

Fire and Evacuation Plan

For High Occupancy Buildings

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

Insert Building Name

Insert Building Address



Building Information	
Building Name:	Hollibrook Hotel
Address:	100 Main Road, Everywhere, QLD
Building Owner:	ABC Pty Ltd
Address:	999 Smith St, Fortitude Valley
Phone Number:	(07) 321 1234
Email :	bde@dbe.com.au
Building Occupier:	Body Corporate for XY Community Scheme 1234
Address:	16 Bloggs Rd, Brisbane 4001
Phone Number:	(07) 5511167
Email:	abd@hotmail.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Body Corporate for XYZ Community Scheme 1234
Mr B Jones – Fire Safety Adviser

Fire Safety Adviser	
Name:	B Jones
Phone Number:	5511167
Email :	abd@hotmail.com.au
Brief description of qualification held:	Fire Safety Adviser Course 14/12/2008
Registered training organisation that issued the above qualification:	FSA ONLINE
Date qualification issued:	14/12/2008

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	B Jones - FSA	14/01/2009
Phone Number:	5511167	
Email:	bjones@bigmail.com	

Persons responsible for carrying out the Evacuation Coordination procedures (Responsible Persons)			
Name	Phone Number	Email	Commencement Date
J Water	55376776	jwater@bgpod.com	14/12/2008
S Hinder	55376778	shinder@bgpod.com	20/12/2008

Fire and Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
12/12/09	J Bling	No

Review of Managing Entity's and Secondary Occupiers' Fire and Evacuation Plans				
Evacuation Coordination procedures* (checked against each plan?)	Date of Review	Name of Reviewer	Changes made?	Workers advised?
Yes	12/12/2010	M Power	N	Y
Yes	12/12/2010	B Jones	N	Y

Evacuation Coordination Procedures	
Commencement Date:	12/12/2008
Procedure for using communication devices.	In the event of a fire or other emergency the duty manager will put a message over the public address system advising people to evacuate through the nearest exit.
Procedure for contacting fire service	Using the phone in the duty manager's office dial 000 and ask for the fire service. Provide details of the fire or other emergency and the building address: Hollibrook Hotel 100 Main Road, Everywhere, QLD
Persons with special needs	Bar staff to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	Duty manager is to take a copy of the daily staff roster to the assembly area. Meet the fire service on arrival; provide as much information as possible.

Additional Information to assist you in completing this Section:

If manual call points are installed and connected to the fire service: - break the glass on discovering a fire, this will activate the fire alarm and automatically contact the fire service. If not connected to the fire service break the glass and then ring 000, the alarm will sound throughout the building but will not contact the fire service.

Emergency Evacuation Procedure

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

In the event of a fire, staff will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the assembly area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

In the event of a fire or hazardous material emergency being located, staff will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so –

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:

- *You have not been trained or instructed in using a fire extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly and might block your means of escape*
- *You don't have the proper equipment*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*

If the first attempts to put out the fire do not succeed, evacuate the building immediately.

- Meet the Fire Service on arrival and inform them of the situation. Even If the fire has been extinguished the Fire Service will still attend.

Method of operation of firefighting equipment

Fire Extinguishers

1. Select appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Hose Reels

1. Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.
2. To release the hose reel, turn the valve on this will charge the hose and release the nozzle (if fitted with a nozzle release lock).
3. The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.

Additional Information to assist you in completing this section:

Manual Call Points

1. If the system is connected to Queensland Fire and Emergency Services, break glass. The break glass alarm will activate the fire alarm in the building and also contact the fire service.
2. It is recommended that 000 is also called to inform the Fire Service of the type and severity of the fire to allow additional resources to be despatched if required.
3. If not connected to the Fire Service the break glass alarm should have signage above it indicating. "Local alarm only, in case of fire break-glass and ring 000". Breaking the glass will only activate the fire alarm in the building but will not contact the Fire Service.
4. Ensure the fire service is called on 000 to notify them of the type and severity of the fire.

Procedure for instructions to workers

For new employees:

- On day one of induction for any new employee the Fire Safety Adviser (Mr B Jones) will give **General Evacuation Instructions** and **First Response Instruction**.
- This instruction is to be recorded.
- **NOTE** The BFSR requires general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

Existing employees

- **General Evacuation Instructions** will be given annually and **First Response Instruction** biennially.
- Instruction will be given by the Fire Safety Adviser (Mr B Jones) and recorded.

Responsible person – evacuation coordination procedures:

- Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that.
- Evacuation coordination procedures will be given by the Fire Safety Adviser (Mr B Jones) and recorded.

Relevant 'Building Approval' Documents

insert here a copy of your building approval documents

Additional Information to assist you in completing this section:

What approval documents does QFES require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFES requires the following:-

- Certificate of Classification, and
- A list of fire safety installations within the building.

For buildings built with Alternative Solutions from 1 July 1997 onwards: QFES requires the following:-

- Certificate of Classification,
- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFES requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFES will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier), and
- A list of fire safety installations within the building.

For Crown buildings QFES requires the following:-

- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification for the building in a conspicuous place in the building. This is a requirement under the Building Act 1975, Section 108A. It is the owner's responsibility to obtain this document.

For further information click on the following links.

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/guideline-certificates-classification.pdf>

Fire Safety Management Procedure – Alternative Solutions

insert here a copy of your Fire Safety Management Procedure

Additional Information to assist you in completing this Section:

Fire Safety Management Procedure

If building work for the building involved an alternative solution included will be a “fire safety management procedure” as a condition of the occupation and use of the building.

As well as a copy of the “fire safety management procedure” any relevant conditions mentioned in the procedure must be incorporated in this fire and evacuation plan.

Examples of fire safety management procedures:

- a limitation on the use of finishes with fire hazard properties as defined under the BCA
- a prohibition on storing hazardous materials above a stated height
- a limitation on storing or using stated materials
- a requirement that all of a building’s final exit doors be unlocked before it is occupied on the start of any day
- a requirement to implement stated evacuation strategies or procedures
- a restriction on the number and the distribution of a building’s occupants
- a requirement that evacuation routes be kept clear of fittings and furnishings or be kept sterile
- a prohibition on carrying out any hazardous processes or storage mentioned in BCA, part E1.5, table E1.5, note 3, paragraph (a).

Fire Safety Installation Checklist

insert here your Fire Safety Installation Checklist

Template available at <https://www.fire.qld.gov.au/buildingsafety/forms-and-templates.asp>

Evacuation Sign and Diagram

insert here your Evacuation Sign and Diagram

Template available at <https://www.fire.qld.gov.au/buildingsafety/forms-and-templates.asp>