

# **FIRE AND EVACUATION PLAN**

**For**



**Virginia Industrial Estate  
143 St Vincents Road  
Virginia, Qld 4014**

**Date Created – August 2011**

Prepared by: -



**JAMES C HATCH & ASSOCIATES**  
**FIRE EVACUATION PROCEDURES**

Telephone: 0411188466 Email: [MAIL@JAMESCHATCH.COM.AU](mailto:MAIL@JAMESCHATCH.COM.AU)  
(ABN 20 761 434 059 – FSA Licence 008188)

## Document Control Sheet

### Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, or a suggestion for improving this document please contact:

Name	Property Manager
Business	De Martini Fletcher Property
Address	L10, 46 Edward Street Brisbane, QLD 4000
Phone	(07) 3211 2033/ 0410 258 547
Email	property@demartini.com.au
Property Owner	Virginia Partnership
Address	c/- De Martini Fletcher L10, 46 Edward Street Brisbane, QLD 4000
Phone	0484 003 475
Fire Safety Advisor	James C Hatch
Phone	(07) 3219 4340
Mobile	0411 188 466
Email	Jim@jameschatch.com.au
Date of Qualifications	February 2024
RTO issued qualifications	Chubb Training
Person Responsible for Evacuation Co-ordinator	Sally Collins
Phone	0401 258 547
Fire Evacuation and First Response Instructor	Mark Jones (FSA)
Phone	0412 450 741
Email	mark@jameschatch.com.au
Date of Instructions	Refer Record of Training (Attached)

## Fire & Evacuation Plan annual review

Reviewed by	Date of Review	Changes made?
James Hatch	August 2011	First Issue
Charles Strubin	2013 - 2017	Annual Review
James Hatch	2018 - 2021	Annual Review – Update Coordinator
James Hatch	December 2022	Annual Review – No changes
James Hatch	December 2023	Annual Review – No changes
James Hatch	December 2024	Annual Review – Update Doc Control Sheet
James Hatch	November 2025	Annual Review – Update Evac Diagrams

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Evacuation Coordination Procedures	
Commencement Date:	01/08/2011
Procedure	If fire discovered or hearing a Ringing Bell, evacuate persons from the immediate danger and ensure no one enters building
Procedure for contacting fire service	Dial '000' or mobile '112'
Persons with special needs	Check Register and ensure everyone is out of the building
Checking that all persons have been evacuated	Evacuation Coordinator or the prescribed person on site is the last to leave after checking that no person is in the building

## Emergency Evacuation Procedure

### EMERGENCY ALARM PROCEDURES

Installed in each building is an Automatic Sprinkler System connected to Emergency Services.

♫ FIRE WARNING CAN ONLY BE ACHIEVED BY '**Verbal Expression**' ASSISTED BY '**RINGING BELLS**' AT THE SPRINKLER VALVE

**ALL STAFF AND VISITORS SHOULD BE MADE AWARE OF THIS SITUATION**

**When a fire warning is given, you are required to commence evacuation**

- All Visitors and Staff not involved in Fire Warden Duties are to comply with the directions of the Fire Wardens when evacuating the building to the Assembly Area (Refer Evacuation Plan)
- Fire Wardens to check Emergency Services have been called
- Fire Wardens to check all rooms accounting for all occupants at the time of the alarm (If Safe)
- Secure equipment and valuables (**Only if Safe**)
- When control is established AND IT IS SAFE, fight the fire using the appropriate fire extinguisher

**ALWAYS TAKE INSTRUCTIONS FROM THE ATTENDING EMERGENCY SERVICES PERSONNEL**

**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO**

**To call Emergency Services - Dial '000' (triple zero)**

## Fire Extinguisher Procedure in Use

- Do not panic - remain calm.
- Announce a fire warning to everybody in the area.
- Request someone contact the Fire Brigade and the Fire Warden and have it confirmed.
- Position yourself away from the fire – **3 to 4 Paces** depending on the extinguisher type.
- Always maintain a **CLEAR** exit (fire in front and doorway behind).
- Check extinguisher label for operation.
- Commence fighting fire aiming the spray at the base of the fire with a side-to-side motion.
- Move closer as fire diminishes. (**Remain 1 pace away**)

NB. Have another extinguisher available only if a failure should occur.

**BE CERTAIN YOU KNOW HOW AND ON WHAT FIRES TO USE THE EXTINGUISHERS**  
**REFER TO EXTINGUISHER IDENTIFICATION DISC**

### P.A.S.S.



**P** – Pull out the safety pin



**A** – Aim at the base of the fire



**S** – Squeeze the handle



**S** – Sweep across 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
- You don't have the proper equipment
- You can't do so with your back to an exit
- The fire might block your means of escape
- 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

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

## Fire Extinguisher Selection Chart

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme AS/NZS1841 -1997	AS1841 -1992	Extinguishant	A Wood, paper, plastics, etc	B Flammable liquids	C Flammable gases	E Energized electrical equipment	F Cooking oils and fats	
		Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
		Wet Chemical						Dangerous if used on energized electrical equipment
		Foam***						Dangerous if used on energized electrical equipment.
		Powder	ABE					Special powders are available specifically for various types of metal fires (see **).
			BE					
		Carbon Dioxide						Generally not suitable for outdoor use. Suitable only for small fires.
		Vaporizing Liquid						Check the characteristics of the specific extinguishant.
		Fire Blanket						

\* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.

\*\* Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.

\*\*\* Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

Australian Standard 2444-2001

## Fire Hose Reel Procedure in Use

Hose reels should be used by Fire Service Personnel or trained fire fighting party members only. However, it is important all persons are aware of their locations and the limitation of their use.

### THE POSITION OF FIRE HOSE REELS SHOWN ON THE FIRE EVACUATION DIAGRAMS



- Turn on the tap located directly below the main hose drum
- Draw out the hose to approximately 4 paces from the fire
- Twist the nozzle or operated the lever
- Aim the water stream at the base of the fire
- As fire diminishes change the stream to a spray to cool down the embers



**DO NOT USE A FIRE HOSE REELS ON OR NEAR LIVE ELECTRICAL POWER**

## Certificate of Classification Building Approval Documents

**Local authorities have no Building Approvals on file  
as the building was built over 60 years ago.**

## Fire Safety Installation Checklist

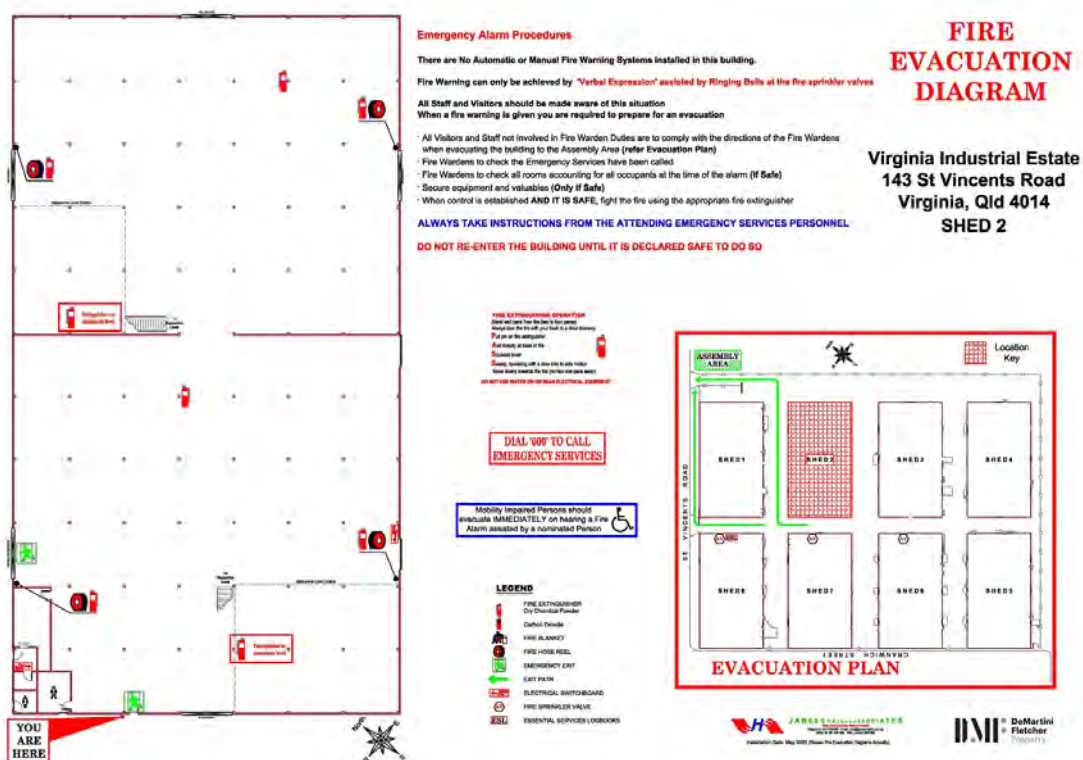
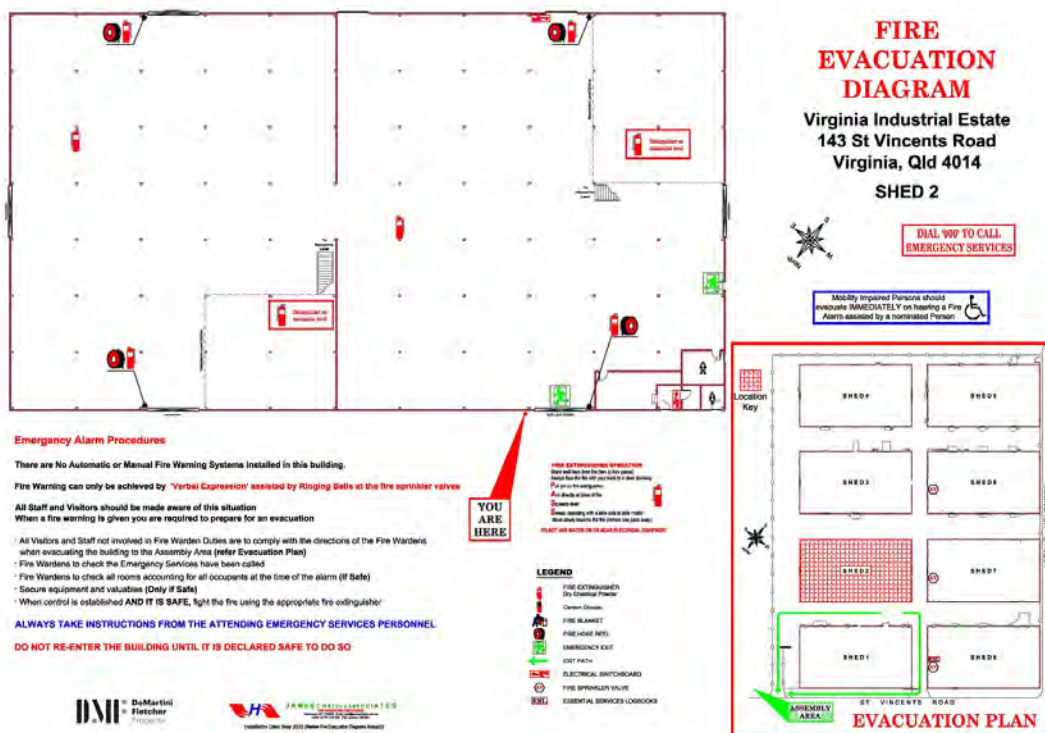
Fire Safety Installation	Installed?	
	YES	NO
Emergency Lifts		✓
Emergency Lighting		✓
Exit Signage		✓
Smoke Alarms		✓
Smoke Detection and Alarm System		✓
Fire Doors		✓
Fire Extinguishers	✓	
Fire Blankets		✓
Fire Hose Reels	✓	
Fire Sprinklers	✓	
Fire Hydrants		✓
Protection of penetrations through fire rated construction		✓
Smoke Exhaust System		✓

Other features – Includes additional fire safety installations or conditions that are required under the buildings Alternative solution of the *Building Act 1975* or *Building Code of Australia* clauses E1.10 and E2.3



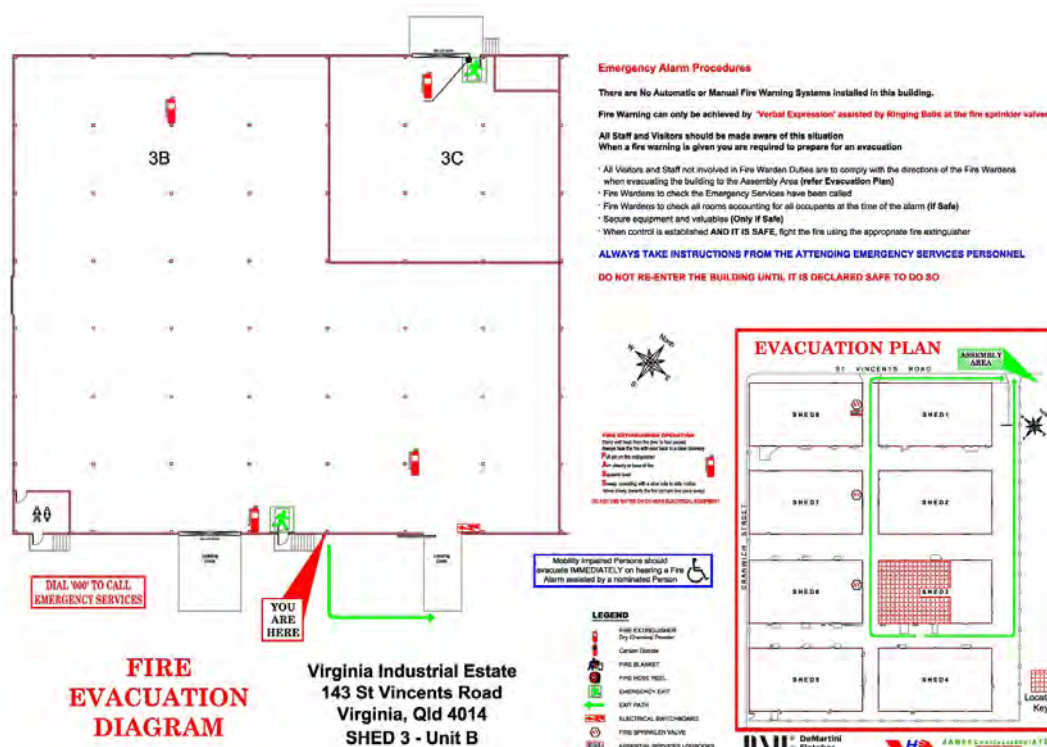
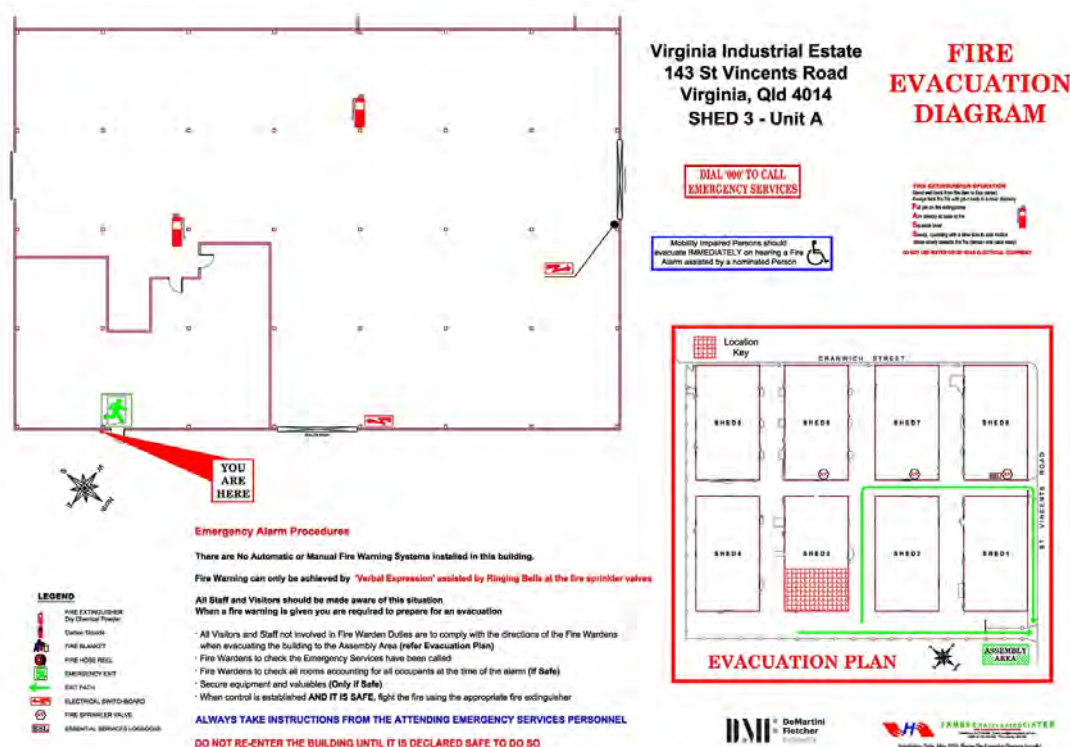


## Fire Evacuation Diagrams continued

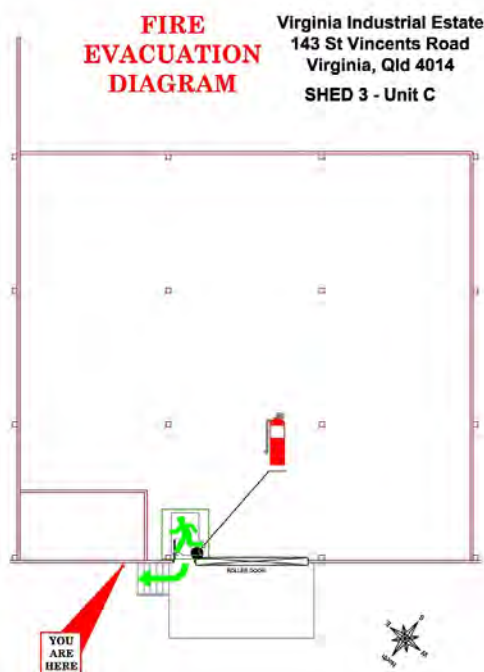




## Fire Evacuation Diagrams continued



## Fire Evacuation Diagrams continued



### Emergency Alarm Procedures

There are No Automatic or Manual Fire Warning Systems installed in this building.

Fire Warning can only be achieved by 'Verbal Expression' assisted by Ringing Bells at the fire sprinkler valves.

All Staff and Visitors should be made aware of this situation.

When a fire warning is given you are required to prepare for an evacuation.

All Visitors and Staff not involved in Fire Warden Duties are to comply with the directions of the Fire Wardens when evacuating the building to the Assembly Area (refer Evacuation Plan).

Fire Wardens to check the Emergency Services have been called.

Fire Wardens to check all rooms accounting for all occupants at the time of the alarm (If Safe).

Secure equipment and valuables (Only if Safe).

When control is established AND IT IS SAFE, fight the fire using the appropriate fire extinguisher.

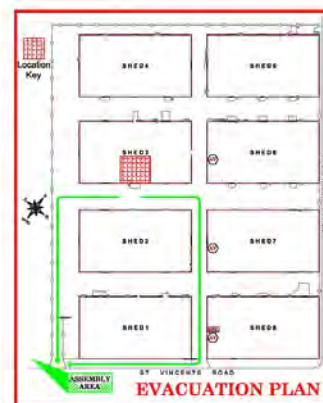
**ALWAYS TAKE INSTRUCTIONS FROM THE ATTENDING EMERGENCY SERVICES PERSONNEL.**

**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO.**

**DIAL 999 TO CALL EMERGENCY SERVICES**

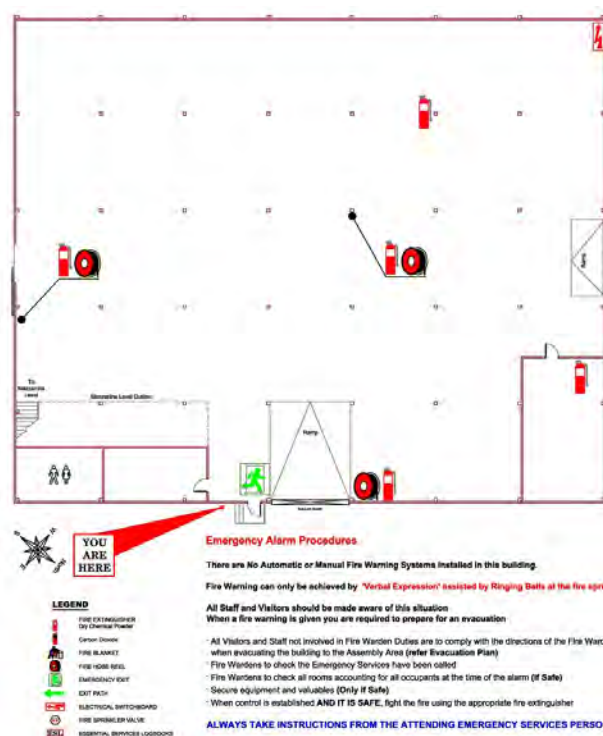
Mobility Impaired Persons should evacuate IMMEDIATELY on hearing a Fire Alarm assisted by a nominated Person.

**FIRE EXTINGUISHER OPERATIONS**  
Do not use the fire extinguisher unless you have been trained to do so.  
Pull the pin and aim at the base of the fire.  
Squeeze the handle and sweep from side to side.  
Do not use water on oil or electrical fires.  
Do not use water on electrical equipment.



DM DeMartini  
Fletcher  
Property

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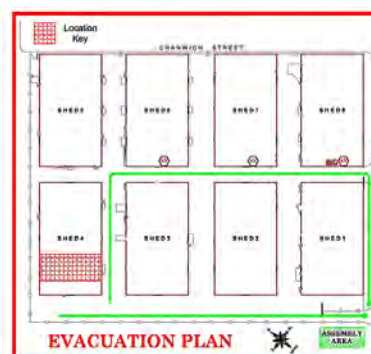
Virginia Industrial Estate  
143 St Vincents Road  
Virginia, Qld 4014  
SHED 4 - Unit A

## FIRE EVACUATION DIAGRAM

**DIAL 999 TO CALL EMERGENCY SERVICES**

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**FIRE EXTINGUISHER OPERATIONS**  
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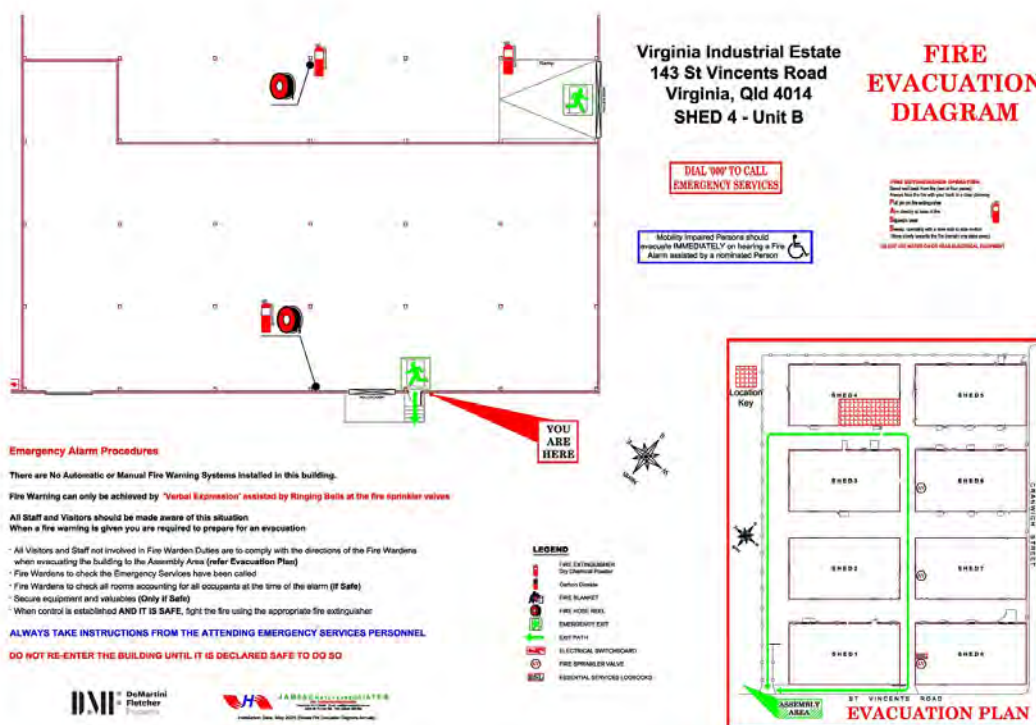
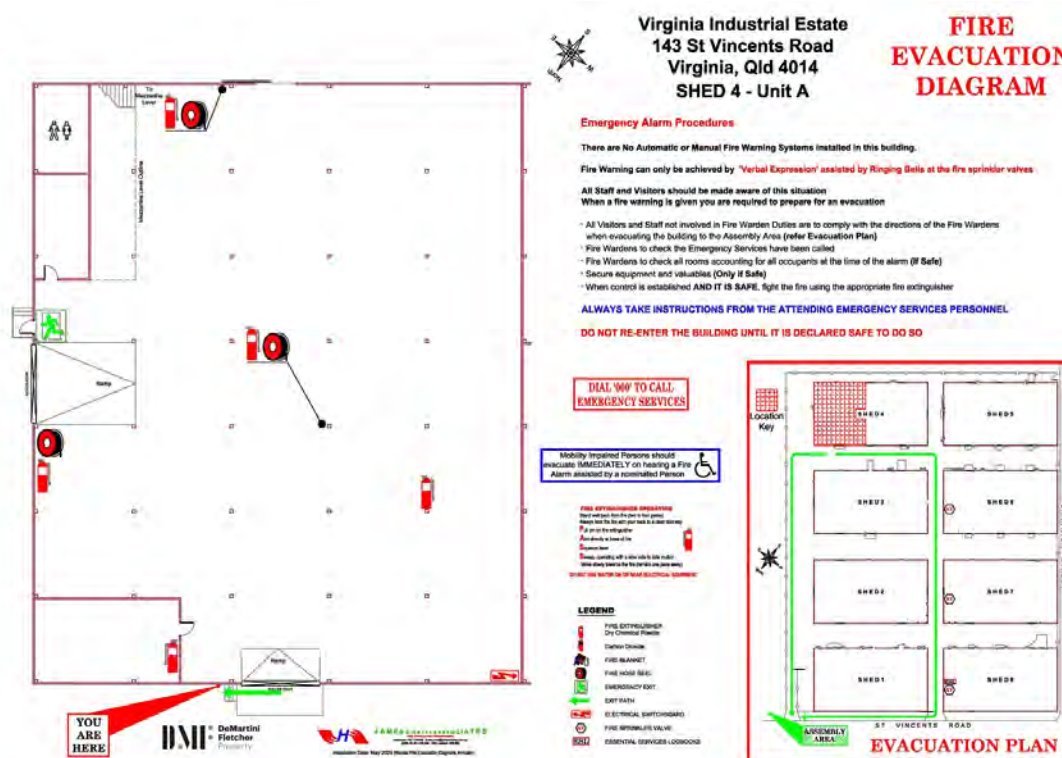


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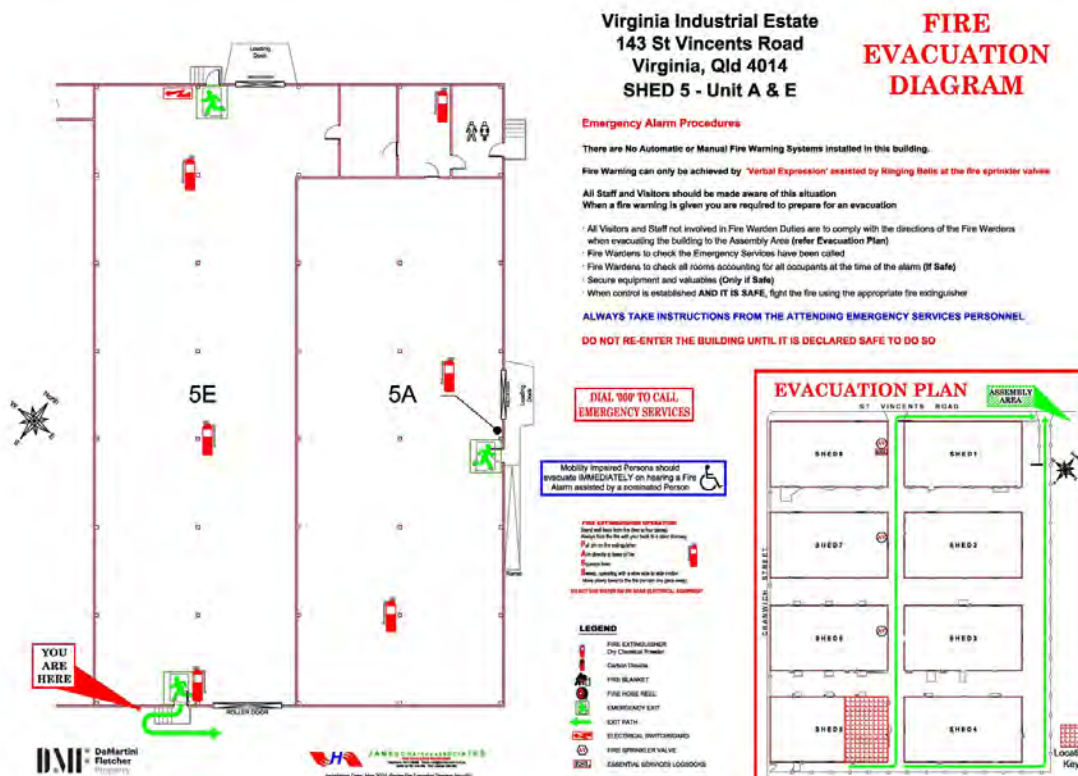
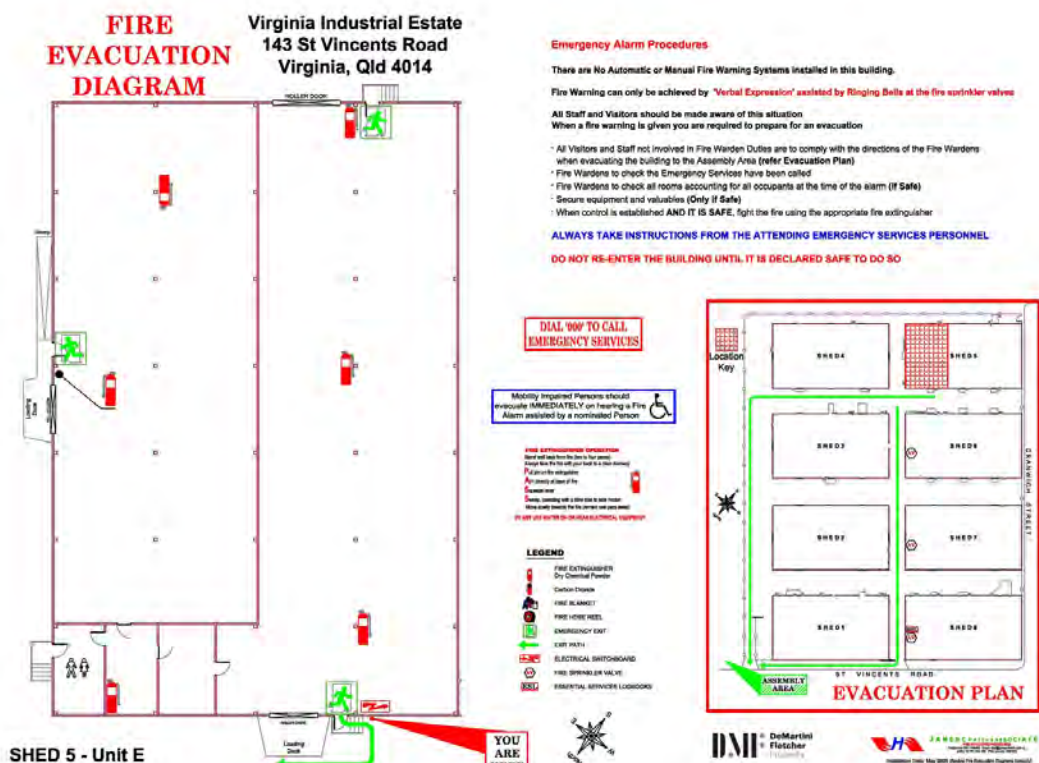
## Fire Evacuation Diagrams continued



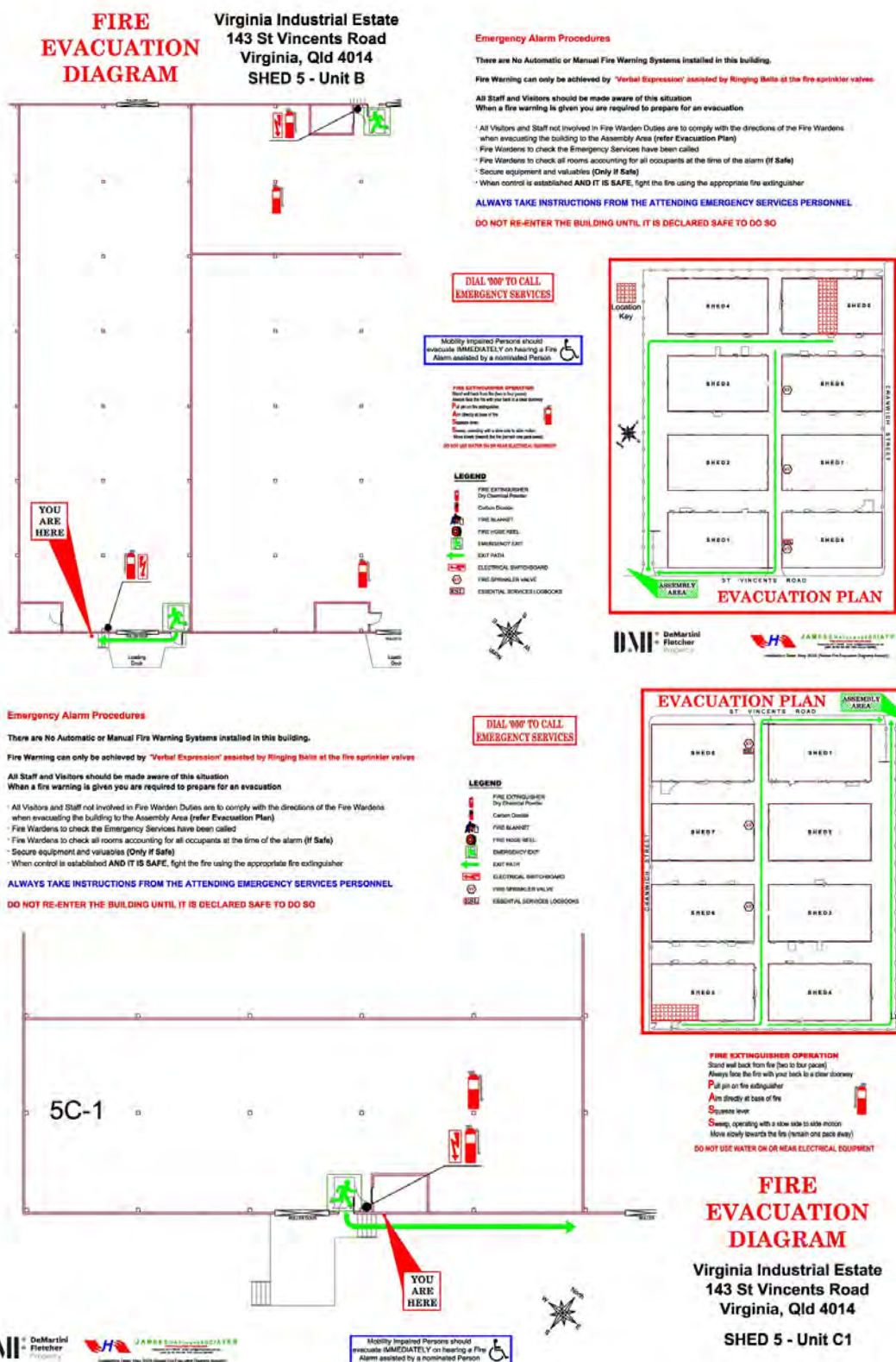




## Fire Evacuation Diagrams continued

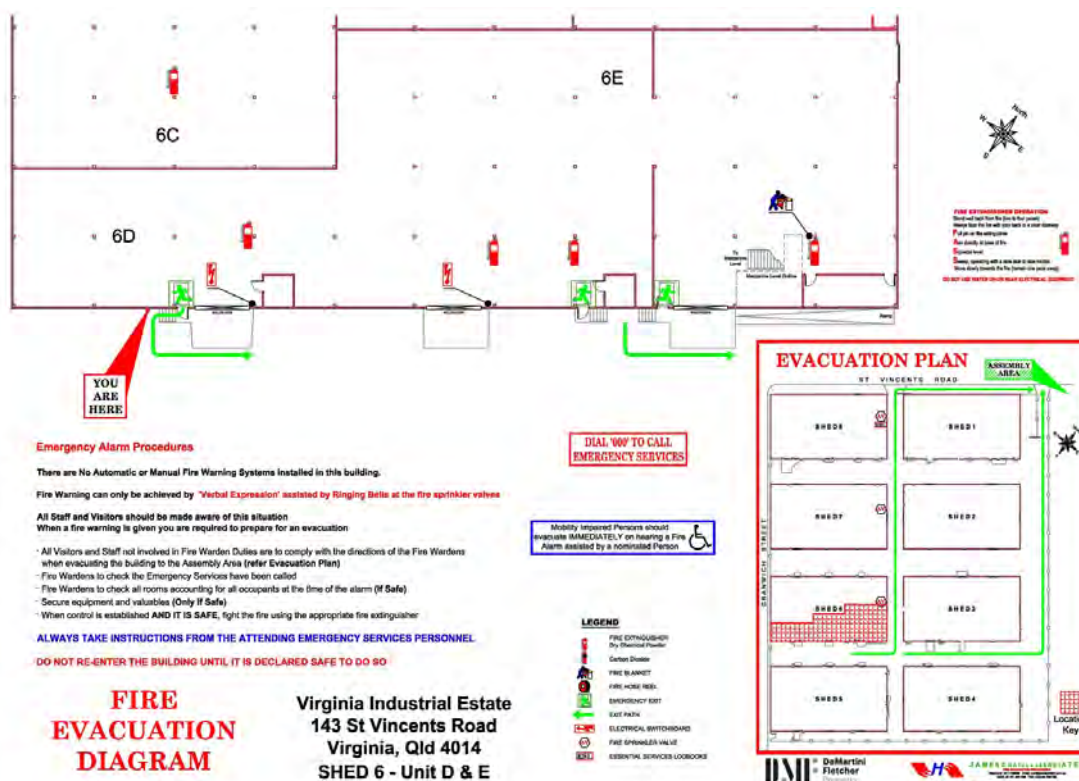
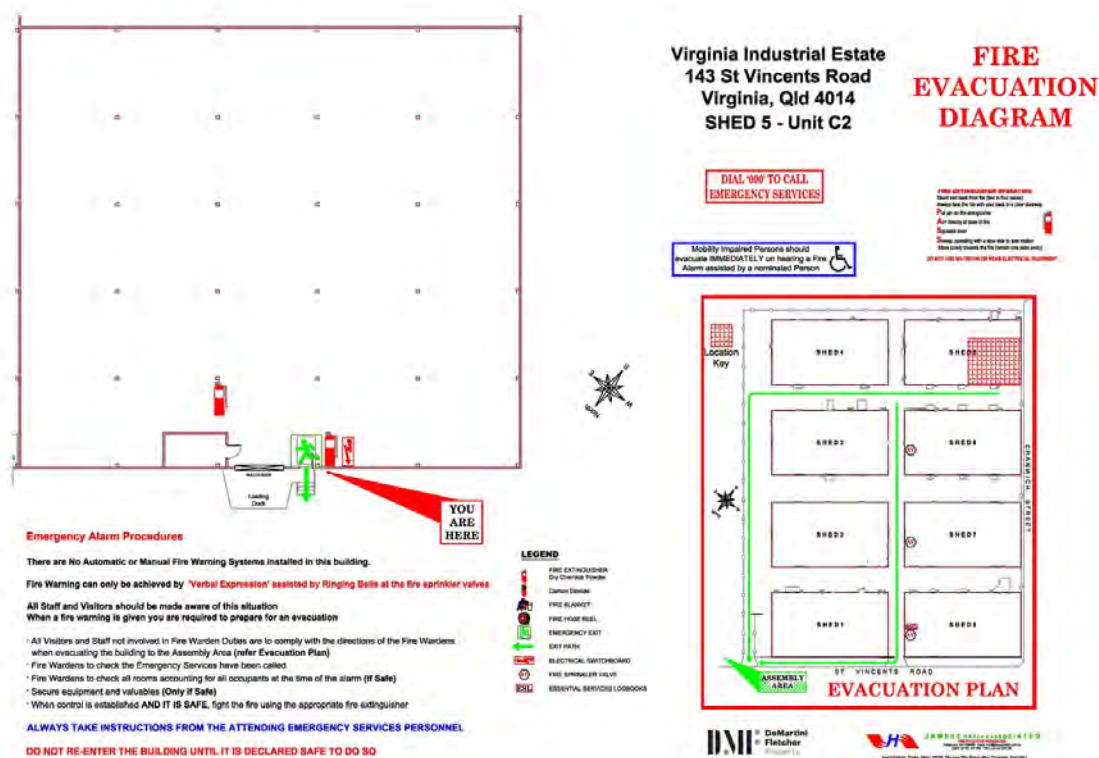


## Fire Evacuation Diagrams continued





## Fire Evacuation Diagrams continued



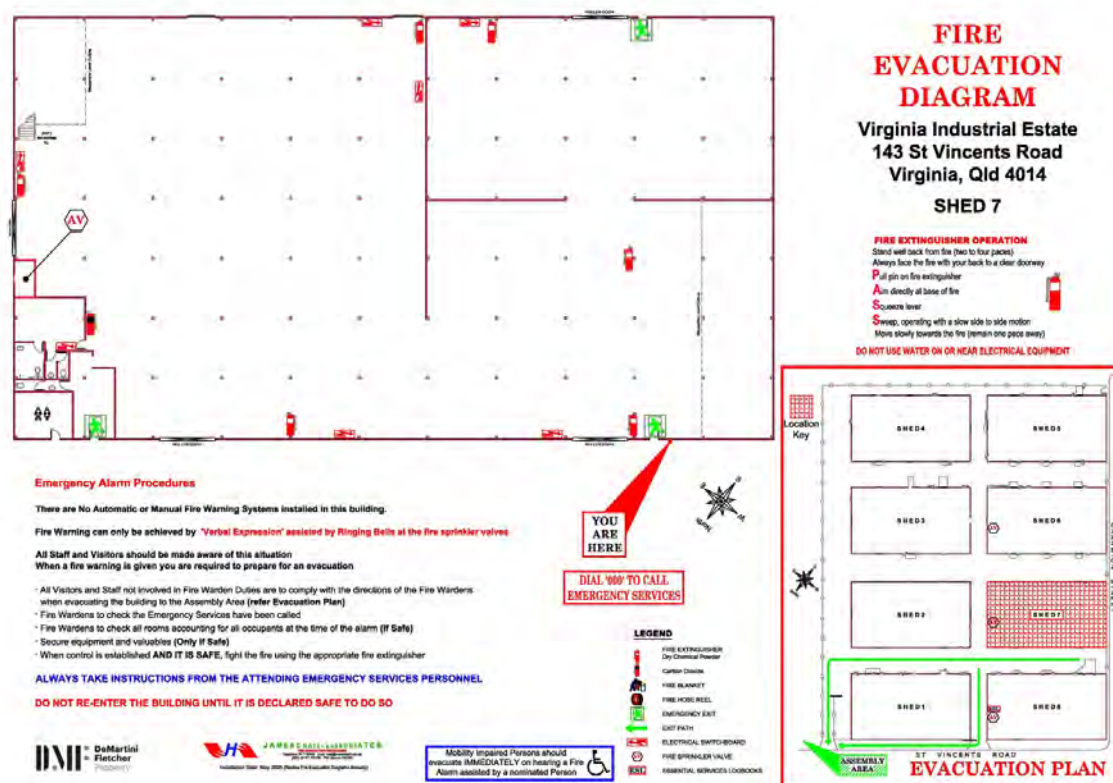
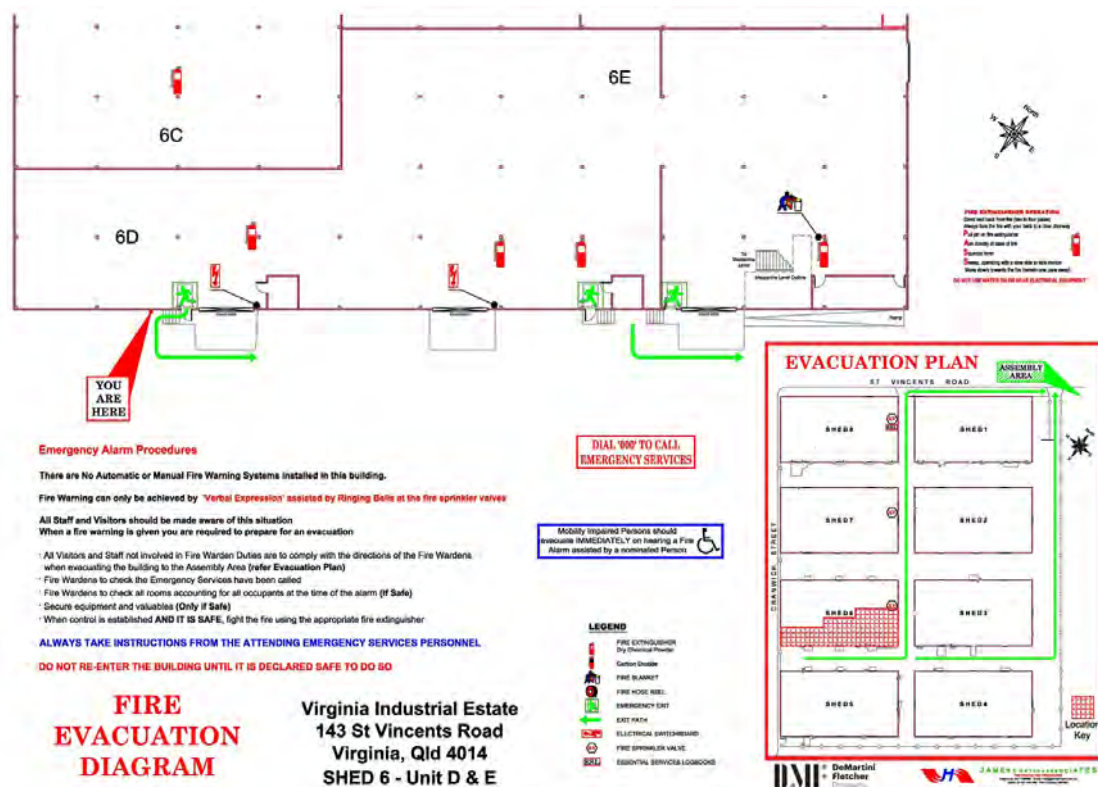
## FIRE EVACUATION DIAGRAM

Virginia Industrial Estate  
143 St Vincents Road  
Virginia, Qld 4014  
SHED 6 - Unit D & E

143 St Vincents Rd, Virginia, Qld 4014  
-Management in Use Emergency Fire Plan

August 2011

## Fire Evacuation Diagrams continued

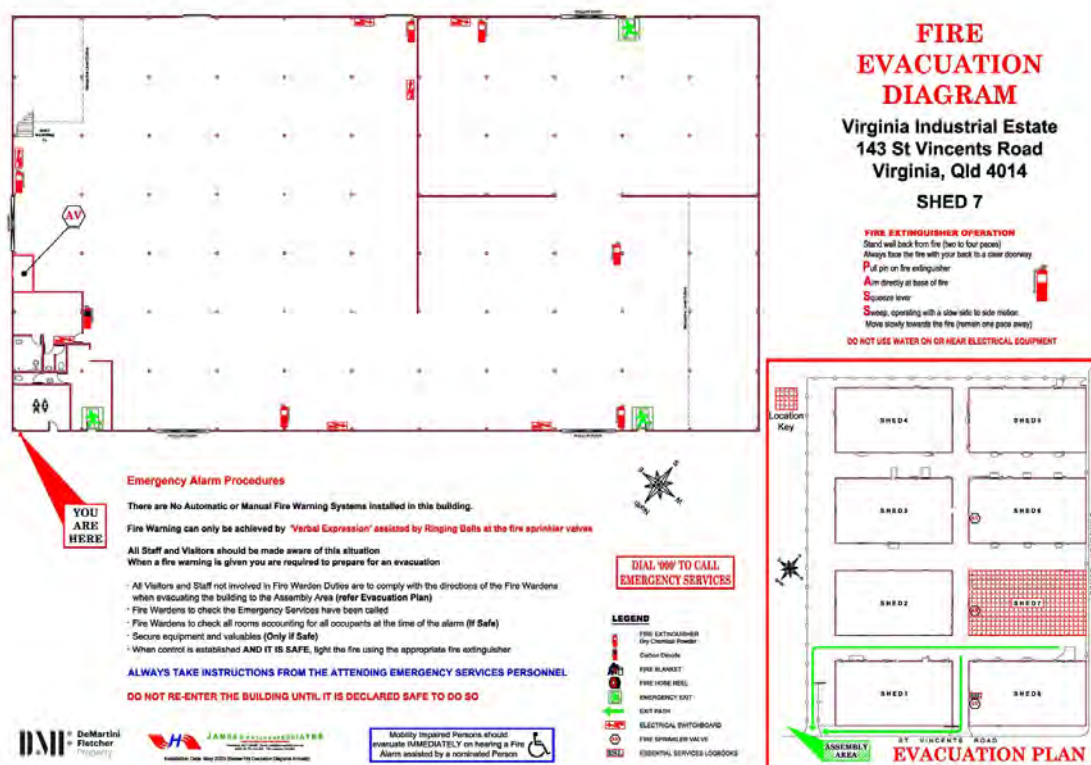
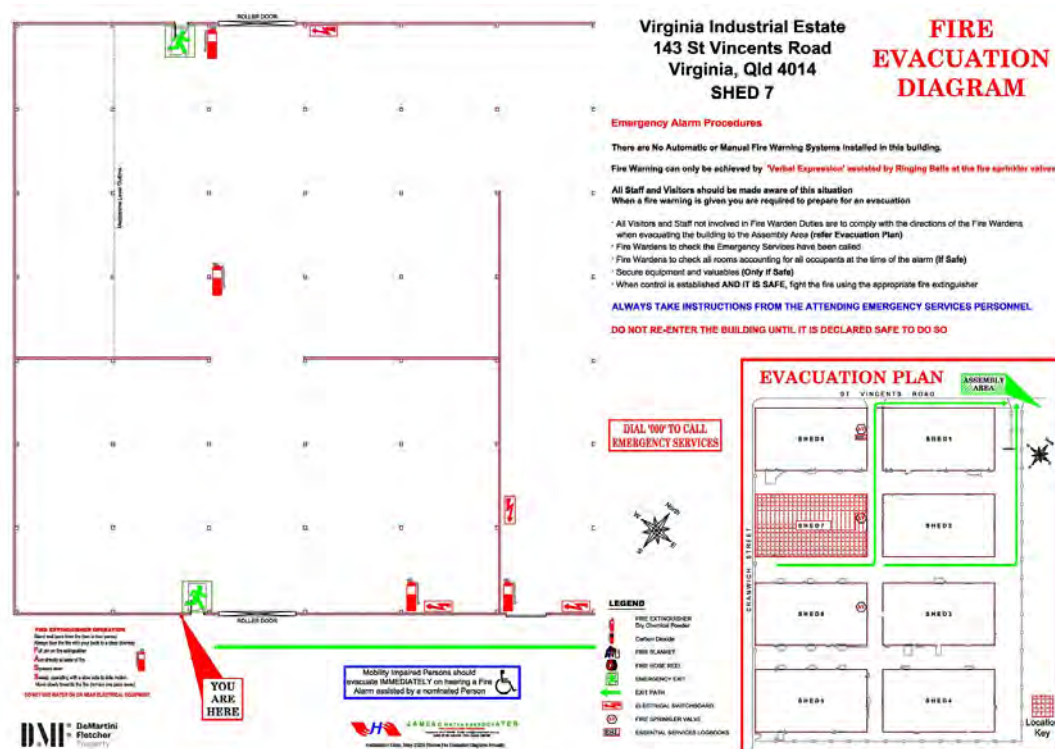


143 St Vincents Rd, Virginia, Qld 4014  
-Management in Use Emergency Fire Plan

August 2011



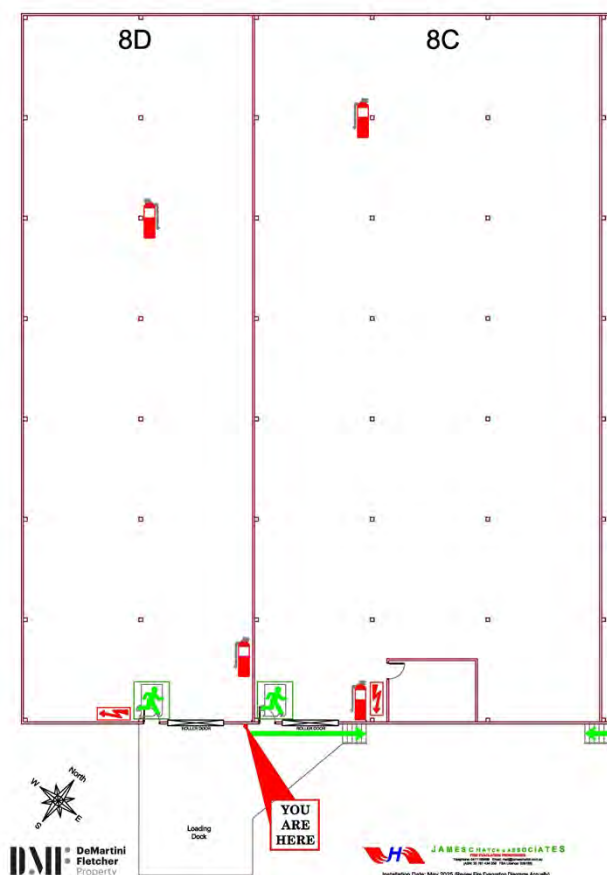
## Fire Evacuation Diagrams continued







## Fire Evacuation Diagrams continued



**Virginia Industrial Estate**  
143 St Vincents Road  
Virginia, Qld 4014  
SHED 8 - Units C & D

## FIRE EVACUATION DIAGRAM

### Emergency Alarm Procedures

There are No Automatic or Manual Fire Warning Systems installed in this building.

Fire Warning can only be achieved by 'Verbal Expression' assisted by Ringing Bells at the fire sprinkler valves

All Staff and Visitors should be made aware of this situation  
When a fire warning is given you are required to prepare for an evacuation

- All Visitors and Staff not involved in Fire Warden Duties are to comply with the directions of the Fire Wardens when evacuating the building to the Assembly Area (refer Evacuation Plan)
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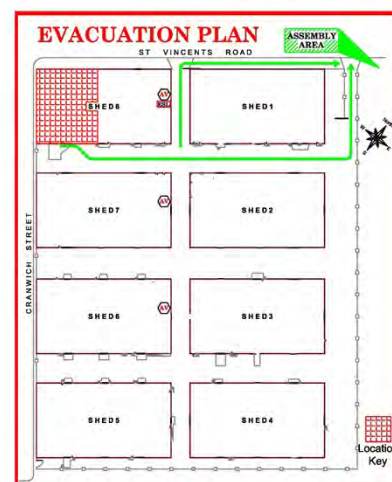
**DIAL '000' TO CALL  
EMERGENCY SERVICES**

Mobility Impaired Persons should  
evacuate **IMMEDIATELY** on hearing a Fire  
Alarm assisted by a nominated Person

**FIRE EXTINGUISHING OPERATION**  
Rings and knock from the back to your point  
Align face the fire with your back to a clear doorway  
Put on the extinguisher  
Aim directly at base of fire  
Discharge front  
Squeeze, operating with a slow side to side motion  
Move slowly towards the fire (remain one pace away)  
**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

### LEGEND

- FIRE EXTINGUISHER
- Dry Chemical Powder
- Carbon Dioxide
- FIRE BLANKET
- FIRE HOSE REEL
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRE SPRINKLER VALVE
- ESST
- ESSENTIAL SERVICES LOGBOOKS



## Schedule 2 – Occupier's statement<sup>1</sup>

<b>Name of building and address:</b>	<b>Virginia Industrial Estate 143 St Vincents Road Virginia, Qld 4014</b>		
<b>Prescribed fire safety installation<sup>2</sup></b>	<b>Nominated Australian Standard or relevant maintenance requirements<sup>3</sup></b>	<b>Was a <i>critical defect notice</i><sup>4</sup> issued during the period covered by this statement (Yes/No)</b>	<b>Date of rectification of <i>critical defect</i><sup>4</sup></b>
Emergency Lighting	AS 2293		
Fire Hose Reels	AS 1851		
Fire Extinguishers	AS 1851		
Fire Hydrants	AS 1851		
Fire Sprinklers	AS 1851		

I .....as an authorised person on behalf of **Virginia Industrial Estate** declare the above listed *prescribed fire safety installations* have been *maintained* during the period covered by this statement in accordance with this code and as specified,

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. This yearly statement must be kept with the building's *maintenance records* in accordance with A2(c) and be produced on demand by local government officers and authorised officers of the Queensland Fire and Rescue Service.
2. Note: delete *prescribed fire safety installations* that are not installed in/for the building.
3. For example, in accordance with manufacturer's instruction manual date day/month/year or in accordance with the building's *certificate of classification*.
4. Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
5. This is also known as sound systems and intercommunication systems for emergency purposes.
6. Includes additional *fire safety installations* or conditions that are *required* under the building's *alternative solution* of the *Building Act 1975* or *BCA* clauses E1.10 and E2.3.
7. If the owner is signing or the *occupier* is not employed by a body corporate the 'name of organisation' section does not need to be completed.