

# Fire and Evacuation Plan

## For Low 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:	ABC Business Solutions
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:	Bob Power
Address:	100 Main Road Everywhere QLD
Phone Number:	555666
Email:	<a href="mailto:bpower@dbe.com.au">bpower@dbe.com.au</a>

Persons responsible for administering the Building's Fire and Evacuation Plan
<a href="#">Mr B Power – Office Manager</a>

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	<a href="#">Mr B Power</a>	<a href="#">14/01/2009</a>
Phone Number:	<a href="#">555666</a>	
Email:	<a href="mailto:bpower@dbe.com.au">bpower@dbe.com.au</a>	

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
<a href="#">12/12/09</a>	<a href="#">Mr B Power</a>	No

Evacuation Coordination Procedures	
Commencement Date:	<a href="#">12/12/2008</a>
Procedure	<a href="#">If fire discovered evacuate persons from premises and ensure no one enters building</a>
Procedure for contacting fire service	<a href="#">Ring 000</a>
Persons with special needs	<a href="#">Ensure everyone is out of the building</a>

## Emergency Evacuation Procedure

**insert here your Evacuation Procedures**

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

## Method of operation of firefighting equipment and manually operated fire alarms

**insert here the method of operation of your firefighting equipment and manually operated fire alarms**

For example:

### 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.

## Procedures for giving fire and evacuation instructions

**insert here your procedures for giving fire and evacuation instructions**

## 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.

## 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:

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

## 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>