

# FIRE & LIFE SAFETY MANAGEMENT & USE EMERGENCY FIRE PLAN

FOR



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

Date Created - May 2012

Prepared by: -



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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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Date of Qualifications	Feb 2021
RTO issued qualifications	Chubb Training
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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	JCH	Sept 2017	Annual Review
007	JCH	Sept 2018	Annual Review – Update Section 1, 4
008	JCH	Sept 2019	Annual Review – Update Section 1
009	JCH	Sept 2020	Annual Review – Update Section 1
010	JCH	Oct 2021	Annual Review – Update Section 1
011	JCH	Oct 2022	Annual Review – Update Section 1
012	JCH	Oct 2023	Annual Review – Update alarm sounds

## 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**" (**Barp, Barp...**) 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		Type of Fire, Class and Suitability							Comments (Refer Appendix B)
		A	B	C	E	F	D**		
Colour scheme	Extinguishant	Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	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 ALARMINING 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		
<b>REMEMBER: Keep Calm &amp; Don't hang up the phone after the call</b>		
<b>Exact wording of threat:</b>		
<b>Questions to Ask:</b>	<b>Response:</b>	
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?		
<b>Notes for after the call:</b>		
<b>Caller's Voice:</b>		
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?		
<b>Threat Language:</b>		
Well-spoken <input type="checkbox"/>	Incoherent <input type="checkbox"/>	Irrational <input type="checkbox"/> Taped <input type="checkbox"/> Message read by caller <input type="checkbox"/> Abusive <input type="checkbox"/>
Other (details):		
<b>Background Noises:</b>		
Street noises <input type="checkbox"/>	House Noises <input type="checkbox"/>	Aircraft <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Machinery <input type="checkbox"/> Local call <input type="checkbox"/>
<b>Other:</b>		
Sex of caller: Male <input type="checkbox"/> Female <input type="checkbox"/>	Estimated age of caller:	
<b>Call Details:</b>		
Date: / /	Time: am/pm	Duration of the call: minutes
<b>Recipient Details:</b>		
Name:	Phone number:	Signature:
<b>Report call IMMEDIATELY to your Chief Warden or Supervisor</b>		



## 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.





## 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.

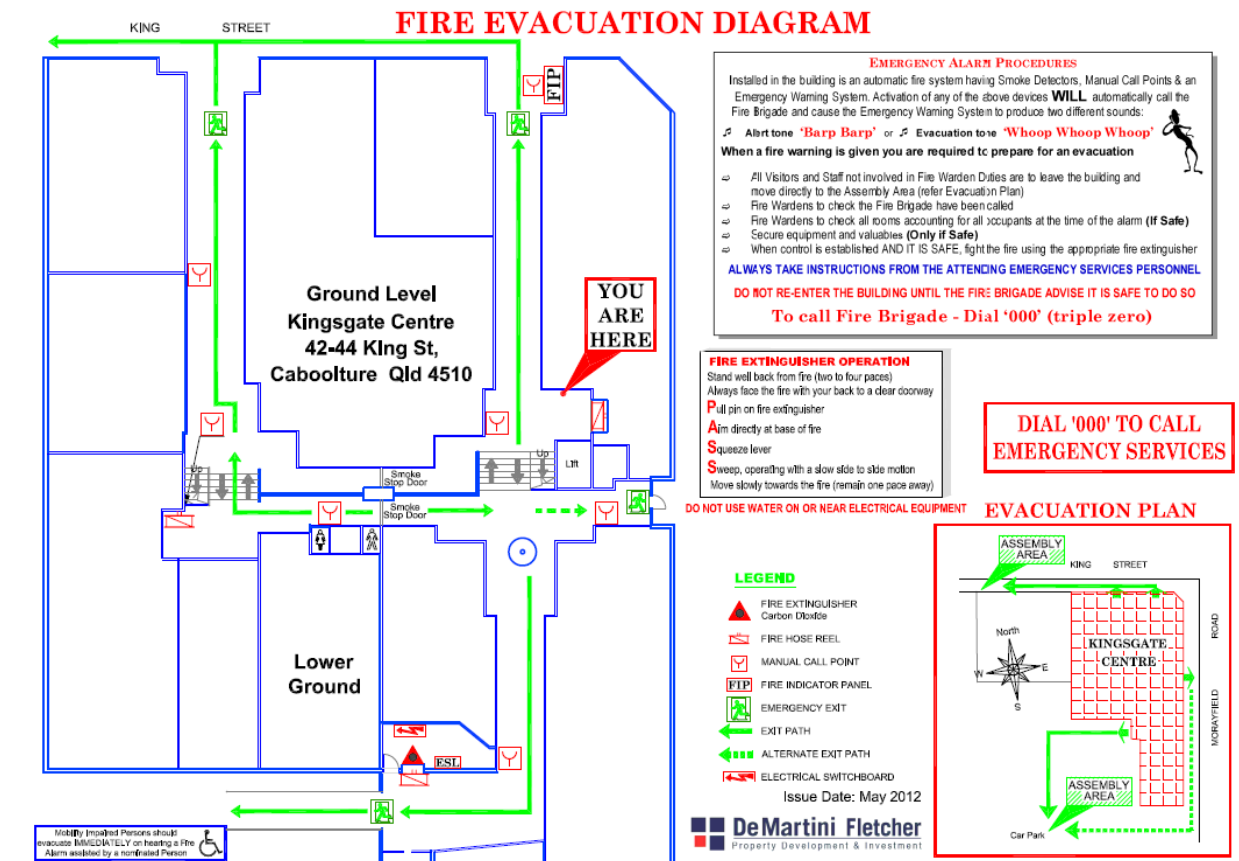
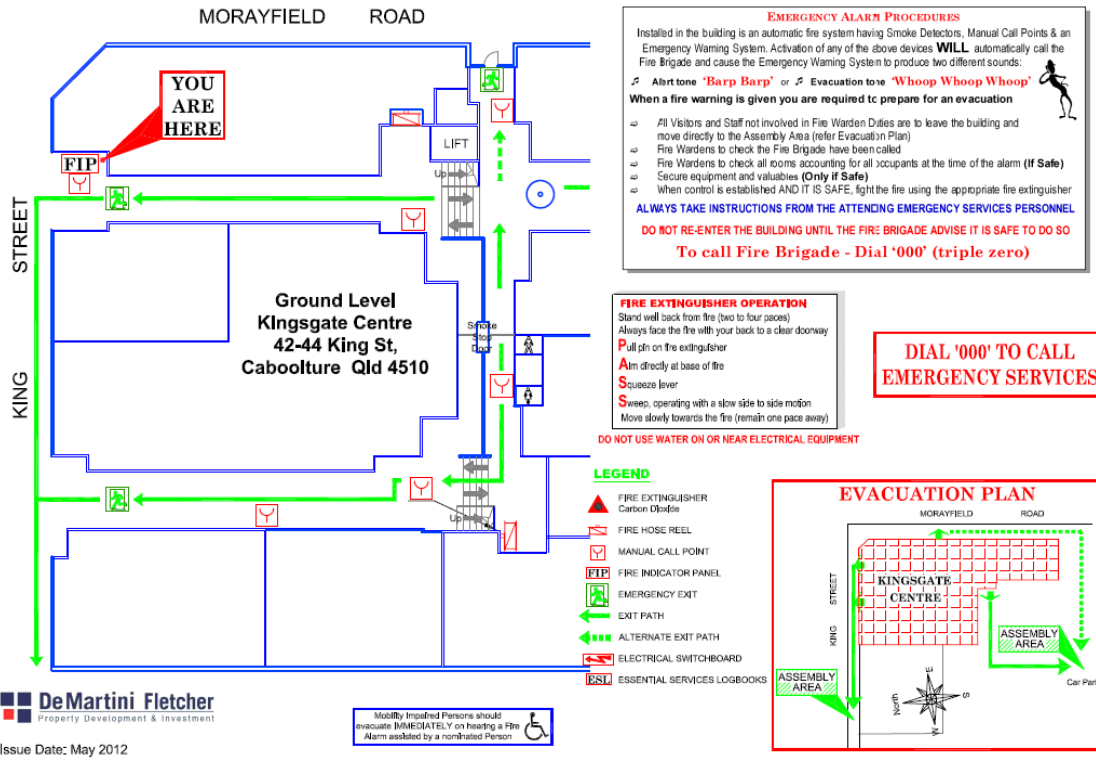
Signature of the Site Manager.

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

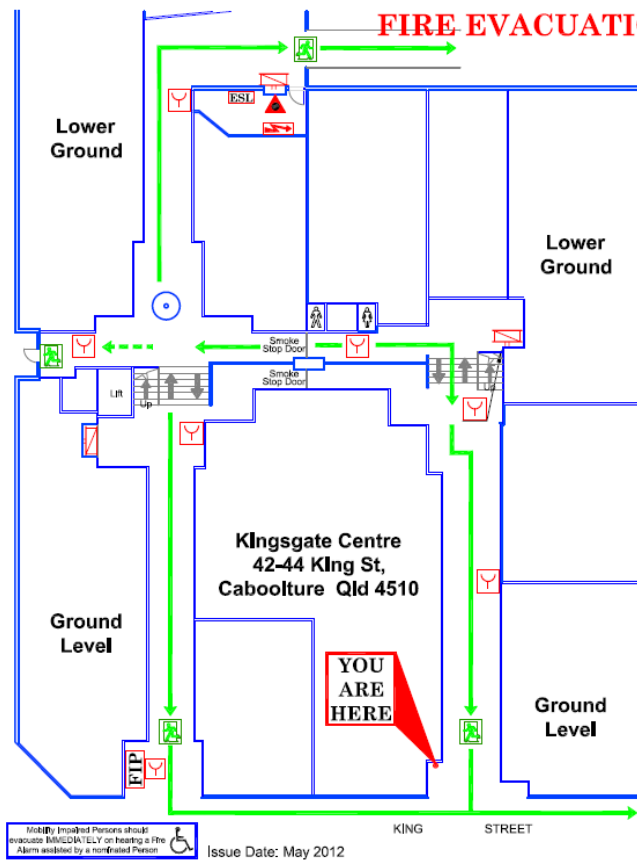
Signature of the person who has carried out the corrective action(s).

# 15. Fire and Evacuation Diagrams

## FIRE EVACUATION DIAGRAM



## Fire and Evacuation Diagrams (cont)



### FIRE EVACUATION DIAGRAM

**EMERGENCY ALARM PROCEDURES**  
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 ⚡ Alarm tone 'Barp Barp' or ♪ Evacuation tone 'Whoop Whoop Whoop'  
**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 leave the building and move directly to the Assembly Area (refer Evacuation Plan)
- ⚡ Fire Wardens to check the Fire Brigade 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 THE FIRE BRIGADE ADVISE IT IS SAFE TO DO SO**  
**To call Fire Brigade - Dial '000' (triple zero)**

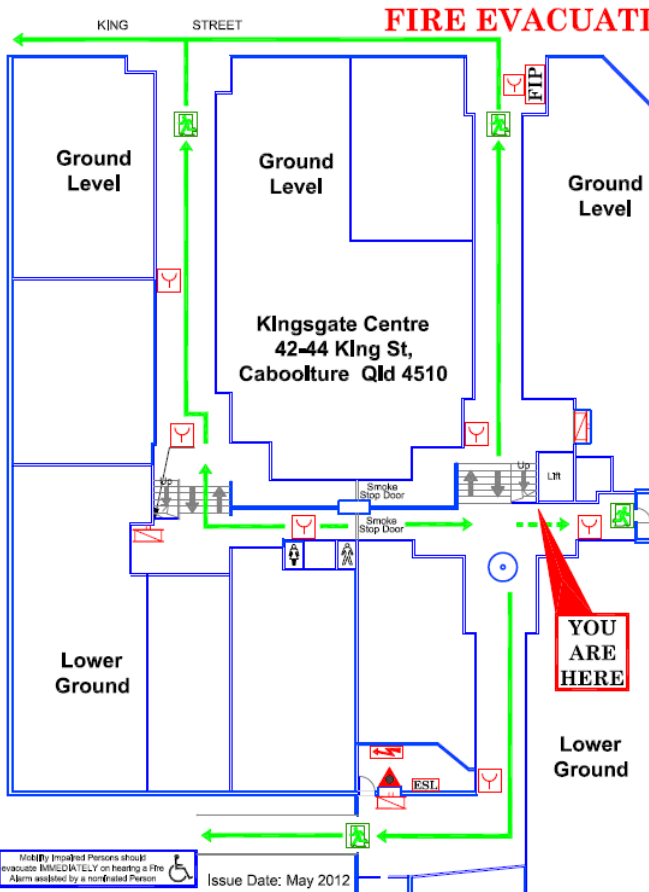
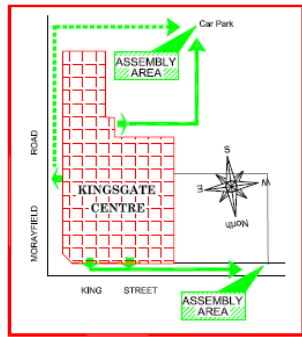
**FIRE EXTINGUISHER OPERATION**  
 Stand well back from fire (two to four paces)  
 Always face the fire with your back to a clear doorway  
**P**ull pin on fire extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**weep, operating with a slow side to side motion  
 Move slowly towards the fire (remain one pace away)

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

DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT

- LEGEND**
- ▲ FIRE EXTINGUISHER Carbon Dioxide
  - 🔧 FIRE HOSE REEL
  - 📞 MANUAL CALL POINT
  - FIP FIRE INDICATOR PANEL
  - 🚪 EMERGENCY EXIT
  - ➡ EXIT PATH
  - ➡➡➡ ALTERNATE EXIT PATH
  - ⚡ ELECTRICAL SWITCHBOARD
  - 📖 ESL ESSENTIAL SERVICES LOGBOOKS

### EVACUATION PLAN



### FIRE EVACUATION DIAGRAM

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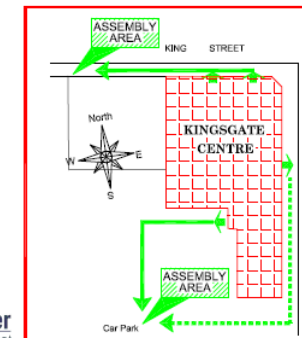
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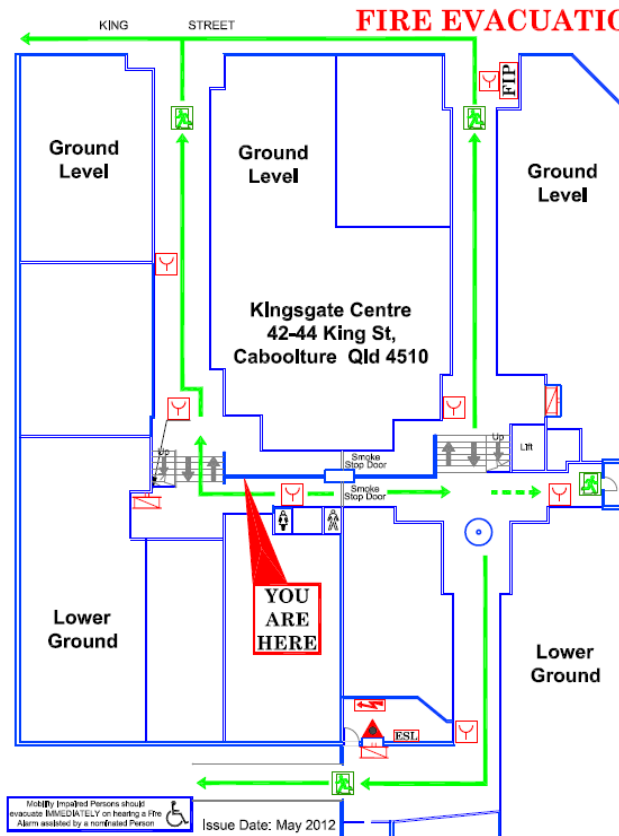
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### EVACUATION PLAN





## Fire and Evacuation Diagrams (cont)



### FIRE EVACUATION DIAGRAM

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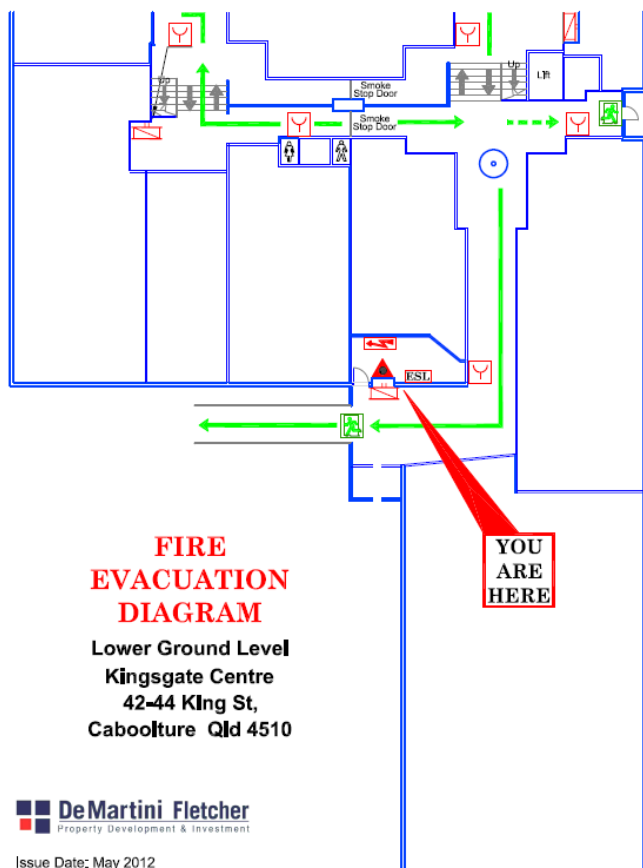
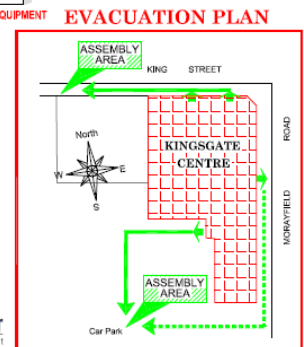
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**DeMartini Fletcher**  
Property Development & Investment



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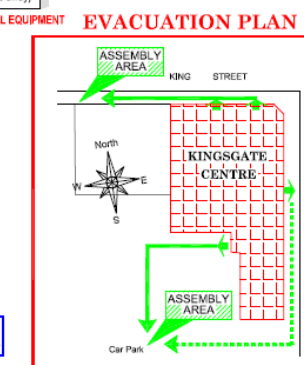
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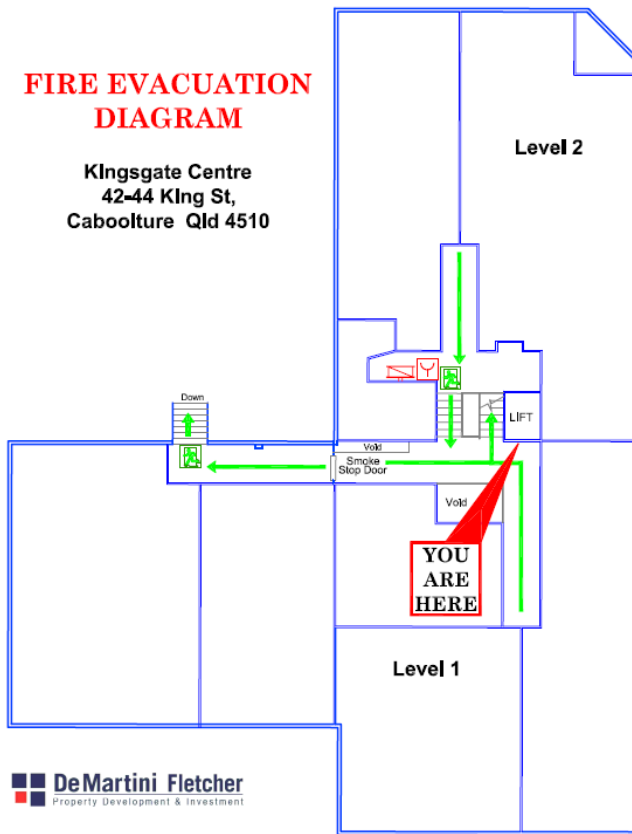
Mobility Impaired Persons should evacuate IMMEDIATELY on hearing a Fire Alarm assisted by a non-rated Person



## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

Kingsgate Centre  
42-44 King St,  
Caboolture Qld 4510



**DeMartini Fletcher**  
Property Development & Investment

Issue Date: May 2012

**EMERGENCY ALARM PROCEDURES**

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**EVACUATION PLAN**

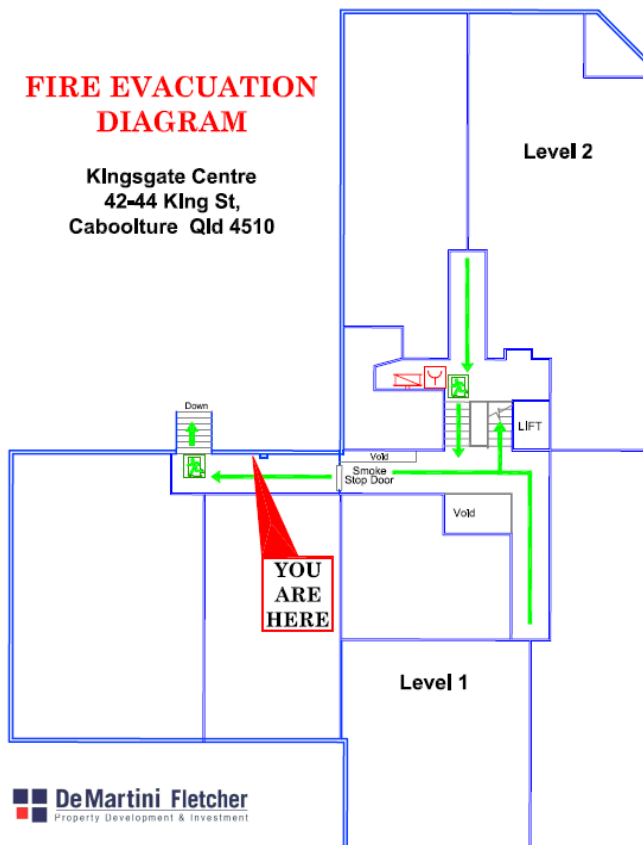
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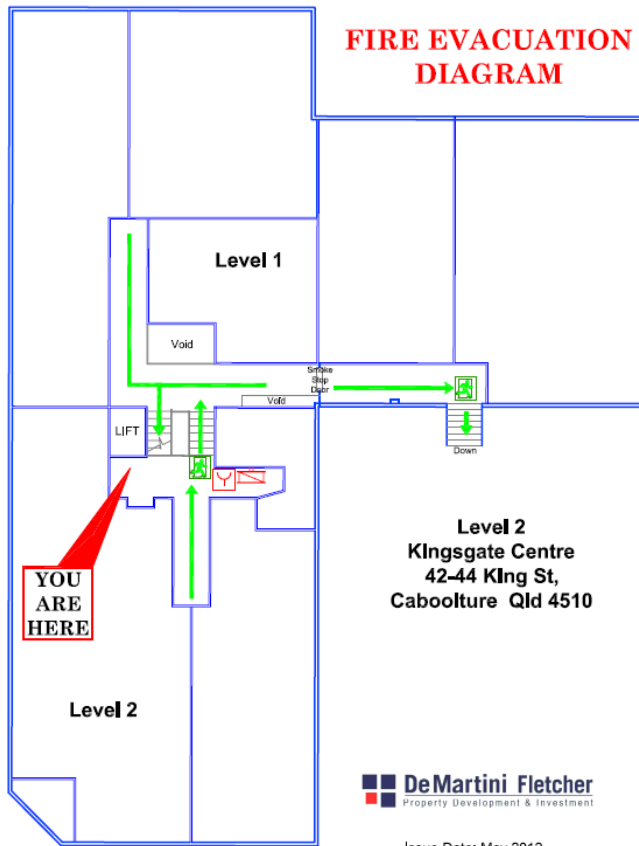
**EVACUATION PLAN**

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## Fire and Evacuation Diagrams (cont)



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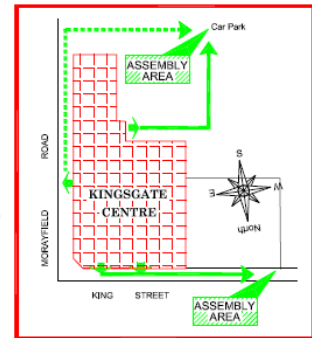
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Mobility Impaired Persons should evacuate IMMEDIATELY on hearing a Fire Alarm assisted by a non-impaired Person

### EVACUATION PLAN



**DeMartini Fletcher**  
Property Development & Investment

Issue Date: May 2012


## 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

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**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:**  ACC NO: A75258 **DATE:** 16/9/02

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PO Box 1219 Nambour QLD 4550 • PH: 5455 4722 • FAX: 5455 4766 • MOBILE: 041 779 3066  
 EMAIL: [buildcert@rahcp.com](mailto:buildcert@rahcp.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 statement<sup>1</sup>

Name of building and address:	<b>Kingsgate Centre 42-44 King Street Caboolture, Q4510</b>		
<i>Prescribed fire safety installation</i> <sup>2</sup>	Nominated Australian Standard or relevant maintenance requirements <sup>3</sup>	Was a <i>critical defect notice</i> <sup>4</sup> issued during the period covered by this statement (Yes/No)	Date of rectification of <i>critical defect</i> <sup>4</sup>
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.