

FIRE & LIFE SAFETY MANAGEMENT & USE EMERGENCY FIRE PLAN

FOR



**KINGSGATE CENTRE
42-44 King Street
Caboolture, Qld 4510**

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Prepared by: -



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Emergency Procedures Training

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Appendix A

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

1. 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:

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Email	property@demartini.com.au
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Fire Safety Advisor	James C Hatch
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Date of Qualifications	Feb 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)
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Email	mark@jameschatch.com.au
Date of Instructions	Refer Record of Training (Section 16)

1.1 Record of Issue and Revisions

Issue No	Reviewed By	Issue Date	Nature of Amendment
001	JCH	May 2012	Implementation Issue
002-5	JCH	2013-2016	Annual Review
006-11	JCH	2017-2022	Annual Review
012	JCH	Oct 2023	Annual Review – Update alarm sounds
013	JCH	Oct 2024	Annual Review – Update Section 1
014	JCH	Oct 2025	Annual Review – Included PEEP + New Evac Signs

1.2 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.

The Author holds no responsibility for updating or the keeping of copies of this Fire and Evacuation Plan once the final document has been accepted by the client. It is the responsibility of the purchaser of this Fire and Evacuation Plan to keep it up to date and to make any changes as they may occur.

1.3 Copyright

The intellectual property rights in this Fire & Life Safety Management & Use Emergency Fire Plan are owned by the Author. You may reproduce all or part of this manual for your own internal use in establishing and maintaining emergency procedures for the site specified in this Fire & Life Safety Management & Use Emergency Fire Plan. You may not use the Fire & Life Safety Management & Use Emergency Fire Plan (or any reproductions of it) for establishing or maintaining emergency procedures at other sites or for commercial purpose.

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 Tenants 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.

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 Occupants.

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.

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 Kingsgate Centre, 42-44 King Street, Caboolture, Qld 4510

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 personnel are appointed to the Emergency Control Organization (ECO):

Area Fire Wardens (one per tenancy)
Wardens (per tenancy)

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 Tenancy Staff.

- Each separate Tenant in the building should ensure that their procedures are practiced
- 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 the Building Management).
- Trial Evacuation exercise conducted annually. (Arranged by the Building 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.
- Complete and issue Annual Occupiers Statement to QFRS

4. EDUCATION AND TRAINING

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

The minimum requirements for training are:

General Evacuation and Evacuation Coordination Training

Training of all prescribed persons must be conducted at the initial establishment of the Emergency Control Organisation and within one month of new appointments.

Training to all prescribed persons and Fire Wardens shall be provided on an annual basis in accordance with the Queensland Building Fire Safety Regulations 2008.

All Fire Wardens and Tenants must be familiar with egress routes and assembly areas (refer to fire plan posters).

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 fire fighting equipment is to be given to all prescribed persons 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 for inspection by the Authorities if requested.

5. BUILDING DESCRIPTION

Building Classification	-	BCA – Class 5/6
Type of Construction	-	Type B (Refer BCA part C)
Construction Materials	-	Masonry construction

At the time of construction, it was built as a Deemed to Satisfy solution of the BCA.

There are no known dispensations to the Building Regulation.

6. FIRE PROTECTION SYSTEMS

- Provision of an automatic Fire Detection System complying with the Australian Standard AS 1670 has been installed.
- Connection of the system to the QFRS FireCom Centre through a digital coded alarm signalling equipment unit (ASE) **FCA No 52253**
- Provision of an Occupant Emergency Warning System forming part of the Fire Indicator Panel consisting of Manual Call Points and distribution speakers at intervals to comply with the performance criteria of the Building Regulations.
- Provision of fire extinguishers in accordance with the Building Regulations and AS 2444
- Provision of fire hose reels in accordance with the Building Regulations and AS 2441

7. Operation of the Systems

7.1 Operation of Heat Detectors or Smoke Detector

WILL

- Indicate an alarm on the fire indicator panel
- Operate the emergency warning system sounding an Alarm tone throughout the building
- Ring the Local Fire Bell
- Send a signal to call the Fire Brigade

7.2 Manual Call Break Glass Alarm Point Operation

WILL

- Indicate an alarm on the fire indicator panel
- Operate the emergency warning system sounding an Alarm tone throughout the building
- Ring the Local Fire Bell
- Send a signal to call the Fire Brigade

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

8. EMERGENCY WARNING SYSTEM

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

- The "**ALARM**" (**Beep, Beep...**) signal to notify all occupant of an emergency situation.
- The "**ALARM**" signal IS ASSISTED BY A VOICE OVER MESSAGE to notify that all personnel are required to leave the building by the "exit(s)" nominated by the Fire Warden for the individual tenancy.

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

9. EVACUATION PROCEDURES

9.1 Emergency Alarm

Fire Wardens are to be appointed to each and every tenancy and are responsible for evacuation of their Tenancy

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

- The Area Fire Warden will respond by making an announcement to evacuate the Area and if required, call the Fire Brigade (**Dial 000**).
- The Area Fire Warden will arrange for the warning to be given to all the Tenants of the Building by operating the Manual Call Point
- The Fire Warden will respond by checking their tenancy.
- Staff in each tenancy should warn visitors they will have to leave the building, and then secure all equipment and valuables. (If Safe)
- **Fire Warden** will account for all occupants prior to evacuating by searching all area in their tenancy and the Amenities.
- The Area Fire Wardens will direct all occupants not involved in Fire Warden duties to evacuate the building.
- 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 all staff. 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 call the Fire Brigade (dial **'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.

9.3 Duties of Area Fire Warden

This would apply during normal hours only

- The Area Fire Wardens are to assume complete responsibility for the occupants of their Tenancy from the time of alarm until the responsibility can be handed over to the Senior Officer of the attending Emergency Service.
- Notify the relevant emergency service of the type & location of the emergency (if applicable).
- Where threat to life exists, commence evacuation of the immediate area.
- Establish corrective measures that need to be taken and ensure that fire fighting and/or other corrective measures are commenced immediately, **ONLY IF SAFE TO DO SO!!**
- On arrival of the responding emergency service, inform them of the current situation.
- Keep records of the actions taken, the nature of the emergency and any unusual circumstances.
- Ensure affected area is searched and cleared when an evacuation of the building is ordered.

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 Fire Wardens 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 fire fighting 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 and other possible sources of ignition. The immediate area surrounding such appliances should be kept neat and tidy.

11. FIRE FIGHTING EQUIPMENT

11.1 FIRE EXTINGUISHERS



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

(Refer to fire evacuation diagrams for location of fire extinguishers)

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 – **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



P – Pull out the safety pin

A



A – Aim at the base of

S



S – Squeeze the handle

S



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

Type of extinguisher		Extinguishant	Type of Fire, Class and Suitability						Comments (Refer Appendix B)
			A Wood, paper, plastics, etc	B Flammable liquids	C Flammable gases	E Energized electrical equipment	F Cooking oils and fats	D** Metal fires	
AS/NZS1841 -1997	AS1841 -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 located external to the building and 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, occupants' movements 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 Fire Warden.
- **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 FIRE WARDEN.**
- **KEEP OTHERS CLEAR OF AREA.**
- **THE MANAGEMENT assisted by the FIRE WARDENS 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		

CIVIL DISORDER

12.2.1 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 residents:
 - 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

12.2.2 Precautions during civil disorder

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

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

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

12.3 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.

12.4 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.

12.5 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 Resident Site 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.

Residents 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 are encouraged to inform the Management 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 2008		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 Occupant Statement Declaration of service for delivery to the Queensland Fire Services requirements.

14.1 Automatic Fire Detection System

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

Note in logbook any defects, circuits that are subject to repair, alteration or extension. On the following visit, check that faulty parts have been replaced and that satisfactory replacement has been achieved.

Record details of routine tests in logbook and have it signed by Site Manager

Where the heat sensitive element of thermal detectors or the enclosure of any other detectors are found to be coated with paint or any other material likely to adversely affect the operation of detectors, the Contractor shall report such defects.

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

14.2 Smoke Alarms

Carry out tests and inspections in accordance with AS1851

14.3 Emergency Warning System

Carry out tests and inspections in accordance with AS1851

14.4 Fire Extinguishers

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

14.5 Fire Hose Reels

Carry out inspection testing six monthly in accordance with AS 1851

14.6 Fire Hydrants

Carry out inspection testing in accordance with AS 1851

14.7 Fire Procedure Training

Carried out in accordance with the Building Fire Safety Regulations of Qld 2008 Section 35, 36, 38, 44, 45, 46

14.8 Emergency & Exit Lighting

Carried out inspection testing six monthly in accordance with AS 2293

14.9 Testing Fire Resistant Door Sets

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

14.10 Testing of Smoke Control Doors

Carry out all performance testing necessary to satisfy the requirement of AS 1851 and the operational functions

The Management are to arrange for this test and it is to be witnessed and approved by an authorised person.

14.11 Emergency Lift

Carried out inspection testing in accordance with AS 1735

14.12 Log Book

The log books are to be kept in a secure cabinet with the Site 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.

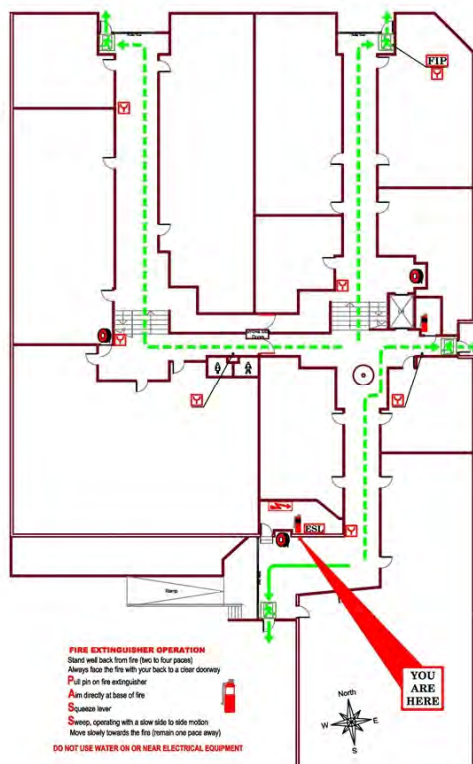
Record where any part of the system is disconnected, bridged or removed, together with the reason and the name of the person authorising such action.

Signature of the Site Manager.

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 Diagrams



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Lower Ground Level

FIRE EVACUATION DIAGRAM

EMERGENCY ALARM PROCEDURES

Installed in the building is an Automatic Fire System having Smoke & Heat Detectors, Manual Call Points and an Emergency Warning System. Activation of any of the above devices WILL Call Emergency Services & cause the Emergency Warning System to produce a sound:

Evacuation Warning - 'Beep Beep Beep... Beep Beep Beep... Beep Beep Beep... Emergency... Evacuate Now'

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

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

**DIAL '000' TO CALL
EMERGENCY SERVICES**

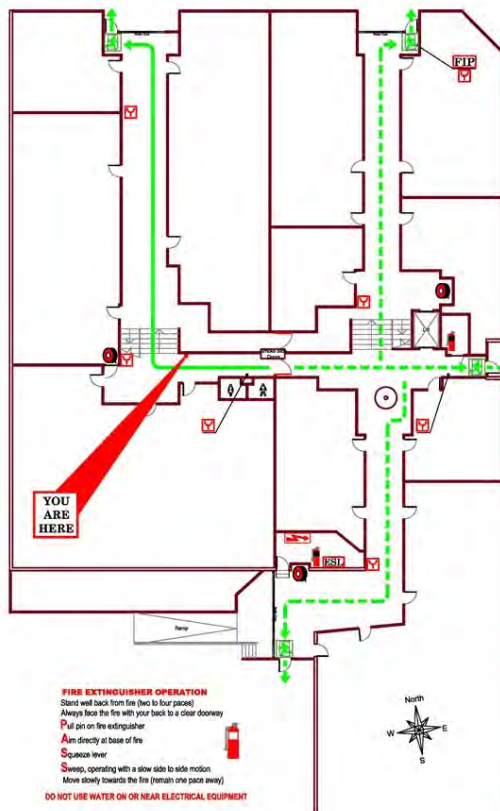
LEGEND

- FIRE EXTINGUISHER
- FIRE HOSE REEL
- MANUAL CALL POINT
- FIRE INDICATOR PANEL
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- ELECTRICAL SWITCHBOARD
- ESSENTIAL SERVICES LOGBOOKS



DeMartini Fletcher
Property

JAMES HATCH & ASSOCIATES
Trades, Civil, Mechanical, Electrical, Plumbing, Gas, Air Conditioning, Fire Protection, Security, and more.
Installation Date: July 2025
(An Annual review of this document must be documented to maintain validity)



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Lower Ground Level

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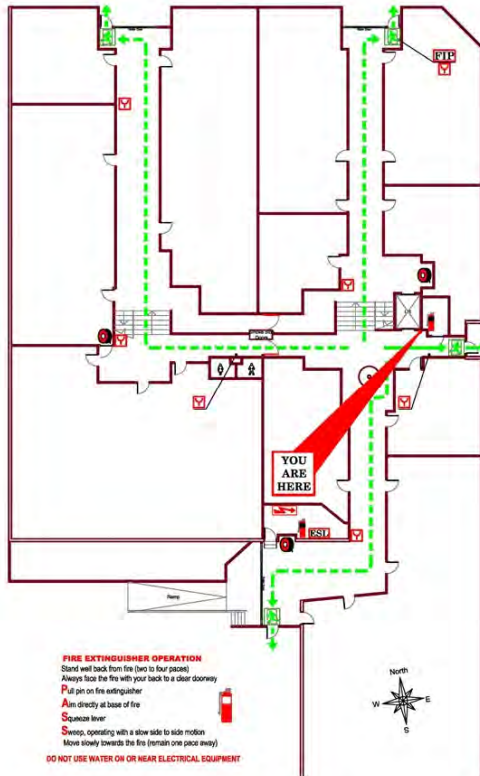
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Fire and Evacuation Diagrams (cont)



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Lower Ground Level

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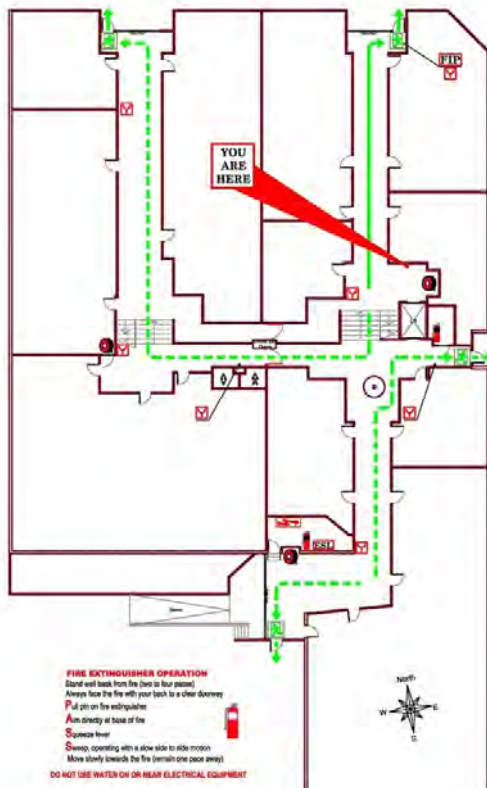
LEGEND

- FIRE EXTINGUISHER
Carbine Coupler
- FIRE HOSE REEL
- MANUAL CALL POINT
- FIRE INDICATOR PANEL
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- ELECTRICAL SWITCHBOARD
- ESSENTIAL SERVICES LOCKBOOTS



DeMartini Fletcher
Property

JAMES CHATCHELL ASSOCIATES
Installation Date: July 2025
(An Annual review of this document must be documented to maintain validity)



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Ground Level

FIRE EVACUATION DIAGRAM

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EMERGENCY SERVICES**

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- FIRE EXTINGUISHER
Carbine Coupler
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DeMartini Fletcher
Property

JAMES CHATCHELL ASSOCIATES
Installation Date: July 2025
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Fire and Evacuation Diagrams (cont)

EMERGENCY ALARM PROCEDURES

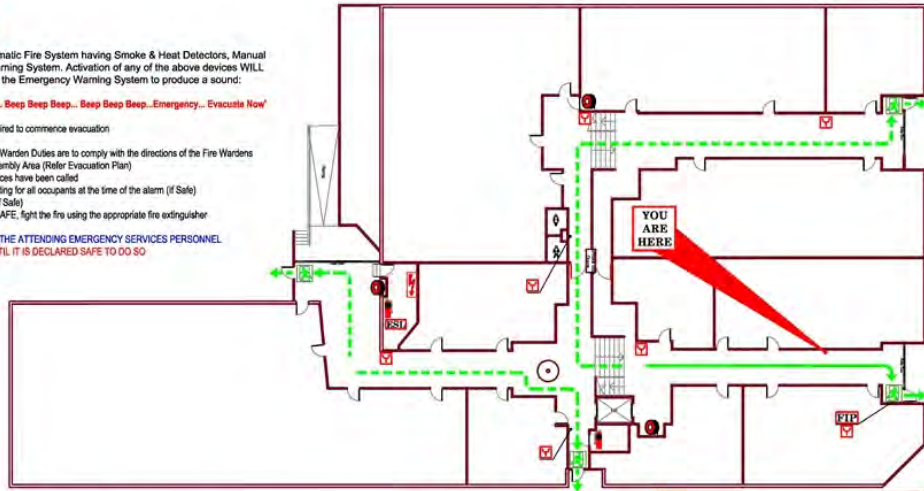
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FIRE EVACUATION DIAGRAM

Kingsgate Centre
42-44 King Street
Caboolture, Qld 4510
Ground Level

JAMES CHATCHELL ASSOCIATES
Installation Date: July 2025
(An Annual review of this document must be documented to maintain validity)

LEGEND

- FIRE EXTINGUISHER
- MANUAL CALL POINT
- FIRE INDICATOR PANEL
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- ELECTRICAL SWITCHBOARD
- ESSENTIAL SERVICES LOGBOOKS

FIRE EXTINGUISHER OPERATION

- Stand well back from fire (two to four paces)
- Always face the fire with your back to a clear doorway
- Pull pin on fire 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

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

DIAL '000' TO CALL EMERGENCY SERVICES

EVACUATION PLAN



EMERGENCY ALARM PROCEDURES

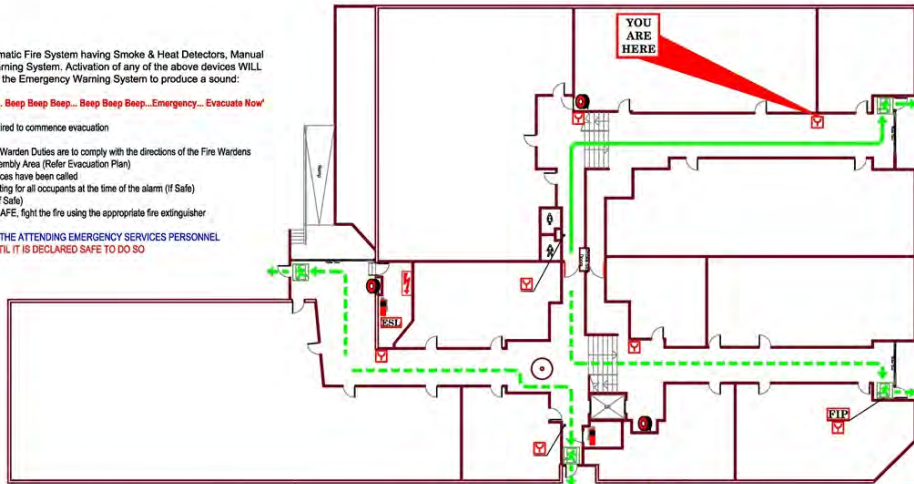
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FIRE EVACUATION DIAGRAM

Kingsgate Centre
42-44 King Street
Caboolture, Qld 4510
Ground Level

JAMES CHATCHELL ASSOCIATES
Installation Date: July 2025
(An Annual review of this document must be documented to maintain validity)

LEGEND

- FIRE EXTINGUISHER
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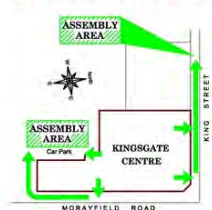
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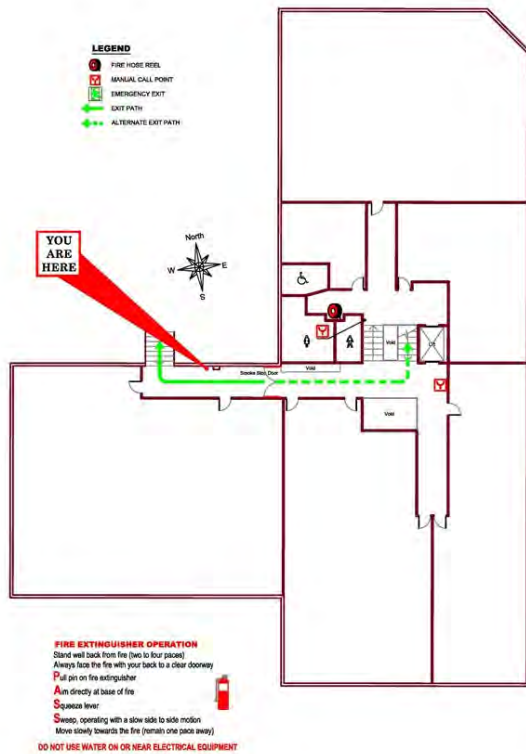
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DIAL '000' TO CALL EMERGENCY SERVICES

EVACUATION PLAN



Fire and Evacuation Diagrams (cont)



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Level One

FIRE EVACUATION DIAGRAM

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**DIAL '000' TO CALL
EMERGENCY SERVICES**



DMF DeMartini Fletcher
Property

JAMES HATCH & ASSOCIATES
Fire & Emergency Services
Installation Date: July 2025
(An Annual review of this document must be documented to maintain validity)

Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Level One

FIRE EVACUATION DIAGRAM

EMERGENCY ALARM PROCEDURES

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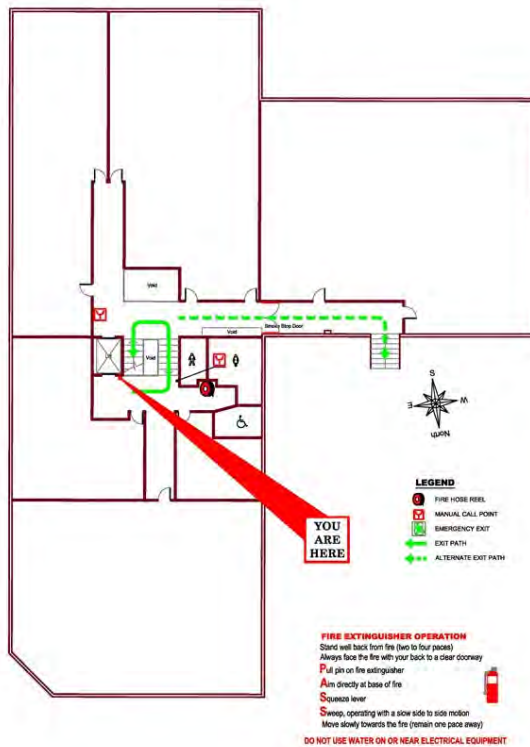
**DIAL '000' TO CALL
EMERGENCY SERVICES**



DMF DeMartini Fletcher
Property

JAMES HATCH & ASSOCIATES
Fire & Emergency Services
Installation Date: July 2025
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Fire and Evacuation Diagrams (cont)



Kingsgate Centre 42-44 King Street Caboolture, Qld 4510 Level Two

FIRE EVACUATION DIAGRAM

EMERGENCY ALARM PROCEDURES

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**DIAL '000' TO CALL
EMERGENCY SERVICES**



16. Record of Fire Procedure Training

17. Maintenance Records

NB The Emergency Lighting records of testing are contained in the specific Log Book

18. Annual Declaration & Approvals

19. Building Plans & Approvals, As-installed Drawings

The Building Certifier Pty Ltd
ABN: 77 093 761 230

CERTIFICATE OF CLASSIFICATION
Building Act 1975 (as amended)
Section 98 Standard Building Regulation

This is to certify that The Building Certifier P/L has classified the building or part of the building as specified below:

CERTIFICATE NO: TBC 1/02
CERTIFIER REFERENCE NO: TBC 01/6
OWNER OF BUILDING:

Name: Halifax Nominees P/L and Rohrig P/L
Postal Address: GPO Box 1435 Surfers Paradise QLD 4217

FULL SITE ADDRESS OF BUILDING WORK:

Street Address: 42 King Street Caboolture QLD 4510
Real Property Description: Lot 18 RP 158197
Local Authority: Caboolture Shire Council

BUILDING OR PART	CLASS OR CLASSES
RETAIL TENNANCIES & COMMERCIAL TENNANCIES	6 5

**RESTRICTIONS ON THE USE OR OCCUPATION – SECTION 98(5)(C)
STANDARD BUILDING REGULATION**

FIRE SAFETY REPORT by BUILDING DESIGN ALTERNATIVES dated 16 July 2001

THE USE OF THE ABOVE BUILDING OR ANY PART THEREOF FOR A PURPOSE IN CONTRAVENTION OF THE CERTIFICATE IS AN OFFENCE AGAINST THE BUILDING ACT 1975 (AS AMENDED).

BUILDING CERTIFIER *Robert Smith* ACC NO: A75256 DATE: 16/8/02

PO Box 1219 Nambour QLD 4560 • PH: 5455 4722 • FAX: 5455 4766 • MOBILE: 041 779 3886
EMAIL: building@rahco.com

20. FIRE SAFETY INSTALLATION CHECKLIST

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts	✓	
Emergency lighting	✓	
Exit signage	✓	
Emergency Warning System	✓	
Smoke Detection System	✓	
Smoke Alarms		✓
Smoke Fire doors	✓	
Fire extinguishers	✓	
Fire blankets		✓
Fire hose reels	✓	
Fire hydrants (including booster)		✓
Fire Sprinklers (including booster)		✓
Protection of penetrations through fire rated construction	✓	
Smoke exhaust system		✓
Stairwell Pressurisation System		✓
Security Door Release		✓
Compliant Door Hardware	✓	

Schedule 2 – Occupier’s statement¹

Name of building and address:	Kingsgate Centre 42-44 King Street Caboolture, Q4510		
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		
Smoke Control	AS 1851		
Exit signs	AS 2293		
Emergency Lifts	BCA – AS 1735		
Fire detection and alarm systems	AS 1851		
Fire extinguishers	AS 1851		
Fire hose reels	AS 1851		
Fire door sets	AS 1851		

I as an authorised person on behalf of **Kingsgate Centre** 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.