

# NSW FACT SHEET – EVACUATION DIAGRAMS

## 1. LOCATION OF DIAGRAM

Evacuation Diagrams are to be located where occupants and visitors can view them and positioned between 1,200mm and 1,600mm from the floor. The orientation of the plan is to be correct in relation to the 'You are Here' location and the direction of egress (Section 3.5.5, AS 3745:2010).

## 2. DIAGRAM CONTENTS

Diagrams must contain:

- A pictorial representation of the floor or area, which shall be at least 200mm x 300mm (if on an A3 map);
- A legend to reflect symbols used;
- A validity date;
- The title 'EVACUATION DIAGRAM';
- The 'YOU ARE HERE' location;
- Location of Assembly Area(s);
- Designated exits shown in green;
- Hose reels, hydrants, fire blankets and fire extinguishers (with their band colour) shown in red;
- Fire indicator panel, if provided;
- Communications equipment:
  - Main control panel for occupant warning equipment;
  - Warden intercommunication points (WIPs) in red;
  - Manual call points (MCPs) in red;
  - Emergency call points (ECPs) in white (or with a black border);
- Refuges, if present,

## 3. OPTIONAL DIAGRAM CONTENTS

Diagrams may also contain direction of opening on required exit doors, North, first aid (white cross on green background), hazardous chemicals store, spill response kits, paths of travel (coloured green), contacts (e.g. emergency contact information/wardens).

## 4. INFORMATION, TRAINING AND INSTRUCTION

Workers are to receive adequate information, training and instruction to be able to implement the evacuation procedures; including involvement in regular evacuation practice drills (at least yearly).

## 5. INFORMATION SOURCES

- *Section 43 of the WHS Reg 2017*, visit [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au);
- *Managing the Work Environment and Facilities, Code of Practice 2019*, visit [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au);
- *AS 3745:2010/Amdt 2-2018: Planning for Emergencies in Facilities*
- Email us: [info@propertyrisk.com.au](mailto:info@propertyrisk.com.au)

