



Planning for emergencies in facilities



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 - Australasian Fire and Emergency Service Authorities Council
 - Australia Post
 - Australian Bomb Data Centre
 - Department of Defence
 - Department of Human Services, Vic.
 - Fire Protection Association Australia
 - Physical Disability Council of Australia
 - Property Council of Australia
 - Safety Institute of Australia
 - University of Western Sydney
-

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Australian Standard[®]

Planning for emergencies in facilities

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PREFACE

This Standard was prepared by the Standards Australia Committee FP-017, Emergency Management Procedures, to supersede AS 3745—2002, *Emergency control organization and procedures for buildings, structures and workplaces*.

This Standard incorporates Amendment No. 1 (May 2014). The changes required by the Amendment are indicated in the text by a marginal bar and amendment number against the clause, note, table, figure or part thereof affected.

The objective of this Standard is to enhance the safety of people in facilities, by providing a framework for emergency planning, utilizing the built facilities as appropriate.

The objective of this revision is to make a greater distinction between emergency plans and emergency/evacuation procedures. It also includes expanded and revised sections on—

- (a) developing the emergency plan;
- A1 | (b) the duties of the emergency planning committee (EPC) and emergency control organization (ECO);
- (c) provisions for occupants with a disability;
- (d) education and training; and
- (e) guidance on how to determine the size of the emergency control organization.

A1 | Changes have been made to the indemnity clauses affecting members of both the EPC and the ECO.

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC and ECO members. The EPC and ECO members should be advised of the level of indemnity provided.

A1 | Where AS 4083, *Planning for emergencies—Health care facilities*, is used in conjunction with this Standard, it should be noted that the nomenclature of the ECO personnel is different for patient or resident occupied areas.

Notes and examples integrated in the text of a document are used for giving additional information intended to assist the understanding or use of the document. These elements do not contain requirements or information considered indispensable for the use of the document.

The term ‘informative’ has been used in this Standard to define the application of the appendix to which it applies. An ‘informative’ appendix is only for information and guidance.

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FOREWORD

The development and implementation of emergency plans and procedures are essential for the effective and efficient management of any emergency in a facility.

The requirements and recommendations in this Standard have been kept general so that they can be adapted to suit most facilities. Regardless of size and complexity of a facility, continual effort is needed to ensure that the arrangements are effective in an emergency.

All occupants and visitors regardless of their abilities have some obligation to take responsibility for their own safety and prepare a plan for evacuation during an emergency.

This Standard concerns emergency planning at the level of individual facilities. The emergency plan created using this Standard may form part of higher level emergency management or disaster management plan.

This Standard applies only to the human/life safety aspects of emergencies within facilities. Organizations may be assisted by taking into account how their emergency planning interacts with their other internal organizational strategies. These include the relationship between security and emergencies, management of different types of risk, and the business resilience of an organization following an emergency or disaster.

Standards Australia has published a range of Standards and Handbooks that may provide assistance in developing an understanding of the broader context in which emergency procedures may function. These include:

AS/NZS ISO 31000, *Risk management—Principles and guidelines*

AS/NZS 5050, *Business continuity—Managing disruption-related risk*

AS 4421, *Guard and patrol security services*

AS 3806, *Compliance programs*

HB 327, *Communicating and consulting about risk*

HB 293, *Executive guide to business continuity management*

HB 292, *A practitioner's guide to business continuity management*

HB 167, *Security risk management*

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STANDARDS AUSTRALIA

Australian Standard

Planning for emergencies in facilities

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard outlines the minimum requirements for the establishment, validation and implementation of an emergency plan for a facility to provide for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.

It includes the following:

- (a) The formation, purpose, responsibility and training of the emergency planning committee.
- (b) Emergency identification.
- (c) The development of an emergency plan.
- (d) The development of emergency response procedures.
- (e) The establishment, authority and training of an emergency control organization.
- (f) The testing and validation of emergency response procedures.
- (g) Emergency related training.

This Standard does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the facility.

NOTES:

- 1 Guidance on planning and response for fire and smoke emergencies is given in Appendix A.
- 2 Guidance on planning and response for bomb threat is given in Appendix B.
- 3 Guidance on planning and response for civil disorder and illegal occupancy is given in Appendix C.
- 4 The information and guidance in Appendices A, B and C is not comprehensive enough to adequately plan for fire and smoke emergencies, bomb threat, and civil disorder and illegal occupancy.

1.2 APPLICATION

This Standard applies to buildings, structures or workplaces occupied by people, with the exception of Class 1a buildings as defined in the Building Code of Australia, unless that dwelling is also used as a workplace.

This Standard does not attempt to over-ride legislative obligations in providing for the safety of occupants and visitors in facilities.

It does, however, provide guidance for the planning and implementation of effective emergency planning committee (EPC) and emergency control organization (ECO) procedures, covering emergency situations up until the appropriate Emergency Service arrives to manage the situation, at which time, the ECO shall work in conjunction with that service.

The emergencies referred to in this Standard do not exclusively represent the likely range of emergencies that may occur in a facility. The range of specific emergencies shall be identified for each facility.

1.3 NORMATIVE REFERENCES

The following are the normative documents referenced in this Standard:

NOTE: Documents referenced for informative purposes are listed in the Bibliography.

AS

2700 Colour Standards for general purposes

AS/NZS

1841 Portable fire extinguishers

1841.1 Part 1: General requirements

Australian Bomb Data Centre, Bombs, Defusing the Threat

A1 | National Construction Code (NCC)

Commonwealth *Disability Discrimination Act 1992* (DDA)

1.4 DEFINITIONS

For the purpose of this Standard, the definitions below apply.

1.4.1 Assembly area(s)

The designated place or places where people assemble during the course of an evacuation.

1.4.2 Bomb

A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED).

NOTE: Specific types of bombs are described in Appendix B, Paragraph B8.

1.4.3 Bomb threat

A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organization. It is not necessary for any other action to be taken by the offender.

1.4.4 Class 1a buildings

A single dwelling being—

- (a) a detached house; or
- (b) one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.

NOTE: This definition is taken from the Building Code of Australia.

1.4.5 Competent person

A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

1.4.6 Emergency

An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.

1.4.7 Emergency control organization (ECO)

A person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency response procedures.

1.4.8 Emergency mitigation

Measures taken to decrease the likelihood of emergencies occurring and the associated impacts on people, the facility and the environment.

1.4.9 Emergency plan

The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

1.4.10 Emergency planning committee (EPC)

Persons responsible for the documentation and maintenance of an emergency plan.

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1.4.10A Emergency planning consultant

A person who has acquired through training, education, qualification and experience the knowledge and skill enabling him/her to advise on human behaviour, fire safety systems, evacuation methodology, emergency preparedness and response and the development of an emergency plan.

1.4.11 Emergency preparedness

The arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilized and deployed.

NOTE: Examples of emergency preparedness are: the membership, structure and duties of the EPC; emergency identification; the appointment of an ECO; development and maintenance of emergency procedures; training; organizing the temporary removal of people and property from a threatened location; facilitating timely and effective rescue.

1.4.12 Emergency prevention

The measures taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented.

NOTE: Examples of emergency prevention are the implementation of suitable policies and procedures, regular maintenance and servicing of appliances, alarm systems, plant and equipment; training in the safe use of installed equipment; correct storage practices; good house keeping measures such as the reduction or removal of excessive fuel loads.

1.4.13 Emergency response exercise

A site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

1.4.14 Emergency response procedures

A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan, to respond to and manage emergencies.

1.4.15 Emergency response team (ERT)

Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.

1.4.16 Evacuation

The orderly movement of people from a place of danger.

1.4.17 Evacuation diagram

Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.

1.4.18 Evacuation exercise

An emergency response exercise in which the exercise simulates an emergency that requires an evacuation.

1.4.19 Facility

A building, structure or workplace that is, or may be, occupied by people (occupants).

NOTE: See also 'workplace' (Clause 1.4.34).

1.4.20 Facility operational incidents

Facility operational incidents are non-life threatening and may not require the activation of the ECO, e.g. computer failure, escalator failure, blocked toilets.

1.4.21 May

Indicates the existence of an option.

1.4.22 Occupant

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

1.4.23 Occupant warning equipment

Systems and devices that operate to alert people within a facility to an emergency.

NOTES:

- 1 Examples of occupant warning equipment are emergency warning and intercommunication systems (EWIS), sound systems for emergency purposes (s.s.e.p.), smoke alarms, pagers, visual warning systems including strobe lights, hand-held alarm devices, and intercom systems.
- 2 Occupant warning equipment may operate as part of a fire detection and alarm system and may function in conjunction with other emergency detection systems, such as those for storms, earthquakes and bomb threats.

1.4.24 Occupant/visitor with a disability

A person who requires—

- (a) more time or different forms of communication, compared with other occupants, to respond to an emergency; or
- (b) assistance to respond to an emergency or evacuate from a facility.

For further information see Clause 4.2.11.

NOTES:

- 1 The definition above is taken from the Commonwealth *Disability Discrimination Act 1992* (DDA).
- 2 'Disability' includes but is not limited to the meaning given in Section 4.(1), sub-sections (a) to (h) for 'Disability', within the Commonwealth *Disability Discrimination Act 1992* (DDA).
- 3 'Occupant/visitor with a disability' also includes an associate of a person with a disability as defined in the DDA, or a companion animal.

1.4.25 Personal emergency evacuation plan (PEEP)

An individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency.

1.4.26 Refuge

An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.

NOTES:

- 1 An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation.
- 2 Refuges are normally nominated by the relevant certifier.

1.4.27 Shall

Indicates that a statement is mandatory.

1.4.28 Should

Indicates a recommendation.

1.4.29 Staging area

An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

1.4.30 Structure

- 1 A building (fixed or transportable), mast, tower, a steel or reinforced concrete construction, structural cable or telecommunications structure, underground works (including shafts and road, rail, telecommunications and interconnecting tunnels).
- 2 A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plant.

1.4.31 Test

Confirmation of correct function or performance of a component or system.

1.4.32 Visitor

A person who is within a facility who is temporarily visiting the facility and is not—

- (a) employed at or for the facility, either on a permanent casual, temporary, contracting basis;
- (b) a resident/inmate; or
- (c) studying at the facility.

NOTE: Visitors include customers and clients.

1.4.33 Warden intercommunication point (WIP)

The location on a floor or evacuation zone, that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.

1.4.34 Workplace

Any place where work is, or is to be, performed by—

- (a) a person engaged for work for gain or reward, or on a voluntary basis;
- (b) a person conducting a business or undertaking; or
- (c) as defined by the relevant Commonwealth, State and Territory occupational health and safety statutes for the definition of ‘workplace.’

NOTES:

- 1 See also ‘facility’ (Clause 1.4.19).
- 2 For example, offices, shops, factories, construction sites, stadiums and hospitals. It also includes many other types of less obvious workplaces, such as mines, underground tunnels, railway stations, care facilities, gaols, etc.

1.5 LIST OF ABBREVIATIONS

The following abbreviations are used in this Standard or are commonly used in emergency planning literature:

ABDC	Australian Bomb Data Centre
AS	Australian Standard
AS/NZS	Joint Australian/New Zealand Standard
BCA	Building Code of Australia
DDA	Commonwealth <i>Disability Discrimination Act 1992</i>
ECO	emergency control organization
ECP	emergency call point (white)
EPC	emergency planning committee
ERT	emergency response team
EWIS	emergency warning and intercommunication system
FIP	fire indicator panel
HB	handbook
IED	improvised explosive device
MCP	manual call point (red)
PA	public address system
PEEP	personal emergency evacuation plan
s.s.e.p.	sound system for emergency purposes
WIP	warden intercommunication point

SECTION 2 E M E R G E N C Y P L A N N I N G C O M M I T T E E

2.1 GENERAL

An emergency planning committee (EPC) shall be formed for each facility by the person or persons responsible for the facility or its occupants and visitors. Depending on the nature of the particular facility(ies), the EPC may be formed either for an individual facility, or group of facilities. The EPC shall be appropriate for the particular facility(ies).

Those responsible for a facility or its occupants shall ensure that the EPC has adequate resources to enable the development and implementation of the emergency plan.

NOTES:

- 1 The EPC should ensure applicable legislative requirements are met.
- 2 Those responsible for a facility or its occupants should ensure that leases include obligations to participate in emergency activities, including evacuation exercises.
- 3 Resources include time, finance, equipment and personnel.
- 4 Building/facility owners, agents, occupiers, lessors, or employers are typically those responsible for a facility or its occupants.
- 5 Due to regulatory and other local factors, it may not be appropriate to form an EPC covering a group of facilities in different States/Territories.
- 6 The EPC should consider the need for appointment of specialist advice.

2.2 RESPONSIBILITIES

The EPC, where necessary in collaboration with facility owners, managers, occupiers and employers, shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. This may be undertaken in conjunction with relevant external organizations.

NOTE: If the EPC becomes aware of features of the facility that could jeopardize the evacuation of the occupants and visitors, the EPC should notify the persons responsible for the facility.

The duties of the EPC shall include the following:

- (a) Identifying events that could reasonably produce emergency situations.
- (b) Developing an emergency plan in accordance with Section 3.
- (c) Ensuring that resources are provided to enable the development and implementation of the emergency plan.

NOTE: Resources include time, finance, equipment and personnel.

- (d) Nominating the validity period for the emergency plan and the evacuation diagram.

NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.

- (e) Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.
- (f) Establishing an emergency control organization (ECO) to operate in accordance with the emergency plan.
- (g) If deemed necessary, establishing a specialist emergency response team (ERT).

- (h) Authorizing, or having authorized, the release and implementation of the emergency plan. The following shall apply to the implementation process:
 - (i) *Awareness of the emergency response procedures* Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
NOTE: Suitable formats are listed in Clause 6.7.
 - (ii) *Training* A formalized training schedule shall be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures and be in accordance with Section 6.
 - (iii) *Testing the emergency procedures* The EPC should ensure that the emergency procedures are tested in accordance with Clause 7.2.
 - (iv) *Review of procedures* The effect of the procedures on an organization should be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.
- (i) Establishing arrangements to ensure the continuing operation of the ECO.
NOTE: For example, resignation, holidays, training of deputies, etc.
- (j) Ensuring that the register of ECO members is current and readily available.
- (k) Establishing strategies to ensure visitors are made aware of emergency response procedures.
- (l) Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.
- (m) Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
- (n) Ensuring that a permanent record of events for each emergency is compiled and retained.
- (o) Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

2.3 MEMBERSHIP

The EPC shall consist of not less than two people who shall be representative of the stakeholders in a facility one of which shall be management, unless the facility is owned or occupied and operated by a single person, in which case the EPC may be the sole person who is the owner/occupant.

At least one member of the EPC shall be a competent person (as defined in Clause 1.4.5).

NOTES:

- 1 In most facilities, the EPC would comprise senior management, tenants, chief warden and specialist facility personnel, such as the maintenance engineer and, where reasonably available, an occupant with a disability. The effectiveness of an emergency planning committee with respect to all occupants includes the extent to which it provides for occupants with a disability.
- 2 External contractors, consultants or others engaged by the facility to provide specialist advice should not be members of the EPC but may attend EPC meetings.

2.4 MEETINGS

The EPC shall meet at least annually.

A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements.

NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.

2.5 INDEMNITY

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC members. The EPC members should be advised of the level of indemnity provided.

SECTION 3 EMERGENCY PLAN

3.1 GENERAL

An emergency plan shall be developed and maintained for each facility.

The emergency plan shall document the organizational arrangements, systems, strategies and procedures relating to the response and management of emergencies. The EPC in collaboration with the facility owners, managers, occupiers and employers shall determine which types of emergencies warrant specific emergency response procedures within the emergency plan (see Clause 3.2).

- A1 | The EPC, in collaboration with the ECO, the management of the facility and nominated staff shall participate in the implementation and maintenance of the emergency plan, as appropriate to their role within the organization.

Maintenance and review of the emergency plan shall be in accordance with Section 8.

NOTES:

- 1 Advisors for the emergency planning process should hold recognized qualifications/competencies in a relevant discipline.
- 2 Where security officers occupy or are engaged by a facility, their security operating procedures/site instructions should reflect, and be consistent with the emergency plan.
- 3 The EPC should consider its emergency plan in conjunction with all emergency plans/procedures developed by neighbouring facilities and other relevant agencies, for example, local municipal council and Emergency Services. The use and location of the facility may determine how the EPC will integrate its procedures with those developed by other agencies.
- 4 Consideration should be given to developing the emergency plan in conjunction with appropriate specialist advice, including advice on provisions for occupants with a disability.

The emergency plan shall include, but not be limited to, the following:

- (a) Emergency prevention (see Clause 1.4.12).
- (b) Emergency preparedness (see Clause 1.4.11).
- (c) Emergency mitigation (see Clause 1.4.8).
- (d) Activities for preparing for, and prevention of emergencies, such as training, and maintenance.
- (e) Overall control and coordination arrangements for emergency response (see Section 4). This shall include evacuation strategies for occupants with a disability.
- (f) The agreed roles and responsibilities of the emergency control organization and occupants of the facility in preparation for, during and after an emergency.

3.2 EMERGENCY IDENTIFICATION AND ANALYSIS

Identification and analysis of potential emergencies likely to impact on the facility shall be undertaken for each individual facility to determine which events require consideration as emergencies in the emergency plan.

The emergency identification and analysis shall include the following:

- (a) Identifying specific emergency events and scenarios that might affect the people in a facility.

NOTES:

- 1 This should include emergency events and scenarios arising from sources—
 - (a) internal to the facility;
 - (b) external to the facility; and
 - (c) within the facility that affect other facilities.
- 2 The following are examples of types of emergencies to be considered:
 - (a) *Human* Bomb; bomb threat; building invasion/armed intrusion; personal threat; chemical, biological and radiological/nuclear incidents; civil disorder; medical emergency; arson, explosion; suspect object.
 - (b) *Natural* Bushfire/grass fire; cyclones, including storm surge; earthquake; explosion; fire and smoke; flood; severe weather/storm damage.
 - (c) *Technological* Hazardous substances incidents; industrial incidents; structural instability; transport incidents; toxic emissions.
- (b) Identifying the possible consequences of each emergency to people within the facility and their vulnerability before, during and after the emergency.
- (c) After following the steps(a) and (b) above, deciding which types of potential emergencies are to be included in the emergency plan.

Potential emergencies for inclusion in the emergency plan may also be identified from documentation such as fire safety engineers' reports, fire safety plans, other safety reports and risk assessment reports.

3.3 KEY CONSIDERATIONS

In identifying potential emergencies and developing and maintaining the emergency plan, the following shall be taken into account:

- (a) The size and complexity of the facility.
- (b) Fire engineered or life safety features of the facility.
NOTE: The regulatory approval process, fire engineering reports, occupant evacuation analyses, fire safety plans and other building reports should be used to determine the fire engineered or life safety features of the facility.
- (c) Security systems, procedures and protocols.
- (d) The number and nature of occupants and visitors.
- (e) The hours of occupancy.

3.4 STRUCTURE OF THE EMERGENCY PLAN

The emergency plan shall include, but not be limited to, the following elements:

- (a) A clear statement of purpose and scope.
- (b) Information on the structure and purpose of the EPC.
- (c) Identification of the facilities to which it applies.
- (d) Descriptions of the emergency features (safety, fire and security) of the facility.
- (e) The organisational arrangements for the facility.

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- (f) Separate sections for the following:
- (i) The emergency identification outcomes.
 - (ii) The emergency response procedures, in accordance with Section 4.
 - (iii) The evacuation diagram, in accordance with Clause 3.5.
 - (iv) Training arrangements, in accordance with Section 6.
 - (v) Emergency response exercises, in accordance with Section 7.
 - (vi) Review and routine servicing, in accordance with Section 8.
- (g) A statement of the extent of distribution of the emergency plan or excerpts from the emergency plan.
- (h) A record of distribution, including where personal emergency evacuation plans (PEEPs) for people with disabilities are held. For example PEEPs should be held by the relevant warden.
- (i) Details of the hours of occupancy of the facility.
- (j) The EPC nominated validity period for the emergency plan.
- (k) The date of issue or amendment date on each page of the emergency plan.

If an electronic format is used for the emergency plan, at least one printed copy shall be available on site.

NOTE: Figure 3.1 provides a representation of the broad structure of an emergency plan.

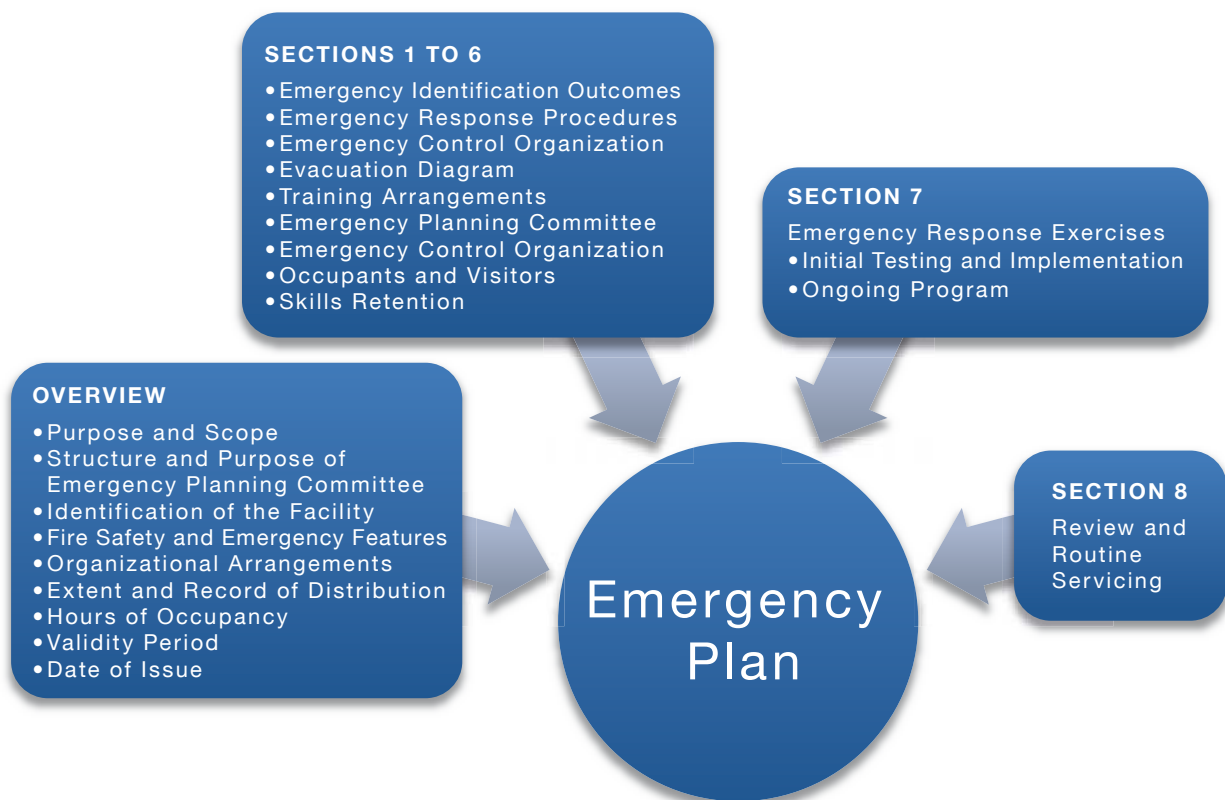


FIGURE 3.1 STRUCTURE OF THE EMERGENCY PLAN

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.

NOTES:

- 1 Optional elements of the evacuation diagram are given in Clause 3.5.6.
- 2 Examples of evacuation diagrams and symbols are shown in Appendix E.
- 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.

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.

3.5.3 Position

The evacuation diagram should be positioned within a zone at a height not less than 1200 mm and 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:

- (a) A pictorial representation of the floor or area.

NOTES:

 - 1 Excluding external elements such as fences, roads, landscaping, external buildings, etc., unless part of the exit pathway.
 - 2 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.
- (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.
 - (ii) Manual call points (MCPs), which shall be red and emergency call points (ECPs), which shall be coloured white, or have a black border.
 - (iii) Main controls/panels for the occupant warning equipment.
- (f) Hose reels, which shall be red.
- (g) 'Text deleted'
- (h) Extinguishers, which shall be red with an additional appropriate colour as specified in AS/NZS 1841.1.

- (i) Fire blankets, which shall be coloured 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.

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.
- (f) Emergency information as documented in the emergency plan.
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) Paths of travel, coloured green.
- (h) Specialized evacuation devices, including stairwell evacuation devices, if provided.
- (i) Fire and smoke doors.
- (j) Hydrants, which shall be red.

3.5.7 Size

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.

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.

3.6 DISTRIBUTION OF THE EMERGENCY PLAN

The emergency plan shall be distributed to members of the EPC. As a minimum, distribution of sections within the emergency plan shall comply with the following:

- (a) Sufficient information from the emergency response procedures shall be distributed to members of the ECO to enable them to carry out their required duties.
- (b) Sufficient information from the emergency response procedures shall be distributed to facility occupants to explain the actions they are to take with regard to an emergency.