

FIRE and EVACUATION PLAN

For



**16 King Street
Caboolture, Q 4510**

Prepared by: -



JAMES C HATCH & ASSOCIATES
Emergency Procedures Training

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(ABN 20 761 434 059 – FSA Licence 008188)

Building Information	
Building Name:	N/a
Building Address:	16 King Street, Caboolture, Q 4510
Building Owner:	Caboolture Partnership
Owner Address:	c/- De Martini Fletcher Property 46 Edward Street, Brisbane, Q 4000
Owner Phone Number:	Office: 07 3211 2033 or 0484 003 475
Email:	property@demartini.com.au
Building Occupier:	Coast2Bay Housing Group
Occupier Address:	16 King Street, Caboolture, Q 4510
Occupier Phone Number:	(07) 5451 2900
Email:	admin@coast2bay.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Ms Sally Collins – Property Manager

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Mr Mark Jones	Refer to attached Record of Training
Phone Number:	0407 677 204	
Email:	Mark@jameschatch.com.au	

Evacuation Coordinator	
Commencement Date:	14/12/2022
Name:	Office Manager
Phone Number:	(07) 5451 2900
Email:	admin@coast2bay.com.au

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Policy Relating to Emergency Planning

For compliance with the Fire & Rescue Act of Qld and the Building Fire Safety Regulations of Queensland 2008 a Fire Evacuation Plan must be established and maintained with annual reviews.

It is the policy that in individual buildings and building complexes, there shall be appropriate plans to control all types of emergency situations that can affect staff safety, corporate assets, or the continuity of services.

These plans are required to include the orderly evacuation of personnel from the building where emergency conditions necessitate such action.

This Building will comply with all current requirements of legislation and standards of the Queensland Fire and Rescue Service, the Building Fire Safety Regulation 2008 and the Australian Standard for Emergency Control Organization and Procedures for Buildings (AS 3745 – 2010) if this plan and the advice given therein is implemented and followed.

Failure to comply with the regulations incurs penalty points, which may result in a fine by Queensland Fire and Rescue Service.

Management is responsible for the maintenance of all special services and the occupational health and safety in all common areas under their supervision. They are also responsible for the care and upkeep of equipment and the support for training of staff.

The effectiveness of action during emergencies relies not only on the organisation and facilities contained in emergency plans, but also the correct operation of the Life Safety and in the co-operation of all tenants.

This Fire & Life Safety Management & Use Emergency Plan specifies the relevant organisation and actions to enable the effective control of an emergency within the confines of 16 King Street, Caboolture, Q 4510

Implementation Checklist

The successful implementation of these emergency procedures relies on confirmation that the following actions have been taken and completed by the Management: -

- Fire Plan and Instructional poster prepared and installed.
- Personnel are appointed to the Emergency Control Organization (ECO):

Fire Wardens (Each Work Group)

The effectiveness of action during emergencies relies not only on the organisation and facilities contained in emergency plans, but also in the co-operation of Occupants.

- Emergency procedures instructional literature for staff circulated and copies available for new staff or visitors. Induction training program to ensure new employees are aware of the emergency arrangements introduced
- General Evacuation, Evacuation Coordination and First Response training organised (Annual training arranged by Management).
- Trial Evacuation exercise conducted annually. (Arranged by the Management)
- Regular tests of fire equipment conducted and recorded. (Test to be carried out in accordance with the relevant Australian Standards i.e., AS 1851)
- Regular Fire Safety Checks carried out.
- Annual testing of all equipment associated with the Fire Services
- Regular tests of Emergency & Exit lighting conducted and recorded. (Test to be carried out in accordance with the relevant Australian Standards i.e., AS 2293)
- Maintaining current and correct Records of services in a fire-resistant cabinet.
- Prepare and issue an Annual Occupier's Statement to QFES

Education and Training

From time to time educational and training sessions on both emergency evacuation and fire safety should be conducted. All Staff are urged to participate fully.

The minimum requirements for training are:

General Evacuation and Evacuation Coordination Training

- Training of all Workers must be conducted at the initial establishment of the Emergency Control Organisation and within two days of new staff are employed.
- Training to all Workers and Fire Wardens shall be provided on an annual basis in accordance with the Queensland Building Fire Safety Regulations 2008.
- All Workers and the Fire Wardens must be familiar with egress routes and assembly areas (refer to fire & evacuation diagrams).
- A record of all training must be kept and available on request from an inspecting officer.

Trial Evacuation Practice

An evacuation exercise shall be conducted at least annually.

First Response Evacuation Instructions

Instruction in the location, type and use of installed firefighting equipment is to be given to all staff and repeated every two years.

Record Keeping

To comply with the requirements of the Fire and Rescue Service Act 1990 and Building Fire Safety Regulations 2008, a form has been developed for recording training and instruction of Emergency Procedures.

The Record is kept in a fire-resistant cabinet and available for inspection by the Authorities if requested.

Fire Protection Systems Installed

- There is no fire detection installed in this building.
- Fire Extinguishers in accordance with the Building Regulations and AS 2444

**BUILDING OCCUPANTS SHOULD DIAL '000'
TO CALL THE EMERGENCY SERVICES (Fire Brigade)**

Fire Warning can also be achieved by '**Verbal Expression - Fire Fire Fire, Evacuate** '

Fire Warning can only be achieved by Verbal Expression



Evacuation Coordination Procedures

Commencement Date:	07/07/2022
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Ring 000
Persons with special needs	Ensure everyone is out of the building
Checking that all persons have been evacuated	Evacuation Coordinator is the last to leave after checking that no person is in the building

Emergency Evacuation Procedure

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

In the event of a fire, or any other emergency, which may require evacuation

- The Fire Warden will respond by making an announcement to prepare to evacuate the building and call the Emergency Services **(Dial 000)**. (If required)
- If fire is present, then present the Fire Warning and call Emergency Services.
- Fire Warden will account for all occupants by firstly searching the areas directly associated with the emergency alarm then the entire building.
- Wardens should request visitors to leave the building, and then secure all equipment and valuables. (If Safe)
- Fire Wardens should report to the Senior Officer of the attending Emergency Service.
- Only when control is established a firefighting party may use the available firefighting equipment
- On arrival to the Assembly Area the Fire Wardens are to account for occupant in the direct association of the emergency alarm origin. If any personnel are unaccounted for, the attending **Emergency Service** is to be immediately notified.

General Processes if a Fire is observed

- **Assist** any person in immediate danger, **IF SAFE TO DO SO!!**
- **Confine** the fire, e.g., closing the doors etc.
- **Raise** the Alarm by Verbal Expression and notifying the Management along with calling the Fire Brigade (dialling '000' or mobile '112').
- **Attack** the fire and/or request another person to attack the fire with the correct type of fire extinguishers, **ONLY IF SAFE TO DO SO!!**
- **Simultaneously** evacuate all occupants.

Fire Evacuation Diagrams

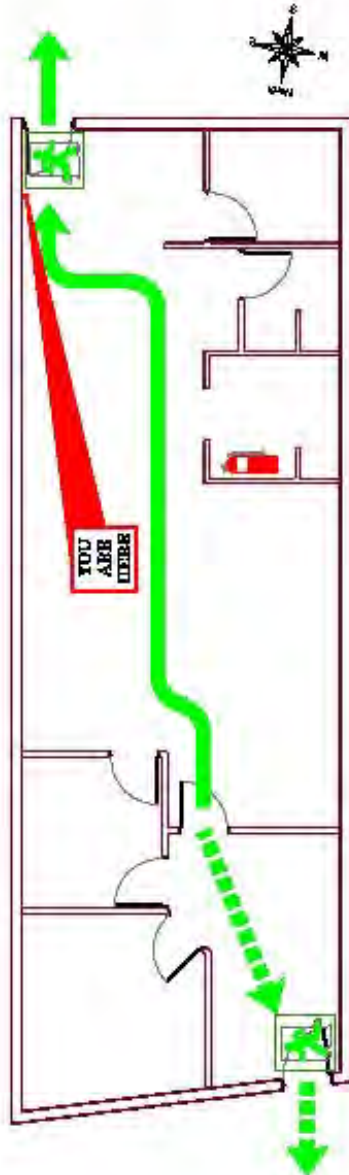
FIRE EVACUATION DIAGRAM



FIRE EXTINGUISHER OPERATION

Stand well back from the fire (2 to 3m away)
Always have the fire with your back to a clear doorway.
Pull the pin on the extinguisher
Aim directly at base of fire
Squeeze lever
Sway, operating with a slow aim to side to side motion
Move slowly towards the fire (handle one piece only)

DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT



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"

All Staff and Visitors should be made aware of this situation

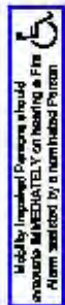
When a fire warning is given you are required to prepare for an evacuation

- 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 AVOID 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

LEGEND

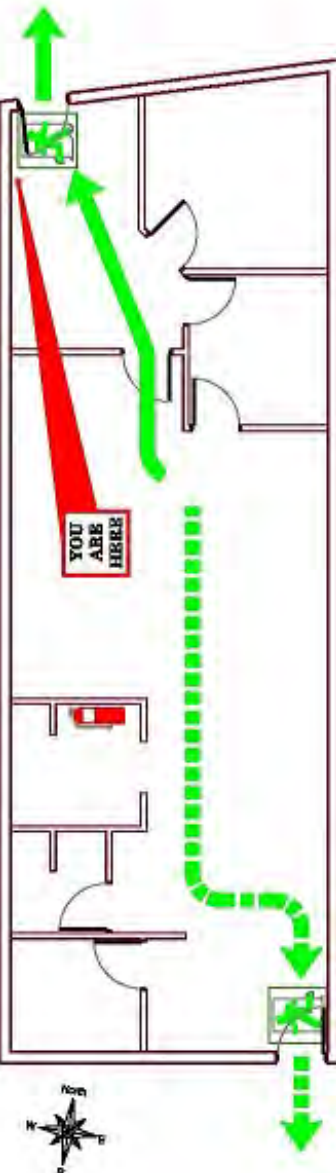


**DIAL 000 TO CALL
EMERGENCY SERVICES**



Fire Evacuation Diagrams cont/...

FIRE EVACUATION DIAGRAM



**16 King Street
Caboolture QLD 4510**

FIRE EXTINGUISHER OPERATION

Stand well back from the fire (two to four paces)
Always face the fire with your back to a clear doorway
Pull pin on the extinguisher
Aim directly at base of fire
Squeeze lever
SwEEP, 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

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- 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

LEGEND

- FIRE EXTINGUISHER
Dry Chemical Powder
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH



**DIAL 000 TO CALL
EMERGENCY SERVICES**



JAMES CLARK ASSOCIATES
Building & Construction
16 King Street, Caboolture QLD 4510
16/04/2017 (Date: July 2017) (Issue: 01) (Revision: Design/Issue)



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 Chart

Type of extinguisher		Extinguishant	Type of Fire, Class and Suitability						Comments (Refer Appendix B)
			A	B	C	E	F	D**	
Colour scheme AS/NZS1841 -1997	AS1841 -1992		Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	Metal fires	
		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 Reels



Hose reels should be used by Fire Service Personnel or trained firefighting 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 PLANS

Fire Hose Reel Operation

- 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

Fire Safety Installation Checklist

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts		✓
Emergency lighting	✓	
Exit signage	✓	
Smoke Alarms		✓
Smoke Detection and Alarm System		✓
Fire Sprinklers		✓
Fire/Smoke doors		✓
Fire extinguishers	✓	
Fire Blankets		✓
Fire hose reels		✓
Fire hydrants and Booster		✓
Protection of penetrations through fire rated construction		✓
Smoke exhaust system		✓
Compliant Door Hardware	✓	

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

**An application to obtain a Certificate of
Classification has been made
and waiting receipt**

Refer to attached sheets

Schedule 2 – Occupier’s statement¹

Name of building and address:	Coast2Bay Housing Group 16 King Street Caboolture, Qld 4150		
Prescribed fire safety installation ²	Nominated Australian Standard or relevant <i>maintenance</i> requirements ³	Was a <i>critical defect notice</i> ⁴ issued during the period covered by this statement (Yes/No)	Date of rectification of <i>critical defect</i> ⁴
Emergency lighting	AS 2293		
Exit signs	AS 2293		
Fire extinguishers	AS 1851		

Ias an authorised person on behalf of **Coast 2 Bay Housing Group** 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.