

**Emergency Evacuation Plan Fact Sheet**

[**http://www.firesafeservices.com.au/firesafe/emergency-evacuation-plan-how-to-develop-one-for-your-business**](http://www.firesafeservices.com.au/firesafe/emergency-evacuation-plan-how-to-develop-one-for-your-business)

**Link above is the Holistic Approach preferred emergency evacuation**

**plan for your residence.**

* Emergency Evacuation plans must be displayed at **ALL** exits of your residence used for FDC.
* Show **red** arrows on the exit trails to front and back exits to evacuation **‘Assembly Point’** (indicated on below diagram as ‘Muster Point’).
* Show FDC registered rooms on **green** outline.  Rooms not used in **red** outline.
* Gas bottles with **green** dots
* Smoke detectors **red** Dots
* **Green** cross for First Aid Kit
* **Red** cross for fire extinguisher and blankets
* Ensure the above are listed in a ‘Legend’ on your plan
* Written procedure for emergency evacuation to exit the residence to the assembly point.
* Written procedure for emergency lockdown (please write ***Designated Lockdown Area*** in procedure **not** the actual name of the room you will use for a lockdown). During an emergency, this can be a non-registered room (e.g. main bedroom with an ensuite).
* All exits need to be free from obstructions.
* Locked doors or outside gates on yards must have a key adjacent to ensure ease of exit.
* **Please note:** The below is an example Evacuation Plan. Consider searching your address on real estate websites to find a floor plan of your residence to use as a template for your evacuation plan.

There are many ways to present your house plan but please ensure the above ● points are all included on your diagram. **Useful websites to visit for more information**

<https://www.qfes.qld.gov.au/Pages/default.aspx>

<https://www.edrawsoft.com/fire-escape-diagram.php>

<https://www.omnihomeideas.com/diy-fire-escape-plan/>

<https://www.fire.nsw.gov.au/page.php?id=292>

