FIRE & LIFE SAFETY MANAGEMENT & USE EMERGENCY FIRE PLAN

FOR



Mackay Corporate Offices
45 Victoria Street
MACKAY, Qld 4740

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Prepared by: -

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CONTENTS

Page No

1. DOCUMENT CONTROL SHEET 1
   - 1.1 Contact for Enquiries and Proposed Changes 1
   - 1.2 Record of Issues 2
   - 1.3 Disclaimer 2
   - 1.4 Copyright 2
2. POLICY RELATING TO EMERGENCY PLANNING 3
3. IMPLEMENTATION CHECK LIST 3
4. EDUCATION AND TRAINING 4
5. BUILDING DESCRIPTION 5
6. FIRE PROTECTION SYSTEMS 5
7. Operation of the Systems 5
   - 7.1 Fire Detector Operation 5
   - 7.2 Manual Call Break Glass Alarm Point Operation 5
8. EMERGENCY WARNING SYSTEM 6
9. EVACUATION PROCEDURES 6
   - 9.1 Emergency Alarm 6
   - 9.2 General Processes if a Fire is observed 7
   - 9.3 Duties of Area Fire Warden 7
10. PREVENTIVE MEASURES 8
11. FIRE FIGHTING EQUIPMENT 9
    - 11.1 FIRE EXTINGUISHERS 9
      - 11.1.1 Types of Extinguishers and Fires 9
      - 11.1.2 Using the Installed Fire Extinguishers 10
    - 11.2 HOSE REELS 11
      - 11.2.1 Fire Hose Reel Operation 11
    - 11.3 FIRE HYDRANTS 11
12. EMERGENCIES OTHER THAN FIRE 12
    - 12.1 BOMB THREAT 12
      - 12.1.1 IF YOU RECEIVE A BOMB THREAT 12
      - 12.1.2 IF A BOMB IS FOUND 12
    - 12.2 BOMB THREAT CHECKLIST 13
    - 12.3 CIVIL DISORDER 14
    - 12.4 BUILDING SERVICES BREAKDOWN 14
    - 12.5 MEDICAL 15
    - 12.6 SEVERE STORM 15
    - 12.7 EARTHQUAKE 15
13. REGISTERS 16
    - 13.1 Contractor Register 16
    - 13.2 Mobility & Otherwise Impaired Persons Register 17
    - 13.3 Personal Emergency Evacuation Plan (PEEP) 18

14. Maintenance and Testing of 'Special Fire Service' 19

14.1 Testing Fire System 19
14.1.1 Annual 19
14.2 Fire Extinguishers 19
14.3 Fire Hose Reels 19
14.4 Fire Hydrants (including boosters) 19
14.5 Testing Fire Resistant Door Sets 19
14.6 Fire Procedure Training 19
14.7 Emergency & Exit Lighting 19
14.8 Log Book 20

15. Fire and Evacuation Diagrams 21

16. Record of Fire Procedure Training 28

17. Maintenance Records 29

18. Annual Declaration & Approvals 30

19. Building Plans & Approvals, As-installed Drawings 31

20. FIRE SAFETY INSTALLATION CHECKLIST 32

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:

Building Name	Mackay Corporate Offices
Business	De Martini Fletcher Property
Address	L10, 46 Edward Street Brisbane, QLD 4000
Phone	(07) 3211 2033/ 0410 258 547
Email	property@demartini.com.au
Property Owner	Dunkheld Gardens
Address	c/- De Martini Fletcher L10, 46 Edward Street Brisbane, QLD 4000
Phone	0484 003 475
Fire Safety Advisor	James C Hatch
Phone	(07) 3219 4340
Mobile	0411 188 466
Email	Jim@jameschatch.com.au
Date of Qualifications	Feb 2024
RTO issued qualifications	Chubb Training
Person Responsible for Evacuation Co-ordinator	Property Manager
Phone	0411 725 445
Fire Evacuation and First Response Instructor	Mark Jones (FSA)
Phone	0412 450 741
Email	mark@jameschatch.com.au
Date of Instructions	Refer Record of Training (Section 16)

1.2 Record of Issues

Issue No	*Reviewed By*	*Issue Date*	*Nature of Amendment*
001	JCH	Aug 2009	Implementation Issue
002-8	JCH	2010-2016	Annual Review
09-13	JCH	2017-21	Annual Review
014-17	JCH	2022-25	Annual Review
018	JCH	Nov 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.

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.

1.4 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 staff safety, corporate assets, or the continuity of services. These plans are required to include the orderly evacuation of personnel from the building where emergency conditions necessitate such action.

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.

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) 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 45 Victoria Street, Mackay, Queensland 4740

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.
- 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 Property 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.

- Prepare and issue an Annual Occupier's Statement to QFES

4. EDUCATION AND TRAINING

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

The minimum requirements for training are:

General Evacuation and Evacuation Coordination Training

Training of all staff must be conducted at the initial establishment of the Emergency Control Organisation and within two days of new staff are employed.

Training to all staff and Fire Wardens shall be provided on an annual basis 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 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 staff and repeated every two years.

Record Keeping

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

The Record is kept for inspection by the Authorities if requested.

5. BUILDING DESCRIPTION

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

6. FIRE PROTECTION SYSTEMS

The building (when constructed) was built as Deemed to Satisfy to the Building Regulation in place at the time of approval.

There are no known dispensations to the Building Regulation.

- An automatic fire detection system complying with the Australian Standard AS 1670 has been installed throughout the building.
- Connection of the system to the QFES FireCom Centre through a digital coded alarm signalling equipment unit (ASE) **FCA No 22021**
- An Occupant Emergency Warning System forming part of the Fire Indicator Panel having distribution speakers to comply with the performance criteria of AS 2220.
- Fire Hydrant system installed in accordance with the Australian Standard AS 2419.
- Fire extinguishers in accordance with the Building Regulations and AS 2444
- Fire hose reels in accordance with the Building Regulations and AS 2441

7. Operation of the Systems

7.1 Fire Detector Operation

- Operate the emergency warning system, sounding an alarm throughout the building.
- Cause the fire bell outside the entry to operate
- Send a signal to the QFES Monitoring Station
- Indicate an alarm on the fire indicator panel

7.2 Manual Call Break Glass Alarm Point Operation

- Operate the emergency warning system, sounding an alarm throughout the building
- Cause the fire bell outside the 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. EMERGENCY WARNING SYSTEM

The fire alarm system has incorporated an emergency warning system which produces two (2) distinct sounds which can be heard throughout the building: -

- The "***ALERT***" (***Barp, Barp***...) signal to notify all occupant of an emergency situation.
- The "***EVACUATE***" (**Whoop, Whoop, Whoop**…) signal 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 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 Area Fire Warden will respond by making an announcement to evacuate the Area and if required, call the Emergency Services **(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 on Ground Level
- 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 Public Facilities.
- 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
- **O**n arrival to the Assembly Area the Fire Wardens are to account for all staff. If any personnel are unaccounted for, the attending **Emergency Services** 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 Emergency Services 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 Emergency Services 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 Emergency Services (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.

- 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 staff become familiar with the fire extinguishers and where they are located.

Installed at this site are AB(E) Dry Chemical Powder and Carbon Dioxide Fire Extinguishers. (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 Emergency Services 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 EXTINGUISHERS REFER TO EXTINGUISHER IDENTIFICATION DISC

P



P – Pull out the safety pin

A



A – Aim at the base of the

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

* 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

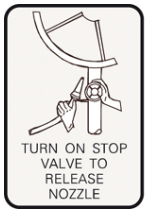
11.2 HOSE REELS



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 for the use by Emergency Services Only

12. EMERGENCIES OTHER THAN FIRE

12.1 BOMB THREAT



To defeat the purpose of a hoax caller, staff 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	

12.3 CIVIL DISORDER

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

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 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

12.6 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.

12.7 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
John Brown	*M*		√					

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 Testing Fire 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.

14.1.1 Annual

Perform an operational check of 20% of Heat detectors and 50% of Smoke detectors annually.

Perform an operational check of 100% of manual call points each year.

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

14.2 Fire Extinguishers

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

14.3 Fire Hose Reels

Carry out inspection testing in accordance with AS 1851

14.4 Fire Hydrants (including boosters)

Carry out inspection testing in accordance with AS 1851

14.5 Testing Fire Resistant Door Sets

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

14.6 Fire Procedure Training

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

14.7 Emergency & Exit Lighting

Carried out inspection testing in accordance with AS 2293

14.8 Log Book

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

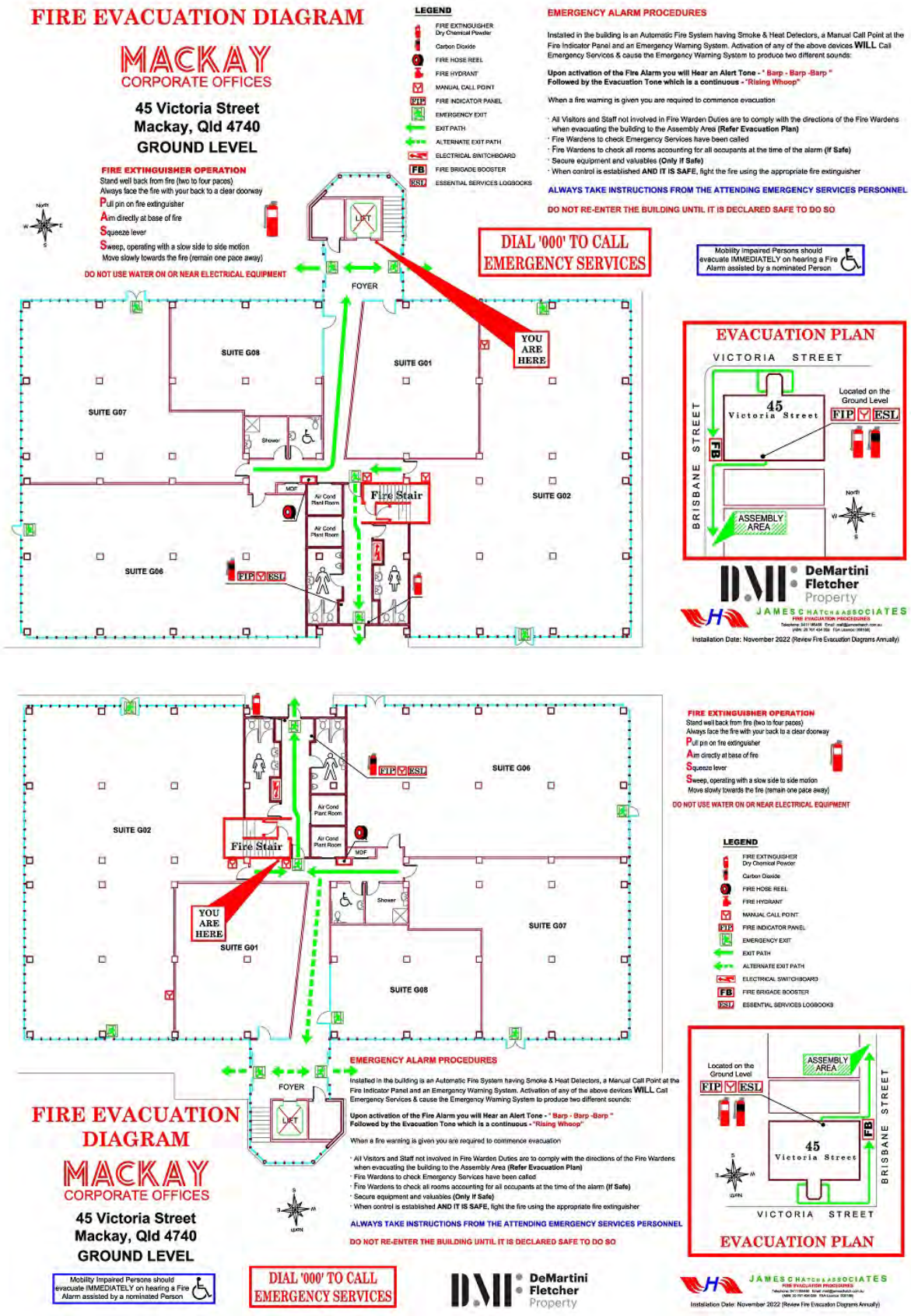
Record where any part of the system is disconnected, bridged or removed, together with the reason and the name of the person authorising such action.

Signature of the Management.

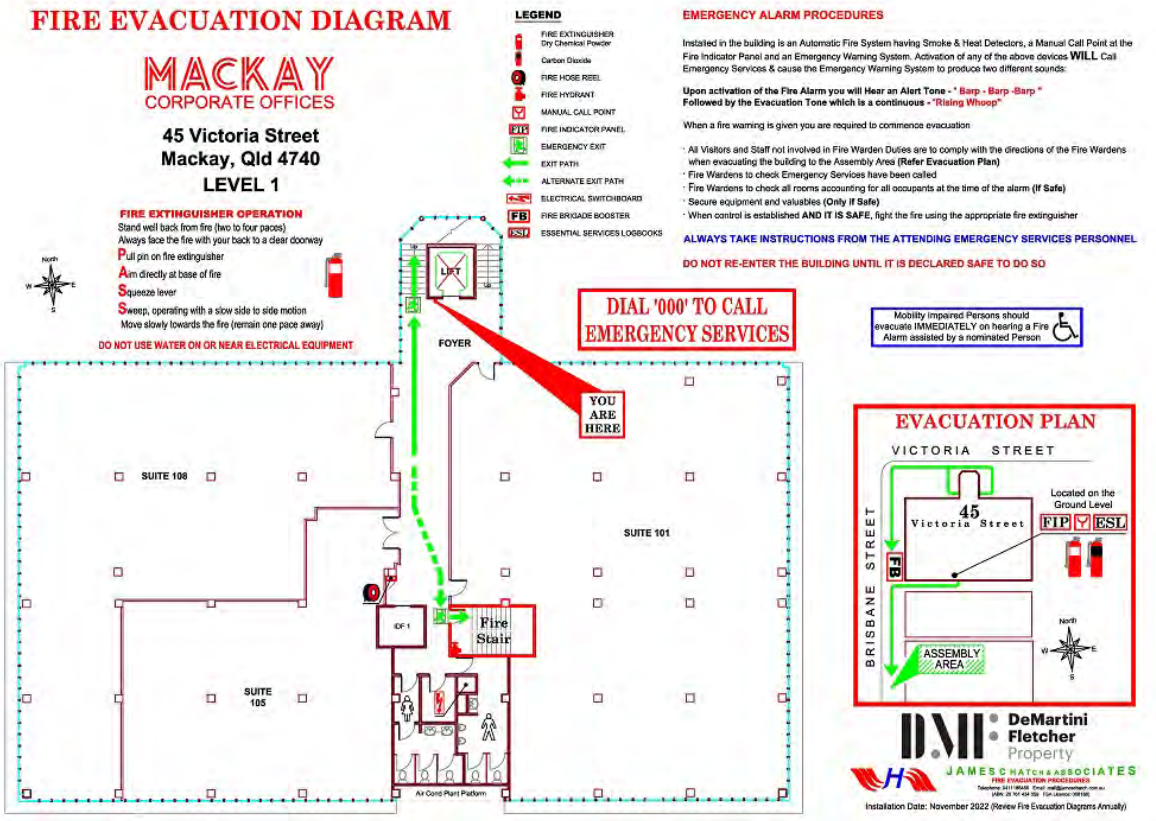
Date of completion of each of the recommended corrective action(s).

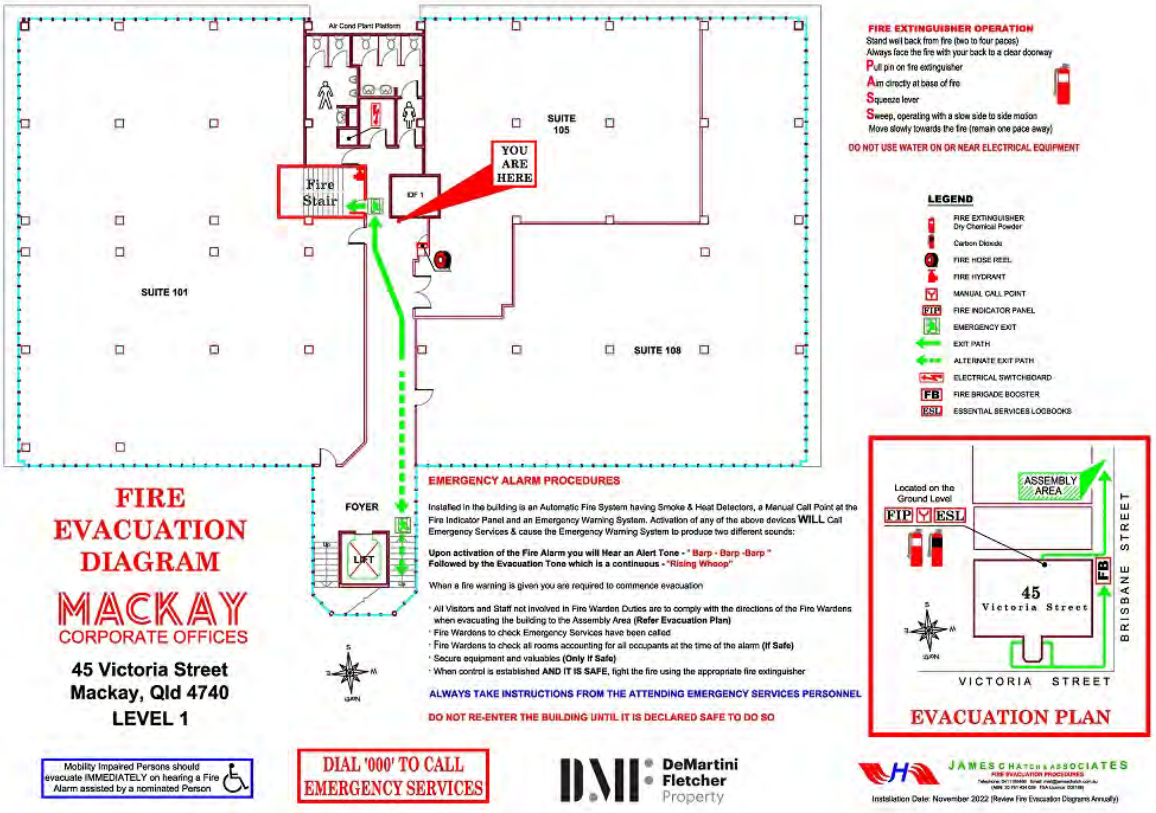
Signature of the person who has carried out the corrective action(s).

15. Fire and Evacuation Diagrams

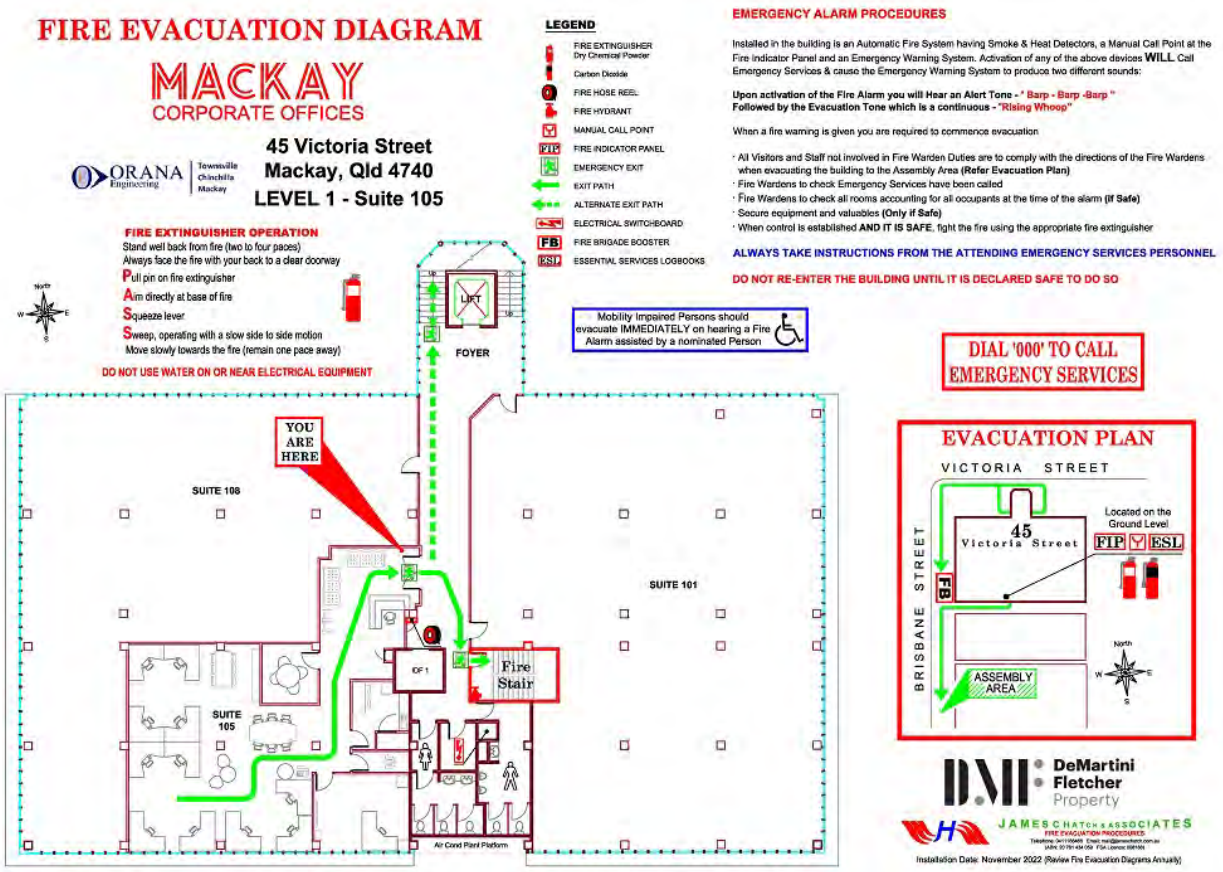


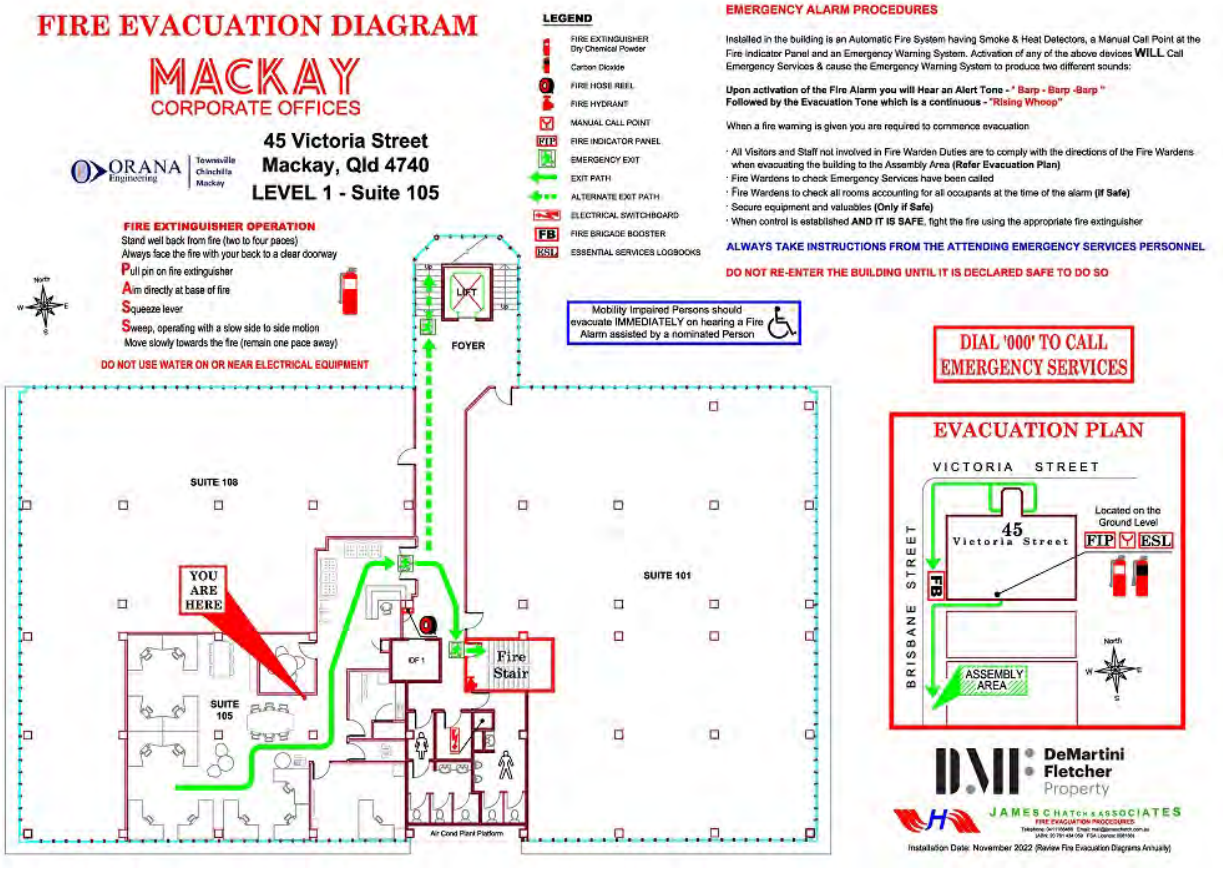
Fire and Evacuation Diagrams (cont)



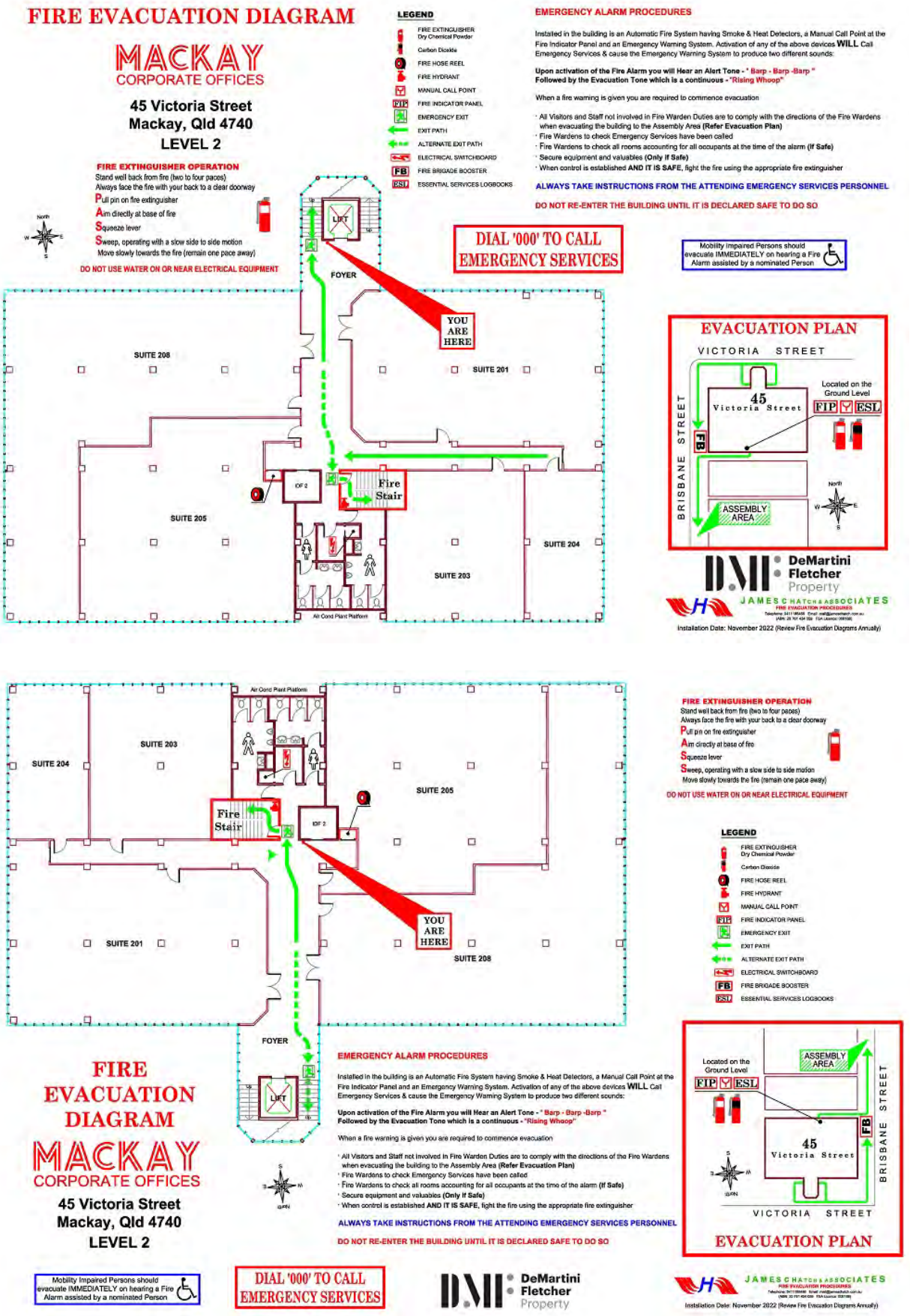


Fire and Evacuation Diagrams (cont)

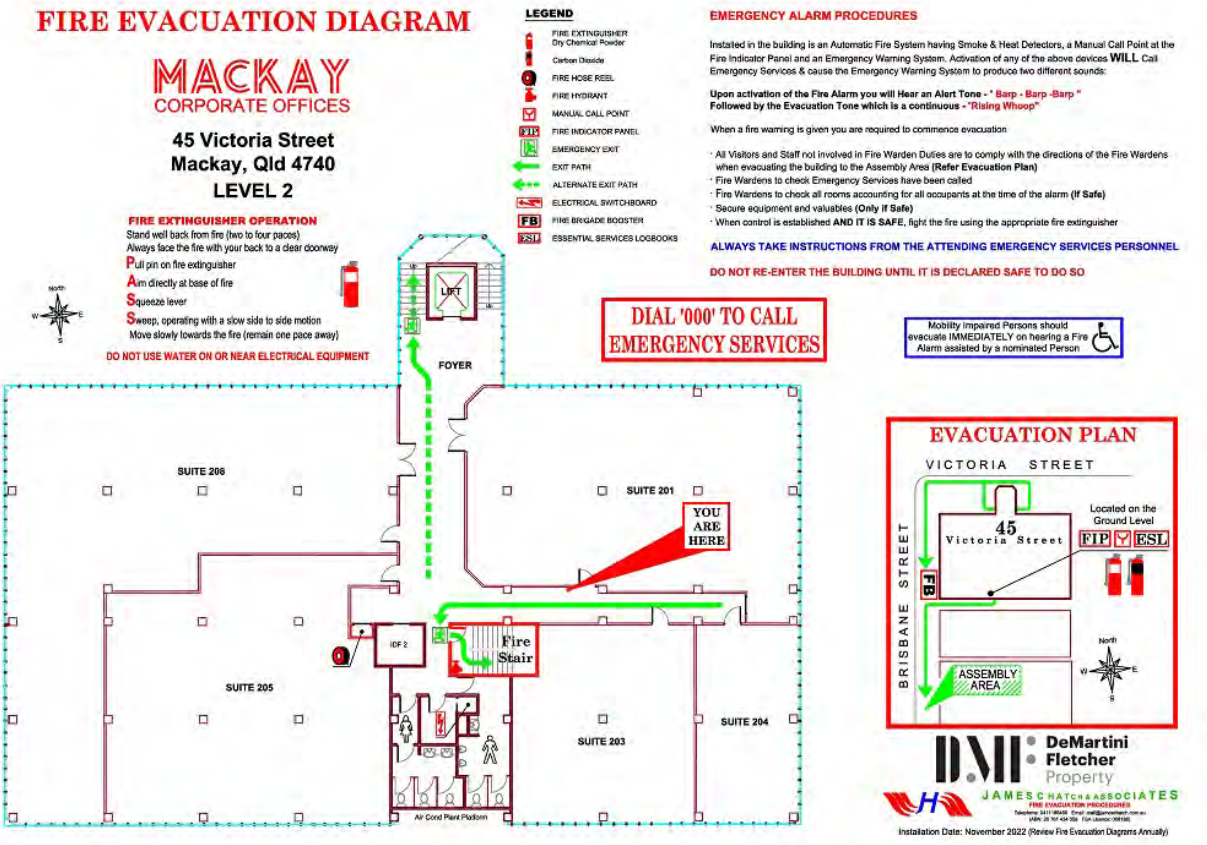


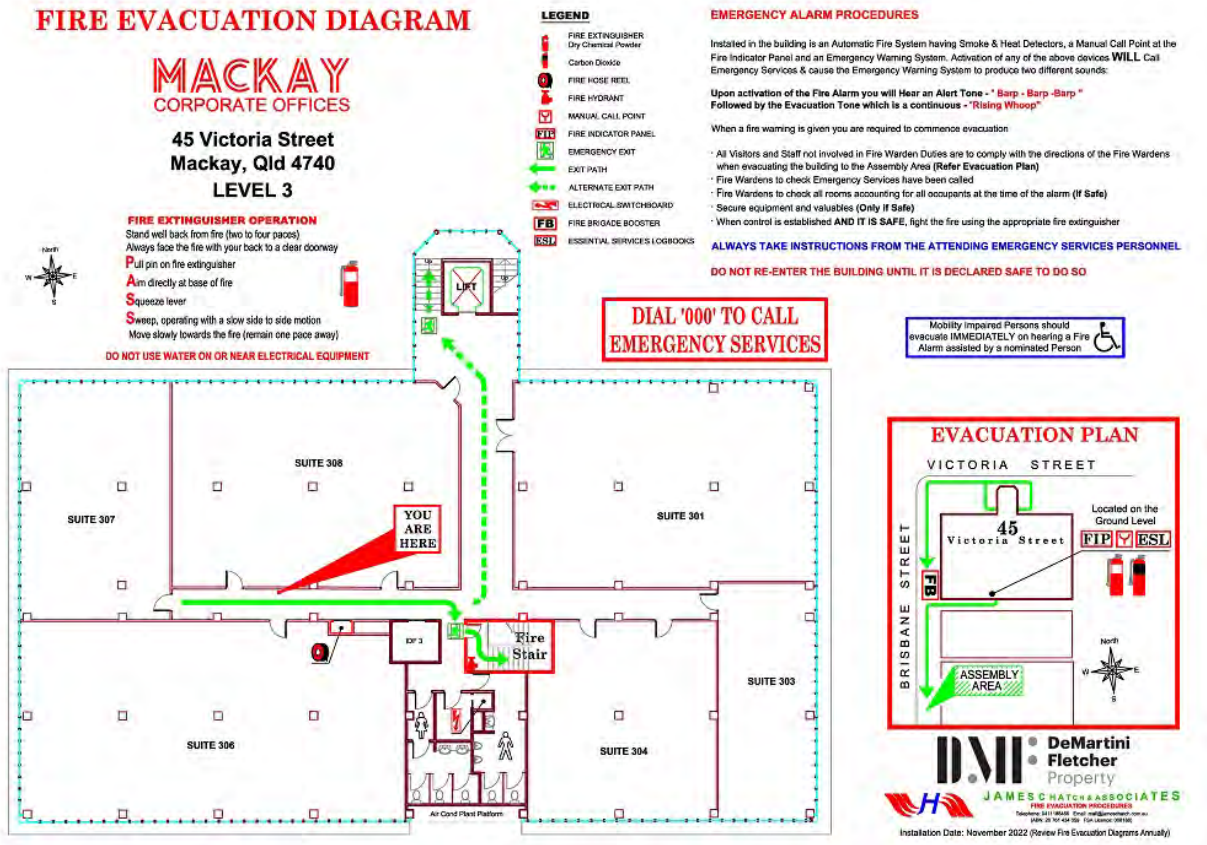


Fire and Evacuation Diagrams (cont)

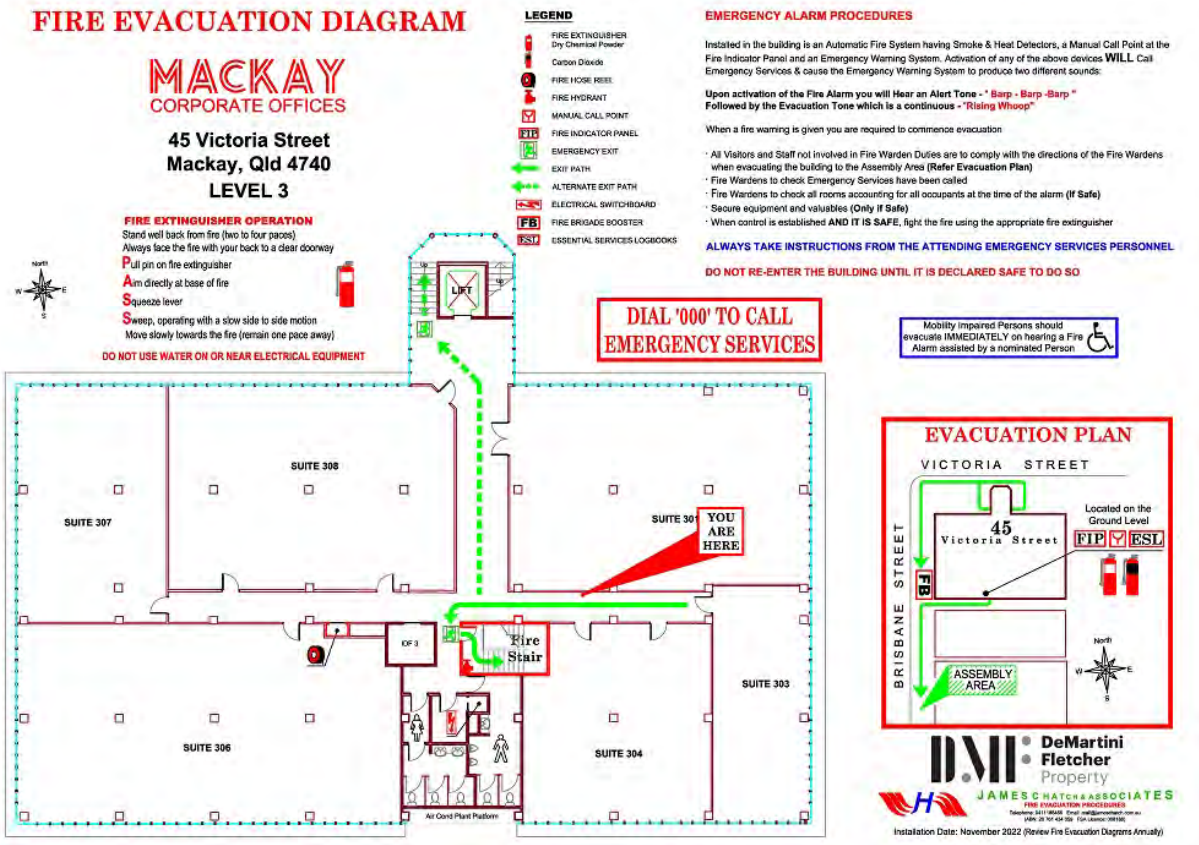


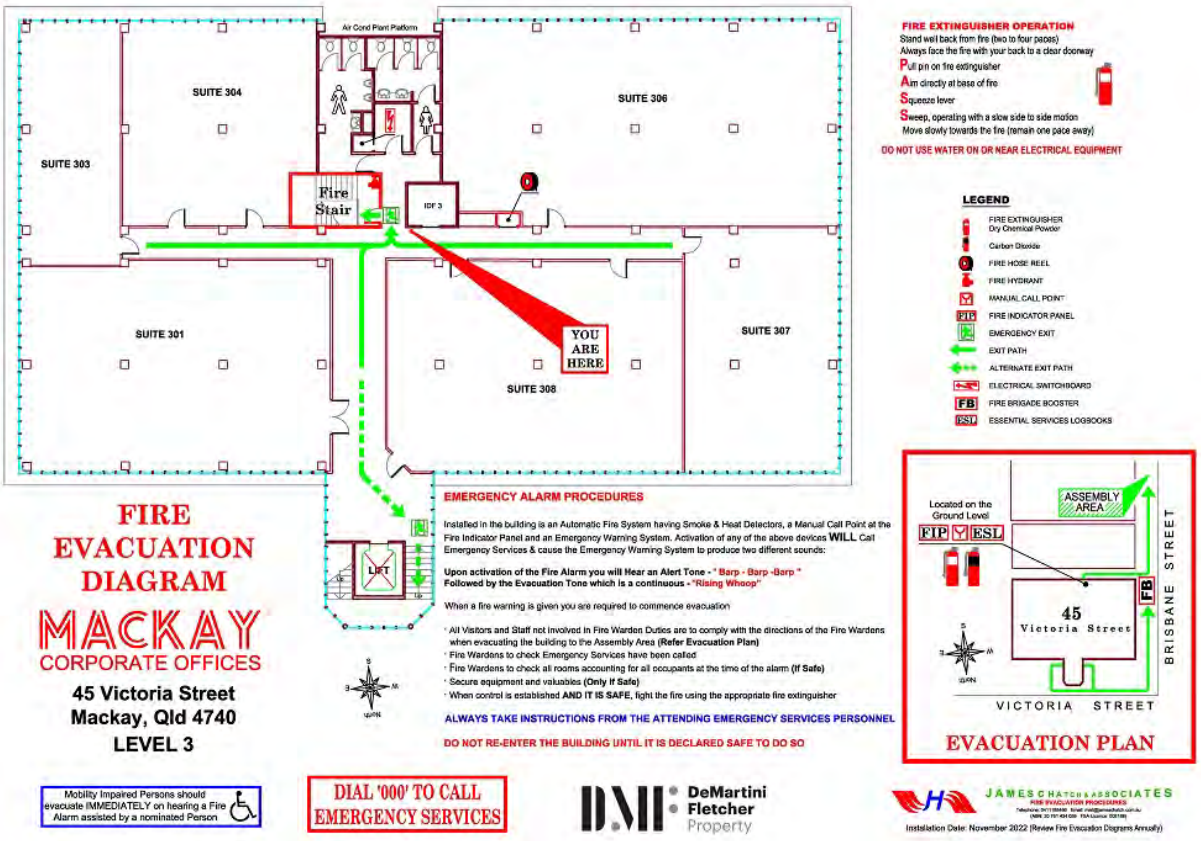
Fire and Evacuation Diagrams (cont)



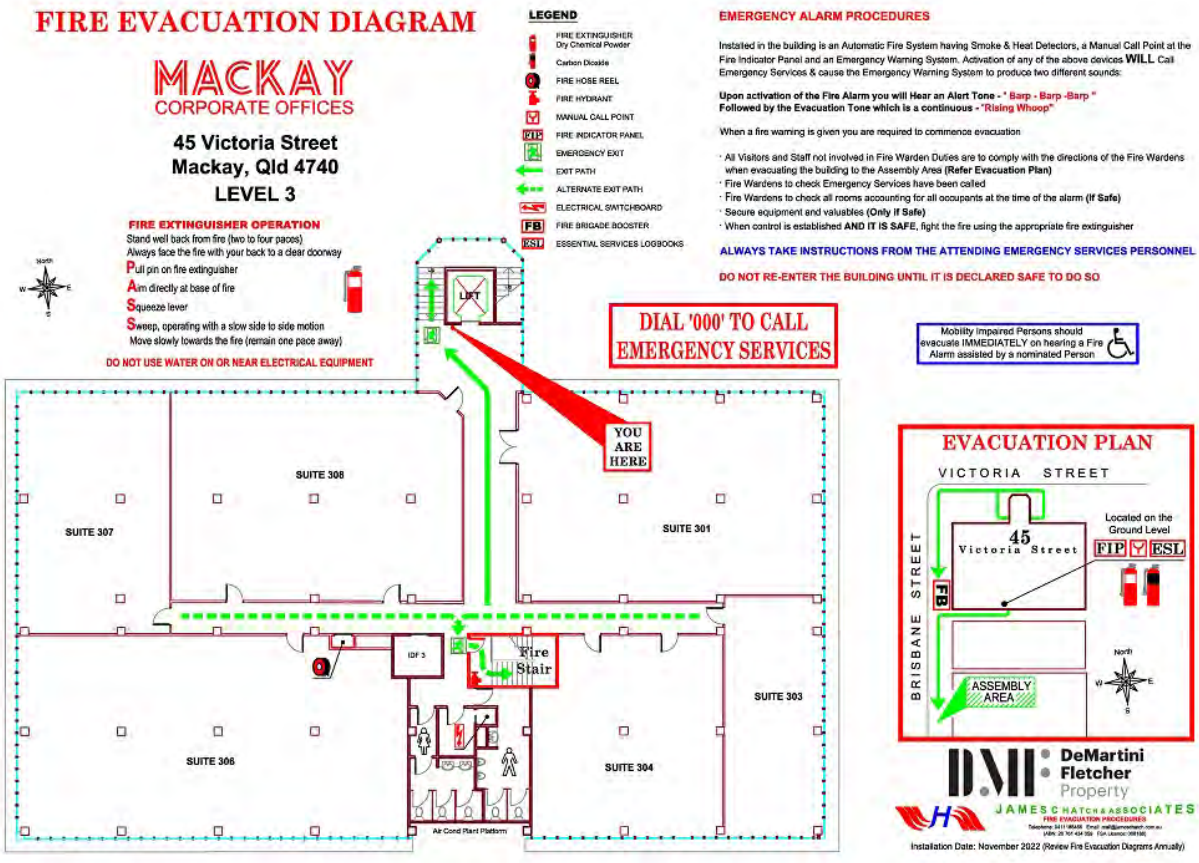


Fire and Evacuation Diagrams (cont)





Fire and Evacuation Diagrams (cont)



16. Record of Fire Procedure Training

17. Maintenance Records

18. Annual Declaration & Approvals

19. Building Plans & Approvals, As-installed Drawings

Form 14 – Certificate of Classification For a building or structure built Before 1 April 1976

Issued by the Assessment Manager under the provisions Of Standard Building Regulation Section 101

1 Owner

Name HARWOOD NOMINEES PTY LTD

Postal Address ATF CSR STAFF SUPERANNUATION FUND, C/- CRAIG MILLER PTY LIMITED, LEVEL 5, 15 CASTLEREAGH STREET, SYDNEY NSW 2000

Phone

2 Property Description

Street Address 45 VICTORIA STREET, MACKAY

Lot no. 95 on M918

3 Classification

The building or part thereof, described herein, is classified as follows in accordance with Part A3 of the Building Code of Australia.

Building/Part	Class
Existing three Storey Office Building excluding the portions of the Building which are the subject of Building Approvals B/A10455; B/A11948; B/A 98/0762	5

4 Assessment Manager/Building Certifier

Name Lawrence Reck QBSA Licence No. A704528

Signature

Date 8th July, 1999

If the applicant is dissatisfied with this decision an appeal to a Building and Development Tribunal may be made under the provisions of The Integrated Planning Act Section 4.2.9 **An appeal must be started within 20 business days after the decision is given to the applicant.**

Approved form Version 1 (4/98)

20. FIRE SAFETY INSTALLATION CHECKLIST

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts		✓
Emergency lighting	✓	
Exit signage	✓	
Manual Alarm Occupant 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* statement[1]

Name of building and address:	**45 Victoria Street Mackay, QLD 4740**		
***Prescribed fire safety installation*[2]**	**Nominated Australian Standard or relevant *maintenance* requirements[3]**	**Was a *critical defect notice*[4] issued during the period covered by this statement (Yes/No)**	**Date of rectification of *critical defect*[4]**
Emergency lighting	AS 2293		
Exit signs	AS 2293		
Fire detection and alarm systems	AS 1851		
Fire door sets	AS 1851		
Fire extinguishers	AS 1851		
Fire hose reels	AS 1851		
Fire hydrants (including boosters)	AS 1851		
Fire mains	AS 1851		

I _____ as an authorised person on behalf of **De Martini Fletcher** 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 complete