FIRE and EVACUATION PLAN

For



THE LAKES CENTRE

8-22 King Street

Caboolture, Qld 4510

Date Created - August 2024

Prepared by: -

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Emergency Procedures Training
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2B
Services Australia
22A
22B
16
12
10
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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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RTO issued qualifications	Chubb Training
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Fire Evacuation and First Response Instructor	Mark Jones (FSA)
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Date of Instructions	Refer Record of Training (Attached)

Fire & Evacuation Plan annual review

Reviewed by	Date of Review	Changes made?
James Hatch	August 2024	First Issue
James Hatch	September 2025	Annual Review – No Changes
James Hatch	October 2026	Annual Review – No Changes

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Policy Relating to Emergency Planning

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

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

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

This Building will comply with all current requirements of legislation and standards of the Queensland Fire Department, 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 Department.

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 8-22 King Street, Caboolture, Qld 4510

Implementation Checklist

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

- Fire Plan and Instructional poster prepared and installed.
- Management have ensured that personnel are appointed to the Emergency Control Organization (ECO) including Fire Wardens (Each 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 Workers.
- Check that Emergency procedures and instructional literature for Workers are circulated and copies are available for new Workers and Visitors
- New Workers must be made aware of the emergency arrangements during the induction process.
- Ensure that General Evacuation, Evacuation Coordination and First Response training organised annually (normally arranged by the Evacuation Coordinator).
- Check that Trial Evacuation exercise conducted annually. (Arranged by the Management)
- Check those regular tests of fire equipment conducted and recorded. (Test to be carried out in accordance with the relevant Australian Standards i.e., AS 1851)
- Ensure that regular Fire Safety Checks are carried out to ensure fire safety equipment is unobstructed and exit/passageways are clear.
- Check that there is annual testing of all equipment associated with the Fire Services
- Ensure that 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)
- Check that current and correct Records of services are maintained.
- Ensure that an Annual Occupier's Statement is prepared and issued to QFD

Education and Training

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

The minimum requirements for training are:

General Evacuation and Evacuation Coordination Training

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

Training of all Workers 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.

Performance Solution requirements

The buildings are not subject to any Alternate Building Solutions and are constructed as Deemed to Satisfy in compliance with the Building Regulations at the time of construction

Fire Protection Systems Installed

- Fire detection systems have NOT been installed in buildings A, C or D
- Break Glass Alarm Points (MCP) and a Fire Indicator Panel are installed in Building B **ONLY**
- The Fire Alarm System in Building B is NOT connected to the QFD FireCom Centre
- Fire Hydrants in accordance with the Building Regulations and 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

Refer to the Evacuation Diagrams for detailed locations

Operation of a MCP - WILL

- Operate the emergency warning system, sounding Ringing Bells throughout building B **ONLY**.
- Cause the fire alarm outside the front entry of Building B to operate
- **NOT** Send a signal to the QFD Monitoring Station **(Local Alarm Only)**
- Indicate an alarm on the fire indicator panel

BUILDING OCCUPANTS MUST DIAL '000'

TO CALL THE EMERGENCY SERVICES (Fire Department)

EMERGENCY WARNING SYSTEM

The fire alarm system in **Building B ONLY** has incorporated an emergency warning system which produces a distinct sound which can be heard throughout **building B ONLY**: -

- The sound is (**Ringing Bells)** signalling that all personnel are required to leave the building by the "exit(s)" nominated by the Fire Warden.

Controls for the emergency warning system are located in the Fire Indicator Panel.

(Refer to Fire Plan for location)

Fire Warning can only be achieved by Verbal Expression in Buildings A, C & D



Evacuation Coordination Procedures	
Commencement Date:	01/05/2024
Procedure	If fire is discovered evacuate persons from the immediate danger If you hear a Fire Warning evacuate all the building and ensure no one re-enters the building
Procedure for contacting fire service	**You Must 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

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

- The Fire Warden will respond by making an announcement to prepare and evacuate their area and call the Emergency Services **(Dial 000).** (If necessary, operate the Manual Call Point to raise an alarm for building B **ONLY**)
- The Fire Warden will respond by checking the origin of the emergency.
- **Fire Wardens** will account for all occupants prior to evacuating by searching their areas.
- Staff should request visitors to leave the building, and then secure all equipment and valuables. (If Safe)
- Fire Wardens attached to the area of the emergency should report to the Senior Officer of the attending Emergency Service.
- A fire fighting party may use the available fire fighting equipment but only when control is established
- **O**n arrival at the Assembly Area the Fire Wardens are to account for occupants in direct association with the emergency alarm origin as well as their area of control.
- 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 during normal business hours, which may require evacuation, the following shall apply to Buildings A, C & D : -

- The Fire Warden will respond by making an announcement to prepare and evacuate their area and call the Emergency Services **(Dial 000).** (If necessary)
- The Fire Warden will respond by checking the origin of the emergency and warn the neighbouring tenancy.
- **Fire Wardens** will account for all occupants prior to evacuating by searching their areas.
- Staff should request visitors to leave the building, and then secure all equipment and valuables. (If Safe)
- Fire Wardens attached to the area of the emergency should report to the Senior Officer of the attending Emergency Service.
- A firefighting party may use the available firefighting equipment but only when control is established
- **O**n arrival at the Assembly Area the Fire Wardens are to account for occupants in direct association with the emergency alarm origin as well as their area of control.
- 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 calling out **'Fire Fire Fire'** 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 outside business hours shall only be performed if it is completely safe to do so. **(IF IN DOUBT THEN JUST GET OUT)**

Emergency Evacuation Procedure

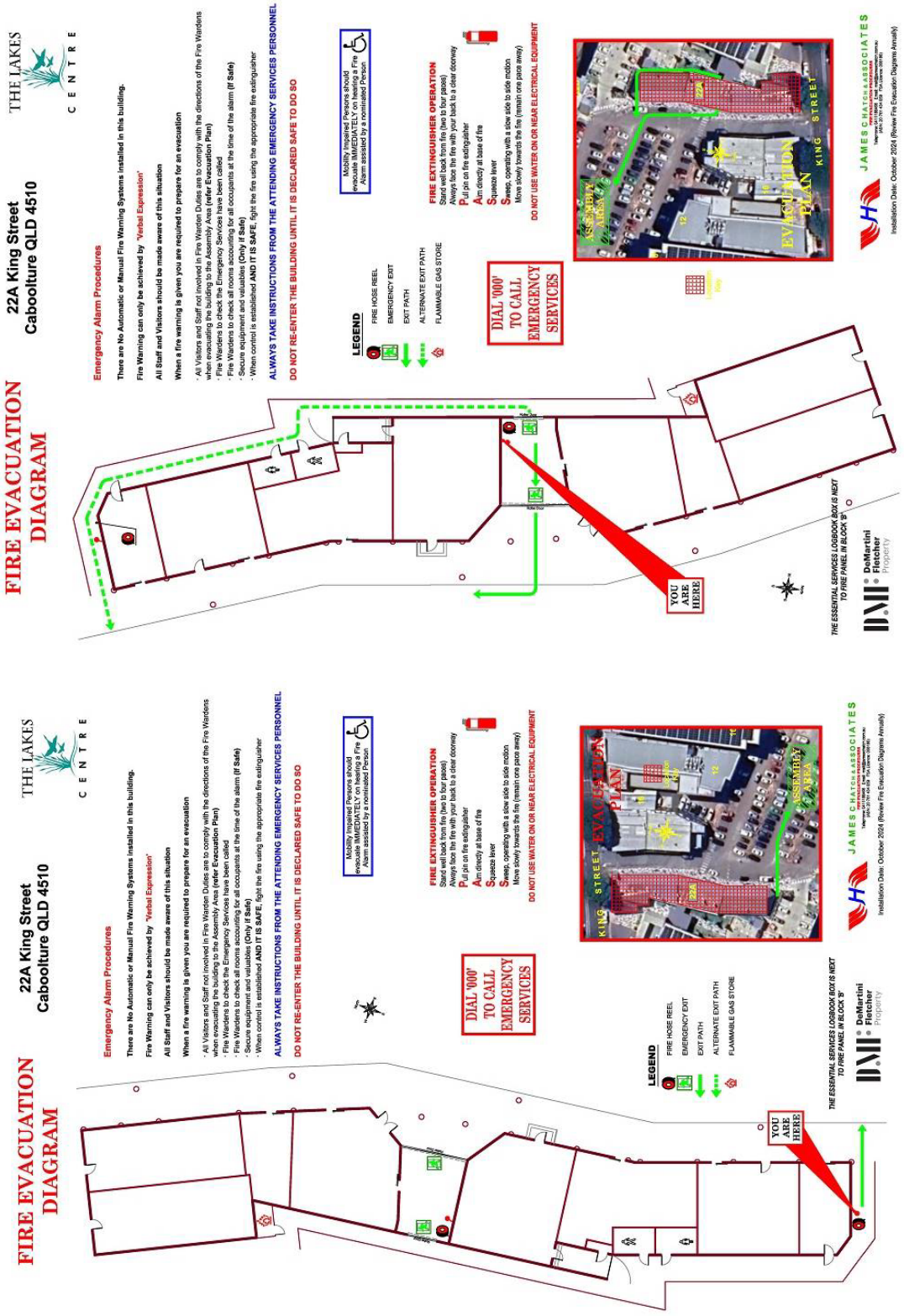
When a fire warning is given, you are required to commence evacuation

- 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 **(You Must Dial '000')**
- 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

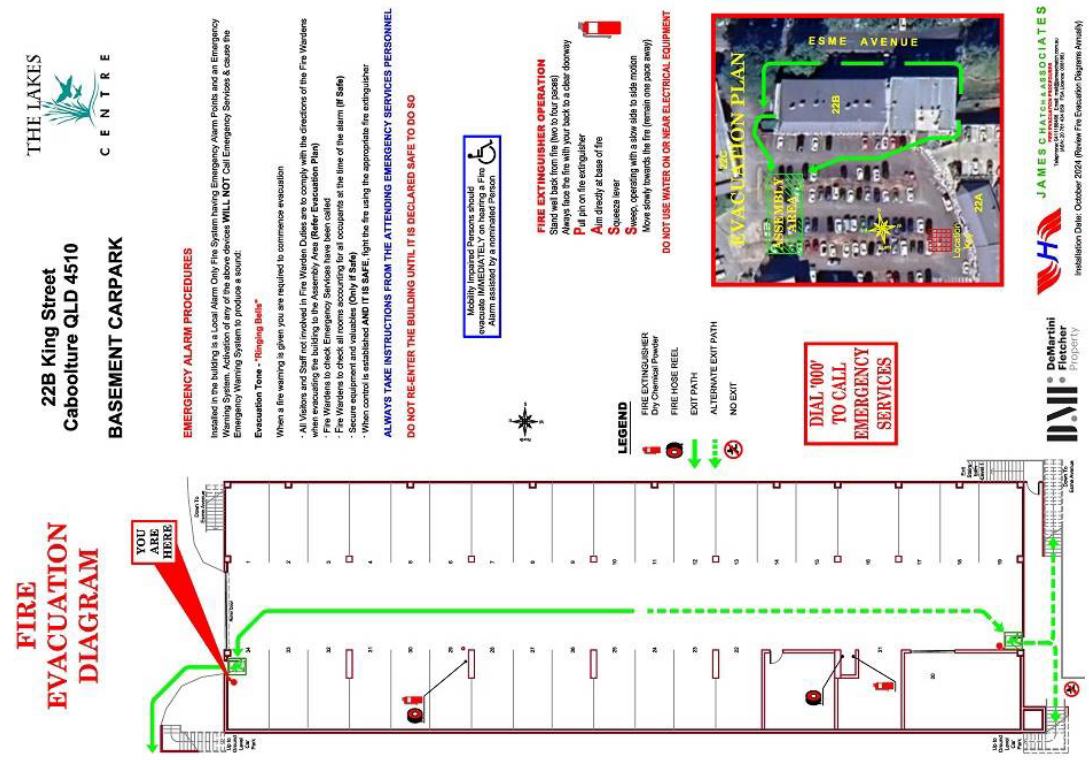
ALWAYS TAKE INSTRUCTIONS FROM THE ATTENDING EMERGENCY SERVICES PERSONNEL

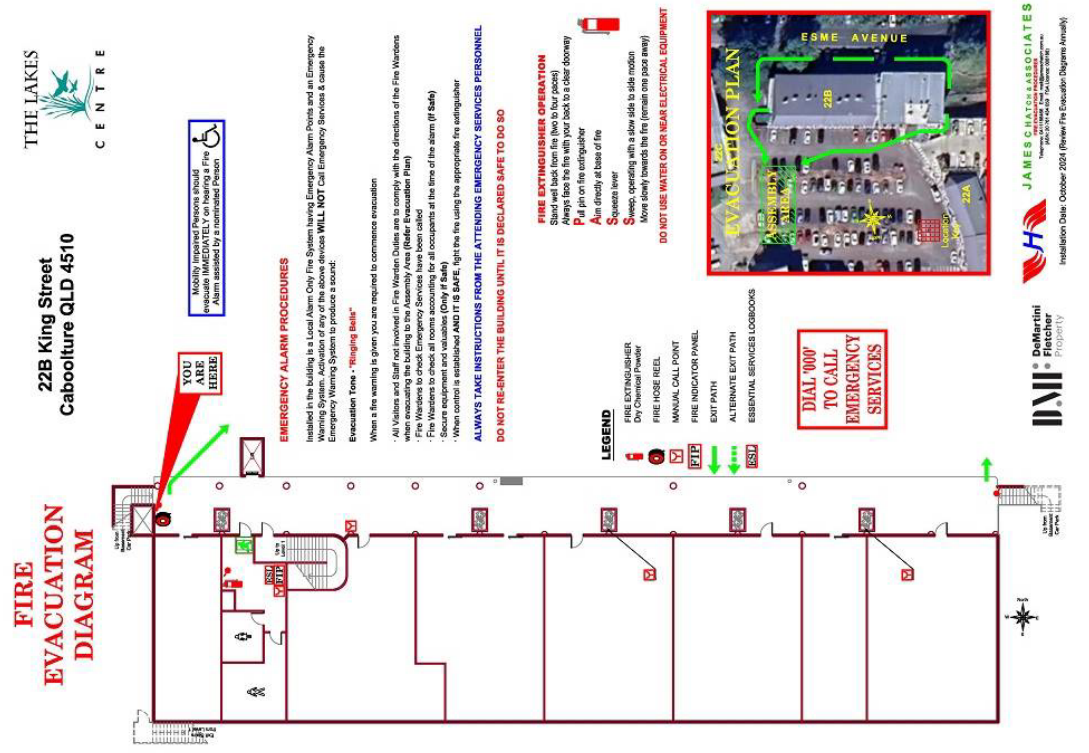
DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO

Fire Evacuation Diagrams

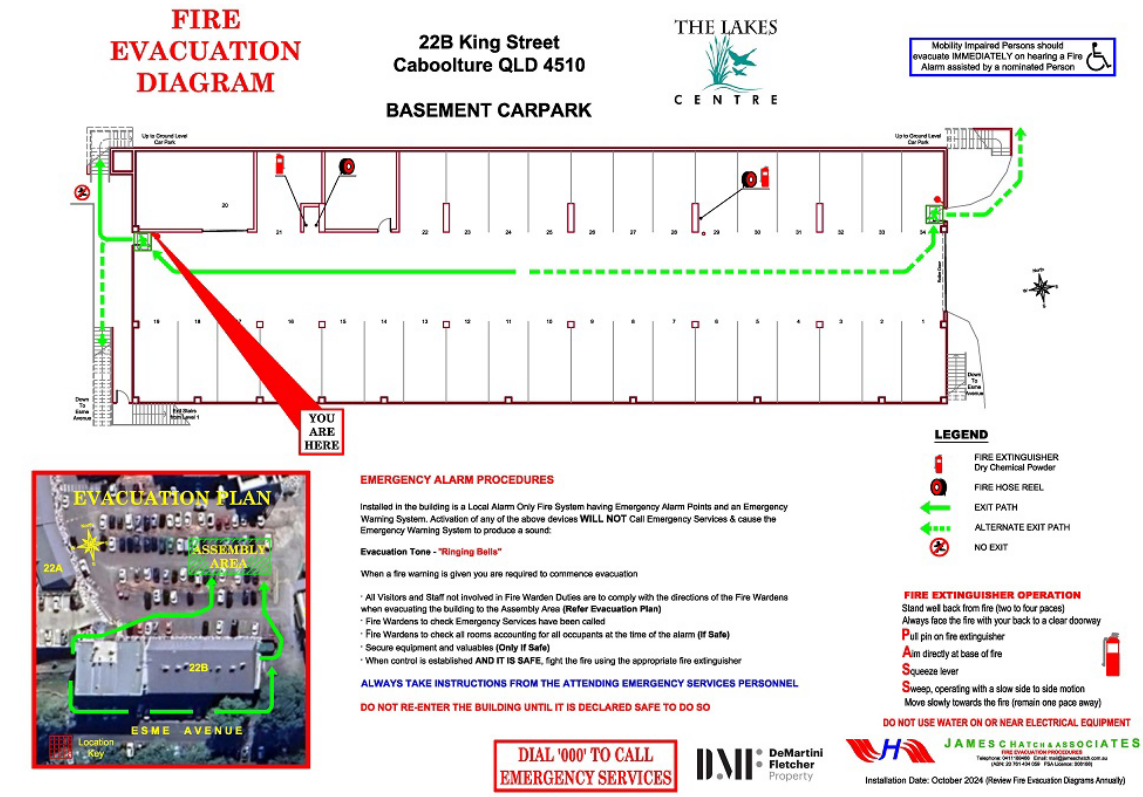


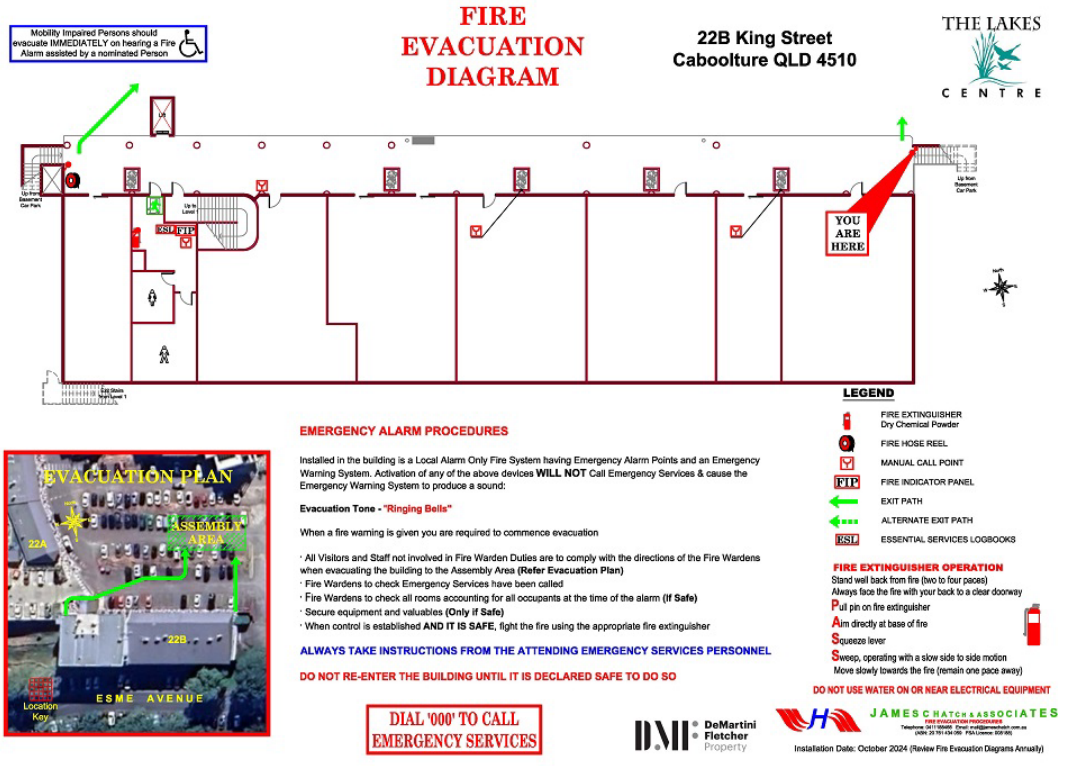
Fire Evacuation Diagrams (cont)



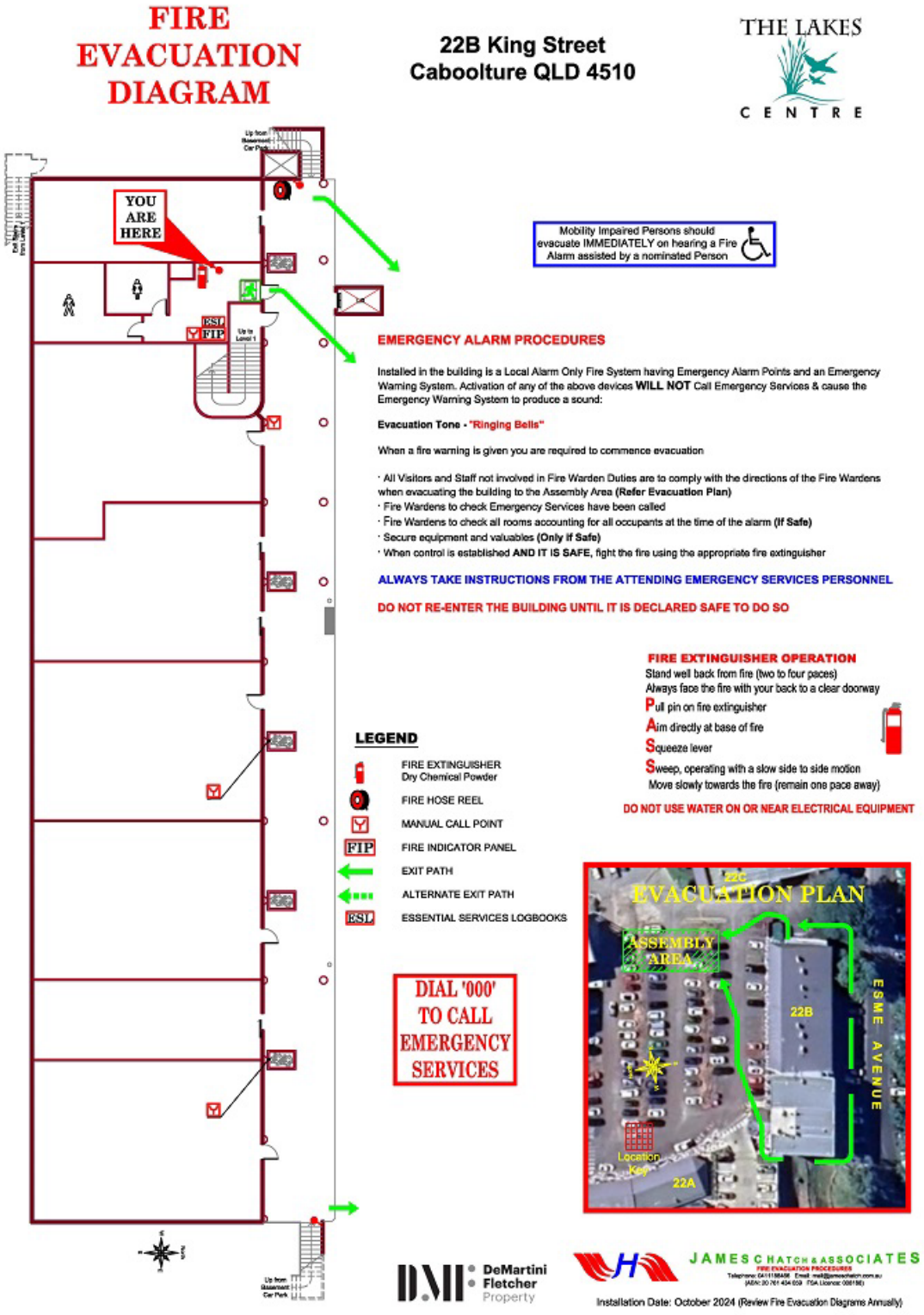


Fire Evacuation Diagrams (cont)

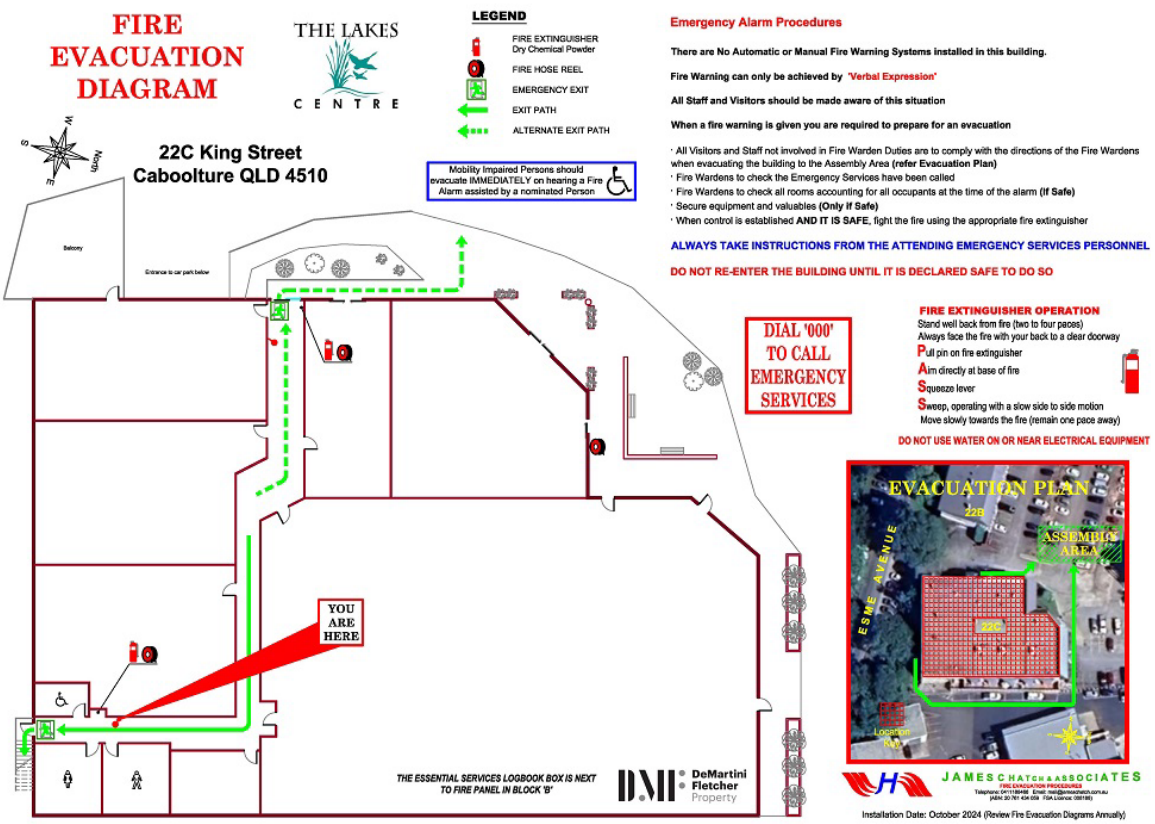


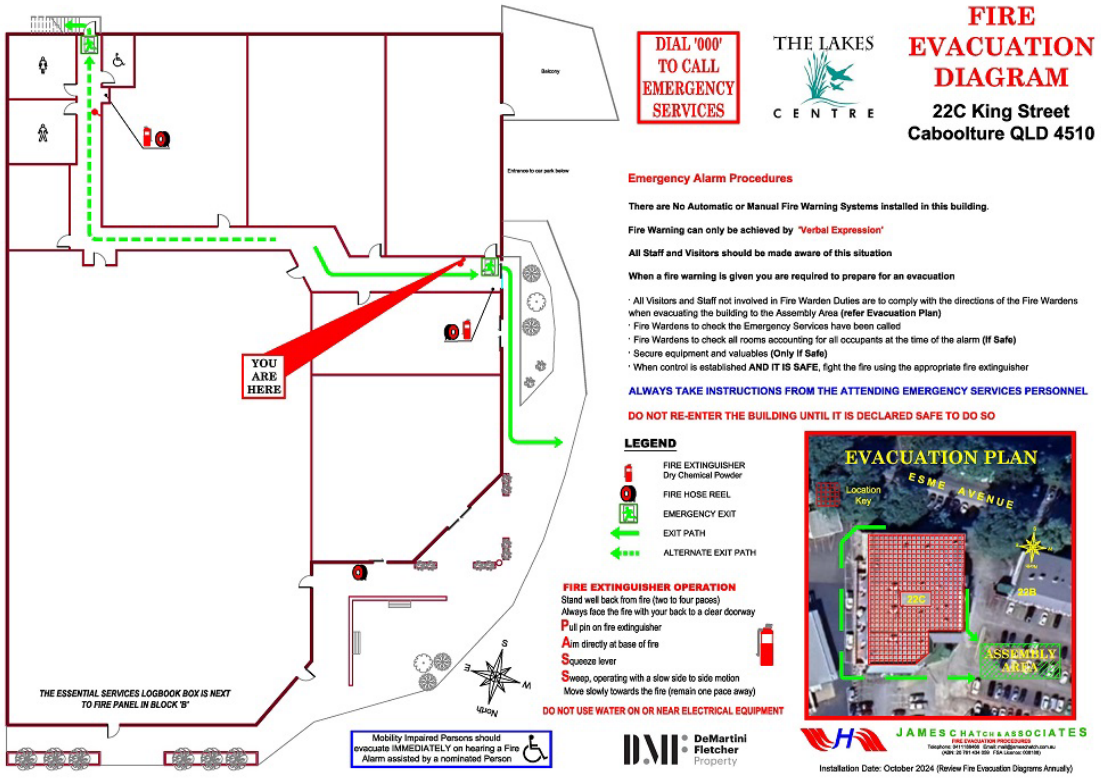


Fire Evacuation Diagrams (cont)

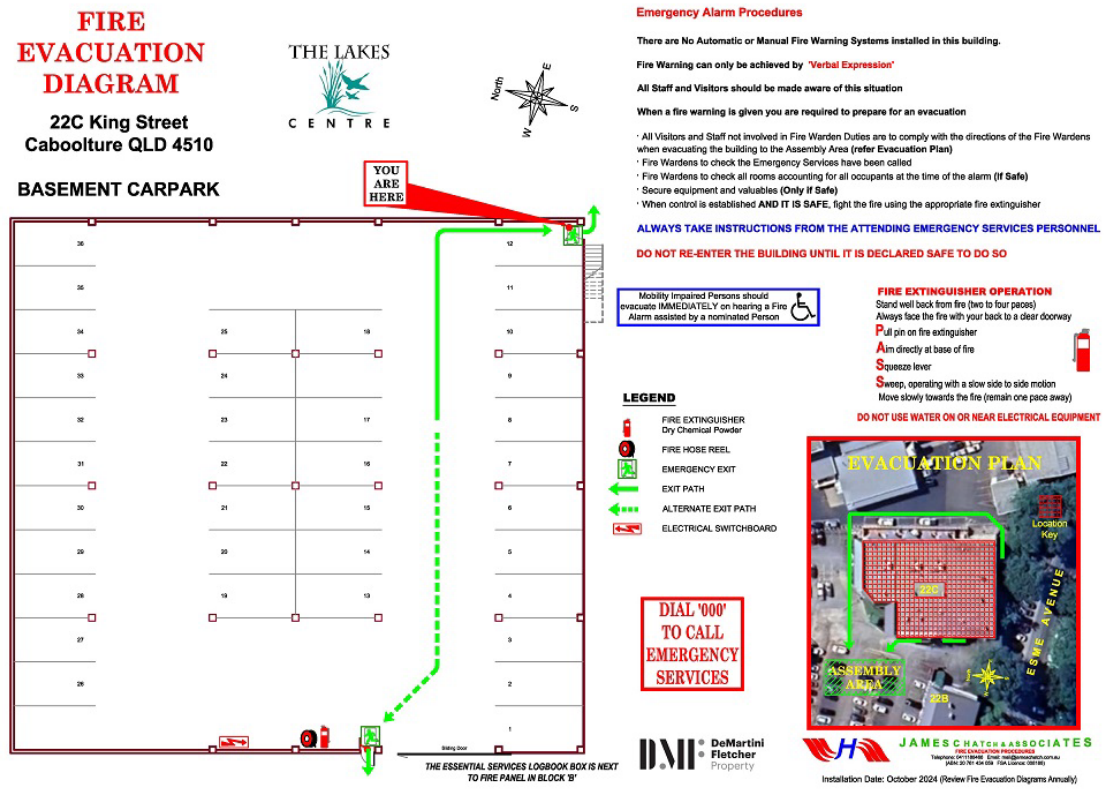


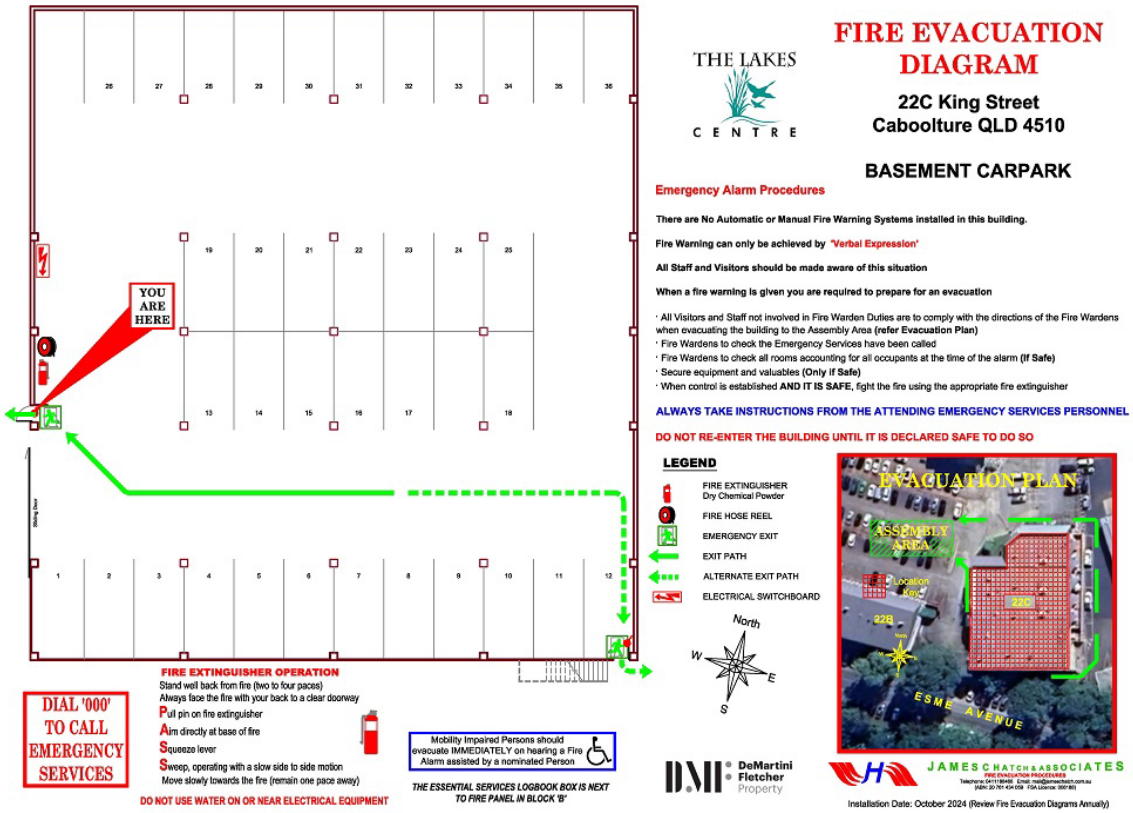
Fire Evacuation Diagrams (cont)



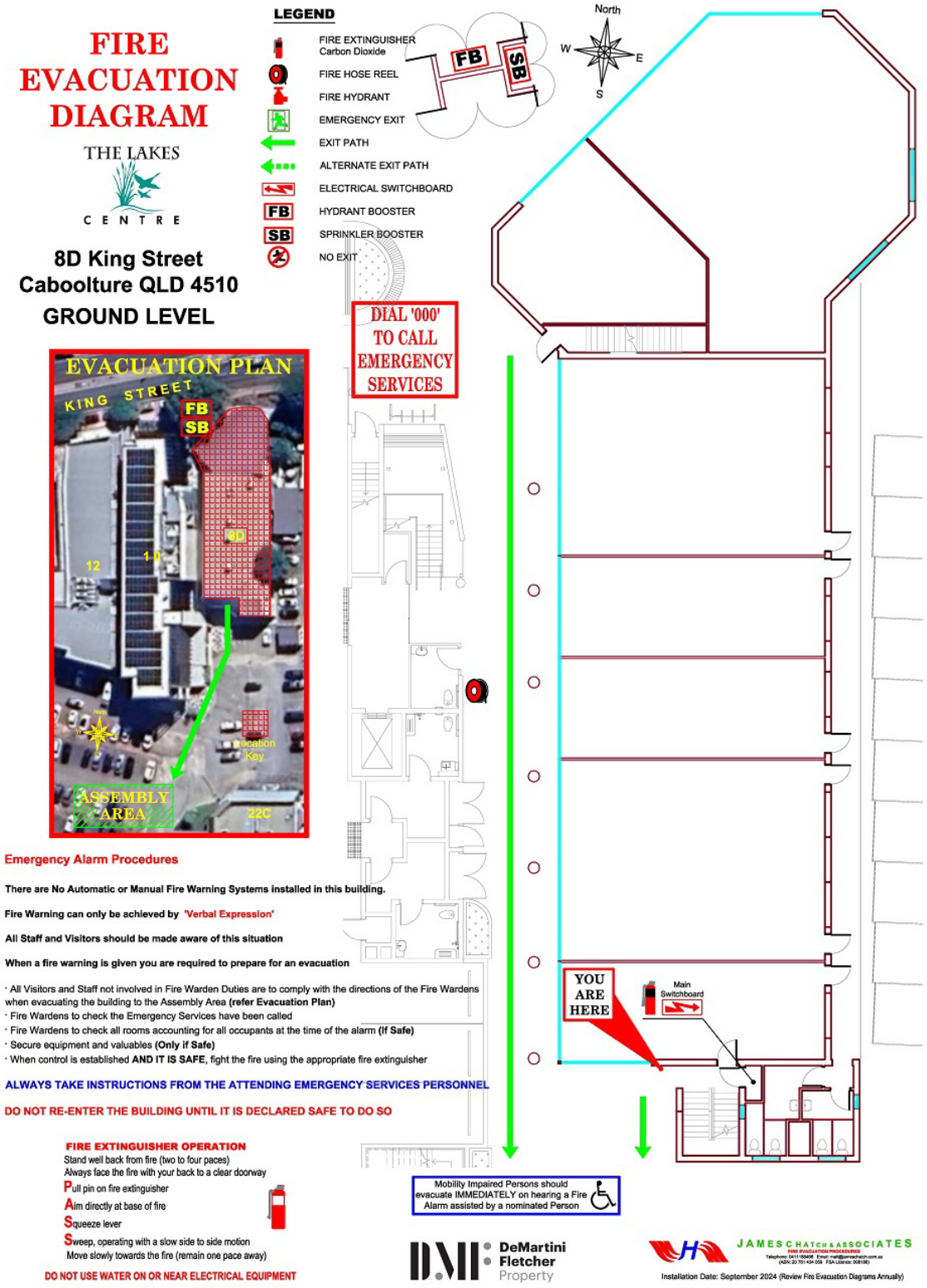


Fire Evacuation Diagrams (cont)

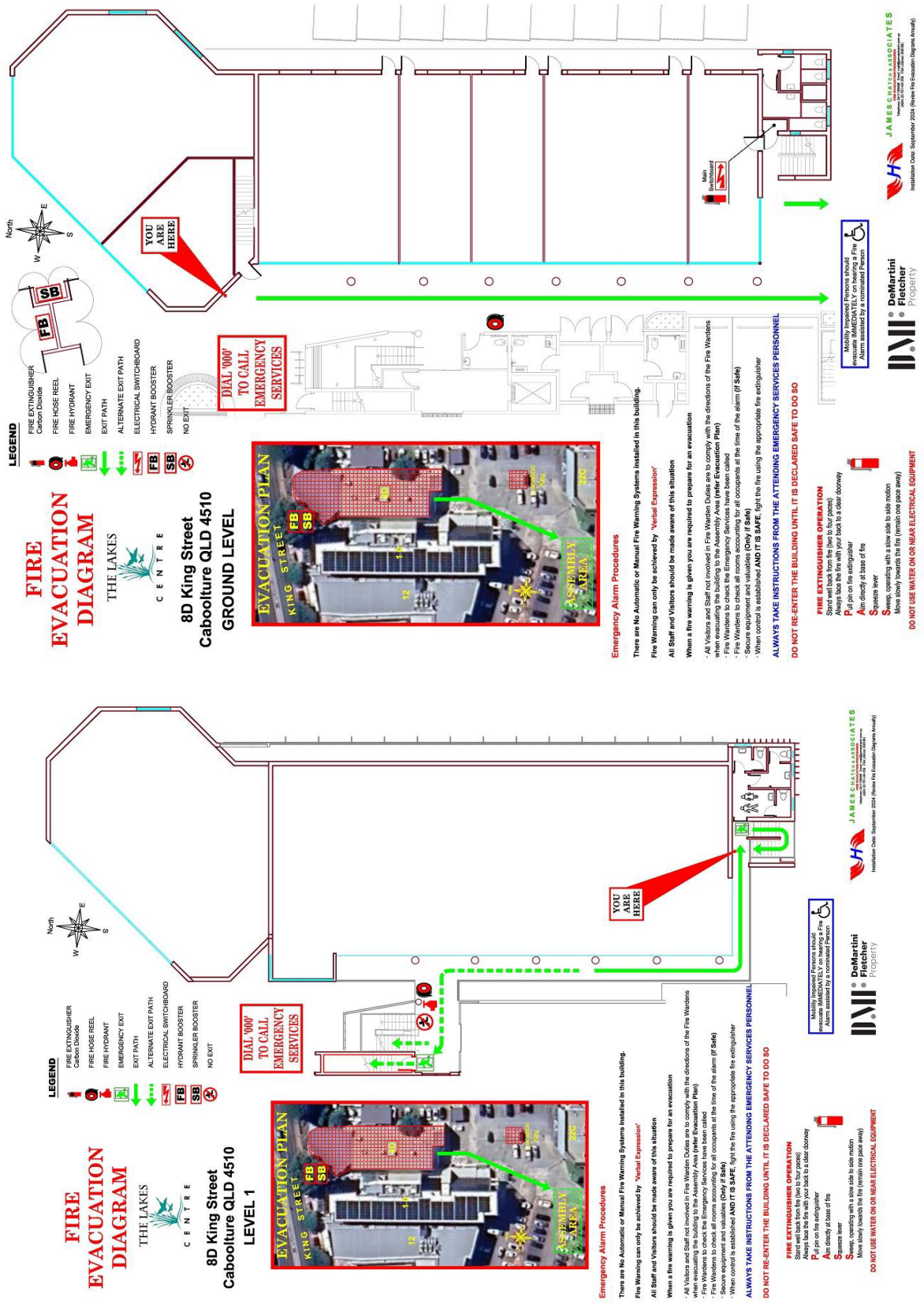




Fire Evacuation Diagrams (cont)



Fire Evacuation Diagrams (cont)



Fire Extinguisher Procedure in Use

- 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 – **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 if a failure should occur.

BE CERTAIN YOU KNOW HOW AND ON WHAT FIRES

TO USE THE EXTINGUISHERS

REFER TO EXTINGUISHER IDENTIFICATION DISC

P.A.S.S.



P – Pull out the safety pin



A – Aim at the base of the fire



S – Squeeze the handle



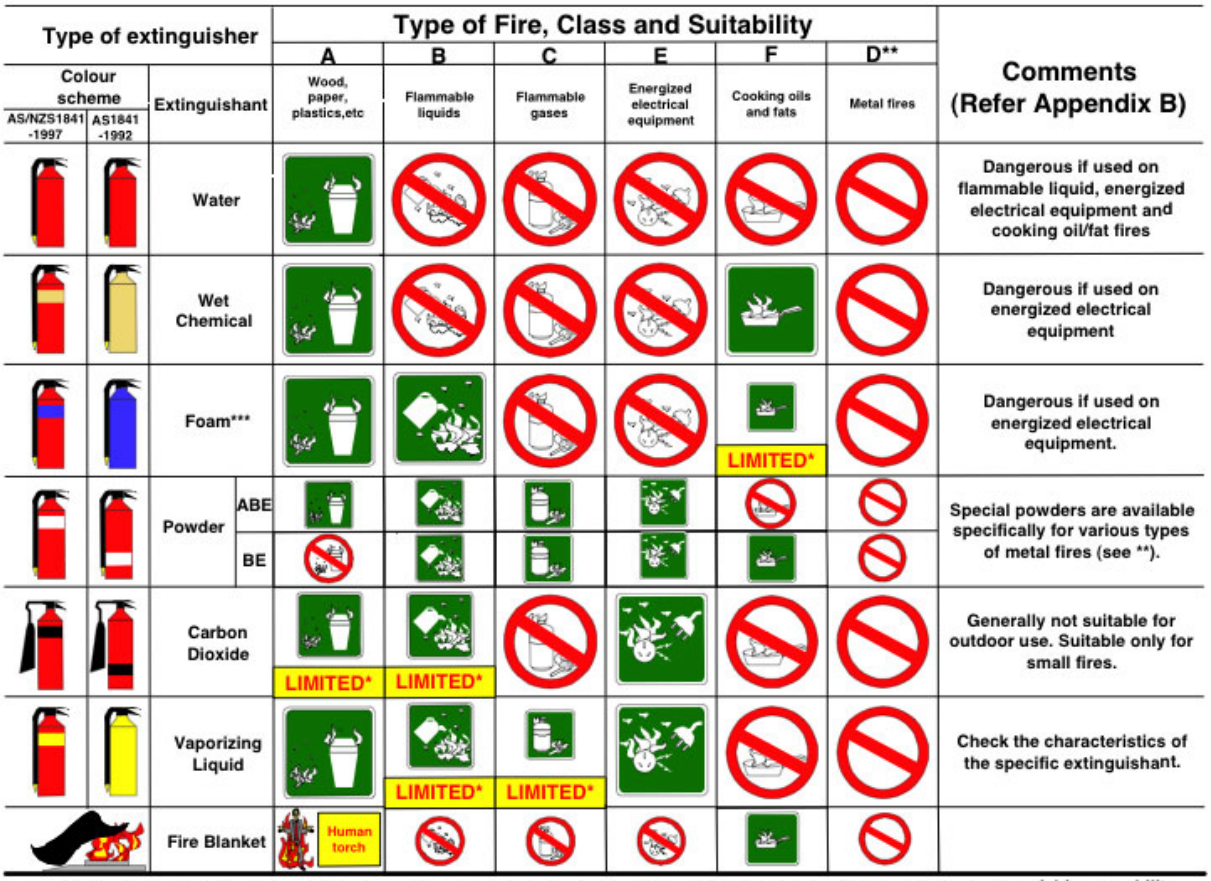
S – Sweep across the fire

DO NOT FIGHT THE FIRE IF THE FOLLOWING CONDITIONS EXIST

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

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

Fire Extinguisher Chart



* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.
** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.
*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

Australian Standard 2444-2001

Fire Hose Reels



Hose reels should be used by Fire Service Personnel or trained fire fighting party members only. However, it is important all persons are aware of their locations and the limitations 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 operate 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 REEL ON OR NEAR LIVE ELECTRICAL POWER

Fire Hydrants

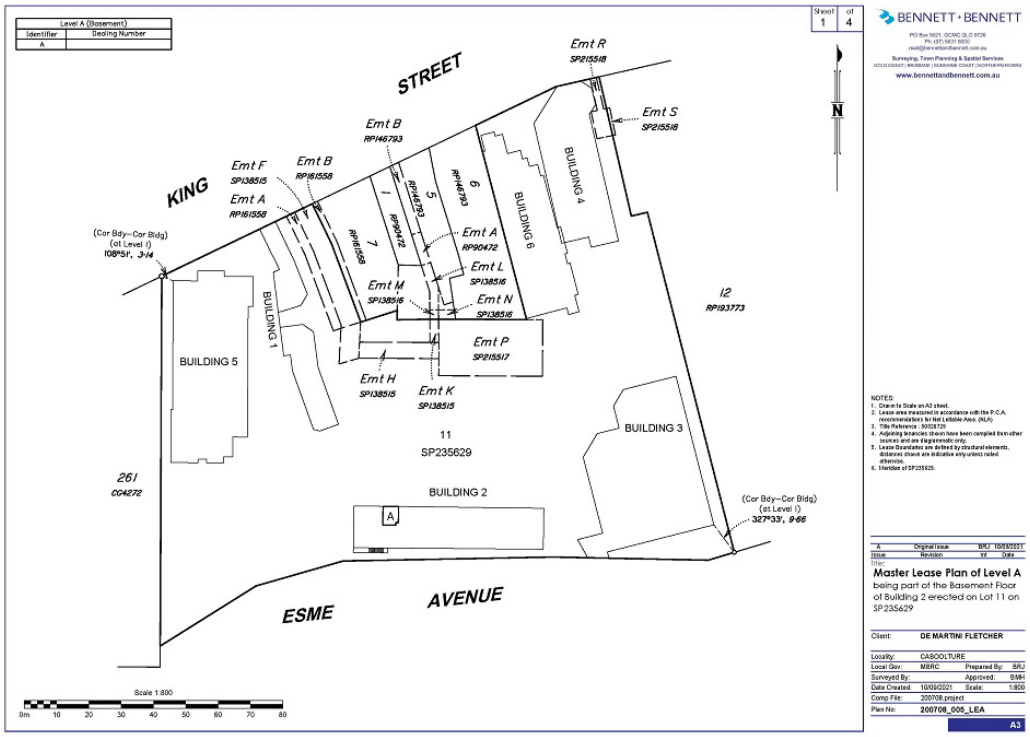
Fire Hydrants are installed in the open car park ONLY and should be used by Fire Service Personnel or trained firefighting party members only. However, it is important all persons are aware of their locations and the limitations of their use.

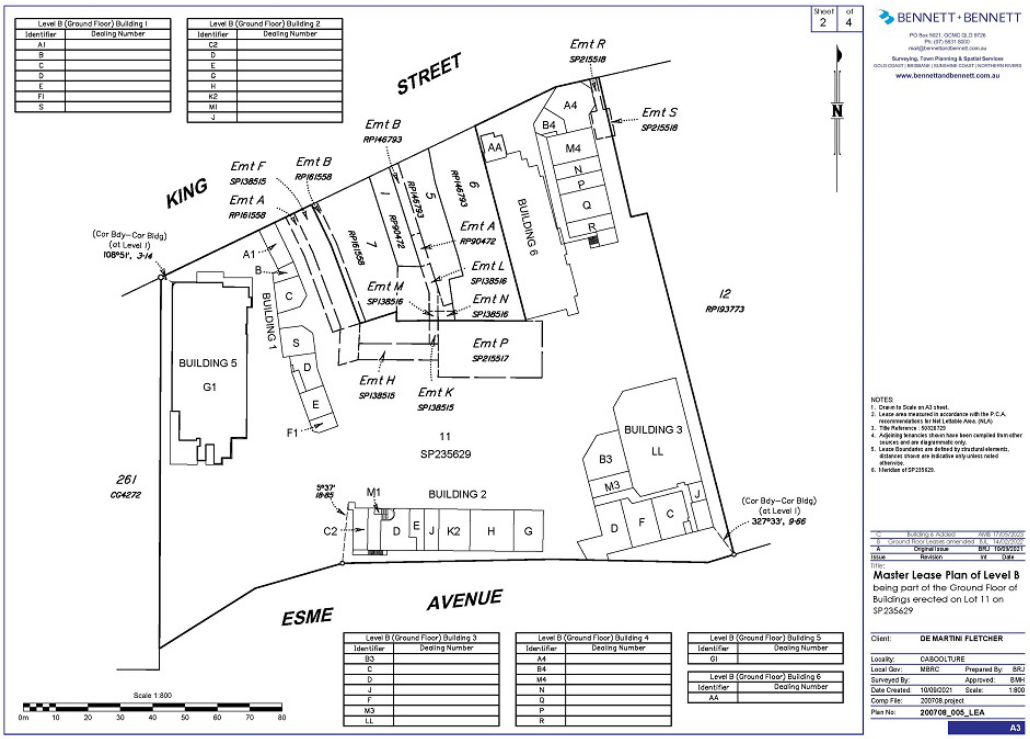
FIRE SAFETY INSTALLATION CHECKLIST

Fire Safety Installation	Installed?	
	YES	NO
Emergency lifts		✓
Emergency lighting	✓	
Exit signage	✓	
Smoke Alarms		✓
Manual Break Glass Alarm (Local Alarm Only) Building B ONLY	✓	
Fire Sprinklers (Cut-Off)		✓
Fire Booster Pumps		✓
Fire Water Storage Tank		✓
Fire doors	✓	
Fire extinguishers	✓	
Fire hose reels	✓	
Fire hydrants (Car Park ONLY)	✓	
Protection of penetrations through fire rated construction	✓	
Smoke exhaust system		✓

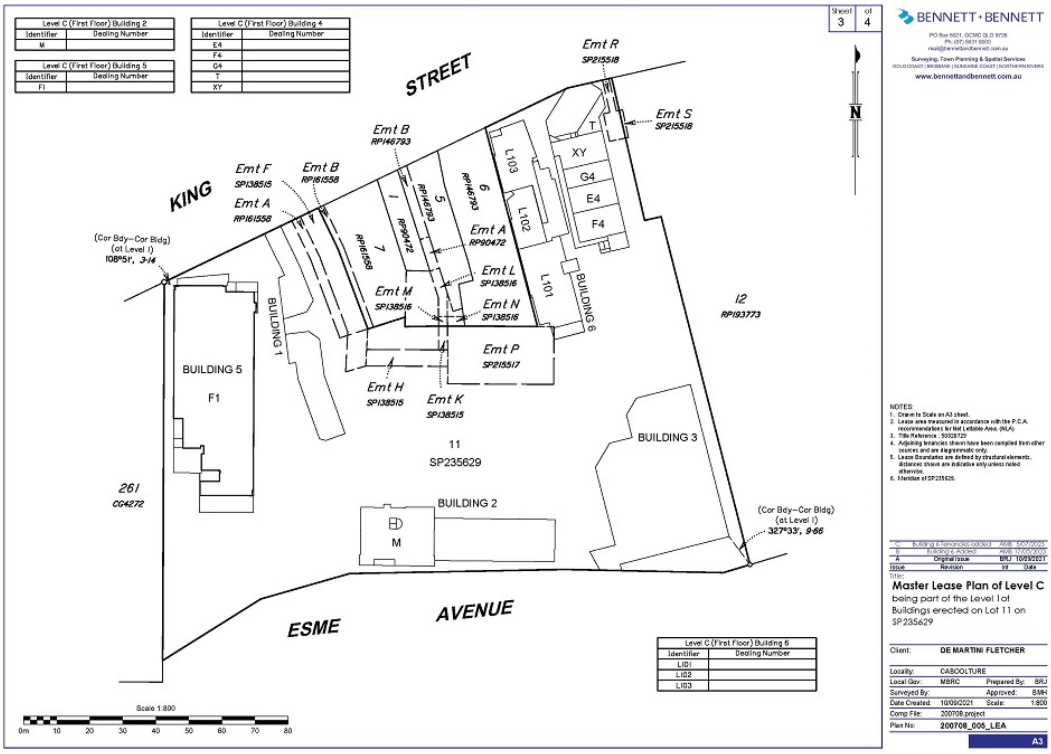
Other features – Includes additional fire safety installations or conditions that are required under the buildings Alternative solution of the *Building Act 1975 or Building Code of Australia* clauses E1.10 and E2.3

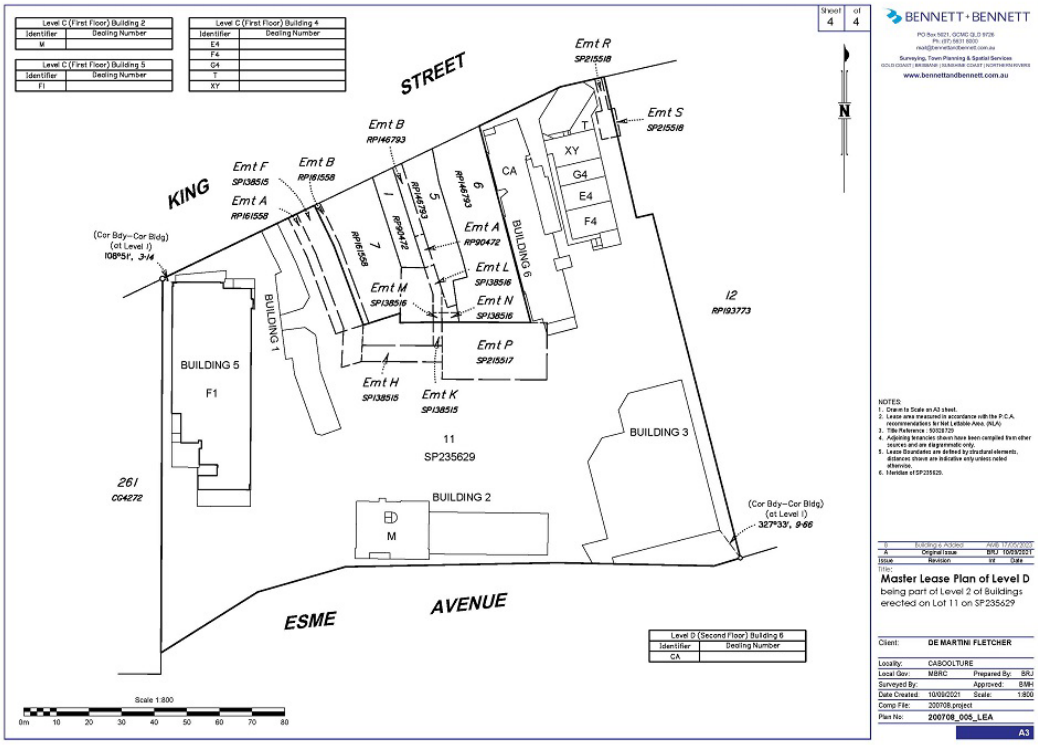
Certificate of Classification Building Approval Documents





Building Approval Documents (cont)





Fire Procedure Training Records

SEE ATTACHED

Schedule 2 – *Occupier's* statement[1]

Name of building and address:	**The Lakes Centre 8-22 King Street Caboolture, Qld 4510**		
***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 Alarm System	AS 1851		
Fire extinguishers	AS 1851		
Fire Hose Reels	AS 1851		
Fire Hydrants	AS 1851		
Fire Doors	AS 1851		
Penetration through Fire Rated Structures	AS 1851		

I .....as an authorised person on behalf of **Caboolture Partnership 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.