:

- A1 | 1 Optional elements of the evacuation diagram are given in Clause 3.5.6.
- A1 | 2 Examples of evacuation diagrams and symbols are shown in Appendix E.
- A1 | 3 Where emergency and evacuation information is included on the evacuation diagram, this information should reflect the facility emergency and evacuation information as documented in the emergency plan.
- A2 | 4 For facilities with larger floor areas such as hospitals, tunnels, large office floors, warehouses, universities, shopping centres, etc., the pictorial representation should be prepared in sections or areas so that no more than two exits are shown on each pictorial representation.

3.5.2 Number and location

Evacuation diagrams shall be displayed in locations where occupants and visitors are able to view the diagrams. The location within the facility and number of evacuation diagrams shall be determined by the EPC.

- A2 | NOTE: Evacuation diagrams should not be fitted to fire doors, smoke doors or other fire resistant elements of construction unless this has been tested or a formal opinion has been obtained from an appropriate authority (e.g. a testing laboratory or professional engineer).

3.5.3 Position

- A2 | The evacuation diagram should be positioned with the bottom edge of the diagram at a height not less than 1200 mm or the top edge not more than 1600 mm above the plane of the finished floor.

3.5.4 Orientation

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.

3.5.5 Minimum elements

The following shall be included in each evacuation diagram:

- A1 | (a) A pictorial representation of the floor or area.
- A2 | NOTE: External elements, such as fences, roads, landscaping, external buildings, etc., should be excluded from the pictorial representation unless part of the exit pathway.
- (b) The title 'EVACUATION DIAGRAM'.
- (c) The 'YOU ARE HERE' location.
- (d) The designated exits in the facility, which shall be green.
- (e) The following communications equipment, where installed:
- (i) Warden intercommunication points (WIPs), which shall be red.
- A2 | (ii) Manual call points (MCPs), which shall be red, and emergency call points (ECPs), which shall be white with a black border.
- (iii) Main controls/panels for the occupant warning equipment.

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- (f) Hose reels, which shall be red.
- A1 | (g) **'Text deleted'**
- (h) Extinguishers, which shall be red with an additional appropriate colour as specified in AS/NZS 1841.1.
- A2 | (i) Fire blankets, which shall be red.
- (j) Fire indicator panel (FIP), if provided.
- (k) Refuges, if present.
- (l) Validity date.
- (m) Location of assembly area(s), either stated in words or pictorially represented.
- (n) A legend, which shall reflect the symbols used.
- A2 | (o) Paths of travel, which shall be green.
- (p) Location of facility, including address, postcode, location of access street(s), nearest cross street and name of facility (if available), either stated in words or pictorially represented.

3.5.6 Optional elements

The following additional information may be considered by the EPC for inclusion on the evacuation diagram:

- (a) Direction of opening of doors on designated exits.
- (b) North.
- (c) First aid stations and kits (denoted by a white cross on a green background).
- (d) Hazardous chemical store.
- (e) Spill response kits.
- A1 | (f) Emergency information as documented in the emergency plan.
- A2 | NOTE: For example, emergency telephone numbers, emergency response procedures, fire orders, and procedures for use of lifts in an evacuation during a fire emergency (where regulatory approval has been obtained).
- (g) **'Text deleted'**
- (h) Specialized evacuation devices, including stairwell evacuation devices, if provided.
- (i) Fire and smoke doors.
- (j) Hydrants, which shall be red.
- A2 | (k) Automatic external defibrillator(s) (AED).
- (l) Electrical switchboard location(s).
- (m) Solar power isolation point(s).

3.5.7 Size

A1 | 3.5.7.1 Diagram with only minimum elements

The minimum size of the evacuation diagram shall be A4 (i.e. 210 mm × 297 mm) with a pictorial representation of the floor or area, which shall be as a minimum—

- (a) 200 mm × 150 mm; or
- (b) an area of 30 000 mm².

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A1 | **3.5.7.2** *Diagram with minimum and optional elements*

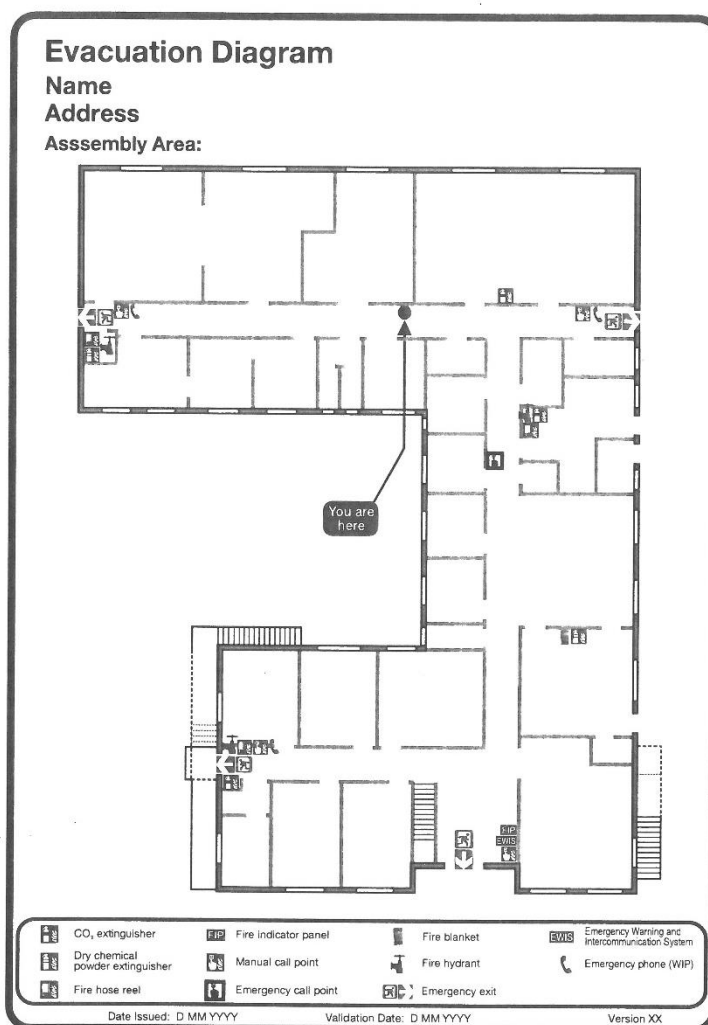
The minimum size of the evacuation diagram shall be A3 (i.e. 297 mm × 420 mm) with a pictorial representation of the floor or area, which shall be as a minimum—

- (a) 300 mm × 200 mm; or
- (b) an area of 60 000 mm².

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NOT TO SCALE

NOTES:

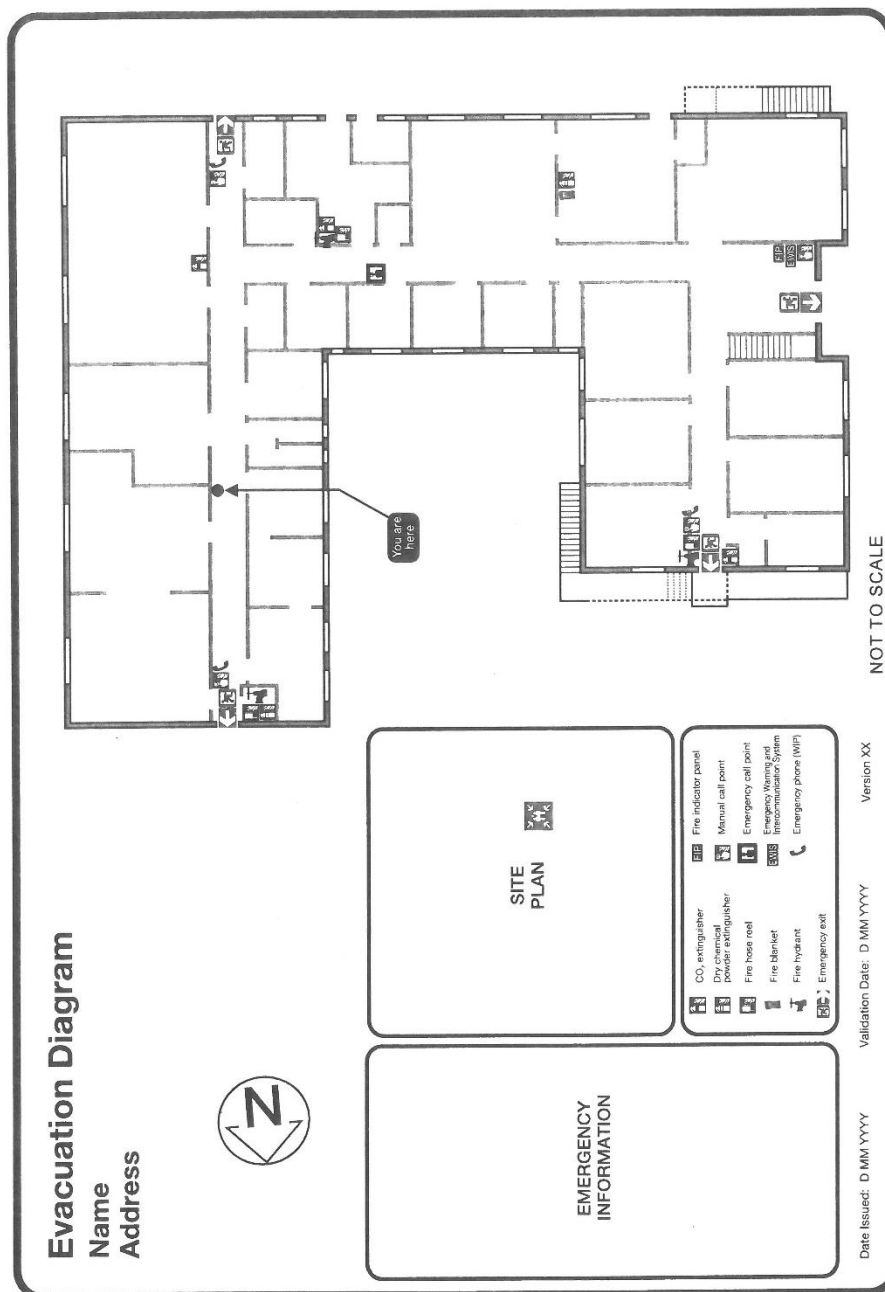
- 1 Refer to Clause 3.5.5 for the list of minimum elements to be included on an evacuation diagram.
- 2 A refuge is not depicted in this diagram. Refuges are included if they are present at the facility.

FIGURE E1 EXAMPLE OF AN EVACUATION DIAGRAM DISPLAYING MINIMUM ELEMENTS—A4 MINIMUM SIZE

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NOTE: Refer to Clause 3.5.6 for the list of optional elements that may be included on the evacuation diagram.

FIGURE E2 EXAMPLE OF AN EVACUATION DIAGRAM DISPLAYING MINIMUM AND OPTIONAL ELEMENTS—A3 MINIMUM SIZE

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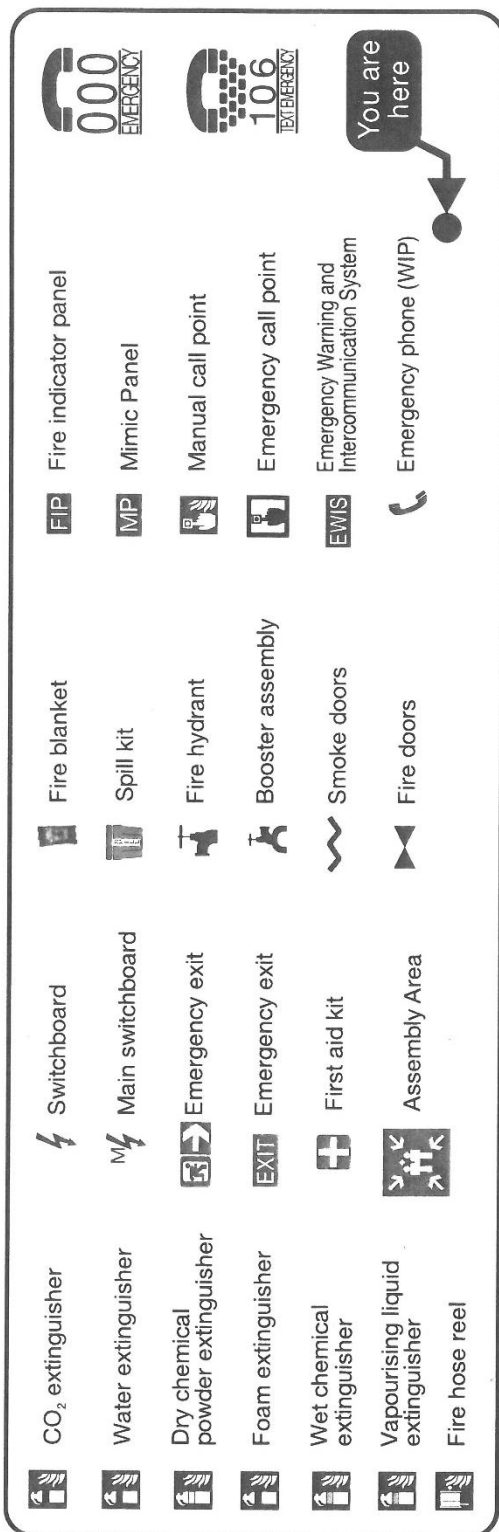


FIGURE E3 EXAMPLES OF SYMBOLS USED IN EVACUATION DIAGRAMS