

# FIRE EVACUATION PLAN CHECKLIST

A checklist to assist with the  
submission of a Fire Evacuation Plan

**fire.tas.gov.au**

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### Disclaimer

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## 1. Introduction

The Fire Evacuation Plan Checklist has been developed to assist building owners, occupiers, fire safety consultants, emergency management practitioners, and other persons responsible for preparing Fire Evacuation Plans for specified buildings in Tasmania. The checklist provides a structured approach to ensuring that Fire Evacuation Plans are developed in accordance with the requirements of the Tasmania Fire Service (TFS) Fire Evacuation Plan Guidelines.

For the purposes of this checklist, the term Plan refers to a written Fire Evacuation Plan that addresses all applicable requirements contained within the TFS Fire Evacuation Plan Guidelines. The Plan must be supported by current and accurate evacuation diagrams, which are to be included as attachments.

This checklist is intended as a practical tool to assist persons preparing a Plan by identifying the information, procedures, and arrangements that should be considered and documented. Addressing all relevant checklist items will help demonstrate that the Plan provides appropriate procedures for the safe evacuation of occupants during a fire or smoke emergency.

Where required, TFS may undertake an assessment of the Plan and may grant in-principle approval where all applicable requirements have been satisfactorily addressed. The assessment process is limited to evacuation procedures associated with fire and smoke emergencies, including the safe movement of occupants from areas affected by fire and/or smoke.

It should be noted that procedures relating to other types of emergencies, such as medical incidents, security threats, natural hazards, or business continuity events, are outside the scope of the TFS approval process and do not need to be submitted as part of a Fire Evacuation Plan for assessment.

## 2. Assessment process

TFS consultants and evacuation planners use this checklist to verify that all legislative and technical requirements have been addressed and that the Fire Evacuation Plan is appropriately tailored to the building or buildings to which it applies. Complete and accurate information is essential to the assessment process, as TFS cannot grant in-principle approval where a Plan submission is incomplete or does not adequately address the applicable requirements.

This checklist incorporates the requirements of Regulation 21 of the *General Fire Regulations 2021* (Tasmania), as well as relevant provisions of *AS 3745:2010 Planning for Emergencies in Facilities* and *AS 4083:2010 Planning for Emergencies – Health Care Facilities*. These documents should be read in conjunction with the Tasmania Fire Service Fire Evacuation Plan Guidelines to ensure that Plans provide appropriate arrangements for the safe evacuation of occupants during fire and smoke emergencies.

### 3. Additional information

This checklist should be used in conjunction with the Tasmania Fire Service (TFS) Fire Evacuation Plan Guidelines, which are available at [fire.tas.gov.au](http://fire.tas.gov.au). The guidelines can be accessed by navigating to:

Plan and Prepare > Building Safety > Building Fire Evacuation Planning

Together, these documents provide guidance on the development, implementation, and maintenance of Fire Evacuation Plans for specified buildings in Tasmania.

A Fire Evacuation Plan template is also available on the TFS website to assist in the preparation of Plans. While the template provides a framework for documenting evacuation arrangements and procedures, it should be customised to reflect the unique characteristics, occupancy, risks, and operational requirements of the premises to which it applies. Persons preparing a Plan should ensure that all information is accurate, current, and specific to the building or buildings covered by the Plan.

**The information contained in this checklist relates only to the fire and evacuation components of a Fire Evacuation Plan (Plan).**

| Information                                            | Requirement                                                                                                                                                                                                                   | Reason for requirement                                                                                                                                                                                                                                                                                                                                                                   |
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| 'Specified' building under the law                     | The building meets the definition of a 'specified' building under the latest General Fire Regulations, available on the Tasmanian Legislation website at <a href="http://legislation.tas.gov.au">legislation.tas.gov.au</a> . | If a building does not meet the definition of a 'specified' building' then the Tasmania Fire Service (TFS) does not need to review or approve the Plan.                                                                                                                                                                                                                                  |
| Street name and number                                 | The street number and street name of the building is clearly identified on the front cover of the Plan.                                                                                                                       | This ensures that the Plan can be readily identified as relating to the correct premises.                                                                                                                                                                                                                                                                                                |
| Buildings connected to the TFS alarm monitoring system | The Plan identifies all areas of the premises connected to TFS via an automatic fire alarm connection, including other tenancies and buildings which may be connected via a sub indicator panel.                              | This ensures that: <ul style="list-style-type: none"> <li>• all occupants affected by a direct brigade fire alarm activation are included in evacuation arrangements</li> <li>• coordinated evacuation procedures are in place across connected areas and tenancies.</li> </ul>                                                                                                          |
| The Emergency Planning Committee (EPC)                 | The Plan gives details of the EPC's composition, roles and responsibilities.                                                                                                                                                  | This is a requirement of AS 3745-2010 Planning for emergencies in facilities (Section 2.1). Depending on the nature, size and complexity of the premises, the EPC may be established for a single facility or a group of facilities. The EPC must be structured appropriately for the premises and be capable of overseeing the development, implementation and maintenance of the Plan. |
| Purpose, use and occupancy of the premises             | The Plan clearly states the primary purpose, use and occupancy of the premises.                                                                                                                                               | Different premises have different emergency planning requirements. Identifying the use and occupancy of the premises ensures the Plan is                                                                                                                                                                                                                                                 |

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|                                                                       | Examples include a one-off event venue, hotel, distillery, disability care facility, supported independent living facility, hostel, accommodation premises, residential apartment building, aged care facility, healthcare facility, school, office, or residential premises.                                                                                                                                                                                                                                                                                                                                                                                                        | appropriate to the activities conducted and the occupants likely to be present.                                                                                                                                            |
| Interim Plan status                                                   | Where applicable, the Plan clearly states that it is an interim Plan and specifies the timeframe for transition to the final Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | This ensures temporary arrangements are clearly identified and provides certainty about the timeframe for the implementation of the final Plan.                                                                            |
| Dangerous chemicals or flammable liquids                              | <p>The Plan identifies any dangerous chemicals, hazardous substances or flammable liquids present on the premises. Details include:</p> <ul style="list-style-type: none"> <li>• the type and location of hazardous materials</li> <li>• the location of emergency shut-off valves or isolation controls (where applicable, for example for gas appliances or gas hot water)</li> <li>• any emergency actions required by wardens.</li> </ul> <p>Responsibilities should be reflected in the duties of the Chief Warden, Area or Floor Wardens, Wardens or other relevant members of the Emergency Control Organisation (ECO), which is the collective term for all the wardens.</p> | It is important that wardens are aware of the hazards present within the premises and their locations so they can safely perform their emergency duties and provide accurate information to responding emergency services. |
| Structure and layout of the building or buildings covered by the Plan | <p>The Plan describes the structure and layout of all relevant buildings. Information should include:</p> <ul style="list-style-type: none"> <li>• the number of floors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | A clear description of relevant buildings helps readers understand the size, layout and complexity of the premises. This is particularly important for wardens, as it                                                      |

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|                                                                                                                                         | <ul style="list-style-type: none"> <li>• building construction details</li> <li>• tenancy arrangements</li> <li>• occupancy type (e.g. commercial, residential or mixed use)</li> <li>• any other significant features that may influence emergency response or evacuation procedures.</li> </ul> <p>The description conveys the overall size and complexity of the building(s).</p> <p>The Plan also identifies all buildings connected to the fire alarm system, including those connected via sub-panels.</p> | enables them to understand their areas of responsibility and effectively carry out their roles and duties during an emergency.                                                                                                                                                                                        |
| Premises, or any part of the premises, which are hired, leased or made available for temporary use by external persons or organisations | <p>The Plan describes how emergency management and evacuation arrangements will be implemented during those periods of occupancy.</p> <p>The Plan also describes how emergency information, evacuation procedures and warden instructions will be communicated to temporary occupants.</p>                                                                                                                                                                                                                       | Emergency management responsibilities must always remain clearly assigned. Maintaining continuity of control helps ensure an effective response to emergencies and the ongoing safety of all occupants, including those unfamiliar with the premises.                                                                 |
| Out-of-hours emergencies                                                                                                                | <p>The Plan details the procedures to be followed during emergencies that occur outside normal operating hours.</p> <p>The Plan clearly describes emergency arrangements where the standard ECO structure is not available, including:</p> <ul style="list-style-type: none"> <li>• occupant actions</li> <li>• evacuation procedures</li> <li>• emergency notification processes</li> </ul>                                                                                                                     | Emergency response arrangements may be different outside normal operating hours due to reduced staffing levels, the absence of wardens, or lower occupant numbers. Clearly documented after-hours procedures ensure occupants can respond appropriately and safely during an emergency, regardless of when it occurs. |

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|                                                                                                                     | <ul style="list-style-type: none"> <li>any responsibilities assigned to after-hours personnel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                             |
| Expected occupant numbers and adequate arrangements to safely manage evacuation of all persons likely to be present | <p>The Plan identifies the maximum permitted occupant load for the premises* and describe the types of occupants who may be present.</p> <p>Occupant information should include both typical and peak occupancy levels, where applicable, and identify the primary occupant groups within the premises.</p> <p>* Information on the maximum occupancy for the premises can be found in the building surveyors occupancy report for the premises.</p>                                                                                                                                                                                                                                                      | <p>The number and type of occupants directly influence evacuation procedures, emergency management arrangements and the resources required to safely manage an emergency.</p> <p>Understanding the occupant profile helps ensure the Plan is appropriate for the premises and the people who occupy it.</p> |
| Short-term accommodation                                                                                            | <p>The Plan identifies that the premises is used, or is likely to be used, wholly or partially, for short-term accommodation, for example:</p> <ul style="list-style-type: none"> <li>hotels</li> <li>motels</li> <li>serviced apartments</li> <li>visitor accommodation</li> <li>holiday rentals</li> <li>hostels</li> <li>boarding houses</li> <li>worker accommodation</li> <li>short-stay residential premises.</li> </ul> <p>The Plan describes how emergency information will be communicated to occupants and any arrangements for assisting occupants during an evacuation. This includes emergency action guides and evacuation diagrams posted on the rear of doors of accommodation rooms.</p> | <p>This ensures evacuation arrangements account for occupants who may be unfamiliar with the premises and emergency procedures.</p>                                                                                                                                                                         |

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| Fire Engineering Report (FER) or Performance Solution (PS) in relation to evacuations                         | <p>The Plan identifies if the building is subject to an FER, PS or any other alternative fire safety design that affects emergency response or evacuation procedures.</p> <p>Where an FER or PS applies, the Plan documents any evacuation strategies, management procedures, staffing requirements, occupant actions, or other measures necessary to support the PS.</p> | <p>FERs and PSs often rely on specific emergency procedures, occupant behaviours, management practices, or evacuation strategies to achieve the required level of safety. These requirements must be reflected in the Plan to ensure the FER or PS remains effective and compliant.</p> |
| Installed fire detection and alarm system                                                                     | <p>The Plan identifies whether the building is equipped with an operational fire detection and alarm system.</p> <p>Where a fire detection and alarm system is installed, the Plan describes how the system operates, the actions to be taken upon alarm activation, and any procedures associated with alarm investigation, occupant notification and evacuation.</p>    | <p>The fire detection and alarm system is a critical component of the emergency response process. Understanding how the system operates ensures occupants and members of the ECO can respond appropriately and initiate evacuation procedures without delay.</p>                        |
| Fire Detection Control and Indicating Equipment (FDCIE) (previously known as the Fire Indicator Panel (FIP)). | <p>The Plan clearly identifies the location of the FDCIE.</p> <p>The Plan also documents the location and purpose of multiple FDCIE, sub-panels or remote indicator panels, if present.</p>                                                                                                                                                                               | <p>The FDCIE provides critical information about fire alarm activations and assists wardens and emergency services personnel to identify the source of an alarm and coordinate an appropriate response.</p>                                                                             |
| Manual call points or break-glass alarms                                                                      | <p>The Plan identifies the location of manual call points or break-glass alarms.</p> <p>The Plan specifies whether activation will:</p> <ul style="list-style-type: none"> <li>• sound a local or building-wide alarm</li> </ul>                                                                                                                                          | <p>Manual call points and break-glass alarms provide occupants with a means of manually raising the alarm when a fire or smoke emergency is identified. Understanding their location and operation assists occupants and wardens to</p>                                                 |

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|                                       | <ul style="list-style-type: none"> <li>• automatically notify TFS through a direct brigade alarm connection</li> <li>• initiate other emergency functions</li> <li>• require additional actions by occupants or wardens.</li> </ul>                                                                                                                                                              | initiate a timely emergency response.                                                                                                                                                                                                                                                                                                                               |
| Sprinkler system                      | <p>The Plan describes the sprinkler system and its role in the fire safety arrangements for the premises. The Plan identifies:</p> <ul style="list-style-type: none"> <li>• the areas protected by the sprinkler system</li> <li>• any associated alarm or monitoring functions</li> <li>• the actions that occur when the system operates.</li> </ul>                                           | Understanding the sprinkler system and its operation is important for the occupants as it can help keep them safe in an emergency.                                                                                                                                                                                                                                  |
| System connection to the fire brigade | <p>Where the premises is connected to TFS through a direct brigade alarm connection, the Plan:</p> <ul style="list-style-type: none"> <li>• describes how the connection operates</li> <li>• identifies the events that will automatically notify TFS</li> <li>• specifies which fire protection systems are monitored and the response that occurs when those systems are activated.</li> </ul> | <p>Understanding how and when TFS will be notified enables occupants and wardens to respond appropriately and ensures emergency procedures align with the operation of the fire alarm system.</p> <p>Occupants still need to call Triple Zero (000) in an emergency, but occupants also need to know what triggers an automatic response from the fire brigade.</p> |
| Local systems not monitored by TFS    | <p>Where a local fire alarm system is installed *, the Plan:</p> <ul style="list-style-type: none"> <li>• explains how the system is monitored</li> <li>• specifies whether activation of the system will automatically notify TFS, a security monitoring company, onsite personnel, or only occupants within the building.</li> </ul>                                                           | This ensures occupants and wardens understand how alarm activations are monitored, how TFS will be notified, and what additional actions may be required to obtain an emergency response.                                                                                                                                                                           |

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|                              | <p>Where TFS is not automatically notified, the Plan clearly identifies who is responsible for contacting Triple Zero (000) in the event of a fire emergency.</p> <p>* Some premises may operate a local fire alarm system FDCIE, which is either monitored by a security monitoring company or is not monitored at all.</p>                                                                                                     |                                                                                                                                                                                                                                                                                                                |
| Domestic smoke alarm system  | <p>The Plan clearly identifies where the system is installed and how it functions. Smoke alarms are typically found in residential properties. If a system like this is installed, information is included on where this is installed and how it functions.</p>                                                                                                                                                                  | <p>Smoke alarm systems are typically found in residential properties. It is important for occupants to know what level of cover exists throughout the premises.</p>                                                                                                                                            |
| Combination of alarm systems | <p>The Plan clearly identifies the areas covered by each system and explains how alarm activations are managed within those areas.</p> <p>If some parts of the premises are connected to TFS through a direct brigade alarm connection and other parts rely on local domestic-type smoke alarms, the Plan clearly describes the differences in alarm monitoring, notification arrangements and occupant response procedures.</p> | <p>Different alarm systems may provide different levels of warning and emergency notification. Clearly identifying these arrangements helps ensure occupants and wardens understand how alarms are activated, who receives notification, and what actions are required in different parts of the premises.</p> |
| Alarms to alert occupants    | <p>Where separate alert and evacuation tones are used, the Plan:</p> <ul style="list-style-type: none"> <li>explains the purpose of each tone</li> <li>describes the actions occupants are expected to take in response to each tone</li> </ul>                                                                                                                                                                                  | <p>Occupants must be able to recognise emergency warning signals and understand the actions required when they hear them. Clear information on different alarm tones and warning systems helps ensure a timely and appropriate response to an emergency.</p>                                                   |

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|                                                                                                   | <ul style="list-style-type: none"> <li>includes a description of the tones.</li> </ul> <p>Where only a single alarm tone, bell or warning signal is provided, the Plan describes the signal and the actions required when it is activated.</p>                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                              |
| Emergency Warning and Intercommunication System (EWIS)                                            | <p>The Plan includes details about the system, its operation, the areas it serves, and how it is used to manage occupant warning and evacuation.</p> <p>Where site-specific operating instructions for the Emergency Warning and Intercommunication System exist, these are included in the Plan and comply with the requirements of Section 2.4 of the TFS Fire Evacuation Plan Guidelines.</p> | <p>This helps the wardens and occupants know what to expect and how they can respond in the appropriate way when an alarm is activated. The instructions must be clear and comply with the guidelines to ensure safety of all occupants.</p>                                                                                 |
| Additional warning, communication or occupant notification systems installed within the premises. | <p>The Plan includes information on additional warning, communication or notification systems. Examples include airhorns, PA systems or strobe lights.</p> <p>The Plan describes their purpose, location, method of operation, and the actions occupants and wardens are expected to take when they are activated.</p>                                                                           | <p>Occupants and wardens need to understand the warning systems used within the premises so they can recognise emergency signals and respond appropriately. Clear information on the operation and purpose of these systems supports a safe and effective emergency response.</p>                                            |
| Portable firefighting equipment                                                                   | <p>The Plan identifies all portable firefighting equipment provided, including details of extinguishing agents. Examples include:</p> <ul style="list-style-type: none"> <li>fire extinguishers</li> <li>fire blankets</li> <li>any other portable firefighting equipment available for occupant use.</li> </ul>                                                                                 | <p>Different types of fire extinguishers are designed for different classes of fire. Identifying their location and type helps occupants and wardens select the most appropriate one for the hazard involved and reduces the risk of inappropriate use.</p> <p>Using the wrong extinguishing agent may be ineffective or</p> |

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|                                                                  | The Plan clearly identifies the locations where equipment is installed, for example, by including their location on evacuation diagrams.                                                                                                                                                                                                                                                                                                                   | could worsen the situation. For example, using a water extinguisher on a cooking oil fire may spread the fire and increase the risk of injury.                                                                                                                                                                                                                                                                                                                                                                                                           |
| Process for raising an alarm if occupants discover smoke or fire | <p>The Plan clearly describes the process for raising an alarm when smoke, fire or another fire-related emergency is discovered.</p> <p>The actions required are specified for each relevant occupant group, including occupants, guests, residents, staff, wardens, and chief wardens.</p> <p>Where different alarm-raising methods apply within the premises, the Plan clearly identifies when and how each method is to be used.</p>                    | <p>Prompt notification of an emergency is critical to ensuring a timely response and safe evacuation. Clearly documented alarm-raising procedures helps minimise delays, ensure emergency services and the ECO are notified as soon as possible, and support the effective management of the emergency.</p> <p>Occupants and wardens have different responsibilities when smoke or fire is discovered. Clearly defining these responsibilities helps ensure the alarm is raised quickly and consistently regardless of who identifies the emergency.</p> |
| Lift/elevators information                                       | <p>Where lifts/elevators are installed, the Plan identifies their location and describes their operation during an emergency.</p> <p>The Plan specifies whether the lifts/elevators are to be used during an evacuation and identify any circumstances under which their use is permitted or prohibited.</p> <p>Where the lift/elevator is programmed to operate in a particular manner during an alarm activation, this is described within the Plan.</p> | Occupants and wardens need to understand how lifts/elevators will operate during an emergency. Clear information helps prevent unsafe use of lifts/elevators and ensures occupants follow the appropriate evacuation procedures.                                                                                                                                                                                                                                                                                                                         |
| Lift/elevator lock-out information                               | The Plan describes the procedures in place to prevent lifts/elevators from being used during an emergency.                                                                                                                                                                                                                                                                                                                                                 | Lifts/elevators should not be used during a fire or evacuation unless specifically designed and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                     | <p>The Plan clearly identifies the responsibilities of wardens or other designated persons for implementing lift/elevator lock-out procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Clearly documented lift/elevator lock-out procedures help prevent occupants from attempting to use lifts/elevators during an emergency and support a safe evacuation of the premises.</p> <p>Wardens need to understand any actions required to secure lifts/elevators and prevent unauthorised use, provided those actions can be undertaken safely.</p> |
| Persons with evacuation impairments | <p>The Plan includes procedures for assisting and evacuating persons with disabilities, impairments or other conditions that may affect their ability to evacuate during an emergency.</p> <p>The Plan identifies the assistance available, the persons responsible for providing that assistance, and the procedures to be followed in different parts of the premises.</p> <p>Evacuation arrangements consider all persons who may reasonably access the building, including occupants, visitors, contractors, customers, residents, patients and members of the public.</p> <p>Examples included that persons with evacuation impairments are assisted to the assembly area or are assisted to a fire-rated stairwell and remain on the landing for the fire service to assist, or where there is specialised equipment to descend the stairs.</p> | <p>These procedures ensure that all persons who may access the premises, including those with evacuation impairments, are considered within the evacuation strategy and their requirements can be safely managed during an emergency.</p>                                                                                                                    |

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| <p>Personal Emergency Evacuation Plans (PEEPs)</p> | <p>The Plan includes a process for the development and management of PEEPs.</p> <p>The Plan describes how individual evacuation needs will be identified, assessed and accommodated for persons who may require additional assistance during an emergency.</p> <p>PEEP arrangements consider both permanent and temporary circumstances that may affect a person's ability to respond to or evacuate during an emergency. Arrangements include a collection of generic PEEPs for any visitors that may be onsite during an evacuation event.</p>                                                                                                                                                                            | <p>Every occupant's evacuation needs must be considered as part of the fire evacuation planning process. Some individuals may require additional assistance due to a permanent disability, temporary injury, medical condition or other circumstance that affects their ability to evacuate safely. Establishing a process for PEEPs helps ensure appropriate support arrangements are identified in advance, responsibilities are clearly assigned, and individuals' requirements can be safely managed during an emergency.</p> |
| <p>ECO member identification (ID)</p>              | <p>The Plan identifies all the ECO wardens and confirms the methods used to identify them during an emergency*.</p> <p>At a minimum, the ECO structure includes a Chief Warden (white ID).</p> <p>Other roles can include:</p> <ul style="list-style-type: none"> <li>• Deputy Chief Warden (white ID)</li> <li>• Communications Officer (white ID)</li> <li>• Area Warden (yellow ID)</li> <li>• Floor Warden (yellow ID)</li> <li>• Warden (red ID).</li> </ul> <p>The Plan specifies the form of identification used by each ECO member during an emergency, such as helmets, hats, caps, vests or tabards.</p> <p>*Only ID that will actually be worn is listed – not options. Fluorescent ID is not an ECO option.</p> | <p>ECO members are responsible for coordinating and managing the emergency response within the premises. Clear identification enables occupants, wardens and emergency services personnel to quickly recognise persons with authority and assigned emergency management responsibilities.</p> <p>Consistent identification assists effective communication, coordination and command during an emergency and reduces confusion during an evacuation.</p>                                                                          |

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| ECO member roles and responsibilities | <p>The Plan describes a summary of the roles and responsibilities of ECO members once an alarm is raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Clearly defined roles and responsibilities ensure that emergency response activities are carried out in a coordinated and systematic manner.</p> <p>Assigning specific duties to each ECO member helps prevent critical tasks being overlooked, reduces confusion during an emergency, and supports an efficient evacuation process.</p> <p>Documented responsibilities also ensure ECO members understand what is expected of them when an alarm is raised and provide a consistent framework for training, exercises and emergency response.</p> |
| Chief Warden control point            | <p>The Plan clearly identifies a designated Chief Warden control point from which the Chief Warden can manage and coordinate the emergency response.</p> <p>The location of the control point is clearly documented and is suitable for the size, complexity and operation of the premises*.</p> <p>*Where a FDCIE is installed, this should be nominated as the Chief Warden control point. If not, the control point could be out the front of the premises or at the emergency assembly area or other suitable location.</p> | <p>This ensures the Chief Warden has a known location where they can easily be contacted during an emergency, and from where they can coordinate the emergency response and carry out their defined responsibilities.</p>                                                                                                                                                                                                                                                                                                                             |
| ECO marshalling point locations       | <p>Where ECO marshalling points are used, the Plan clearly identifies their locations and purpose.</p> <p>The Plan specifies which ECO members are required to attend these locations and at</p>                                                                                                                                                                                                                                                                                                                                | <p>Clearly identified ECO marshalling points provide a predetermined location for wardens to assemble, receive instructions, report information, and coordinate emergency response activities.</p>                                                                                                                                                                                                                                                                                                                                                    |

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|                              | what stage of the emergency response they are to do so.                                                                                                                                                                                                                                                                                                                                            | Documenting these locations and associated responsibilities helps ensure a coordinated and systematic response during an emergency and enables ECO members to quickly establish communication and accountability.                                                                                                                                                                                                                                                                          |
| ECO methods of communication | <p>The Plan defines the methods of communication used by the ECO during an emergency, and how ECO members can communicate with each other, occupants, and emergency services personnel throughout the evacuation process.</p> <p>Where communication systems or equipment are used, the Plan includes details of their location, operation and any responsibilities associated with their use.</p> | <p>Effective communication is critical to the control and coordination of an emergency. Clearly defined communication methods ensure ECO members can exchange information, issue instructions, report hazards, confirm evacuation status and coordinate emergency response activities.</p> <p>Understanding how communication is to occur helps reduce confusion, supports timely decision-making, and assists in maintaining the safety of occupants and wardens during an emergency.</p> |
| Lateral evacuation methods   | The Plan clearly describes any processes in place for lateral evacuation, including that correctly rated fire-rated compartments are in place for this type of evacuation.                                                                                                                                                                                                                         | Lateral evacuation is the process of moving those at risk to another part of a building which is deemed safe. It can provide a safer and more practical alternative to a full building evacuation in certain occupancies, particularly hospitals and aged care facilities. Ensuring all approved evacuation strategies are clearly documented and understood enables occupants and staff to safely relocate to protected areas when a full evacuation is not immediately required.         |

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| Staged evacuation                            | <p>The Plan clearly states any staged evacuation processes in place*.</p> <p>*Typically, only found in larger buildings with an EWIS, this allows planned and systematic evacuation of different floors or areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Staged evacuation allows occupants to be evacuated in a planned and controlled manner, helping to reduce congestion and improve the orderly movement of people from larger or more complex buildings.</p>                                                                                                                                                                                                                                                                                                                                                                      |
| Full evacuation on activation of fire alarms | <p>The Plan clearly states if the building defaults to a full evacuation*.</p> <p>*This should be the case for most buildings that do not have an EWIS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>This ensures occupants and wardens know what to expect when a fire alarm activates and can respond appropriately to the approved evacuation strategy.</p> <p>Understanding the evacuation strategy also assists ECO members in carrying out their responsibilities and communicating clear instructions to occupants.</p>                                                                                                                                                                                                                                                      |
| Emergency assembly areas                     | <p>The Plan identifies a primary emergency assembly area and a secondary emergency assembly area for occupants to gather following an evacuation*. The location of assembly areas is clearly documented in the Plan and in evacuation diagrams.</p> <p>*Ideally, evacuees should not be required to cross a street. Assembly areas must be:</p> <ul style="list-style-type: none"> <li>• in a safe area away from the effects of fire, smoke and other hazards</li> <li>• capable of accommodating the maximum number of occupants allowed at the premises</li> <li>• accessible to all occupants, including persons requiring assistance, with their locations clearly documented within the Plan and evacuation diagrams.</li> </ul> | <p>Assembly areas provide a safe location for occupants to gather following an evacuation, allowing for communication, accountability and ongoing emergency management activities.</p> <p>Identifying both a primary and alternative assembly area helps ensure occupants can be directed to a safe location if the primary assembly area is affected by smoke, weather conditions, emergency operations, or other hazards.</p> <p>Clearly defined assembly areas also assist wardens in accounting for occupants and support effective coordination with emergency services.</p> |
| Re-entry during an emergency                 | <p>The Plan defines and allocates the task of securing entrance to prevent re-entry of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Unauthorised re-entry into a building during an emergency can place occupants at</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                             | premises during an emergency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | significant risk and may hinder emergency response operations. Clearly assigning responsibility for preventing re-entry helps ensure this critical task is actively managed throughout the emergency.                                                                                                                                                                                                                                                                                            |
| Evacuation diagrams         | <p>The Plan includes evacuation diagrams for all relevant areas of the premises.</p> <p>Evacuation diagrams clearly identify evacuation routes, exits, assembly areas, and the location of fire safety equipment and emergency facilities, as required by AS 3745-2010 Planning for emergencies in facilities (Section 3.5).</p> <p>Where lateral evacuations form part of the evacuation strategy, all fire and smoke compartments used for lateral evacuation are clearly identified on the evacuation diagrams in accordance with Section 2.6.3 of the TFS Fire Evacuation Plan Guidelines.</p> | <p>Evacuation diagrams provide occupants with a visual representation of the building layout, evacuation routes and emergency facilities, enabling them to quickly identify the safest path to an exit and assembly area during an emergency.</p> <p>Where alternative evacuation strategies such as lateral evacuation are used, clearly identifying fire compartments helps occupants and staff understand the approved evacuation arrangements and reduces confusion during an emergency.</p> |
| Emergency action guides     | Where premises are used wholly or partly for short-term accommodation, the Plan confirms that an emergency action guide and evacuation diagram is displayed on the back of each accommodation room door.                                                                                                                                                                                                                                                                                                                                                                                           | Emergency action guides are a quick reference for occupants and provide a concise and easy-to-follow reference for occupants and staff during an emergency.                                                                                                                                                                                                                                                                                                                                      |
| Annual practice evacuations | <p>The Plan specifies the frequency at which practice evacuations will be conducted*.</p> <p>*Practice evacuations must be undertaken at intervals that comply with legislative requirements,</p>                                                                                                                                                                                                                                                                                                                                                                                                  | Regular evacuation exercises provide occupants and ECO members with an opportunity to practise emergency procedures, test evacuation arrangements, and familiarise themselves with their roles and responsibilities.                                                                                                                                                                                                                                                                             |

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|                                     | <p>relevant standards and the operational needs of the premises.</p> <p>At a minimum, annual evacuation exercises must be conducted in accordance with AS 3745-2010 Planning for emergencies in facilities.</p>                                                                                                                                                                                                                                                                                                                                                 | <p>Conducting evacuation exercises helps identify deficiencies in emergency arrangements, improve response times, and increase occupant confidence when responding to an actual emergency.</p>                                         |
| ECO training and skills maintenance | <p>The Plan describes the training requirements for ECO members, including initial training, refresher training and ongoing skills maintenance activities.</p> <p>The Plan specifies how ECO members will be trained, the frequency of training, and the process for maintaining competency in their assigned roles and responsibilities*.</p> <p>*Training and skills maintenance activities must be conducted in accordance with the requirements of AS 3745-2010 Planning for emergencies in facilities, and any site-specific operational requirements.</p> | <p>All ECO members need to be trained initially and then receive 6-monthly ongoing skills maintenance training.</p>                                                                                                                    |
| Closing doors and windows           | <p>The Plan notes that closing doors and windows – if safe to do so – is included in warden duties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Closing doors and windows can help reduce the supply of oxygen to a fire and assist in limiting the spread of fire and smoke. This may help maintain tenable conditions for longer and support a safer evacuation of occupants.</p> |



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