



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 GREEN ?		
7	Are all telephones or communication devices in the building shown on the diagram in RED ?		
8	If you have any manual fire alarm devices are they shown and in RED ?		
9	Is the fire fighting equipment in and around the building shown and in RED ?		
10	If you have a Fire Indicator Panel (FIP) is it shown and in RED ?		
11	Have you shown the Muster points/Assembly areas ?		
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?		