

# **FIRE and EVACUATION PLAN**

**For**



**Commercial Building  
75 Redland Bay Road  
Capalaba, Q 4157**

Prepared By: -



**JAMES C HATCH & ASSOCIATES**  
**Emergency Procedures Training**

Telephone: 0411188466 Facsimile: (07) 3849-6161 Email: Mail@jameschatch.com.au

(ABN 20 761 434 059 – FSA Licence 008188)

Building Information	
<b>Building Name:</b>	75
<b>Building Address:</b>	75 Redland Bay Road, Capalaba, Q 4157
<b>Building Owner:</b>	John Francesco De Martini & Lientage Investments Pty Ltd
<b>Owner Address:</b>	c/- De Martini Fletcher Property Unit 10/46 Edward St, Brisbane City QLD 4000
<b>Owner Phone Number:</b>	(07) 3211 2033
<b>Email:</b>	admin@demartini.com.au
<b>Building Occupier:</b>	Various Tenants
<b>Occupier Address:</b>	136 Queen Street Brisbane, Q 4000
<b>Occupier Phone Number:</b>	c/- (07) 3839 8688

Persons responsible for administering the Building's Fire and Evacuation Plan
Facilities Manager – De Martini Fletcher Property

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
<b>Name:</b>	Mark Jones	Refer to attached Record of Training sheets
<b>Phone Number:</b>	0412 450 741	
<b>Email:</b>	mark@jameschatch.com.au	

Evacuation Coordinator	
<b>Commencement Date:</b>	01/01/2025
<b>Name:</b>	Facilities Co-Ordinator
<b>Phone Number:</b>	0435 947 675
<b>Email:</b>	facilities@demartini.com.au

Fire & Evacuation Plan annual review		
Reviewed By	Date of Review	Changes made?
James Hatch	April 2025	First Issue

## **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 processes for the orderly evacuation of personnel from the building where emergency conditions necessitate such action.

This Building will comply with all current requirements of legislation and standards of the Queensland Fire and Rescue Service, the Building Fire Safety Regulation 2008 if this plan and the advice given therein is implemented and followed.

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

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

The effectiveness of action during emergencies relies not only on the organisation and facilities contained in emergency plans, but also the correct operation of the Life Safety 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 75 Redland Bay Road, Capalaba, Qld 4157

### ***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.

### ***Copyright***

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## Implementation Checklist

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

- Fire Plan and Instructional poster prepared and installed.
- The Administration should ensure that personnel are appointed to the Emergency Control Organization (ECO):

Fire Wardens (Each Work Space)

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 Workers.

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

## 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 when new staff are employed.

Training of 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 & evacuation diagrams).

A record of all training must be kept and be 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.

### Evacuation Coordination Procedures

Commencement Date:	01/01/2025
Procedure	If fire discovered or hearing a Fire Warning, evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Dial '000' or mobile '112'
Persons with special needs	Check Register and ensure everyone is out of the building
Checking that all persons have been evacuated	Evacuation Coordinator or the prescribed person on site is the last to leave after checking that no person is in the building

### Fire Protection Systems Installed

- Fire Extinguishers in accordance with the Building Regulations and AS 2444
- Fire Blankets in accordance with the Building Regulations and AS 2444
- Fire Hose Reels in accordance with the Building Regulations and AS 2441

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

### Emergency Warning System Installed

**Fire Warning can only be achieved by Verbal Expression**

**Fire, Fire, Fire**



## Emergency Evacuation Procedure

### EMERGENCY ALARM PROCEDURES

There are No Automatic or Manual fire warning systems installed in this building

- FIRE WARNING CAN ONLY BE ACHIEVED BY '**Verbal Expression**'

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

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

- c 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**)
- c Fire Wardens to check Emergency Services have been called
- c Fire Wardens to check all rooms accounting for all occupants at the time of the alarm (**If Safe**)
- c Secure equipment and valuables (**Only if Safe**)
- c When control is established **AND IT IS SAFE**, fight the fire using the appropriate fire extinguisher

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

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

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

## Fire Extinguisher Procedure in Use

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

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

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



## Fire Extinguisher Procedure in Use cont/...

### P.A.S.S.



**P** – Pull out the safety pin



**A** – Aim at the base of the fire



**S** – Squeeze the handle






























































**S** – Sweep across the fire

### DO NOT FIGHT THE FIRE IF THE FOLLOWING CONDITIONS EXIST

- *You have not been trained or instructed in using a fire extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly*
- *You don't have the proper equipment*
- *You can't do so with your back to an exit*
- *The fire might block your means of escape*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*
- *If the first attempts to put out the fire do not succeed, evacuate the building immediately*

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

## Fire Extinguisher Selection Chart

Type of extinguisher			Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme		Extinguishant	A	B	C	E	F	D**	
AS/NZS1841 -1997	AS1841 -1992		Wood, paper, plastics,etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	Metal fires	
		Water							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
		Wet Chemical							Dangerous if used on energized electrical equipment
		Foam***					 LIMITED*		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.
			LIMITED*	LIMITED*					
		Vaporizing Liquid							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

## Fire Hose Reel Procedure of Use

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

### THE POSITION OF FIRE HOSE REELS SHOWN ON THE FIRE PLANS

#### Fire Hose Reel Operation

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






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



# Certificate of Classification Building Approval Documents

Version 3 – March 2013

## Form 11—Certificate of Classification

<b>1. Type of Certificate</b> Indicate the type of Certificate of Classification being issued. <b>Interim Certificate:</b> Issued pending the carrying out of the inspection, when due to a building's location, it is not practicable for a building certifier to inspect a building to decide if it has been substantially completed.	<input checked="" type="checkbox"/> Certificate of Classification Certificate# C-15-0281 Date Interim Certificate of Classification will expire if applicable: N/A						
<b>2. Owner details</b> If the applicant is a company, a contact person must be shown.	Name (natural person or company) Lientage & De Martini Partnership						
<b>3. Property description</b> The description must identify all land the subject of the application. The lot & plan details (eg. SP / RP) 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 No., street, suburb / locality and postcode) 75 Redland Bay Rd Capalaba Qld 4157 Lot & plan details: (attach list if necessary) Lot 380 on RP #18994 In which local government area is the land situated? Redland City						
<b>4. Classification</b> The building or part thereof described is classified as follows in accordance with Part A3 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 each classification relates.	<table border="1"> <thead> <tr> <th>Part of Building / Description</th> <th>Class of Building / Part</th> </tr> </thead> <tbody> <tr> <td>Mezz floor demolition, new entry facade, amenities upgrade + 'Baby Bunting' racking</td> <td>6</td> </tr> </tbody> </table>	Part of Building / Description	Class of Building / Part	Mezz floor demolition, new entry facade, amenities upgrade + 'Baby Bunting' racking	6		
Part of Building / Description	Class of Building / Part						
Mezz floor demolition, new entry facade, amenities upgrade + 'Baby Bunting' racking	6						
<b>5. Max No. of people permitted</b> If applicable, state the maximum number of people permitted in the building and the portion it applies to.	<table border="1"> <thead> <tr> <th>Maximum population</th> <th>Part of building</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Maximum population	Part of building				
Maximum population	Part of building						
<b>6. Restrictions on the use or occupation of the building</b> If the building work uses a building 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 finishes with the fire hazard properties as defined under the Building Code of Australia.	Restrictions: <b>The following restrictions apply to the use or occupation of the building:</b> 1. The building owner or Body Corporate is to maintain the fire & life safety systems in accordance with relevant Acts, Australian Standards, and codes. Refer to the Building Code of Australia Part 1. 2. Building works and use of premises to comply with the Local Authority's Town Planning Scheme, Local Laws, & Policies. 3. The building owner & occupier are to ensure all path of egress and exit doors are appropriately maintained.						
<b>7. Alternative Solutions</b> If the building work uses an alternative 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 alternative 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.	Alternative solution requirements: <b>The following systems and procedures form part of the alternative solution:</b> <div style="border: 1px solid black; height: 100px;"></div>						
<b>8. Building Certifier</b> If the certifier is a company, a contact person must be shown.	<table border="1"> <tr> <td>Name of building certifier (in full) Ken Burns</td> <td>Licence number A19327</td> </tr> <tr> <td>Signature </td> <td>Date 4/08/2016</td> </tr> <tr> <td colspan="2">Building Approval Reference Number BP15/0231</td> </tr> </table>	Name of building certifier (in full) Ken Burns	Licence number A19327	Signature 	Date 4/08/2016	Building Approval Reference Number BP15/0231	
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LOCAL GOVERNMENT USE ONLY

File number	Contract number
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The Building Act 1975 is administered by the Department of Housing and Public Works



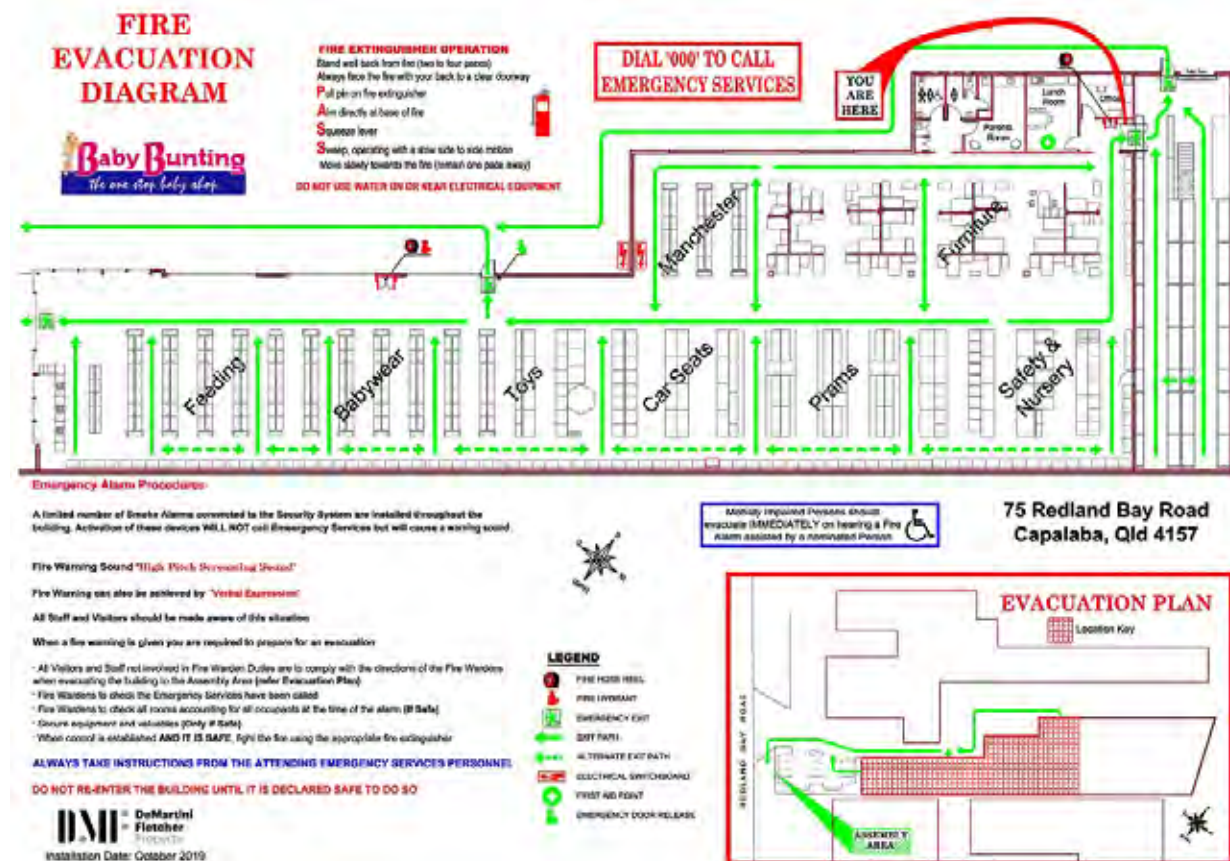
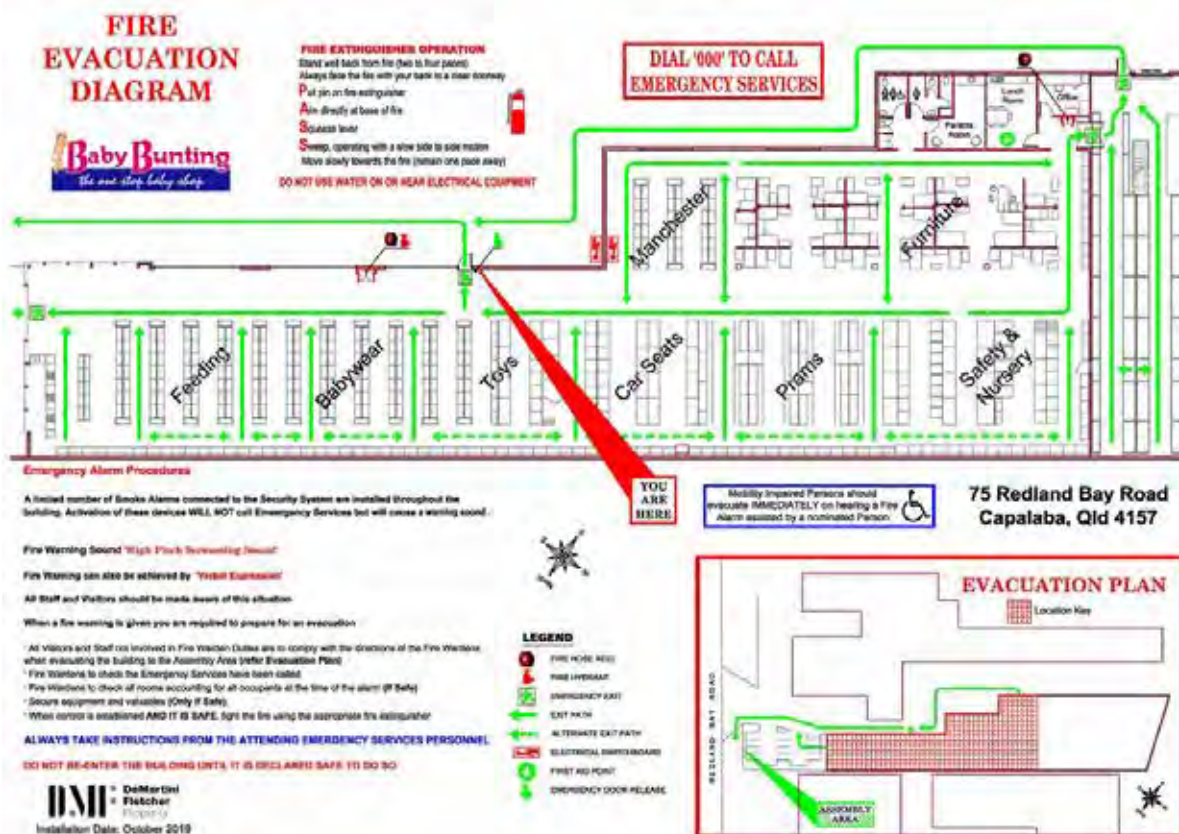
## Fire Safety Installation Checklist

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts		✓
Emergency lighting	✓	
Exit signage	✓	
Smoke Alarms (Baby Bunting only)	✓	
Smoke Detection and Alarm System		✓
Fire doors		✓
Fire extinguishers	✓	
Fire hose reels	✓	
Fire hydrants		✓
Protection of penetrations through fire rated construction		✓
Smoke exhaust system		✓

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

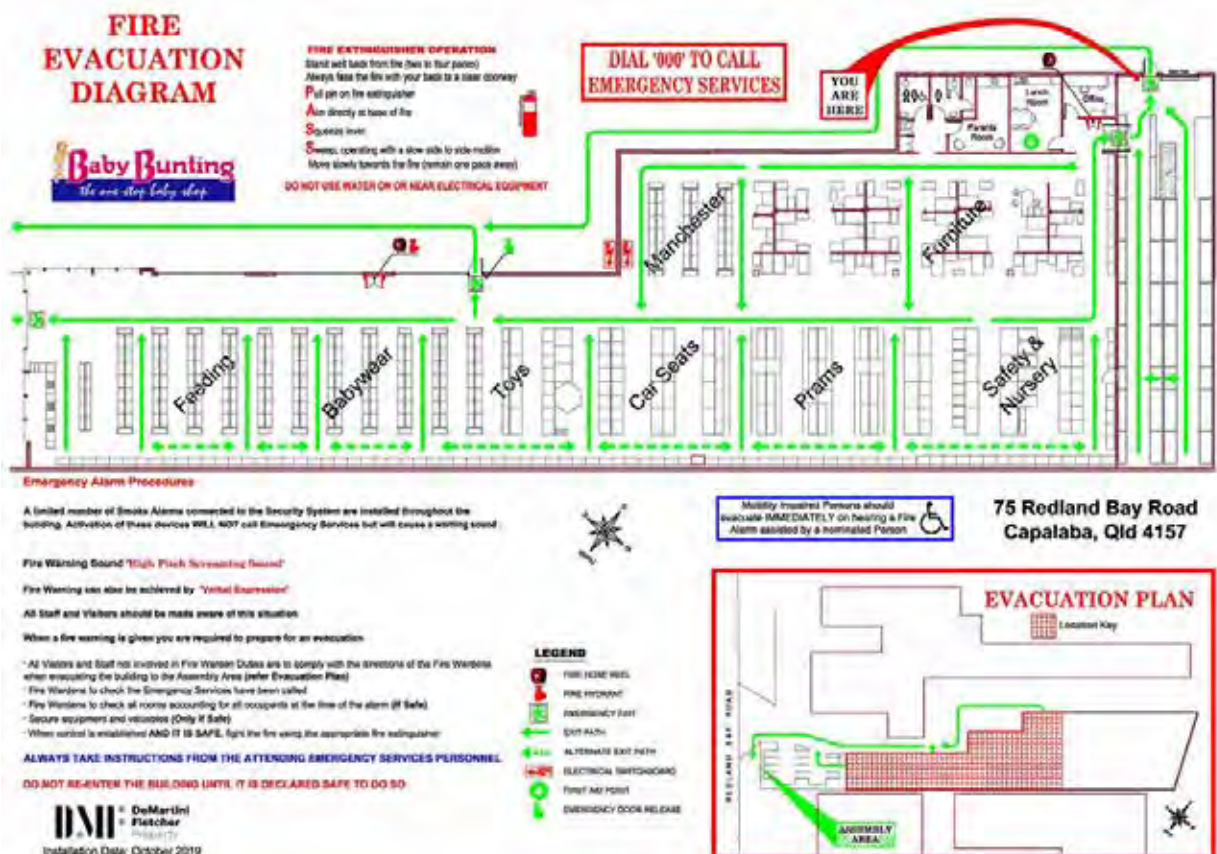
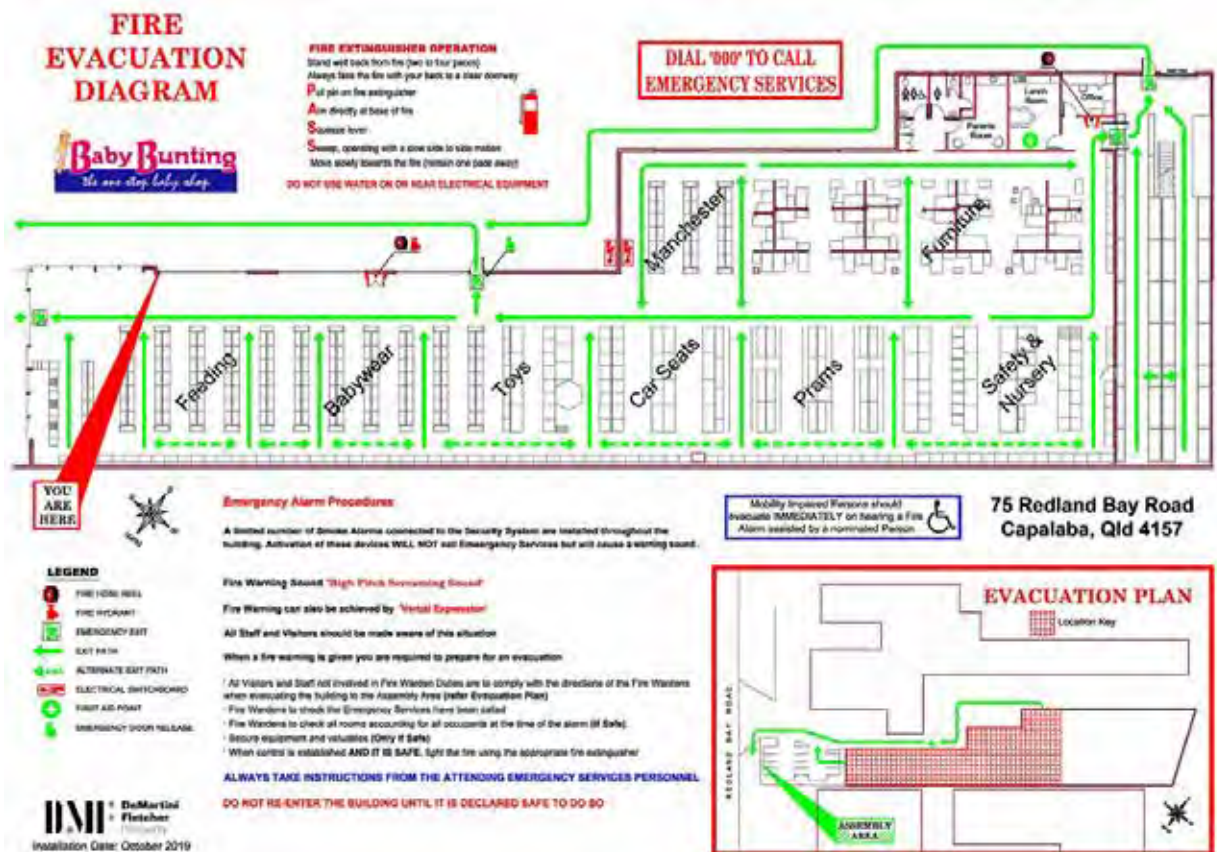


# Fire Evacuation Diagrams



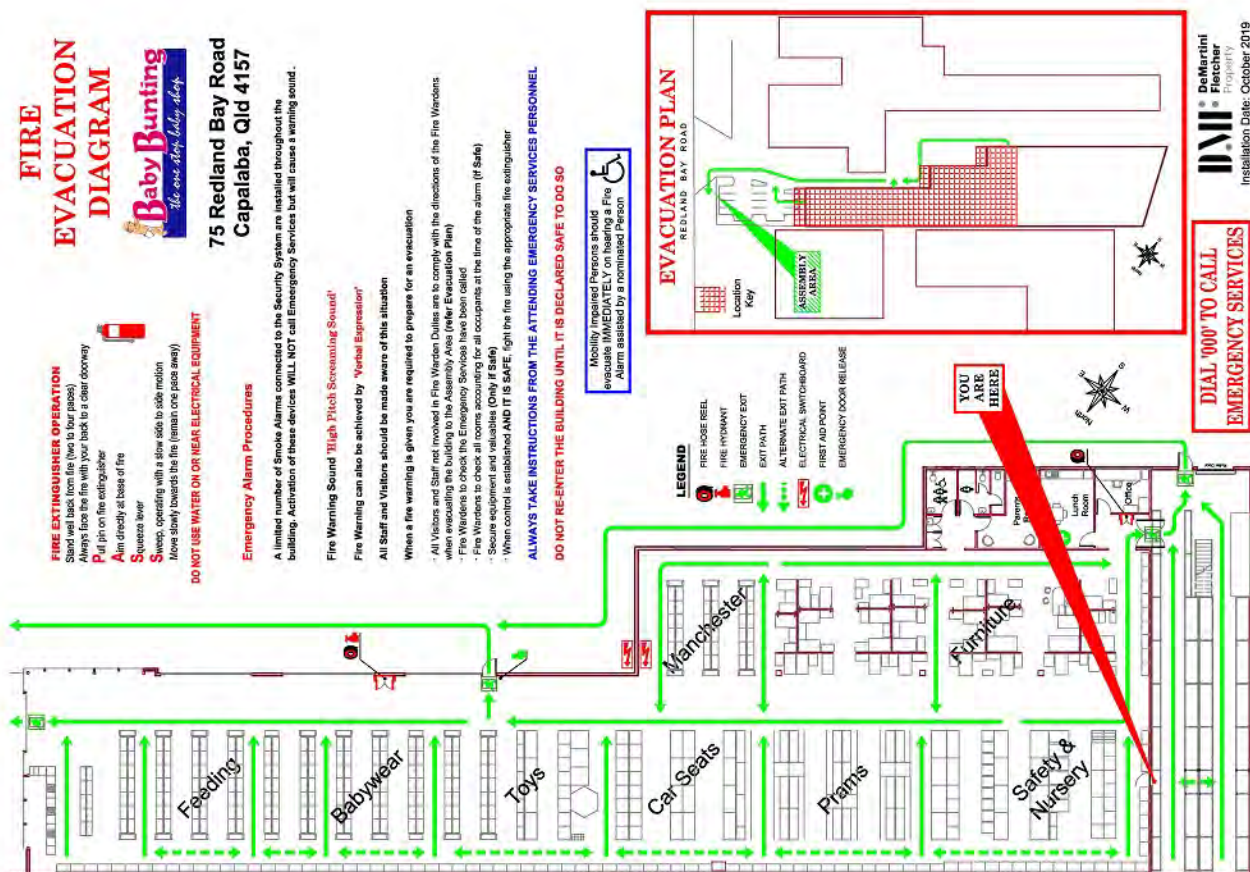
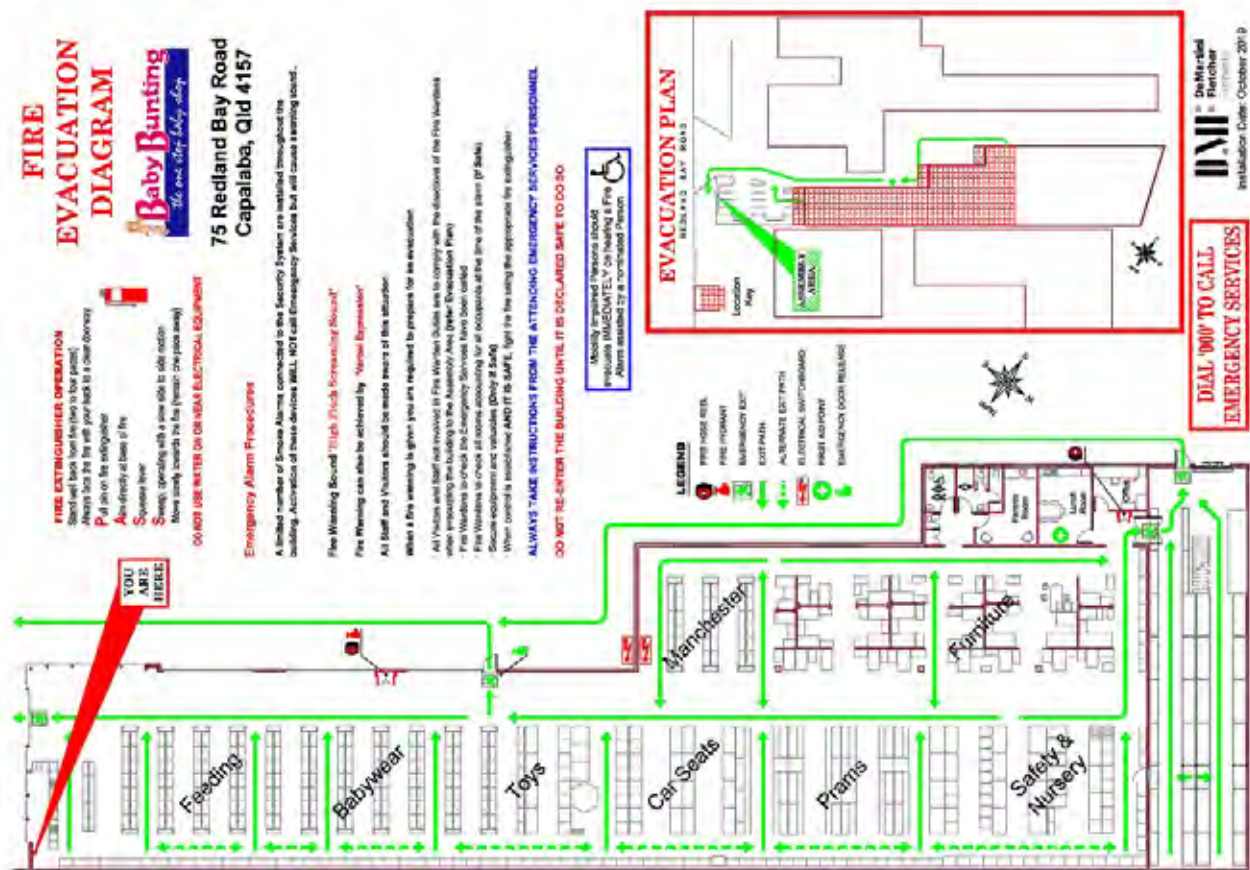


# Fire Evacuation Diagrams





# Fire Evacuation Diagrams





# Fire Evacuation Diagrams



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

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

**DMF** DeMartini  
Fletcher  
Property  
Installation Date: October 2019

**FIRE EXTINGUISHER OPERATION**  
Stand well back from fire (two to four paces)  
Always face the fire with your back to a clear doorway  
**P**ull pin on fire extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**weep, operating with a slow side to side motion  
Move slowly towards the fire (remain one pace away)  
**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

## LEGEND

- FIRE EXTINGUISHER  
Dry Chemical Powder
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH

## FIRE EVACUATION DIAGRAM

75 Redland Bay Road  
Capalaba, Qld 4157

### Emergency Alarm Procedures

There are NO detection or alarm systems installed in this area of the building.  
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Fire Warning can only be achieved by **'VERBAL EXPRESSION'**

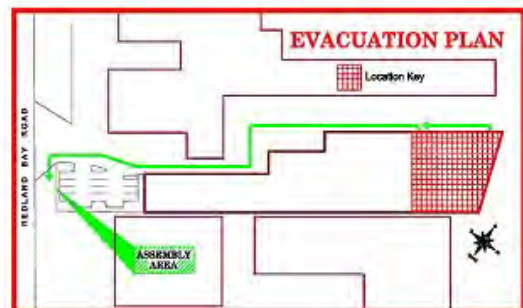
All Staff and Visitors should be made aware of this situation

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

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

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

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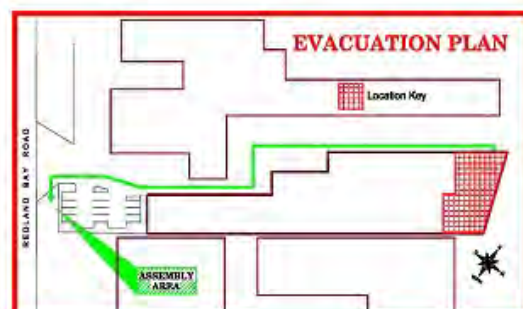
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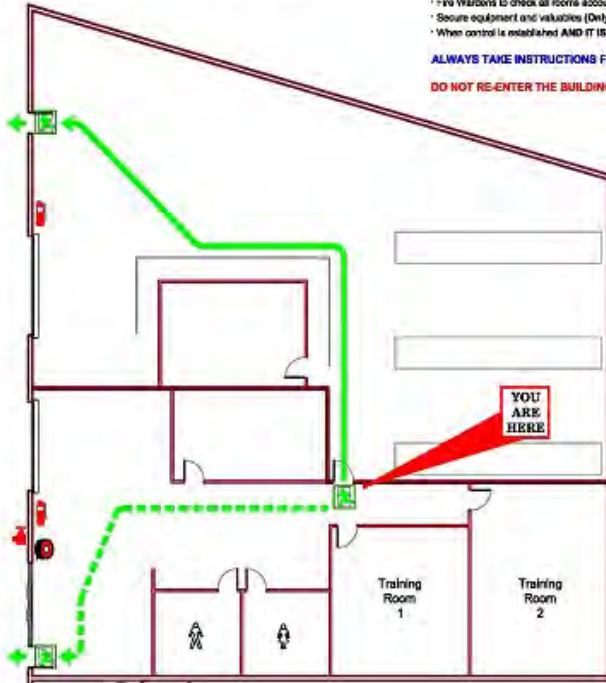
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### FIRE EXTINGUISHER OPERATION

Stand well back from fire (two to four paces)

Always face the fire with your back to a clear doorway

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**A**im directly at base of fire

**S**queeze lever

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Move slowly towards the fire (remain one pace away)

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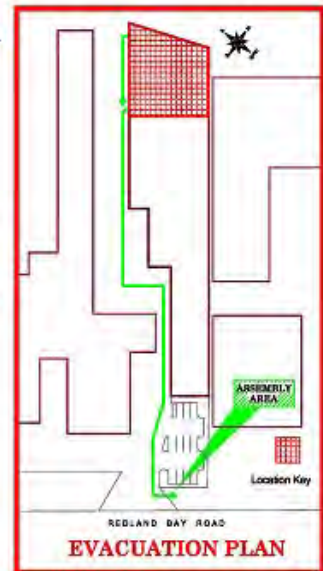


Mobility Impaired Persons should evacuate **IMMEDIATELY** on hearing a Fire Alarm assisted by a nominated Person

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

### LEGEND

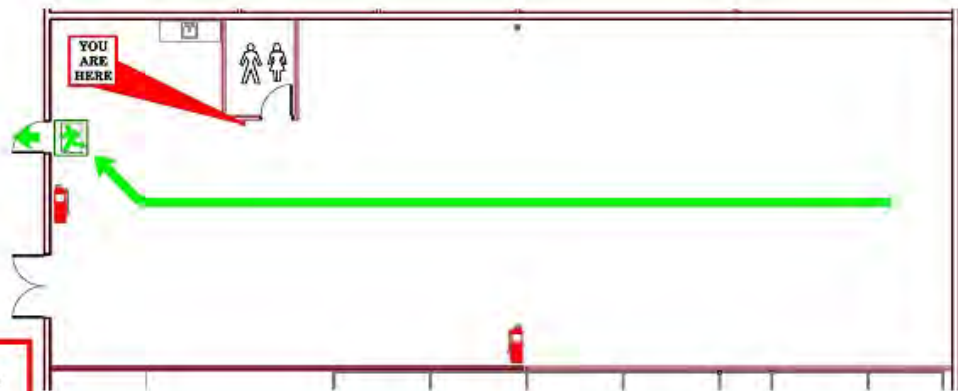
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**DNI** DeMartini  
Fletcher  
Property  
Installation Date: October 2019

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**DNI** DeMartini  
Fletcher  
Property  
Installation Date: October 2019

# **ATTACHED SHEETS**



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

<b>Name of building and address:</b>	<b>Commercial Building 75 Redland Bay Road Capalaba, QLD 4157</b>		
<b><i>Prescribed fire safety installation</i><sup>2</sup></b>	<b><i>Nominated Australian Standard or relevant maintenance requirements</i><sup>3</sup></b>	<b><i>Was a critical defect notice</i><sup>4</sup> issued during the period covered by this statement (Yes/No)</b>	<b><i>Date of rectification of critical defect</i><sup>4</sup></b>
Emergency lighting	AS 2293		
Exit signs	AS 2293		
Smoke Alarms	AS 3786 – AS 1851		
Fire extinguishers & Fire Blankets	AS 2444 - AS 1851		
Fire Hose Reels	AS 2441 – AS 1851		

I ..... as an authorised person on behalf of **John Francesco De Martini & Lientage Investments Pty Ltd** 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.