

FIRE & LIFE SAFETY MANAGEMENT & USE EMERGENCY FIRE PLAN

FOR



**Penny's Building
357 Logan Road
Stones Corner, Qld 4120**

Date Created – June 2024

Prepared by: -



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FIRE EVACUATION PROCEDURES

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Appendix A

QDC MP 6.1 – Maintenance of fire safety installations Schedule 2 - Occupiers Statement

1. DOCUMENT CONTROL SHEET

1.1 Contact for Enquiries and Proposed Changes

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

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Fire Safety Advisor	Jim Hatch
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Date of Qualifications	February 2024
RTO issued qualifications	RTO 21411

Evacuation Co-ordinator	Clare Burton
Phone	0401 258 547

Date of Commencement	April 2026
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Fire Evacuation and First Response Instructor	Mark Jones (FSA)
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Email	Mark@jameschatch.com.au
Date of Instructions	Refer Record of Training (Section 16)

1.2 Record of Issues

<i>Issue No</i>	<i>Reviewed By</i>	<i>Issue Date</i>	<i>Nature of Amendment</i>
001	JCH	June 2024	Implementation Issue
002	JCH	June 2025	Annual Review – No Changes
003	JCH	Aug 2026	Annual Review – Update Section 1

1.3 Disclaimer

Whilst all care has been taken by the Author to ensure that the information contained in this Fire & Life Safety Management & Use Emergency Fire Plan is suitable for the site specified, we make no statements, representations or warranties about the accuracy, completeness or performance of the information. We disclaim all responsibility and liability (including negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate in any respect or arising out of the performance of this Fire & Life Safety Management & Use Emergency Fire Plan.

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1.4 Copyright

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2. 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 Occupant's safety, corporate assets, or the continuity of services.

These plans are required to include a description of the installed Fire Safety facilities and the procedures to allow for an orderly evacuation of personnel from the building where emergency conditions necessitate such action.

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 Systems 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 357 Logan Road, Stones Corner, Q4120

3. IMPLEMENTATION CHECK LIST

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.
- Each separate Tenant in the building should ensure that their personnel procedures (PEEP) are practiced

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 the Occupants.

- Emergency procedures instructional literature for Tenants and copies available for 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 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.
- Develop and issue an Occupiers Statement to the QFES annually

4. EDUCATION AND TRAINING

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

The minimum requirements for training are:

4.1 General Evacuation and Evacuation Coordination Training

Training of all staff and Prescribed Persons members must be conducted at the initial establishment of the Emergency Control Organisation (ECO) and within two days of new staff are employed.

Training to all Prescribed Persons and Evacuation Coordinator (Fire Wardens) shall be provided on an annual basis and within one month of taking up a position on the ECO in accordance with the Queensland Building Fire Safety Regulations 2008.

All Staff 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 in a fire-resistant cabinet and available on request from an inspecting officer.

4.2 Trial Evacuation Practice

An evacuation exercise shall be conducted at least annually.

4.3 First Response Evacuation Instructions

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

4.4 Record Keeping

To comply with the requirements of the Fire and Rescue Service Act 1990 and Building Fire Safety Regulations 2008, a specific 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.

5. BUILDING DESCRIPTION

Building Classification	-	BCA – Class 5 & 7a
Type of Construction	-	Type B (Refer BCA part C)
Construction Materials	-	Masonry construction
Internal Partitions	-	Plasterboard on metal frame.

5.1 Alternate Building Solution

The building is subject to the following Alternative Solution under Building Code of Australia otherwise it is Deemed to Satisfy



Table 1. Non-compliance Issues

Item	Non-Compliance Issue	Non-Compliance Clause	Performance Clause
1.	<u>Review of Non-Fire Isolated Stair 1</u> The building will be provided with a new Stair 1 which will be connecting more than two (2) consecutive storeys and it will be non-fire isolated.	D1.3	DP5 EP2.2
2.	<u>Review of the Path of Travel from Stair 2</u> The occupants from the point of discharge of the Stair 2 in ground level would be required to travel within 6 m from the external walls of the building to reach to the road.	D1.7	DP4 EP2.2
3.	<u>Review of Fire Hydrant Booster Location</u> The hydrant booster to this building will be located off Cleveland Street which is not the designated street address for this building. In addition, the hydrant booster will also be located within 10 m from the external walls of the building and the transformer.	E1.3	EP1.3
4.	<u>Review of Unprotected Steel Columns</u> A steel column on the second floor of the building will be within 18m of the allotment boundary. As the column will not be protected, and therefore will not achieve the required FRL of 120/-, it has been identified as a non-compliance.	C1.1 Specification C1.1	CP1
5.	<u>Review of Entry Roller Shutter</u> A roller shutter will be present at the entrance to the building from Logan Rd. As the building has an occupancy of Class 5, it is not permitted that a required exit be fitted with a roller shutter. The roller shutter present at the entrance has therefore been identified as a non-compliance.	D2.1.8	DP4

The Alternative Solutions require the following



Figure 32 Fire wall separating the fire compartments on Level 1 - FRL 120/120/120.



Figure 33 Fire wall separating the fire compartments on Level 2 - FRL 120/120/120.

4. The window openings in Level 1 and Level 2 that are located within 3 m from the site boundary are required to be relocated such that they are not within 3 m from the site boundary. The location of these windows is shown in the figures below for the ease of reference.

4/5

Penny's Corner
Fire Engineering Report



11 FIRE ENGINEERING RECOMMENDATIONS

A Building Solution is a design complying with the BCA Performance Requirements and can be either a Deemed-to-Satisfy Solution, a performance solution, or a combination of both options.

Fire safety systems that are required for this building that have not been specifically identified and varied in this report must be implemented in accordance with the BCA Deemed-to-Satisfy requirements.

11.1 Part C – Fire Resistance

The stability, compartmentation and design of the building are to meet the BCA Deemed-to-Satisfy requirements, with the following exceptions:

1. The building elements of the both the existing and the new portions must be compliant with the specification of the BCA 2019 Spec C1.1 for a Type 'B' construction building and Section 2 of this document.
2. The use of combustible elements in the external walls of this building is not permitted.
3. The individual fire compartments in this building must be fire separated by a construction having an FRL of 120/120/120. The separation of the fire compartments in each level is shown in the figures below for the ease of reference.



Figure 34 Fire wall separating the fire compartments on Ground Level - FRL 120/120/120.

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Penny's Corner
Fire Engineering Report



Figure 54 Location of glazing that are located within 3 m from the site boundary in Level 1 (top) and Level 2 (right)

5. It is acceptable that the steel column marked in the figure below be 13.5m from the allotment boundary but have no fire protection, and therefore will not achieve the required FRL.



Figure 55 Location of non-compliant steel column

11.2 Part D – Access and Egress

The access and egress requirements of the building are to meet the BCA Deemed-to-Satisfy requirements with the following exception:

Penny's Carpark
Fire Engineering Report

6. The stair 1 connecting three (3) consecutive storeys can be non-fire isolated and is acceptable subject to the following:

- a. The glazing surrounding the non-fire isolated stair 1 (highlighted in blue in Figure 29) must be provided with heat strengthened glazing/toughened glass.
- b. The doors that are located along the extent of the heat strengthened glazing (highlighted in blue in Figure 29) must be self-closing and the glazing must be of toughened glass or heat strengthened glass.
- c. The door opening to the lobby from the office space must not be provided with an exit sign internally on the office side.
- d. The bulkhead above the glazing (if any) must have an FRL of -/120/120.
- e. The extent of glazing (highlighted in blue in Figure 29) must be provided with wall-wetting sprinklers internally on the office side.
- f. The store located underneath the non-fire isolated stair 1 must be fire isolated from the remainder of the building by a construction having an FRL of 120/120/120. The door opening to this store must be a self-closing fire door having an FRL of -/120/30.
- g. The lobby must be sterile and contain NO fire load. All materials in the lobby must be non-combustible.
7. The occupant path of travel from the point of discharge of the fire isolated stair 2 passing within 6m of the external walls of this building is acceptable subject to the following:
 - a. The entire building must be provided with a fire detector and alarm system compliant with AS 1670.1:2018. The office portions must have smoke detectors. The carpark portion is permitted to have heat detection.
 - b. The ground level car park portion including the fire isolated stair 2 (highlighted in orange in Figure 29) is required to be provided with a separate heat detection system zone from the remainder of the building.
 - c. The doors shown in Figure 30, Figure 31 and Figure 32 must be provided with active signage.
 - d. The exit doors opening to the ground level car park (highlighted in blue in Figure 29) must be provided with an egress route to the lobby to facilitate for the occupants to use the alternative exits in the building to evacuate. This re-entry feature may be enabled on fire alarm activation or on power failure to mitigate the security concerns.
 - e. The window openings in the fire wall separating the refurbished commercial office space from the car park space (highlighted in pink in Figure 30) is required to be removed and replaced by a construction having an FRL of 120/120/120.

- i. The internal wall along the occupant path of travel *highlighted in pink in Figure 34* must extend to the underside of the Level 1 floor slab and must be provided with a construction having an FRL of T20/T20/L20.

8. It is permissible that a roller shutter (to used for the ground floor exit to Logan Road) provided that the following requirements are met:

- a. The roller shutter must be kept open during business hours, as part of the management in use procedure.
- b. The roller shutter must fail in the open position if not supplied with power.
- c. The roller shutter must open upon Central Fire Alarm (CFA).
- d. A pressurisation must be provided in close proximity to the roller shutter, on the inside of the building, that opens the roller shutter.

11.3 Part F – Service and Equipment

The following fire safety services are proposed to be included within the building design, to facilitate the proposed performance solutions. These measures are additions to and/or modification of the safety measures required under the BCA Deemed-to-Satisfy requirements:

9. Fire Hydrants

- a. The building is required to be provided with a fire hydrant system compliant with the BCA 2019 and AS 2419.1 – 2005 except as modified in this report. They are:
 - i. The fire hydrant booster assembly can be located along Cleveland Street in lieu of Logan Road and is acceptable.
 - ii. The fire hydrant booster assembly can be located within 10 m from the building and the transformer.
 - iii. The fire hydrant booster assembly must be provided with a construction having a minimum FRL of 90/X/90. The booster assembly enclosure must have a width of 2.5 m and height must be 2.3 m.

10. Fire Hose Reels

- a. The building is required to be provided with fire hose reels compliant with the BCA 2019 and AS 2441 – 2005.
- b. The fire hose reel location inside the stair 2 in the ground level is required to be relocated to be outside the stair 2 shaft as shown in **Error! Reference source not found.**

11. Fire Extinguishers

- a. The building is required to be provided with portable fire extinguishers compliant with the BCA 2019 and AS 2444 – 2001.

12. Wall-wetting Sprinklers

- a. The extent of heat strengthened glazing/toughened glass in the ground level lobby *highlighted in blue in Figure 24* must be provided with wall-wetting sprinklers internally. Refer to Appendix 3 for product manual.

b. The bulkhead above the glazing *highlighted in blue in Figure 24* must be provided with wall-wetting

- c. The extent of glazing *highlighted in blue in Figure 24* must be provided with wall-wetting sprinklers internally on the office side.

13. Smoke Detection System and Occupant Warning Speakers

- a. The building is required to be provided with a fire detection system and occupant warning speakers compliant with the BCA 2019 and AS 1670.1 – 2018.
- b. The office portions must have smoke detection. The carpark portion is permitted to have heat detection.
- c. The ground level car park portion (Zone 1) *highlighted in orange in Figure 29* must be provided with a separate heat detection system zone.

14. Emergency Lighting and Exit Signs

- a. The building is required to be provided with emergency lighting and exit signs compliant with the BCA 2019 and AS 2293.1 – 2018.
- b. The doors highlighted in Figure 30, Figure 31 and Figure 32 are required to be provided with active signage. Refer to Appendix 3 for the product manual.

6. FIRE PROTECTION SYSTEMS

- An automatic fire detection complying with the Australian Standard AS 1670 has been installed throughout.
- An automatic wall wetting fire sprinkler system installed in compliance with the Australian Standard AS 2118 to glassing on ground level
- Manual Call Point on the Fire Indicator Panel ONLY
- Connection of the system to the QFES FireCom Centre through a digital coded alarm signalling equipment unit (ASE) **FCA No 54290**
- Building Occupant Emergency Warning System forming part of the Fire Indicator Panel having distribution speakers at intervals to comply with the performance criteria of the Building Regulations.
- Fire Hose reels in accordance with the Building Regulations and AS 2441
- Fire Hydrant system installed in accordance with the Australian Standard AS 2419.
- Fire Extinguishers in accordance with the Building Regulations and AS 2444

7. Operation of the Systems

7.1 Smoke or Heat Detector Operation

- Operate the Occupant Warning system, sounding an alarm throughout the building.
- Cause the Alarm Device (strobe) outside the front entry to operate
- Send a signal to the QFES Monitoring Station
- Indicate an alarm on the fire indicator panel

7.2 Fire Sprinkler Operation

- Operate the Occupant Warning system, sounding an alarm throughout the building
- Send a signal to the QFES Monitoring Station
- Indicate an alarm on the fire indicator panel

7.3 Manual Call Break Glass Alarm Point Operation

- Operate the Occupant Warning system, sounding an alarm throughout the building
- Cause the Alarm Device (strobe) outside the front entry to operate
- Send a signal to the QFES Monitoring Station
- Indicate an alarm on the fire indicator panel

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

8. BUILDING OCCUPANT WARNING SYSTEM

The fire alarm system has incorporated a Occupant emergency warning System which produces a distinct sound which can be heard throughout the building: -

- The "**ALARM**" (**Beep Beep Beep followed with recorded message...**) signal to notify that all personnel are required to leave the building by the "exit(s)"

Controls for the emergency warning system are located in the Fire Indicator Panel. (Refer to Fire Plan for location)

9. EVACUATION PROCEDURES

9.1 Emergency Alarm

In the event of a fire, or any other emergency, occurring during normal business hours, which may require evacuation, the following shall apply: -

- The Fire Warden in the affected area or tenancy will respond by making an announcement to prepare to evacuate and call the Fire Brigade **(Dial 000)**. (If required)
- Account for all occupants prior to evacuating by searching the areas directly associated with the emergency alarm.
- **Arrange for or provide immediate assistance to registered mobility impaired persons (refer to register for persons listed)**
- Request visitors to leave the building, and then secure all equipment and valuables. (If Safe)
- The Fire Warden should report to the Senior Officer of the attending Emergency Service.
- Only when control is established a fire fighting party may use the available fire fighting 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 **Fire Brigade** is to be immediately notified.

In the event of a fire, or any other emergency, occurring after normal business hours, the following shall apply: -

- **Raise** the Alarm by operating the Manual Call Point and notifying the Fire Brigade by dialling **'000' (TRIPLE ZERO)**.
- Escort visitors from the building
- Secure all equipment and valuables. **(ONLY IF SAFE TO DO SO)**
- Move away from the building to a safe position where you can greet the Fire Brigade on their arrival.
- Fighting of fire at times of after business hours shall only be performed if it is completed safe to do so. **(IF IN DOUBT THEN JUST GET OUT)**

9.2 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 operating a Manual Call Point 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.

If the fire is small enough, use a nearby fire extinguisher to 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
- 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

**MEET THE FIRE SERVICE ON ARRIVAL & INFORM THEM OF THE SITUATION.
IF THE FIRE HAS BEEN EXTINGUISHED THE FIRE SERVICE WILL STILL ATTEND**

9.3 Mobility Impaired Persons

- Assist any person in immediate danger, IF SAFE TO DO SO!! (Refer to Register for list)
- Make contact with persons not in the immediate danger
- Notify Emergency Services on their arrival.

NOTE: It should be clearly understood that the primary duty of the Wardens is not to combat emergencies, but to ensure as far as practicable, the safety of the occupants and their orderly evacuation from the danger zone.

10. PREVENTIVE MEASURES

PREVENTION OF FIRE is as important as the development of an efficient means of fighting it, and to this end, all staff should be acutely aware of the need to avoid dangerous practices which can cause danger to life and property.

Staff should take note and bring to the attention of the Evacuation Coordinator any potentially hazardous situation.

For example:

- Accumulation of combustibles increasing fire danger
- Storage of flammable liquids
- Placement of furniture, decoration or equipment which obstructs clear passage to the fire exit or the firefighting equipment
- Accidental discharge of extinguishers is reported immediately

The keeping of flammable liquids is not permitted under law, except in special circumstances, in which case only minimal quantities are to be held in approved containers.

All occupants need to be encouraged to observe the greatest care in use of matches, portable heaters, electrical appliances, BBQs and other possible sources of ignition.

The immediate area surrounding such appliances should be kept neat and tidy and devoid of combustible material storage.

11. FIRE FIGHTING EQUIPMENT

11.1 FIRE EXTINGUISHERS



Extinguishers are installed and it is important that all staff become familiar with the fire extinguishers and where they are located.

Installed at this site are AB(E) Dry Chemical Powder Fire Extinguishers, along with a Fire Blanket. (Refer to fire plan for locations)

11.1.1 Types of Extinguishers and Fires

There are five main classes of fire:

Class A: Ordinary free burning materials such as paper, clothing, packing materials wood and textiles.

This type of fire is best combated using the following extinguishers:

Water	(colour red)
Dry Chemical Powder AB(E) type	(colour red with white band)
Foam	(colour blue)

THE FIRE HOSE REEL MAY BE USED, WITH CAUTION, ON THIS TYPE OF FIRE.

Class B: Liquids such as petrol, spirits, paint lacquers, thinners, chemicals in liquid form.

This type of fire is best combated using the following extinguishers:

Dry Chemical Powder	(colour red with white band)
Foam	(colour red with blue band)
Carbon-dioxide	(colour red with black band)

Class C: Flammable Gasses such as LPG or Natural Gas.

This type of fire is best combated using the following extinguishers:

Dry Chemical Powder	(colour red with white band)
---------------------	------------------------------

Class E: Fire which originates at Electrical equipment.

For these fires, use extinguishers that do not conduct electricity as listed below:

Carbon-dioxide	(colour red with black band)
Dry Chemical Powder	(colour red with white band)

**DO NOT USE WATER ON FIRES THAT ORIGINATE OR ARE ASSOCIATED WITH
LIVE ELECTRICAL EQUIPMENT**

Class F: Cooking Oil and Fats.

This type of fire is best combated using the following extinguishers:

Wet Chemical	(Colour Red with an Oatmeal band)
B(E) type Dry Chemical Powder	(Colour Red with a White band)

11.1.2 Using the Installed Fire Extinguishers

- 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 – **2 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 EXTINGUISHER
REFER TO EXTINGUISHER IDENTIFICATION DISC**



P – Pull out the safety pin



A – Aim at the base of the



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

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme	Extinguishant	A	B	C	E	F	D**	
		Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	Metal fires	
AS/NZS1841 -1997	A-01841 -1992							
	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

11.2 HOSE REELS



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 PLANS

11.2.1 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

11.3 FIRE HYDRANTS

Fire hydrants are installed but are for the use by Emergency Services Only

12. EMERGENCIES OTHER THAN FIRE

12.1 BOMB THREAT



To defeat the purpose of a hoax caller, occupant's movement should be kept to a minimum. Avoid as far as practicable any outward sign that the threat is being acted on.

12.1.1 IF YOU RECEIVE A BOMB THREAT

- Hold caller on the line and obtain as much information as possible, e.g., appearance, location, time of detonation of the device, etc.
- **USE THE BOMB THREAT RECORD**
- Complete Bomb Threat Record sheet then refer immediately to Management.
- **DO NOT CREATE PANIC BY ALARMING OTHER PERSONNEL.**
- **DO NOT EVACUATE IMMEDIATELY** - wait until external exits have been checked before evacuating.
- Obey instructions of Wardens.

12.1.2 IF A BOMB IS FOUND

- **CLEAR AREA (DO NOT TOUCH ITEM)**
- **ADVISE MANAGEMENT.**
- **KEEP OTHERS CLEAR OF AREA.**
- **THE EVACUATION COORDINATOR WILL DIRECT FURTHER ACTION** in conjunction with the Police.

12.2 BOMB THREAT CHECKLIST

BOMB & STANDARD PHONE THREAT CHECKLIST		
REMEMBER: Keep Calm & Don't hang up the phone after the call		
Exact wording of threat:		
Questions to Ask:	Response:	
Where did you put the bomb?		
When is the bomb going to explode?		
What does the bomb look like?		
How will the bomb explode?		
Did you place the bomb?		
Why did you place the bomb?		
What type of bomb is it?		
What is in the bomb?		
What will make the bomb explode?		
What is your name?		
Where are you?		
What is your address?		
Notes for after the call:		
Caller's Voice:		
Accent (specify)		
Any impediment (specify)		
Voice (loud, soft etc.)		
Speech (fast, slow, etc.)		
Dictation (clear, muffled)		
Manner (calm, emotional, etc.)		
Did you recognise the caller?		
If so, who do you think it was?		
Was the caller familiar with the area?		
Threat Language:		
Well-spoken ☐	Incoherent ☐	Irrational ☐ Taped ☐ Message read by caller ☐ Abusive ☐
Other (details):		
Background Noises:		
Street noises ☐	House Noises ☐	Aircraft ☐ Voices ☐ Music ☐ Machinery ☐ Local call ☐
Other:		
Sex of caller: Male ☐ Female ☐	Estimated age of caller:	
Call Details:		
Date: / /	Time: am/pm	Duration of the call: minutes
Recipient Details:		
Name:	Phone number:	Signature:
Report call IMMEDIATELY to your Chief Warden or Supervisor		

12.3 CIVIL DISORDER

12.3.1 Actions

If you become aware of any form of civil disorder e.g., demonstrations, unauthorised entry/occupation and the like, you should:

- **Immediately advise** the Management.
- **notify** the Police
- **ensure** that staff:
 - lock all doors & windows
 - secure essential documents, files, papers, etc.
 - avoid physical conflict with the demonstrators even if provoked!!
 - follow the instructions of the Police
 - refer all media enquiries or other sources to the Police

12.3.2 Precautions during civil disorder

- **Avoid** any physical confrontation wherever possible. Staff must always attempt to withdraw from any situation where there is an immediate threat of physical violence.
- Staff must not risk injury or attack in protecting property.

NB. This does not mean that staff should not use lawful means to defend themselves, other staff, or members of the public from physical attack in legally justifiable circumstances.

If such defensive action is necessary, staff must use only the degree of force reasonably necessary to restrain the intruder. No staff member should act alone.

12.4 BUILDING SERVICES BREAKDOWN

A breakdown of any number of Building Services such as Power, Lighting, Air Conditioning, etc. may require the ECO to instigate a partial or complete building evacuation.

- In the event of power failure, switch off electrical appliances.
- In the event of a decision by the ECO to evacuate, the actions as outlined in the Evacuation Procedures (refer section 09) shall be followed.

12.5 SEVERE STORM

In the event of strong wind, the following actions should be taken:

If in the street:

- Seek shelter immediately.
- Avoid windows and external door areas.
- If possible, do not remain in cars.

If in a building:

- Secure all windows and external doors.
- Keep clear of windows.
- Follow the instructions of Authorities.

NB. Where possible, secure all loose objects external to the building.

12.6 MEDICAL

Medical emergencies can vary from a single patient suffering a heart attack to multiple victims from an explosion. In the event of a medical emergency the ECO should ensure the following actions are taken:

- Arrange for first aid to be administered by a qualified first-aider,
or,
- in the event of no first-aider being available, make the patient(s) as comfortable as possible.
- Call for an ambulance(s).

If evacuation of the building is necessary:

- Evacuate ambulant victim(s) to the area directly outside the entry foyer.
- Relocate non-ambulant victim(s) that are in immediate danger, to a safe area within the building.
- Advise emergency services of the location of all injured persons.

N.B. When approaching a victim, ensure that all dangers have been eliminated from the immediate area

12.7 EARTHQUAKE

Seismic activity is not uncommon in Australia and severe tremors have been felt in various localities. In the event of an earthquake the following actions should be taken:

If in the street:

- Move to an open doorway and seek shelter, or
- to a clear space away from buildings.

If in a building:

- Stay and seek shelter under a table or desk
- Follow the instructions of Authorities.
- Keep away from windows

13. REGISTERS

13.1 Contractor Register

This register is to be kept with the Management

Contractors should be recorded, such recording should include their name, organisation, contact telephone number, area/person being visited, time of entry and time of departure. This register should be used when determining the persons present at the time of an emergency.

Staff are requested to provide guidance to maintenance personnel who may be in the building at the time of the emergency.

VISITOR REGISTER

(EXAMPLE)

DATE	NAME	ORGANISATION	Ph. No.	PERSON/AREA VISITED	TIME IN	TIME OUT
11/04/03	L. Fenech	J.J. Electrical	3219 4040	Main Switch room	13.30	15.00

13.2 Mobility & Otherwise Impaired Persons Register

A **register** containing the name of building occupants with mobility and other impairments, which would affect their ability to be aware of or to escape from the building in an emergency, must be established and kept up to date, held by the Management.

The register must include:

- People with impaired hearing;
- People with impaired sight;
- People with limited mobility, either permanently or temporarily;
- People with cardio-vascular problems; and
- Pregnant women with a loss of mobility.

People with disabilities must inform their Fire Warden whether the disability is permanent or temporary, and if temporary, when they expect to overcome the disability.

MOBILITY & OTHERWISE IMPAIRED PERSONS REGISTER

(EXAMPLE)

MONTH - Oct 2001		TYPE OF IMPAIRMENT OR DISABILITY						
NAME	SEX	AMBULANT	LIMITED MOBILITY	HEARING	SIGHT	CARDIO VAS'R	PREGNANT	OTHER
<i>John Brown</i>	<i>M</i>		✓					

13.3 Personal Emergency Evacuation Plan (PEEP)

PEEPs are individualised emergency plans designed for mobility impaired occupants or visitors who may require assistance during an emergency. A copy of the PEEP should be kept with a designated assistant, and an additional copy kept in a central location (such as the site's Fire and Evacuation Plan) which is readily accessible to the responding Emergency Service. The information on PEEP shall be shared to all people responsible for its implementation.

As per AS 3745: 2010 (Planning for emergency in facilities)

Occupant Name (you): _____

Building Address: _____

Phone: _____ Mobile: _____ Email: _____

Is an assistance animal involved? Yes ☐ No ☐

Are you trained/practised in the emergency response procedures (including evacuation procedures)? Yes ☐ No ☐

Preferred method of receiving updates (if applicable) to the Emergency Response Procedures onsite (e.g., text message, email, mobile/phone call) _____

Preferred method for notification of an Emergency (e.g., visual alarm, personal vibrating device, text message, amplified voice or shout, air horn) _____

Type of assistance required: _____

Equipment required for the evacuation of the property: _____

Egress/ exit procedure (step by step details):

1. _____
2. _____
3. _____
4. _____
5. _____

Designated assistants and contact details:

Name _____ Phone _____ Mobile _____ Email _____

Name _____ Phone _____ Mobile _____ Email _____

Name _____ Phone _____ Mobile _____ Email _____

Are your designated assistants trained/ practised in emergency response procedures (including the evacuation procedures)? Yes ☐ No ☐

Are your designated assistants trained in evacuation equipment? Yes ☐ No ☐

Please attach a diagram showing the preferred route for assisted evacuation (optional diagram):

Issue date: ____/____/____

Review date: ____/____/____

Occupant approved: _____

Designated Assistant: _____

Date: ____/____/____ (Signature)

Date: ____/____/____ (Signature)

14. Maintenance and Testing of 'Special Fire Service'

Note: Annual Certification as prescribed in the current Fire and Rescue Safety Act Legislation will be the responsibility of the Fire Maintenance contractor.

Provide Annual Schedule 2 - Occupant Statement (QDC MP 6.1 – Maintenance of fire safety installations). Declaration of service for delivery to the Queensland Fire Services requirements.

14.1 Testing Fire Detection System

Carry out the tests and inspections in the schedule of tests form, along with the requirements of all applicable Australian Standards including AS 1851 and local authority requirements.

Inspect the installation and report on any non-compliance issues or potential problems.

14.2 Testing Occupant Warning System

Carry out the tests and inspections in accordance with Australian Standard AS 1851.2005 and local authority requirements.

14.3 Fire Sprinkler System

Carry out inspection testing as detailed and in accordance with AS 1851

Where the heat sensitive element of sprinkler head is found to be coated with paint or any other material likely to adversely affect the operation, the Contractor shall report such defects.

Inspect the installation and report on any non-compliance issues or potential problems.

14.4 Fire Extinguishers

Carry out inspection testing as detailed and in accordance with AS 1851

14.5 Fire Hydrants (including Boosters)

Carry out inspection testing in accordance with AS 1851

14.6 Fire Hose Reels

Carry out inspection testing in accordance with AS 1851

14.7 Passive Fire Protection

Carry out inspection testing in accordance with AS 1851

14.8 Testing Fire Resistant Door Sets

Carry out the tests and inspections in accordance with AS 1851 and local authority requirements.

14.9 Fire Procedure Training

Carried out in accordance with the Building Fire Safety Regulations of Qld 2008 Section 35, 37, 38, 44, 45, 46

14.10 Emergency & Exit Lighting

Carried out inspection testing in accordance with AS 2293

14.11 Emergency Lift

Carry out inspection testing in accordance with AS 1735

14.12 Log Book

The log books are to be kept in a secure fire-resistant cabinet with the Building Management and will comply with the relevant requirements of the Australian Standards. The following information shall be entered as a minimum

Date of inspection.

List of deficiencies being impracticable to rectify on that visit.

Record of each service call, the fault found and the action taken to remedy the fault/s.

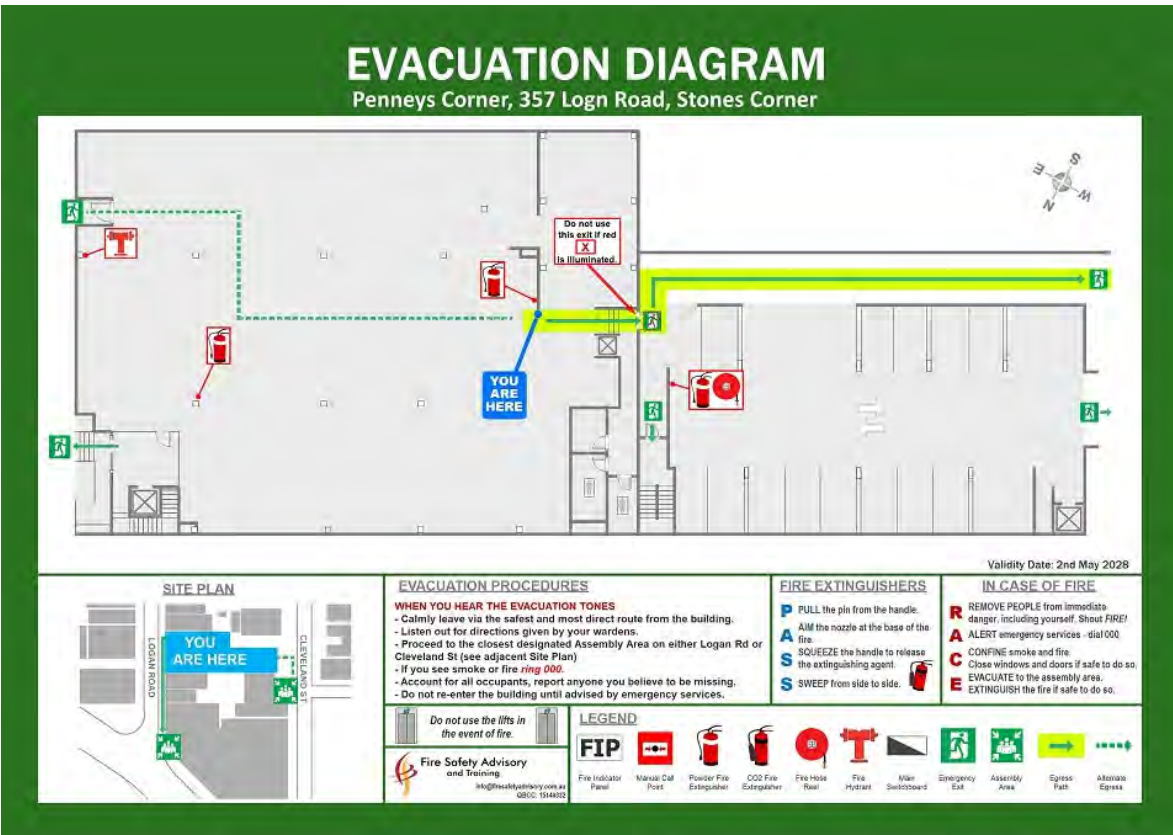
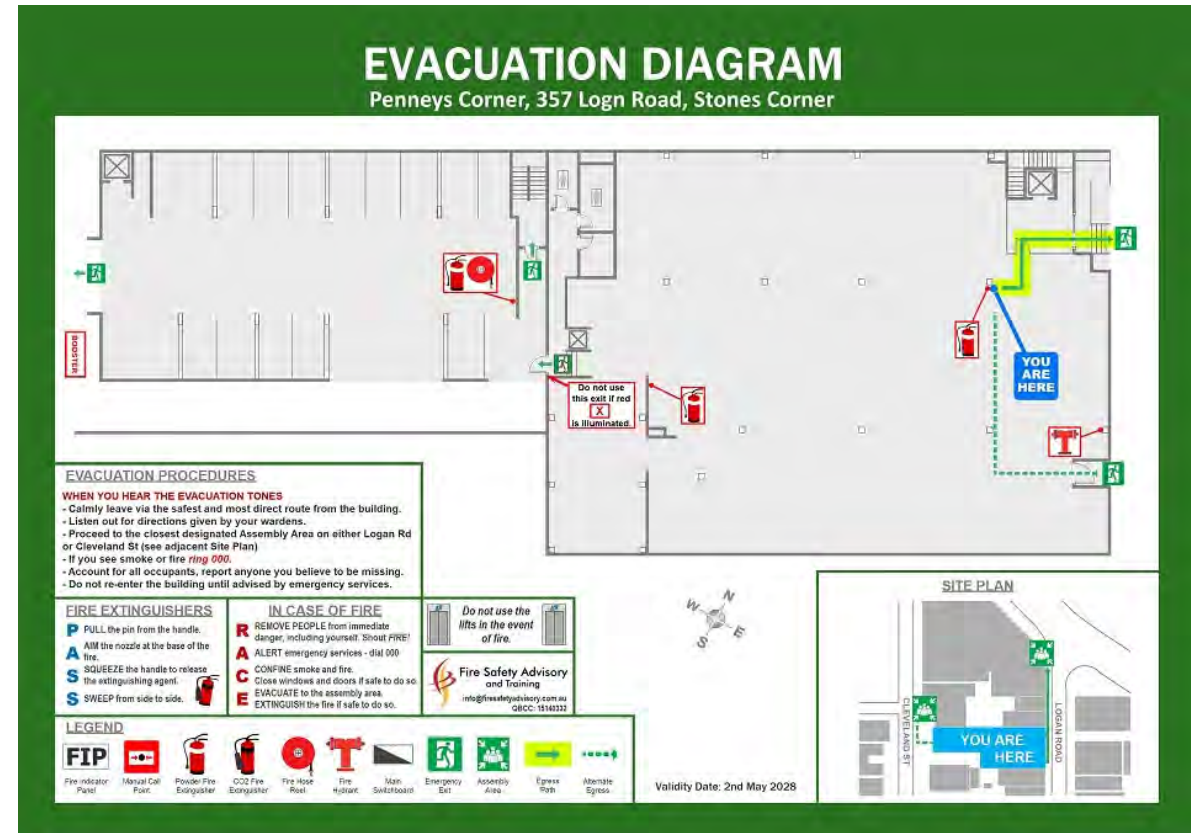
Record where any part of the system is disconnected, bridged or removed, together with the reason and the name of the person authorising such action.

Signature of the Management.

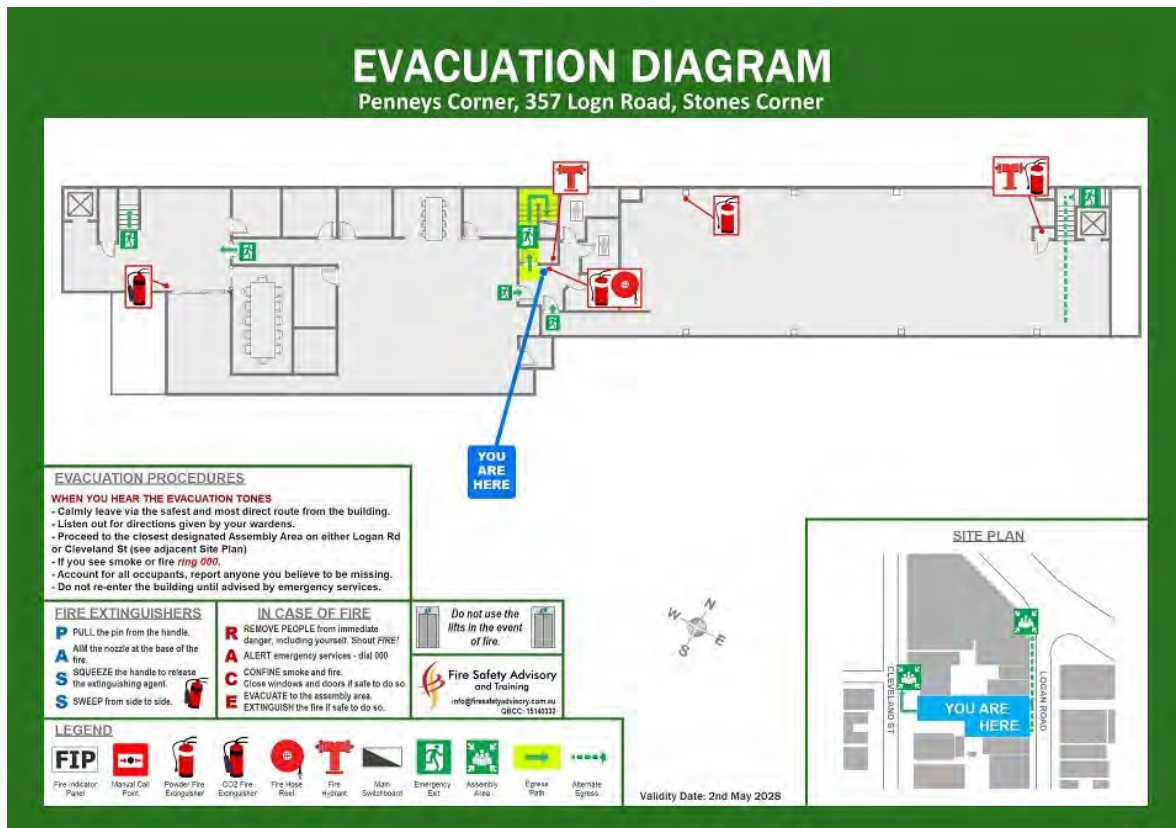
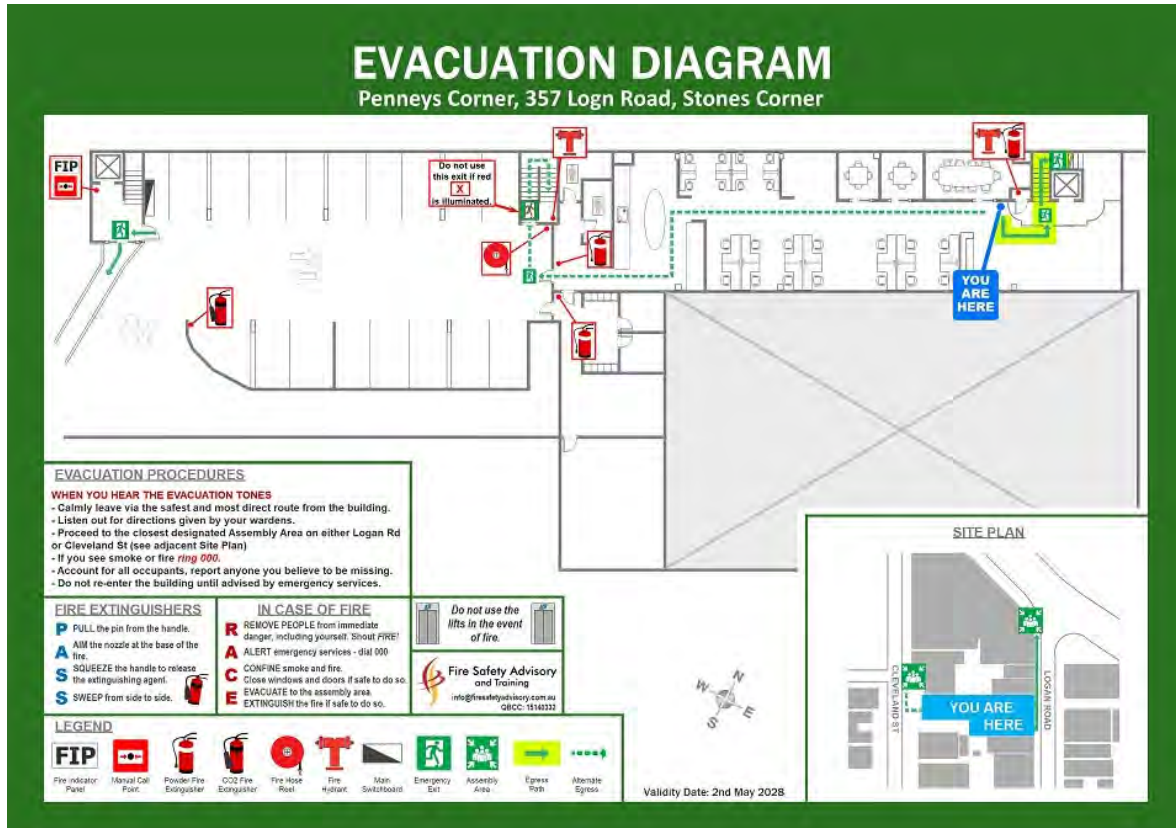
Date of completion of each of the recommended corrective action(s).

Signature of the person who has carried out the corrective action(s).

15. Fire and Evacuation Signs



Fire and Evacuation Signs (cont)



Penny's Building, 357 Logan Road, Stones Corner, Qld 4120
-Management in Use Emergency Fire Plan



16. Record of Fire Procedure Training

REFER TO ATTACHED SHEETS

17. Maintenance Records

REFER TO ATTACHED SHEETS

18. Annual Declaration & Approvals

REFER TO ATTACHED SHEETS

19. Building Plans & Approvals, As-installed Drawings



**BUILDING
CERTIFIERS
AUSTRALIA**

Form 11 Certificate of Occupancy

A Form 11 must be completed to fulfil the requirements prescribed in sections 102(2) and 103 of the Building Act 1975 for a Certificate of Occupancy.

1. Type of Certificate Indicate the type of Certificate of Occupancy being issued.	☒ Certificate of Occupancy ☐ Inform Certificate of Occupancy								
2. Applicant details If the applicant is a company, a contact person must be shown.	Name (natural person or company) Gamer Qld Development No 4 Pty Ltd Attn: John DeMartini								
3. Property description The description must identify all land the subject of the application. The lot and plan details (e.g. SPMRP) are shown on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.	Street address (include number, street, suburb / locality & postcode) 357 Logan Road STONES CORNER, QLD 4120 Lot & plan details (attach list if necessary) Lot 1 on RP900892 Local government area the land is situated in Brisbane City Council								
4. Classification The building or part thereof described is classified as follows in accordance with Part A6 of the Building Code of Australia having regard to the use for which it was designed, built or adapted. If a part of the building is classified differently to another part, state the part to which such classification relates.	<table border="1"> <thead> <tr> <th>Part of Building/Description</th> <th>Class of Building/Part</th> </tr> </thead> <tbody> <tr> <td>Additions and Alterations to existing Commercial Building (including Level 1 and 2 office fitouts)</td> <td>Class 5 & 7a</td> </tr> <tr> <td colspan="2">Refer to Building Approval #20200002 for the associated scope of building work to which this Certificate relates.</td> </tr> </tbody> </table>	Part of Building/Description	Class of Building/Part	Additions and Alterations to existing Commercial Building (including Level 1 and 2 office fitouts)	Class 5 & 7a	Refer to Building Approval #20200002 for the associated scope of building work to which this Certificate relates.			
Part of Building/Description	Class of Building/Part								
Additions and Alterations to existing Commercial Building (including Level 1 and 2 office fitouts)	Class 5 & 7a								
Refer to Building Approval #20200002 for the associated scope of building work to which this Certificate relates.									
5. Maximum numbers of people permitted If applicable, state the maximum number of people permitted in the building and the portion it applies to.	<table border="1"> <thead> <tr> <th>Part of Building/Description</th> <th>Maximum population</th> </tr> </thead> <tbody> <tr> <td>Ground</td> <td>114</td> </tr> <tr> <td>Level 1</td> <td>46</td> </tr> <tr> <td>Level 2</td> <td>66</td> </tr> </tbody> </table>	Part of Building/Description	Maximum population	Ground	114	Level 1	46	Level 2	66
Part of Building/Description	Maximum population								
Ground	114								
Level 1	46								
Level 2	66								
6. Restrictions on the use or occupation of the building If the building work uses a performance solution and/or a deemed-to-satisfy solution within the meaning of Building Code of Australia or the Queensland Development Code, restricting the use or occupation of the building, state the restriction. For example, a limitation on the use of fixtures with the fire hazard properties as defined under the Building Code of Australia.	Restrictions: The following restrictions apply to the use or occupation of the building: - The building must only be used in accordance with the relevant Development Permits (and other statutory approvals) that apply to the Development. The building must be maintained to remain compliant with those Permits/Approvals. - Safety measures must be capable of performing to a standard no less than that which they were originally required to achieve. Safety installations must be maintained in accordance with Queensland Development Code MP6.1, AS1851 and any other relevant standard. Mechanical ventilation and hot water, warm water and cooling water systems must be adequately maintained to safeguard people from illness or injury. Services must continue to perform to a standard of energy efficiency no less than that which they were originally required to achieve. - The Building Owner must take reasonable measures to ensure that the fire isolated stairways are used primarily for emergency purposes only. The balustrade system used in the fire isolated stairway is only permissible where the fire isolated stairway is used primarily for emergency purposes. - This building is not approved to accommodate any materials that could cause special problems for fighting a fire because of the nature or quantity of materials stored, displayed or used in the building or on the allotment (NCC Volume 1 Clause E1.10). - Section 108A of the Building Act 1975 requires the Owner to ensure that this certificate is conspicuously displayed as near as practicable to the building's main entrance.								

Building Plans & Approvals, As-installed Drawings cont/...

Performance Solution If the building work uses a performance solution, state the applicable materials, systems, methods of building, procedures, specifications and other relevant requirements. This will provide building owners and occupiers with a concise and practical explanation of performance solutions that may have some operational implications on the use of the building. This will also help ensure the ongoing use of the building and any future modifications do not compromise compliance with the performance requirements of the applicable building code.	Performance solution requirements: The building owner must ensure compliance with the special requirements in each Performance Solution Report associated with the building. Refer to Building Approval #20200002 for the associated Performance Solution Reports. The following systems and procedures form part of the performance solution: Performance Solution #1 – Prevention of the penetration of water through external walls • Performance Requirement – BCA FP1.4 • Associated Deemed to Satisfy Clause (DTS) – Nil (there is no associated BCA DTS provision that satisfies BCA Performance Requirement FP1.4) • Description – BCA Performance Requirement FP1.4 requires a roof and external wall (including openings around windows and doors) must prevent the penetration of water that could cause unhealthy or dangerous conditions, or loss of amenity for occupants; and undue dampness or deterioration of building elements. Performance Solution #2 – Section J Compliance • Performance Requirement – JP1 • Associated Deemed to Satisfy Clause (DTS) – Section J • Description – The consultant has verified compliance with the performance requirements using the JY3 verification method. Performance Solution #3 – Review of non-fire isolated Stair 1 • Performance Requirement – DP5 & EP2.2 • Associated Deemed to Satisfy Clause (DTS) – D1.3 • Description – The building will be provided with a new Stair 1 which will be connecting more than two (2) consecutive storeys and it will be non-fire isolated. Performance Solution #4 – Review of path of travel from Stair 2 • Performance Requirement – DP4 & EP2.2 • Associated Deemed to Satisfy Clause (DTS) – D1.7 • Description – The occupants from the point of discharge of the Stair 2 in ground level would be required to travel within 6 m from the external walls of the building to reach to the road. Note: This is an existing building condition that will be improved by this development. Performance Solution #5 – Review of Fire Hydrant Booster Location • Performance Requirement – EP1.3 • Associated Deemed to Satisfy Clause (DTS) – E1.3 • Description – The hydrant booster to this building will be located off Cleveland Street which is not the designated street address for this building. In addition, the hydrant booster will also be located within 10 m from the external walls of the building and the transformer. Performance Solution #6 – Review of Unprotected Steel Columns • Performance Requirement – CP1 • Associated Deemed to Satisfy Clause (DTS) – C1.1 • Description – A steel column on the second floor of the building will be within 18m of the allotment boundary. As the column will not be protected, and therefore will not achieve the required FRL of 120/-. Performance Solution #7 – Roller Shutter – Logan Road Entry • Performance Requirement – DP4 • Associated Deemed to Satisfy Clause (DTS) – D2.19 • Description – A roller shutter will be present at the entrance to the building from Logan Rd. Performance Solution #8 – Existing Cleveland Street Pedestrian Ramp does not comply with current AS1428.1 • Performance Requirement – DP1 & DP2 • Associated Deemed to Satisfy Clause (DTS) – D1.10, D3.1, D3.3 • Description – Egress ramp is not fire isolated and is not provided with compliant gradients as per BCA D3.3(a)(i) in-force AS1428.1:2009.
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Building Act 1975 - Section 111(2)(a) & 113 - Form 11 - Version 4 - October 2020

Page 2 of 3

Building Plans & Approvals, As-installed Drawings cont/...

	Performance Solution #9 – Existing Cleveland Street Pedestrian Ramp does not comply with current AS1428.1 • Performance Requirement – DP1 & DP2 • Associated Deemed to Satisfy Clause (DTS) – D3.1 & D3.3 • Description – This configuration of the handrails to the front stairway (Stair 1) and rear stairway (Stair 3) does not fully comply with BCA D3.3, inter-via AS1428.1:2009. Performance Solution #10 – Siphonic Draining • Performance Requirement – FP1.1, FP1.2, FP1.3 & FP1.4 • Associated Deemed to Satisfy Clause (DTS) – F1.1 • Description – A siphonic stormwater draining system is provided which is not completely covered by AS3500.3					
Fire Safety Installations & Services Part 3: Fire Safety Installations & Services Building Act Section 181 – Building certifier's obligation to give referral agency certificate and other documents: The building certifier must, within 10 business days after giving the certificate, give any referral agency a copy of the certificate of occupancy. If the agency is the DFES, the building certifier must provide a list of all fire safety installations installed in the building, and drawings must be provided showing the location of the fire safety installations.	Fire Safety Installations Applicable to the Development <table border="1"> <tr> <td data-bbox="584 672 941 1008"> 1 Structural features • access panels through fire-rated construction • penetrations through fire-rated construction • fire doors • structural fire protection • systems required to have a fire-resistance level 2 Fire protection systems • wall-wetting sprinklers • fire detection and alarm systems </td> <td data-bbox="941 672 1334 1008"> 3 Fire fighting equipment • fire mains/fire hydrants • fire hose reels (carpark) • fire extinguishers (portable) 4 Occupant safety features • exit door hardware • emergency lighting • exit signs • fire doors 5 Other features • Nil </td> </tr> </table> Special Fire Services Applicable to the Development a) Fire mains/Fire hydrants b) Wall-wetting sprinklers c) Fire detection and alarm systems	1 Structural features • access panels through fire-rated construction • penetrations through fire-rated construction • fire doors • structural fire protection • systems required to have a fire-resistance level 2 Fire protection systems • wall-wetting sprinklers • fire detection and alarm systems	3 Fire fighting equipment • fire mains/fire hydrants • fire hose reels (carpark) • fire extinguishers (portable) 4 Occupant safety features • exit door hardware • emergency lighting • exit signs • fire doors 5 Other features • Nil			
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Building certifier: If the certifier is a company, a contact person must be shown.	<table border="1"> <tr> <td data-bbox="584 1134 1039 1218"> Name of building certifier (in full) & Contact person Building Certifiers Australia Pty Ltd - ABN 93 632 469 268 Contact Person: Nick Sager </td> <td data-bbox="1039 1134 1334 1218"> Licence number A1165387 </td> </tr> <tr> <td data-bbox="584 1218 876 1459"> Signature  Signed for and in behalf of Building Certifiers Australia Pty Ltd </td> <td data-bbox="876 1218 1039 1459"> Date 16/06/2023 </td> <td data-bbox="1039 1218 1334 1459"> Building Approval Reference Number 20200002 </td> </tr> </table>	Name of building certifier (in full) & Contact person Building Certifiers Australia Pty Ltd - ABN 93 632 469 268 Contact Person: Nick Sager	Licence number A1165387	Signature  Signed for and in behalf of Building Certifiers Australia Pty Ltd	Date 16/06/2023	Building Approval Reference Number 20200002
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Building Plans & Approvals, As-installed Drawings cont/...



PROJECT DETAILS		
Project Number	J0365	
Project Name	Penney's Corner	
Project Address	357 Logan Road, Greenslopes QLD 4034	
Prepared for	SC Plaza Partnership	

REPORT DETAILS		
Name	Revision	Date Details
Fire Engineering Brief	1	14/5/2021 Draft - For Client Review
Fire Engineering Report	1	15/7/2021 Final - For Approval
Fire Engineering Report	2	24/05/2023 Final - For Approval (Update in Blue)

REPORT AUTHOR	
Prepared by	Chris Sheeran M.E (Fire Safety Eng.), MTech (Mechatronics Eng.), B.E (Mechanical Eng.), MFireE, C.Eng., RPEQ (License Number: 11900)
Signature	
Contact Details	Telephone: +61 7 3063 7678 Mobile: +61 429 599 488 Email: chris@fireengineersaustralia.com.au

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A FULL COPY OF THE FIRE ENGINEERING REPORT IS KEPT IN THE DOCUMENT BOX

20. FIRE SAFETY INSTALLATION CHECKLIST

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts	✓	
Emergency lighting	✓	
Exit signage	✓	
Smoke Alarms		✓
Fire Detection and Alarm System	✓	
Fire doors	✓	
Fire extinguishers	✓	
Fire blankets		✓
Fire hose reels	✓	
Fire hydrants (including booster)	✓	
Fire Sprinklers – Wall Wetting ONLY	✓	
Protection of penetrations through fire rated construction	✓	
Car Park exhaust system		✓
Security Door Release	✓	
Compliant Door Hardware	✓	

Schedule 2 – Occupier’s statement¹

Name of building and address:	Penny’s Building 357 Logan Road Stones Corner, Qld 4120		
Prescribed fire safety installation²	Nominated Australian Standard or relevant maintenance requirements³	Was a critical defect notice⁴ issued during the period covered by this statement (Yes/No)	Date of rectification of critical defect⁴
Emergency lighting	AS 2293		
Exit signs	AS 2293		
Emergency Lifts	BCA & AS 1735		
Fire Detection and Alarm System	AS 1851		
Fire extinguishers	AS 1851		
Fire Hydrants (including boosters and Pumps)	AS 1851		
Fire Sprinklers (including boosters)	AS 1851		
Fire Resistant Door Sets	AS 1851		
Passive Fire Protection	AS 1851		

Ias an authorised person on behalf of **SC Plaza Partnership** 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.