

# FIRE AND EVACUATION PLAN

For



## Moorooka Industrial Village 25 Michlin Street Moorooka, Qld 4105

Date Created – August 2011

Prepared by: -



**JAMES C HATCH & ASSOCIATES**  
**FIRE EVACUATION PROCEDURES**

Telephone: 0411188466 Email: MAIL@JAMESCHATCH.COM.AU  
(ABN 20 761 434 059 – FSA Licence 008188)

## 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:

Name	Property Manager
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	John Francesco De Martini & Lientage Investments Pty Ltd
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	February 2021
RTO issued qualifications	Chubb Training
Person Responsible for Evacuation Co-ordinator	Sally Collins
Phone	0401 258 547
Fire Evacuation and First Response Instructor	Mark Jones (FSA)
Phone	0412 450 741
Email	mark@jameschatch.com.au
Date of Instructions	Refer Record of Training (Attached Sheets)

**Fire & Evacuation Plan annual review**

Reviewed By	Date of Review	Changes made?
James Hatch	January 2012	First Issue
Charles Strubin	2013 - 2019	Annual Review
Charles Strubin	October 2014,15,16	Annual Review
James Hatch	November 2020	Annual Review – Update Building Info
Mark Jones	November 2021	Annual Review – Update Building Info
Mark Jones	November 2022	Annual Review – No changes required
Mark Jones	November 2023	Annual Review – No changes required

**Disclaimer**

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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 residents' 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 and Rescue Service, the Building Fire Safety Regulation 2008, 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 Emergency 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 and in the co-operation of all Residents.

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 Moorooka Industrial Village, 25 Michlin Street, Moorooka, Qld 4105

## 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.
- All Tenants should ensure that their personnel evacuation plan is in place (Each Tenancy is responsible for their occupant)

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 Residents.

- 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 Manager).
- 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. (kept in fire resistant cabinet)
- Prepare and issue an Annual Occupier’s Statement to QFRS

## Evacuation Coordination Procedures

<b>Commencement Date:</b>	01/08/2011
<b>Procedure</b>	If fire discovered or hearing a Ringing Bell, evacuate persons from the immediate danger and ensure no one enters building
<b>Procedure for contacting fire service</b>	Dial ‘000’ or mobile ‘112’
<b>Persons with special needs</b>	Check Register and ensure everyone is out of the building
<b>Checking that all persons have been evacuated</b>	Evacuation Coordinator or the prescribed person on site is the last to leave after checking that no person is in the building

## Emergency Evacuation Procedure

### EMERGENCY ALARM PROCEDURES

Installed in each building is an Automatic Sprinkler System connected to Emergency Services.

- FIRE WARNING CAN ONLY BE ACHIEVED BY **'Verbal Expression'** ASSITED BY **'RINGING BELL'** AT THE SPRINKLER VALVE

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

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

- Ø 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)
- Ø Fire Wardens to check Emergency Services have been called
- Ø Fire Wardens to check all rooms accounting for all occupants at the time of the alarm (If Safe)
- Ø Secure equipment and valuables (**Only if Safe**)
- Ø 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**

## 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 HYDRANTS**

Fire hydrants are installed but are for the use by Emergency Services Only



## Fire Extinguisher Selection Chart

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)	
Colour scheme AS/NZS1841 -1997	AS1841 -1992	Extinguishant	A Wood, paper, plastics,etc	B Flammable liquids	C Flammable gases	E Energized electrical equipment	F Cooking oils and fats		D** 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	 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

### HOSE REELS



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**

**Local authorities have no Building Approvals on file.  
The building was built over 60 years ago.**

**Fire Safety Installation Checklist**

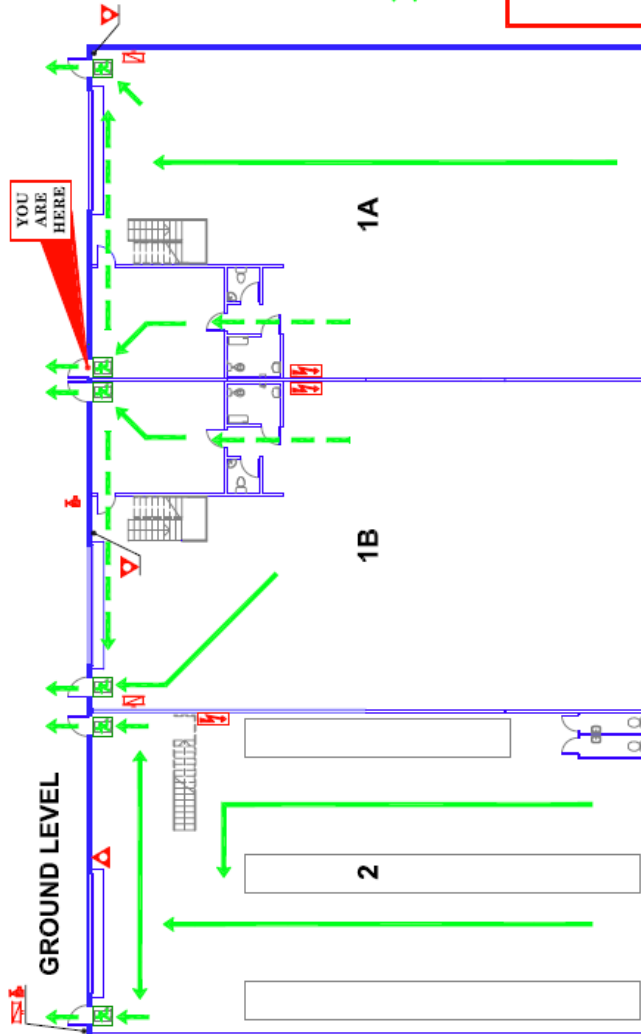
Fire Safety Installation	Installed?	
	YES	NO
Emergency Lifts		✓
Emergency Lighting	✓	
Exit Signage	✓	
Smoke Alarms		✓
Smoke Detection and Alarm System		✓
Fire Doors		✓
Fire Extinguishers	✓	
Fire Blankets		✓
Fire Hose Reels	✓	
Fire Sprinklers (Main Shed Only)	✓	
Fire Hydrants	✓	
Protection of penetrations 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  
DIAGRAM**

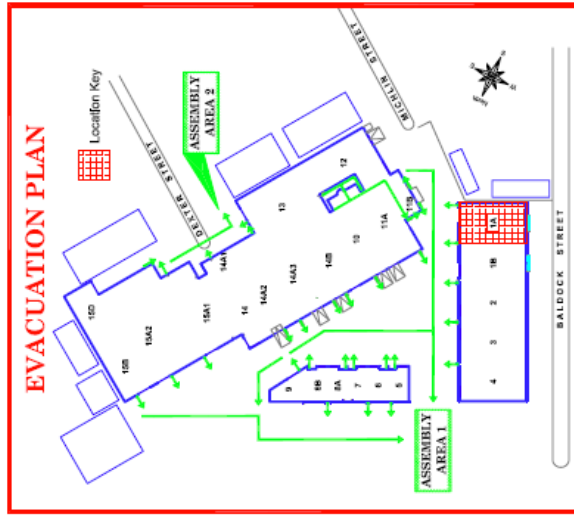
**Moorooka Industrial Village  
BUILDING A - SHED 1A  
25 Michlin Street  
Moorooka Qld 4105**



**LEGEND**

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

**FIRE EXTINGUISHER OPERATION**  
Stand well back from fire (two to four paces)  
Always face the fire with your back to a clear doorway  
Pull pin on the extinguisher  
Aim directly at base of fire  
Squeeze lever  
Sweep, operating with a side able to slide motion  
Move slowly towards the fire (remain one pace away)  
**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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**

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

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

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

Identify Impaired Persons should  
evacuate by the Utilising the Fire  
Alarm established by a notified Person

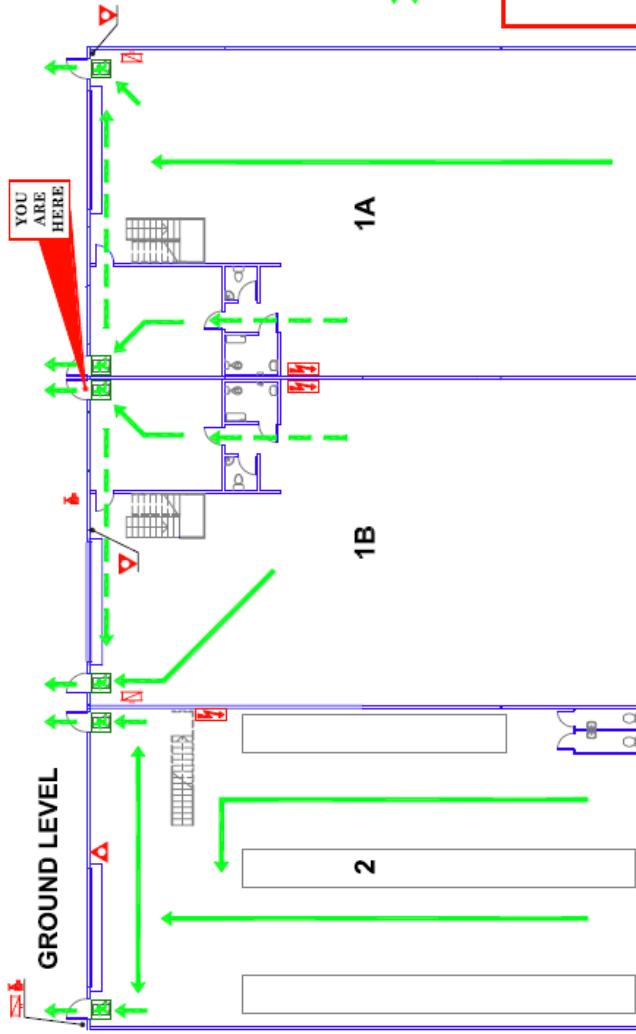
**DeMartini Fletcher**  
Property Development & Investment

**JAMES C HAYES & ASSOCIATES**  
Fire Engineers  
17/18-19/20 Michlin Street Moorooka QLD 4105  
Phone: 07 5511 1111 Fax: 07 5511 1112  
Mobile: 07 5511 1113 Email: james@jchayes.com.au

Validation Date: March 2012

**Fire Evacuation Diagrams continued**

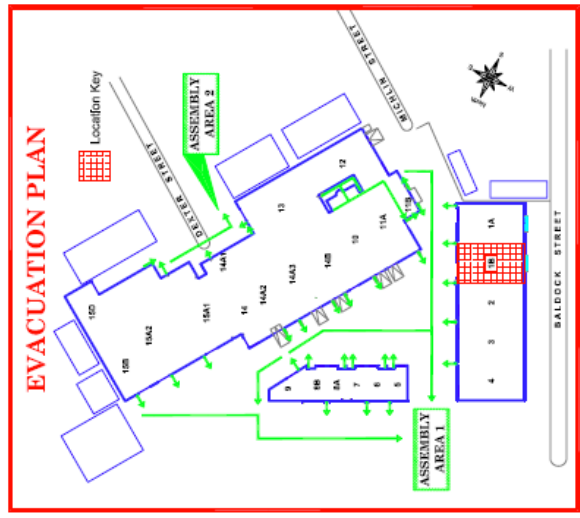
**FIRE EVACUATION  
DIAGRAM**  
Moorooka Industrial Village  
**BUILDING A - SHED 1B**  
25 Michlin Street  
Moorooka Qld 4105



**LEGEND**

- FIRE EXTINGUISHER  
Dry Chemical (theatre)
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- ELECTRICAL SWITCHBOARD

**FIRE EXTINGUISHER OPERATION**  
Stand well back from fire (two to four paces)  
Always face the fire (two to four paces)  
Pull pin on fire extinguisher  
Aim directly at base of fire  
Squeeze lever  
Sweep, operating with a slow side to side motion  
Move slowly towards the fire (remain one pace away)  
**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



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

Martin Fletcher should be contacted IMMEDIATELY on the topic of fire. Alarm assessed by a nominated person.

**De Martini Fletcher**  
Property Development & Investment

**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 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**

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

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

**JAMES C HANCOCK ASSOCIATES**  
PROFESSIONAL CERTIFICATE OF COMPETENCY IN FIRE SAFETY CONSULTANCY SERVICES  
REGISTERED FIRE SAFETY CONSULTANT (2011)

**Validation Date: March 2012**

**Fire Evacuation Diagrams continued**

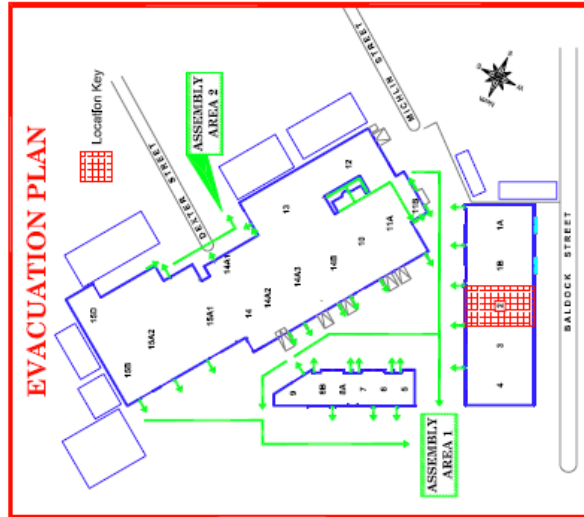
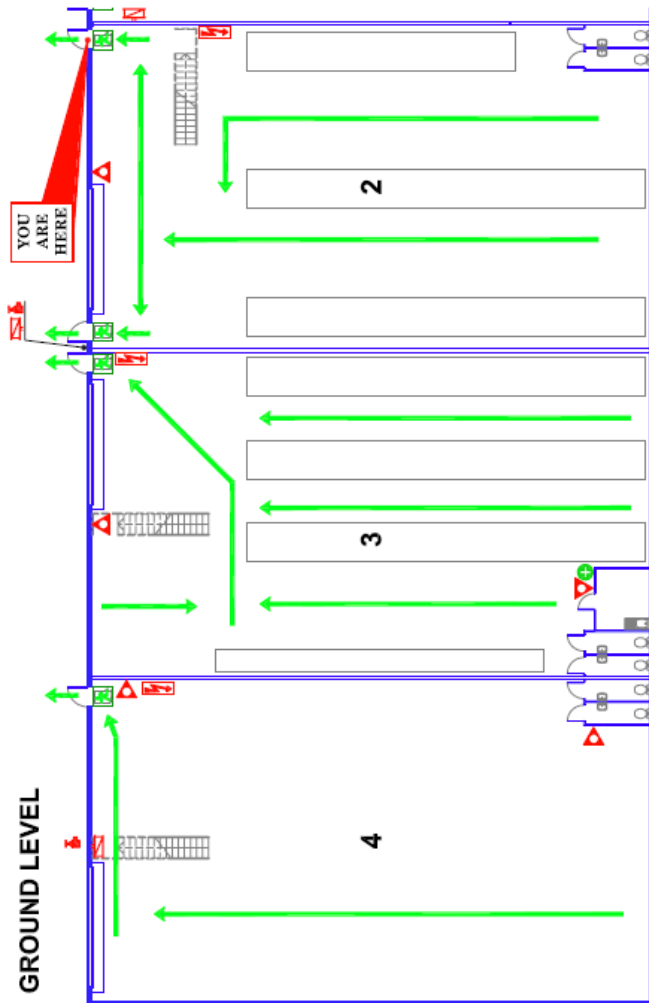
**FIRE EVACUATION  
DIAGRAM**  
Moorooka Industrial Village  
BUILDING A - SHED 2  
25 Michlin Street  
Moorooka Qld 4105

**LEGEND**

- FIRE EXTINGUISHER
- Dry Chemical Powder
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRST AID POINT

**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 the extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**wings, operating with a slow able to side motion  
Move slowly towards the fire (remain one pace away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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 controls 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)**

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

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

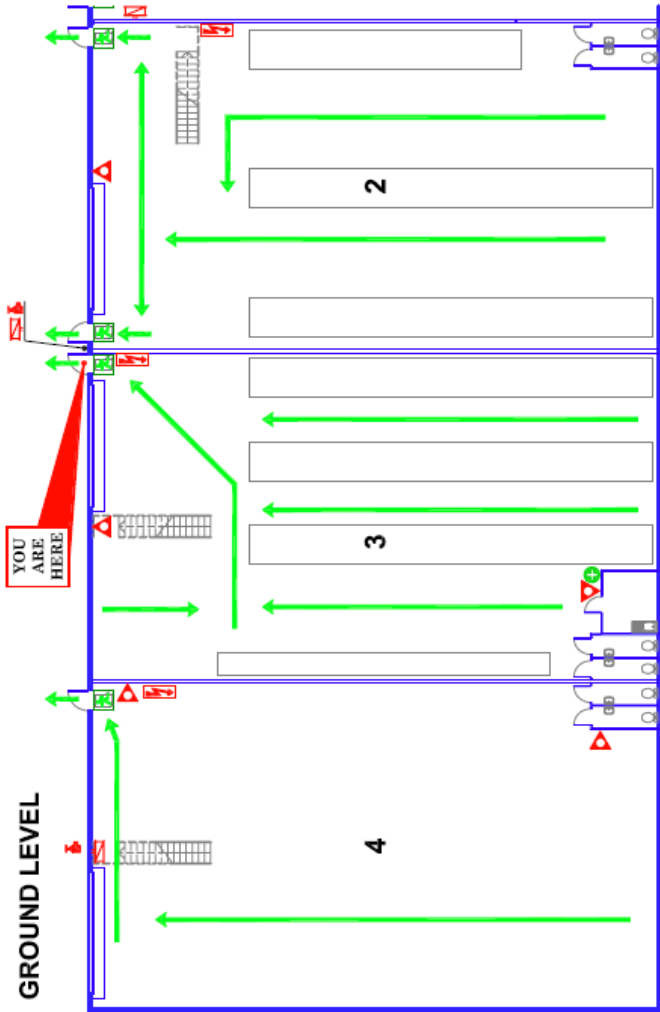
**DeMartini Fletcher**  
Property Development & Investment

**JAMES C HANSEN & ASSOCIATES**  
Fire Protection Engineers  
10/110-112 Michlin Street, Moorooka QLD 4105  
Phone: 08 5330 1000 Fax: 08 5330 1001 Email: james@jchansen.com.au

Validation Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**  
Moorooka Industrial Village  
**BUILDING A - SHED 3**  
25 Michlin Street  
Moorooka Qld 4105

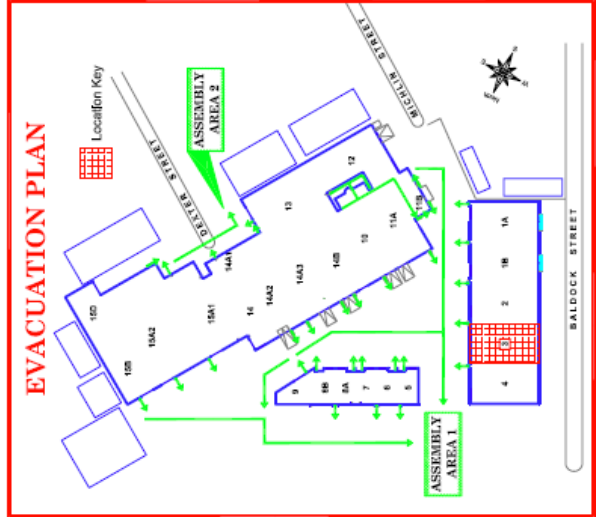


**LEGEND**

- FIRE EXTINGUISHER OPERATION  
Some will back from the two to four paces  
Always face the fire with your back to a clear doorway
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRST AID POINT

**FIRE EXTINGUISHER OPERATION**  
Always face the fire with your back to a clear doorway  
**P**ull pin on the extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**wave, operating with a slow able to side motion  
Move slowly towards the fire (never one pace away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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**

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

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

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

Mobility Impaired Persons should evacuate (WHEELCHAIR) on hearing a Fire Alarm assisted by a nonfirefired Person

**DeMartini Fletcher**  
Property Development & Investment

**JAMES C HAYES & ASSOCIATES**  
Fire Engineers  
Telephone: 07 559 4200 • Fax: 07 559 4201 • Email: james@jchayes.com.au  
www.jchayes.com.au  
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Validation Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

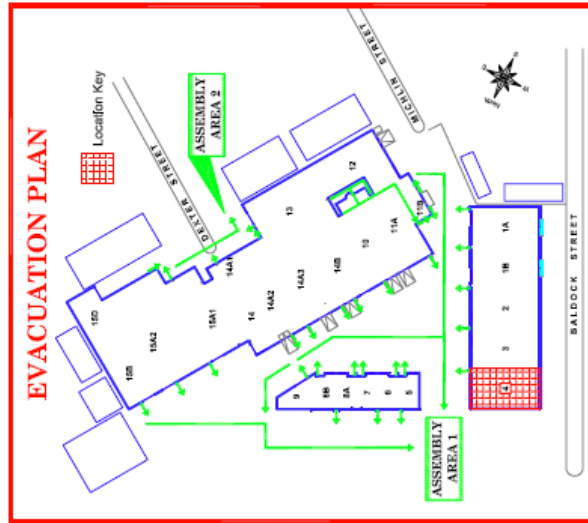
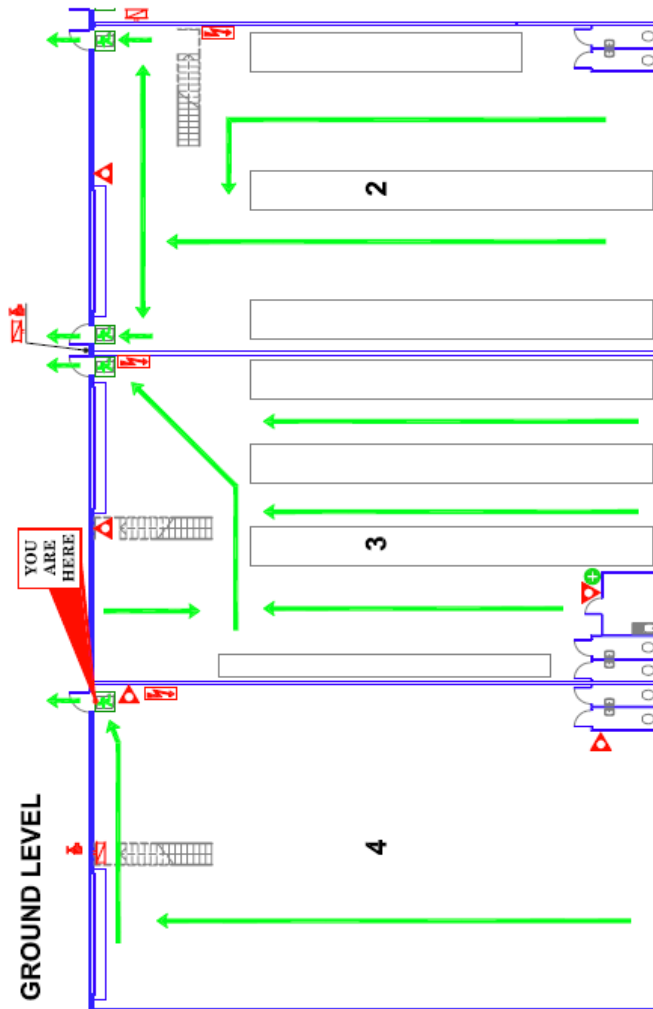
**Moorooka Industrial Village  
BUILDING A - SHED 4  
25 Michlin Street  
Moorooka Qld 4105**

**LEGEND**

- FIRE EXTINGUISHER (Dry chemical powder)
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRST AID POINT

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

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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**

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

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

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

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

**DeMartini Fletcher**  
Property Development & Investment

**JAMES C HANCOCK ASSOCIATES**  
10/100-10/1000 Michlin Street, Moorooka QLD 4105  
Phone: 07 5511 1000 Fax: 07 5511 1001 Email: james@jchassociates.com.au

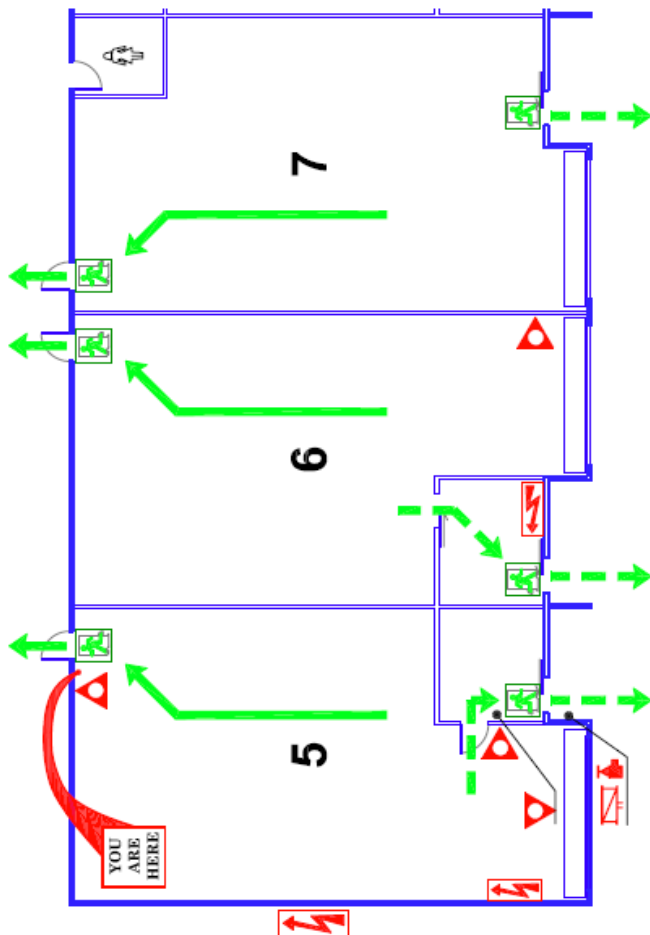
Validation Date: March 2012



**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING B - SHED 5  
25 Michlin Street  
Moorooka Qld 4105**



**EMERGENCY ALARM PROCEDURES**

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

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

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

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

Mostly Involved Persons should  
evacuate **IMMEDIATELY** on hearing a Fire  
Alarm notified by a nominated Person



VanMarlin Date: March 2012

**LEGEND**

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

**FIRE EXTINGUISHER OPERATION**

Pull and will break from the (two to four pieces)

Always lean the top with your back to a clear doorway

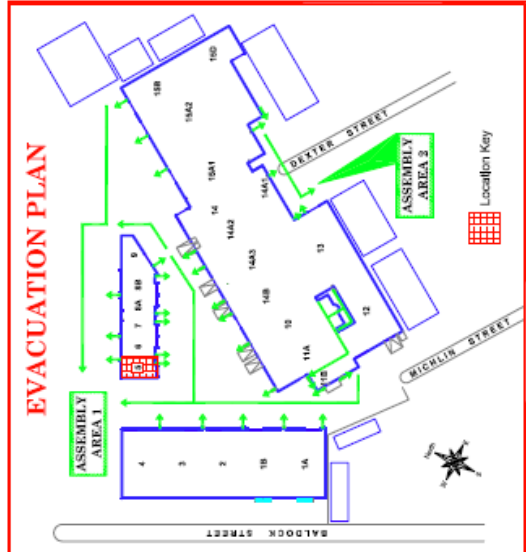
**P**ull on the top handle

**A**im directly at base of the fire

**S**queeze lever

**S**wEEP, operating with a side able to also motion  
Move slowly towards the fire (until one pair away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

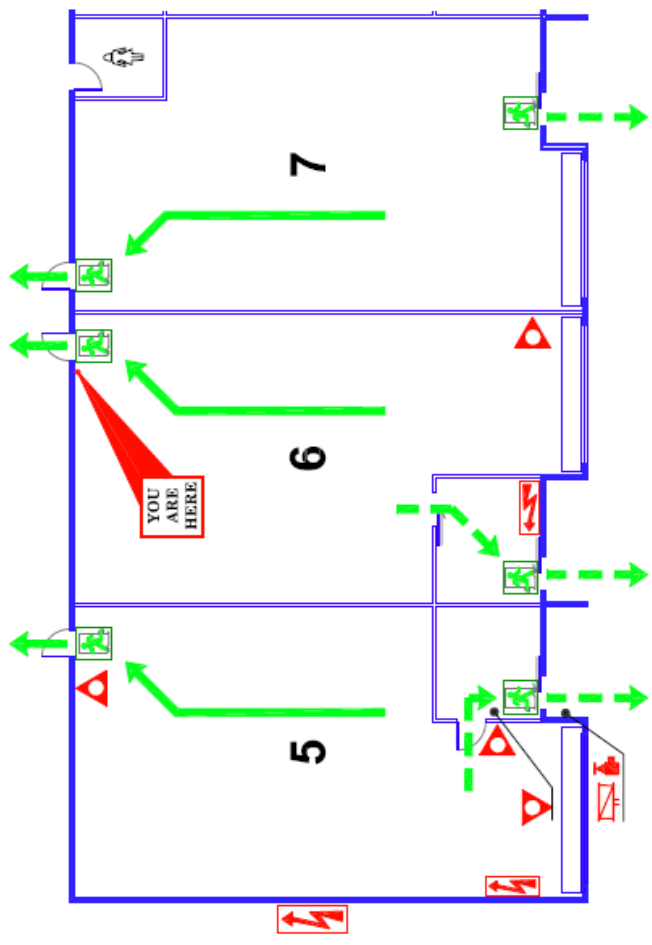
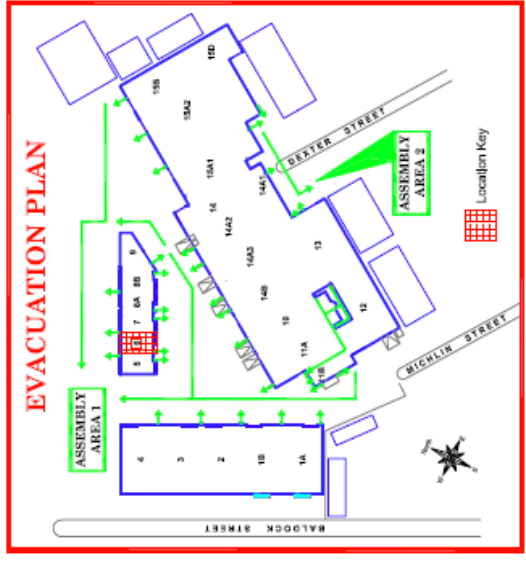
**Moorooka Industrial Village  
BUILDING B - SHED 6  
25 Michlin Street  
Moorooka Qld 4105**

**LEGEND**

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

**FIRE EXTINGUISHER OPERATION**  
 Squeeze the handle (use to four passes)  
 Aim at the base of the fire  
 Squeeze lever  
 Sweep, covering with a thin film to the middle  
 Move slowly towards the fire (keep one pace away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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**

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

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

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

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

**DeMartini Fletcher**  
Property Development & Investment

**JAMES C. HATCHER & ASSOCIATES**  
FIRE EVACUATION PLAN CONSULTANTS  
Moorooka QLD 4105  
Ph: 07 5511 6111 Fax: 07 5511 6288

Validated Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING B - SHED 7  
25 Michlin Street  
Moorooka Qld 4105**

**LEGEND**

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

**FIRE EXTINGUISHER OPERATION**  
Saves will back from the back to face pool.  
Always face the fire with your back to a door doorway

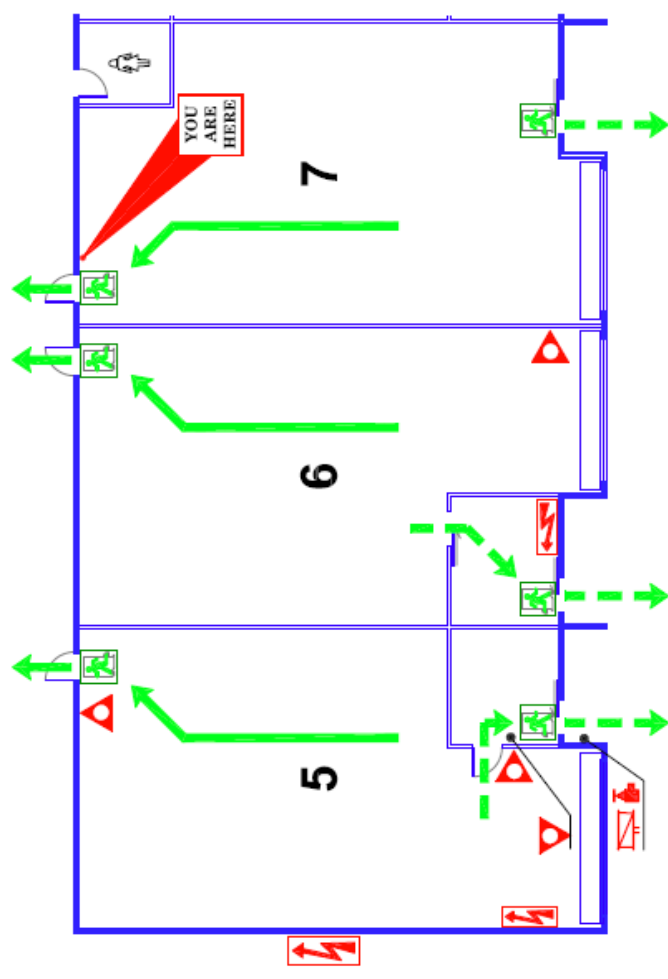
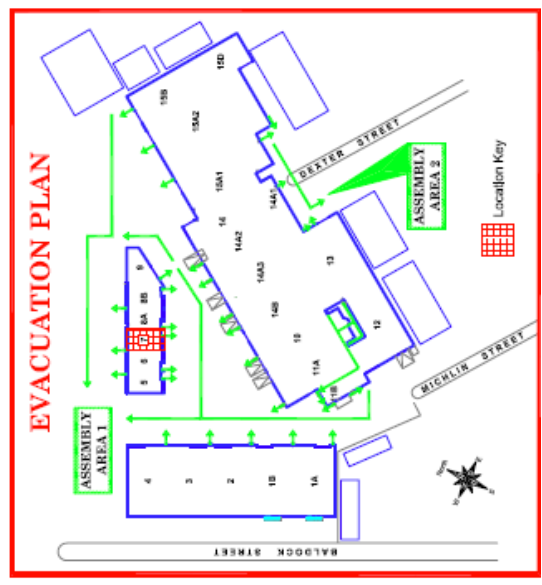
**P** Pull on the extinguisher

**A** Aim directly at base of the

**S** Squeeze lever

**S** Sweep, operating with a slow motion to the middle  
Always keep yourself in the (through one path away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**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 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**

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

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

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

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

**DeMartini Fletcher**  
Property Development & Investment

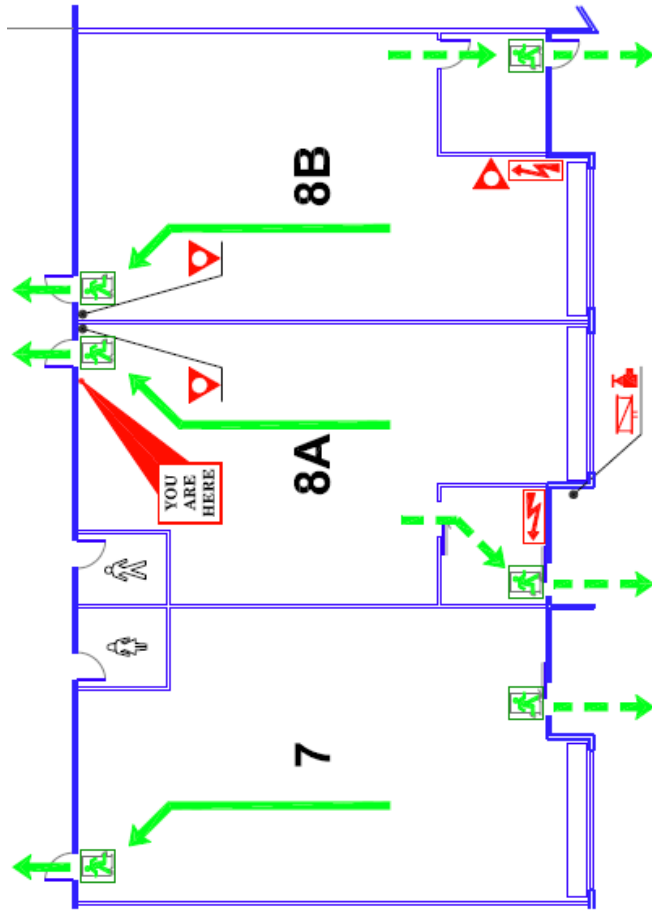
**JAMES C. HATCHER & ASSOCIATES**  
FIRE & SAFETY CONSULTANTS  
MOOROOKA QLD 4105  
PH: 07 5521 1111  
WWW.JCHASSOCIATES.COM.AU

Validation Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

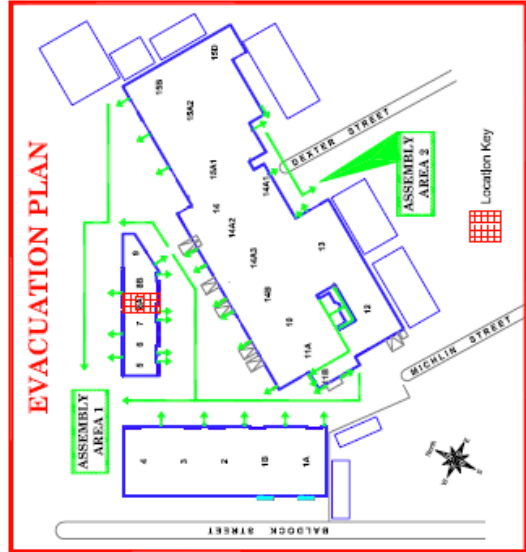
**Moorooka Industrial Village  
BUILDING B - SHED 8A  
25 Michlin Street  
Moorooka Qld 4105**



**LEGEND**

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

**FIRE EXTINGUISHER**  
**Dry Chemical Powder**  
**FIRE HOSE REEL**  
**FIRE HYDRANT**  
**EMERGENCY EXIT**  
**EXIT PATH**  
**ALTERNATE EXIT PATH**  
**ELECTRICAL SWITCHBOARD**



**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 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**

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

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

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

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

**De Martini Fletcher**  
Property Development & Investment

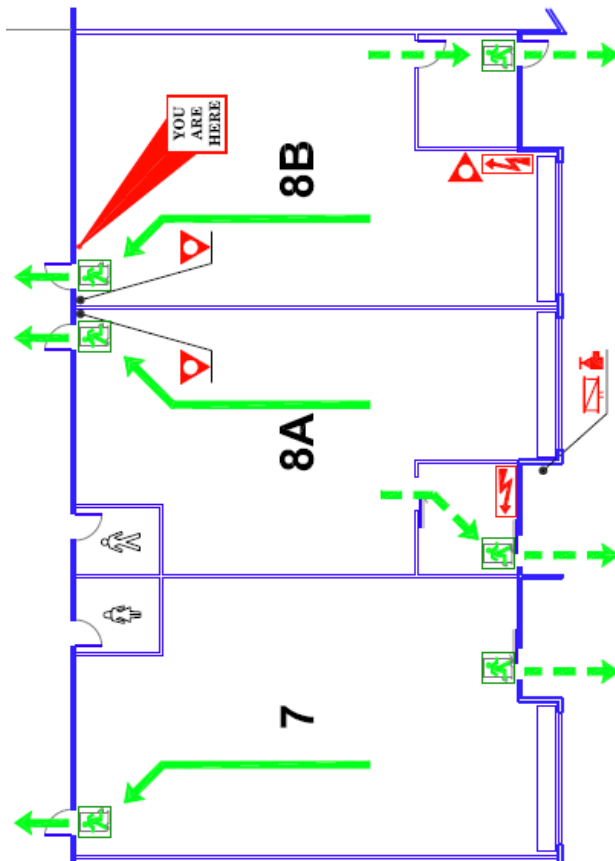
**JAMES C HATCHER & ASSOCIATES**  
Architects, Engineers, Planners, Surveyors, Quantity Surveyors  
10/11-15/15 HANCOCK STREET, MOOROOKA QLD 4105  
TEL: 07 5597 3333 FAX: 07 5597 3332  
WWW.JCHAS.COM.AU

ValMashur Dates: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

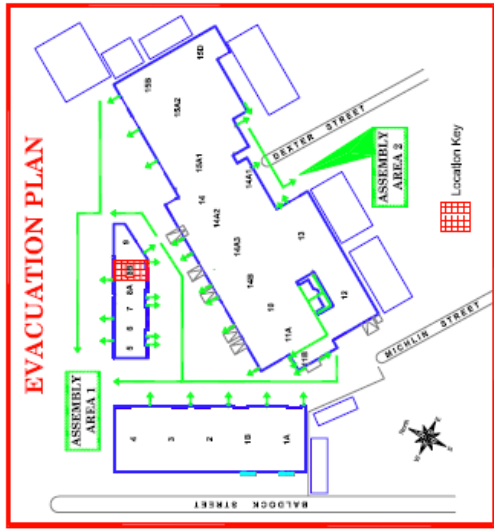
**Moorooka Industrial Village  
BUILDING B - SHED 8B  
25 Michlin Street  
Moorooka Qld 4105**



**FIRE EXTINGUISHER OPERATION**  
Stand well back from the fire (two to four persons)  
Always face the fire with your back to a clear doorway  
**P**ull on the extinguisher  
**A**im directly at base of the fire  
**S**queeze lever  
**S**weep, cover fire with a slow flow to slow motion  
Move slowly towards the fire (never run close away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

- LEGEND**
- FIRE EXTINGUISHER
  - FIRE HOSE REEL
  - FIRE HYDRANT
  - EMERGENCY EXIT
  - EXIT PATH
  - ALTERNATE EXIT PATH
  - ELECTRICAL SWITCHBOARD



**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 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**

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

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

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

Major Injured Persons should evacuate IMMEDIATELY on hearing a Fire Alarm issued by a nominated Person

**DeMartini Fletcher**  
Property Development & Investment

**JAMES C. FLETCHER & ASSOCIATES**  
NATIONAL FIRE & SAFETY CONSULTANTS  
2501 FLETCHER DRIVE, MOOROOKA QLD 4105  
Phone: 07 53944200 Fax: 07 53944201 Email: james@jcf.com.au

Validation Date: March 2012



**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING B - SHED 9  
25 Michlin Street  
Moorooka Qld 4105**

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

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

**EMERGENCY ALARM PROCEDURES**

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

1 FIRE WARNING CAN ONLY BE ACHIEVED BY 'Verbal Expression'

ALL STAFF AND VISITORS SHOULD BE MADE AWARE OF THIS SITUATION

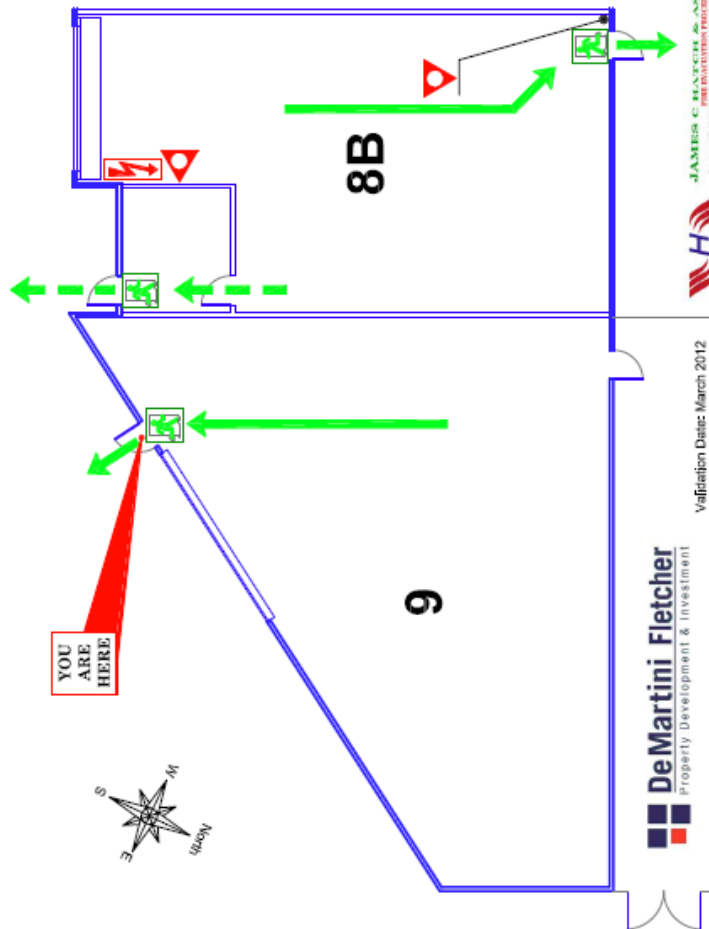
WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION

- 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**

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

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



**DeMartini Fletcher**  
Property Development & Investment

Verification Date: March 2012

**JAMES C HANCOCK & ASSOCIATES**  
Nominated Fire Risk Assessor  
25/03/2012 10:00 AM  
25/03/2012 10:00 AM

**LEGEND**

- Fire extinguisher
- Dry Chemical Powder
- FIRE HOSE REEL
- FIRE HYDRANT
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- ELECTRICAL SWITCHBOARD

**FIRE EXTINGUISHER OPERATION**

Stand well back from the fire (two to four paces)

Always face the fire with your back to a clear doorway

**P**ull pin on the extinguisher

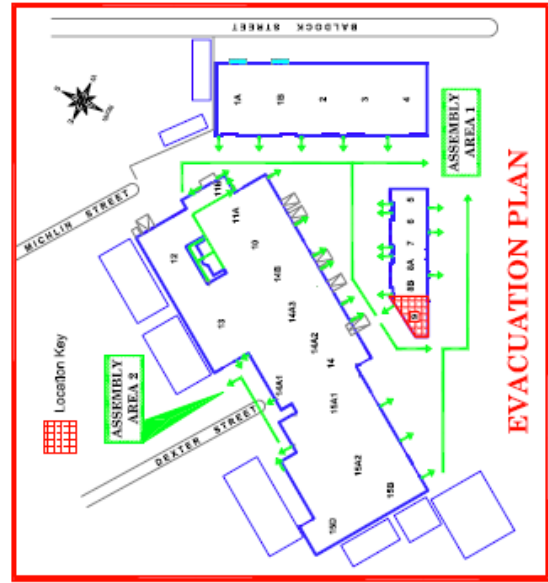
**A**im directly at base of the fire

**S**queeze lever

**S**weep, sweeping with a slow flow to the middle

**M**ove slowly towards the fire (remain one pace away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**





**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 10  
25 Michlin Street  
Moorooka Qld 4105**

**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
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

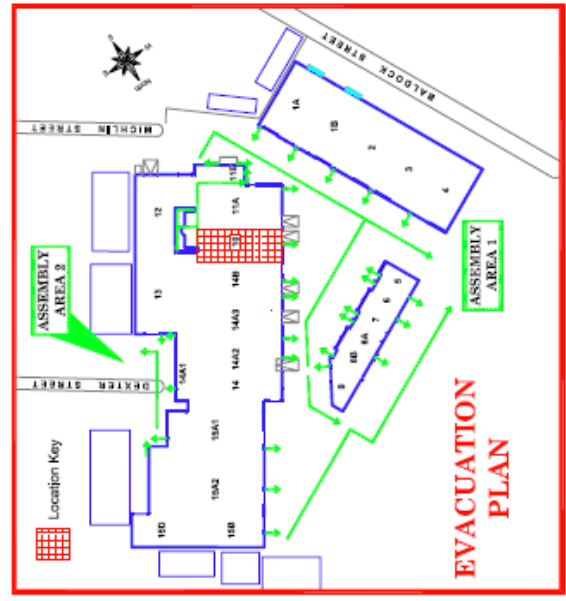
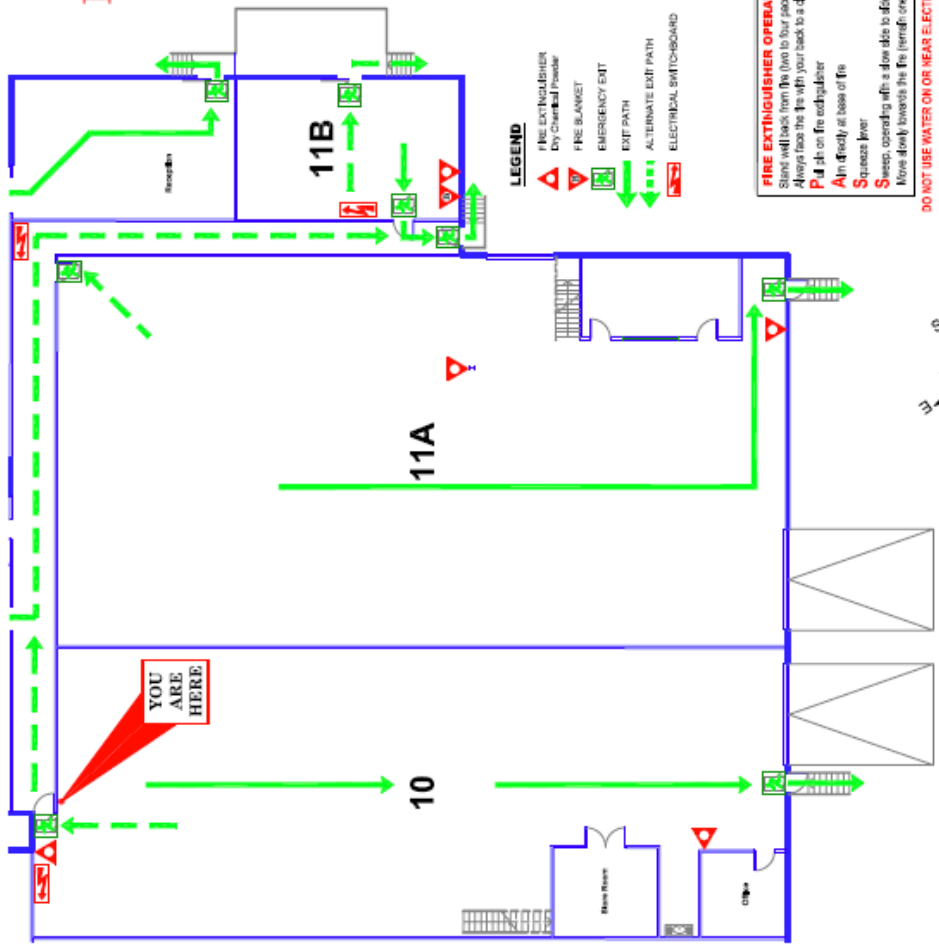
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- 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**

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

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



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

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

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

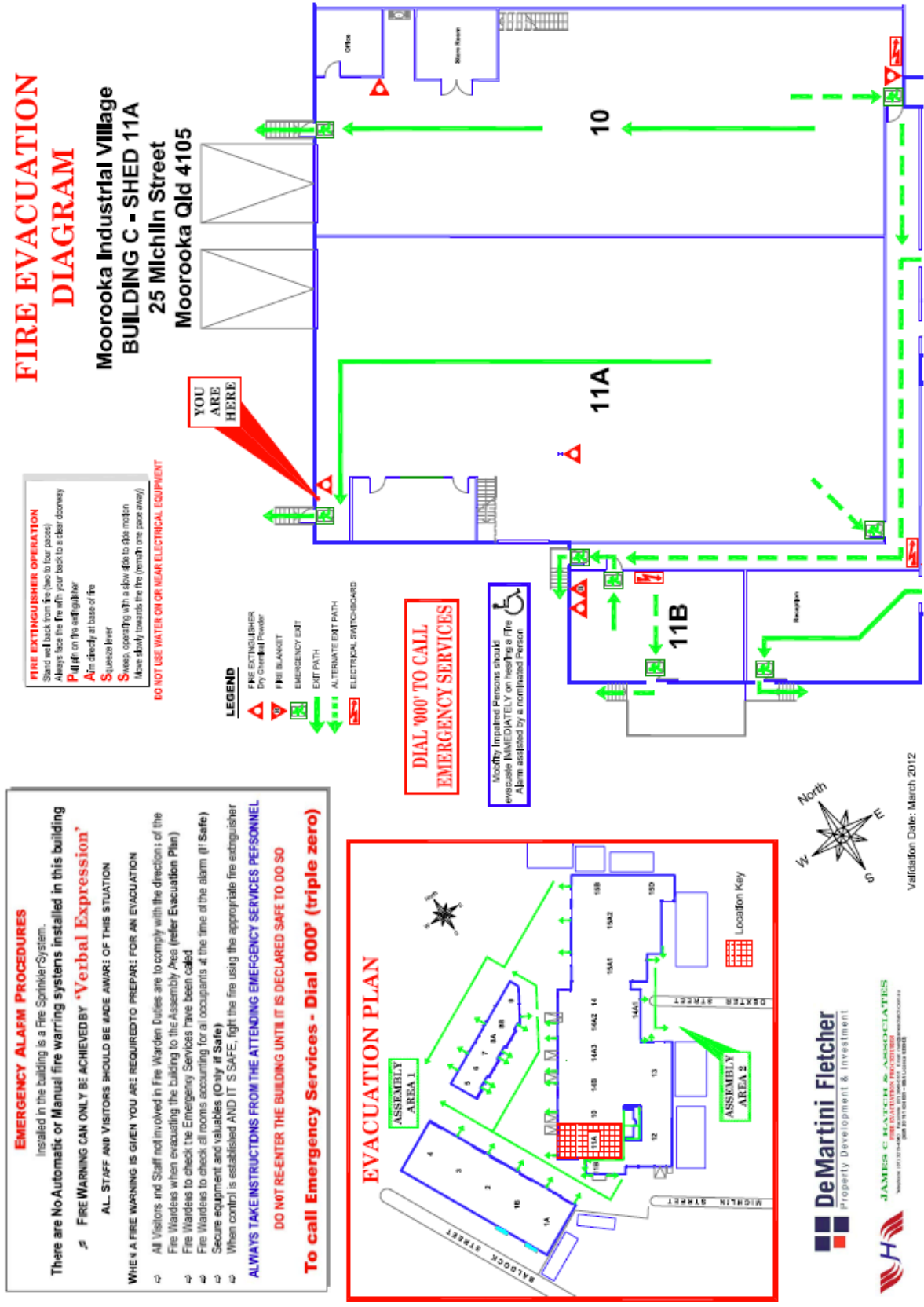
**DIAL '000' TO CALL EMERGENCY SERVICES**

**DeMartini Fletcher**  
Property Development & Investment

**JAMES G. FLETCHER & ASSOCIATES**  
FIRE EVACUATION PROFESSIONAL  
MEMBER OF THE FIRE EVACUATION PROFESSIONAL ASSOCIATION OF AUSTRALIA

Validation Date: March 2012

**Fire Evacuation Diagrams continued**



**Fire Evacuation Diagrams continued**

**EMERGENCY ALARM PROCEDURES**  
 Installed in the building is a Fire Sprinkler System.  
 There are No Automatic or Manual fire warning systems installed in this building

**FIRE WARNING CAN ONLY BE ACHIEVED BY 'Verbal Expression'**  
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WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION

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- 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

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

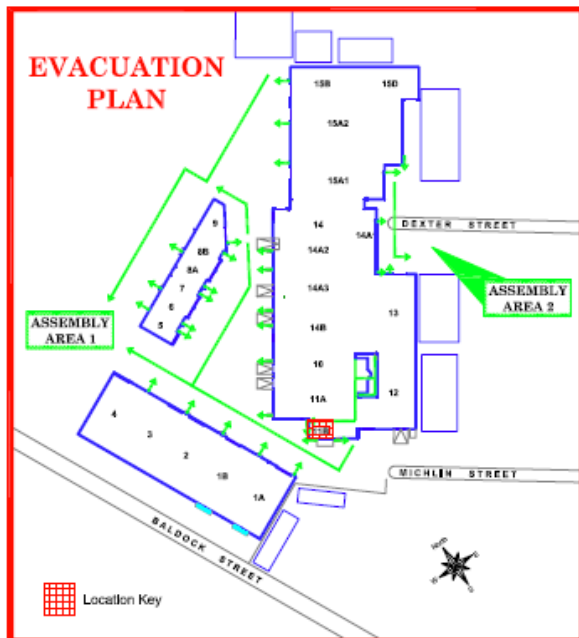
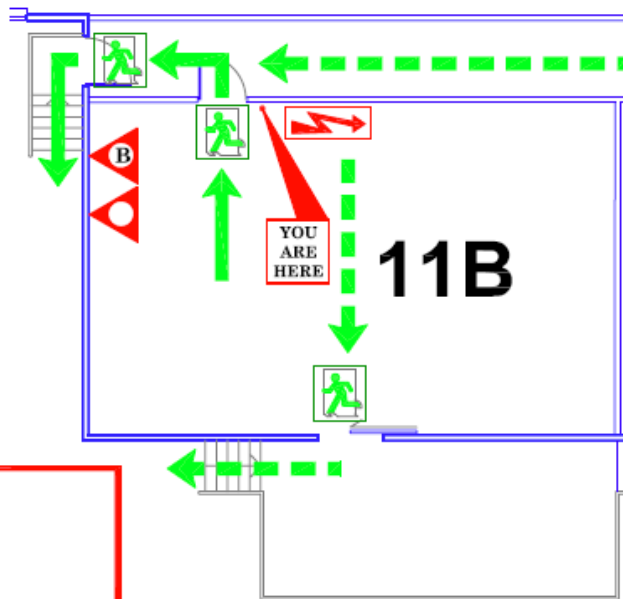
**To call Emergency Services - Dial '000' (triple zero)**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
 BUILDING C - SHED 11B  
 25 Michlin Street  
 Moorooka Qld 4105**

**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 the 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 BLANKET
  - EMERGENCY EXIT
  - EXIT PATH
  - ALTERNATE EXIT PATH
  - ELECTRICAL SWITCHBOARD



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

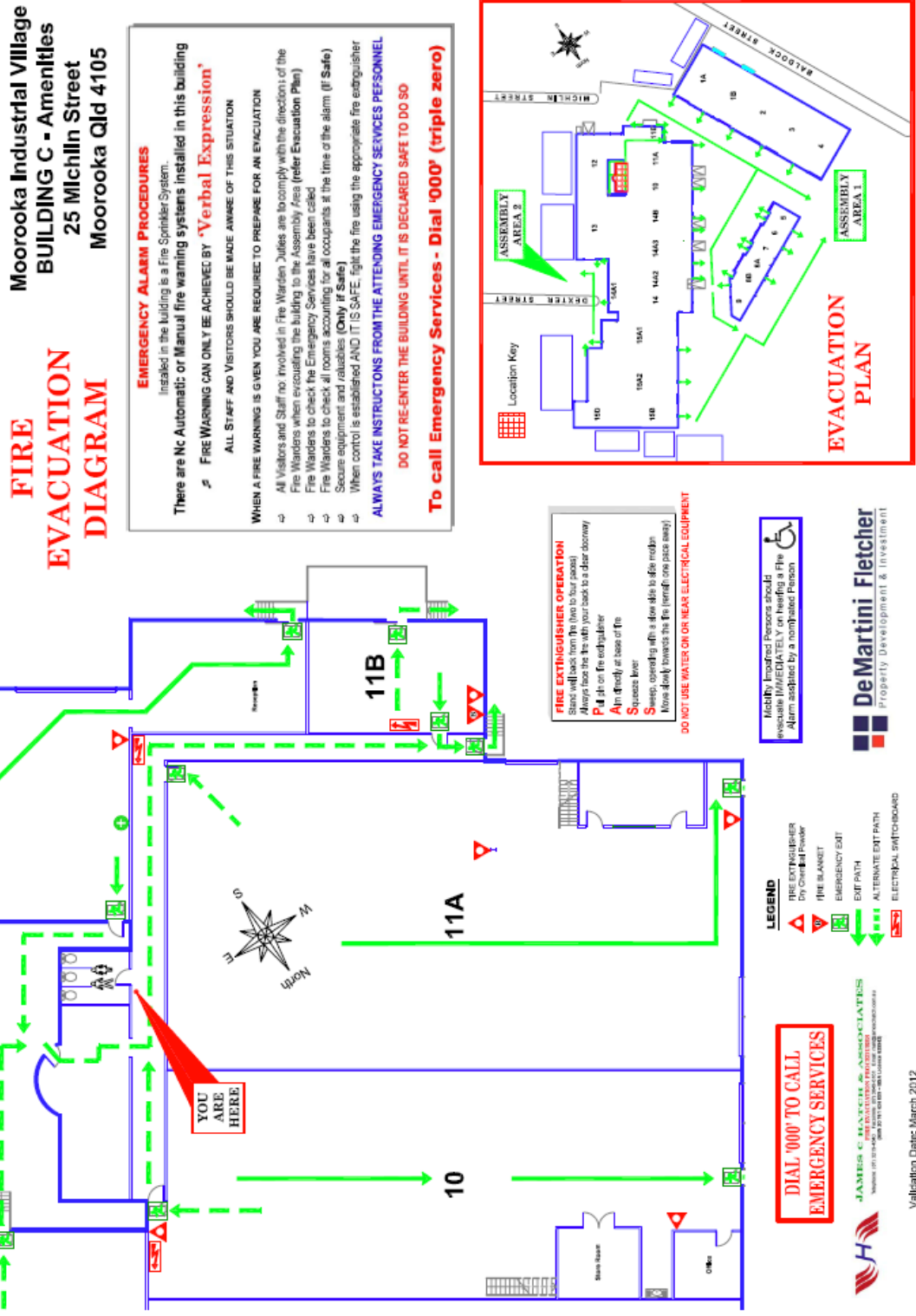
Mobility Impaired Persons should evacuate IMMEDIATELY on hearing a Fire Alarm assisted by a nominated Person

**JAMES C HATCH & ASSOCIATES**  
 FIRE EVACUATION ENGINEERS  
 Telephone: (07) 5518 4242 Fax: (07) 5518 4241 Email: james@jchatch.com.au  
 10/10 St. John St. QLD 4000

Validation Date: March 2012

**DeMartini Fletcher**  
 Property Development & Investment

**Fire Evacuation Diagrams continued**



**Fire Evacuation Diagrams continued**

**EMERGENCY ALARM PROCEDURES**  
 Installed in the building is a Fire Sprinkler System.  
**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

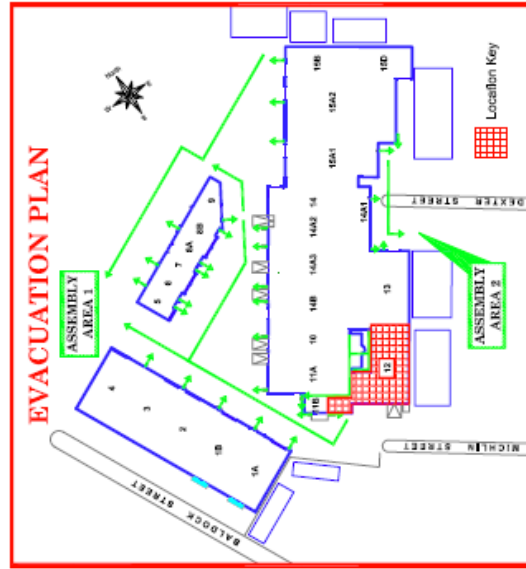
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

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- 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**

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

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

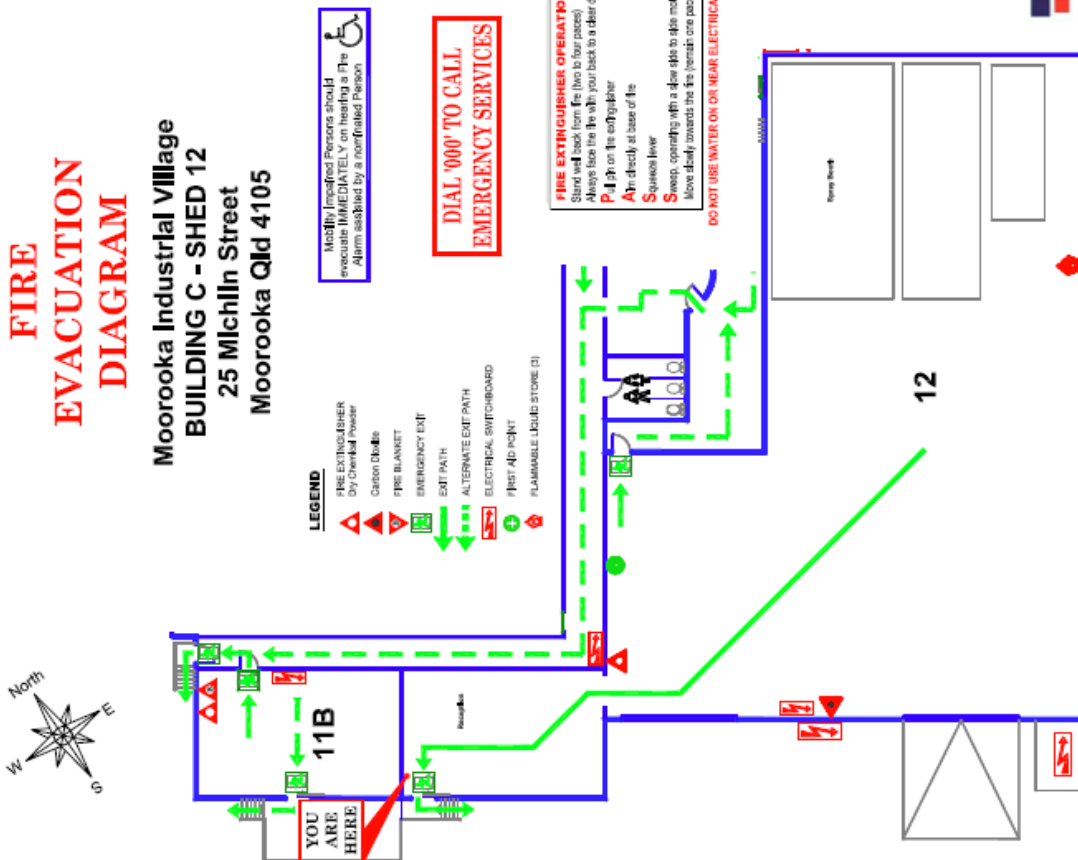


JAMES C. MARTINI & ASSOCIATES  
 FIRE & SAFETY CONSULTANTS  
 10/110 BALGOOK STREET MOOROOKA QLD 4105



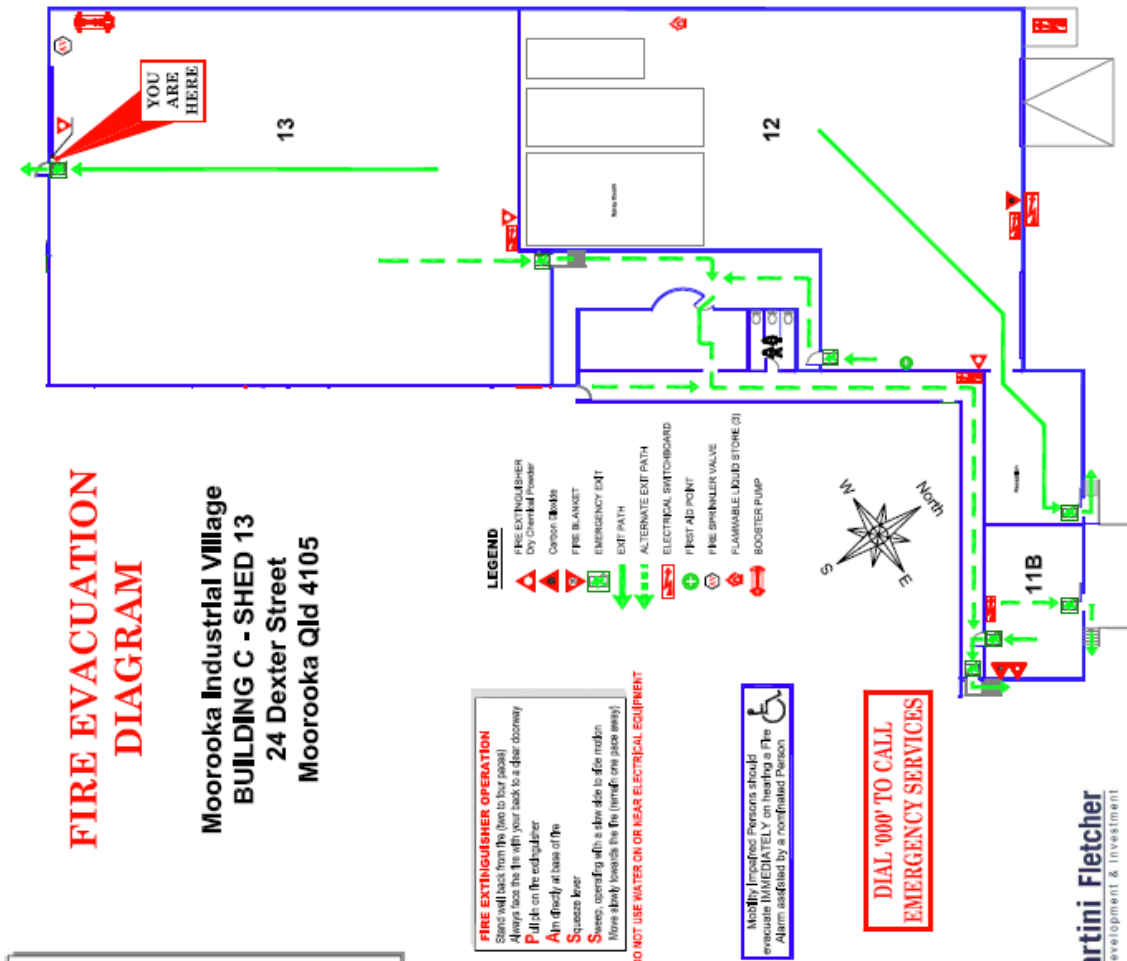
Verification Date: March 2012

**DeMartini Fletcher**  
 Property Development & Investment





**Fire Evacuation Diagrams continued**



**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
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

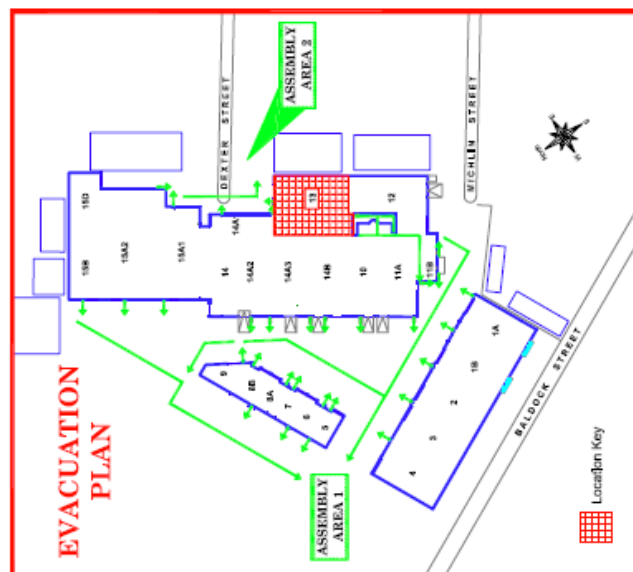
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- 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 Plans)
- 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**

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

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



**JAMES C HANCOCK & ASSOCIATES**  
PROPERTY CONSULTANTS  
10/11 BALLOCK STREET, MOOROOKA QLD 4105  
PH: 07 5521 1111 FAX: 07 5521 1112  
WWW.JCHANDCO.COM.AU

**DeMartini Fletcher**  
Property Development & Investment

Validation Date: March 2012



**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 14  
25 Michlin Street  
Moorooka Qld 4105**

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

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



**LEGEND**  
 EMERGENCY EXIT  
 EXIT PATH

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

**EMERGENCY ALARM PROCEDURES**  
 Installed in the building is a Fire Sprinkler System.  
 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

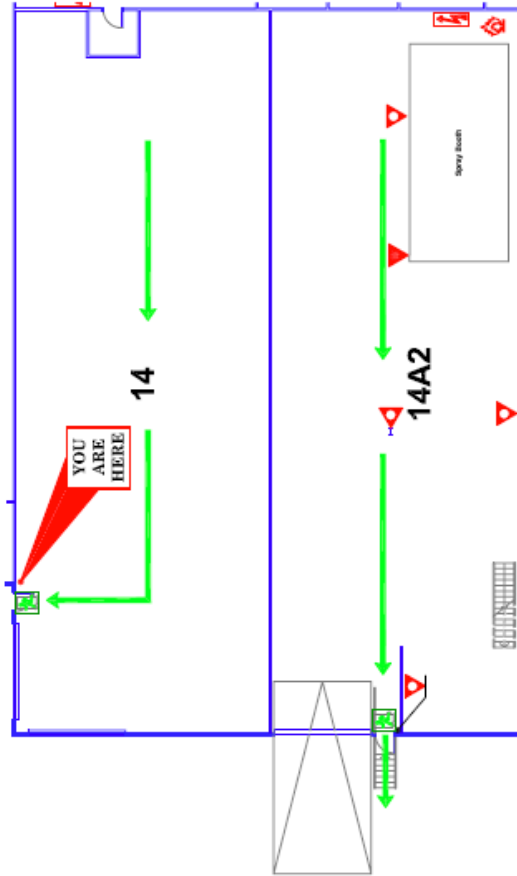
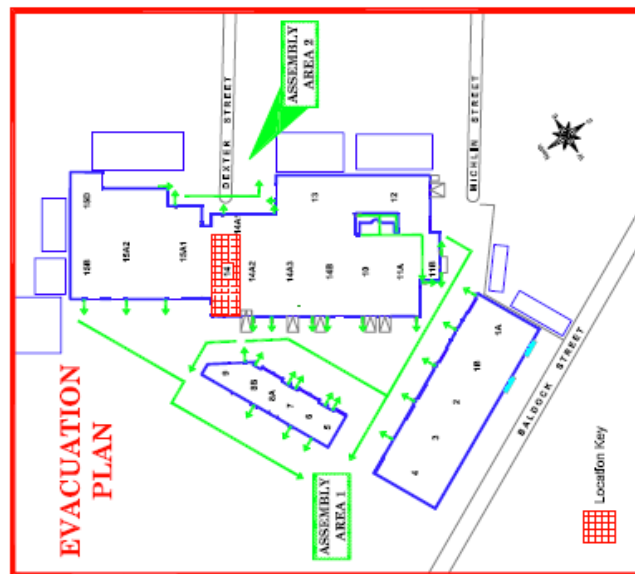
WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION

- ☛ 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**

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

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



**Fire Evacuation Diagrams continued**

**EMERGENCY ALARM PROCEDURES**

Installed in the building is a Fire Sprinkler System.

**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 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

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





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

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 14A1  
24 Dexter Street  
Moorooka Qld 4105**

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


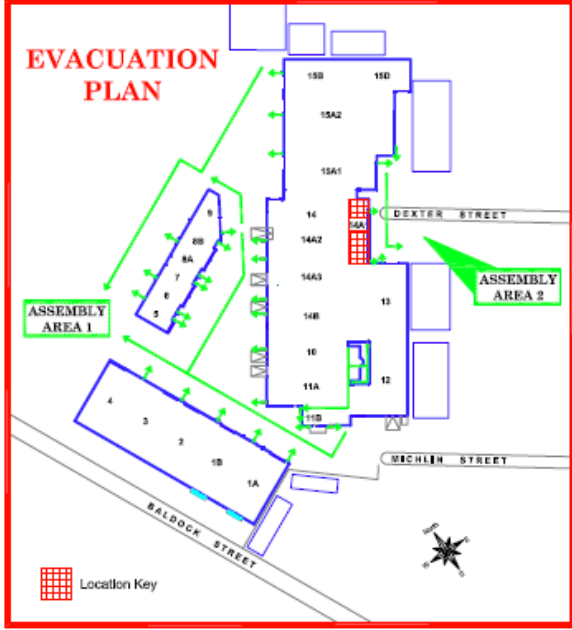
**LEGEND**

-  EMERGENCY EXIT
-  EXIT PATH
-  ELECTRICAL SWITCHBOARD
-  FLAMMABLE LIQUID STORE (3)

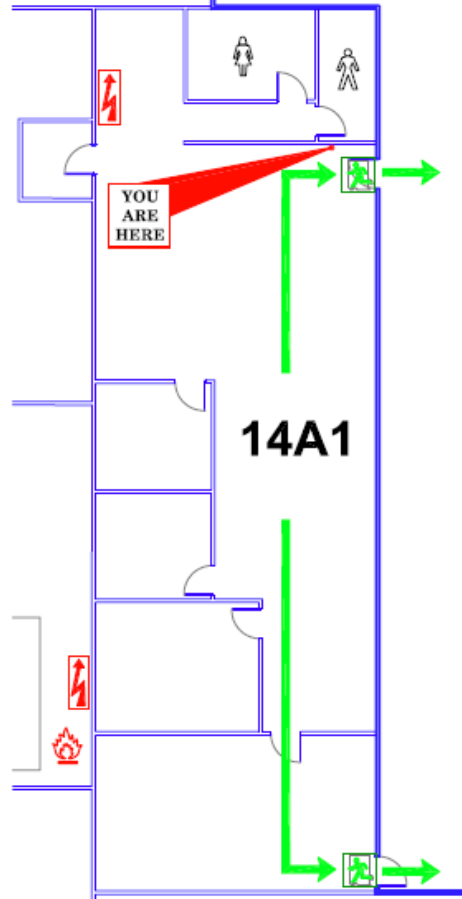
**FIRE EXTINGUISHER OPERATION**

Stand well back from the 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 the 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

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



 **JAMES CHATTER & ASSOCIATES**  
FIRE EVACUATION PROCEDURES  
Telephone: 07 5514 0400, Facsimile: 07 5514 0401, Email: james@jameschatter.com.au  
PO Box 20 761 QLD 4800 - MIA - Australia 4800

Validation Date: March 2012

 **DeMartini Fletcher**  
Property Development & Investment

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION  
DIAGRAM**  
Moorooka Industrial Village  
**BUILDING C - SHED 14A2**  
25 Michlin Street  
Moorooka Qld 4105

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

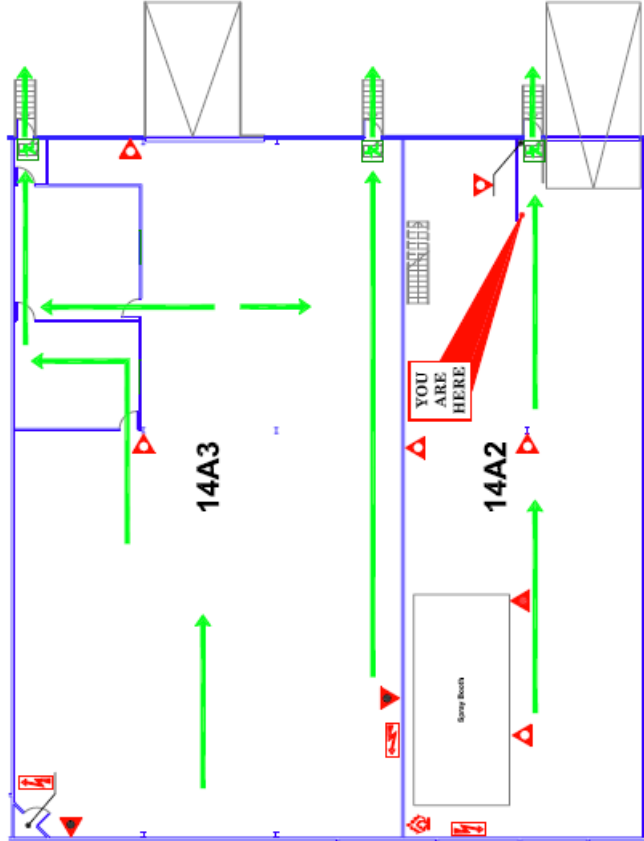
Modify Impaired Persons should  
evacuate **IMMEDIATELY** on hearing a Fire  
Alarm assisted by a nominated person

- LEGEND**
- FIRE EXTINGUISHER
  - Stated Pressure Water
  - Dry Chemical Powder
  - Carbon Dioxide
  - EMERGENCY EXIT
  - EXIT PATH
  - ELECTRICAL SWITCHROOM
  - FLAMMABLE LIQUID STORE (S)



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

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler-System.  
**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

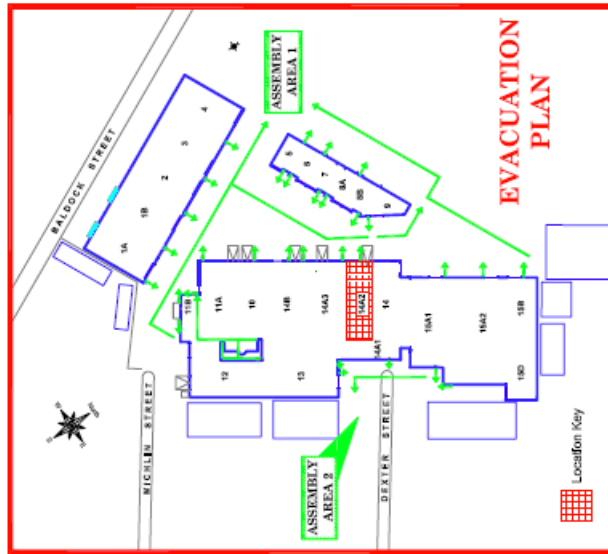
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- 1 All Visitors and Staff no. 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)
- 2 Fire Wardens to check the Emergency Services have been called
- 3 Fire Wardens to check all rooms accounting for all occupants at the time of the alarm ('Safe')
- 4 Secure equipment and valuables (**Only if Safe**)
- 5 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)**



**JH** **DeMartini Fletcher**  
Property Development & Investment  
Validation Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 14A3  
25 Michlin Street  
Moorooka Qld 4105**

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

Modify Impaired Persons should  
evacuate IMMEDIATELY on hearing a Fire  
Alarm assisted by a nominated person

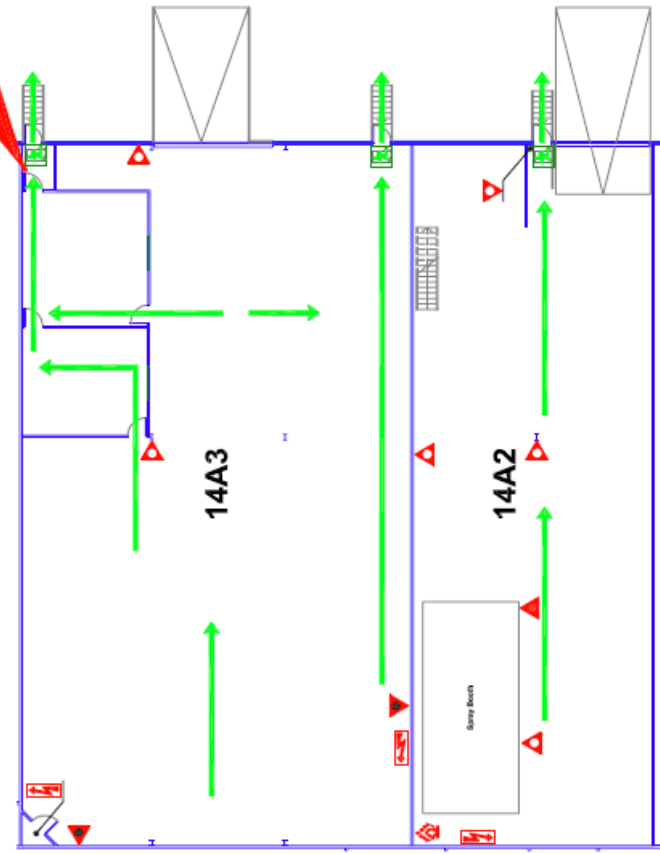
**FIRE EXTINGUISHER OPERATION**  
Stands well back from fire (two to four metres)  
Always face the fire with your back to a clear doorway  
**P**ull pin on fire extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**wEEP, operating with a flow upto 450g/min  
Move slowly towards the fire (remain one pace away)

**LEGEND**  
FIRE EXTINGUISHER  
Blow Pressure Water  
Dry Chemical Powder  
Carbon Dioxide  
EMERGENCY EXIT  
EXIT PATH  
ELECTRICAL SWITCHBOARD  
FLAMMABLE LIQUID STORE (S)

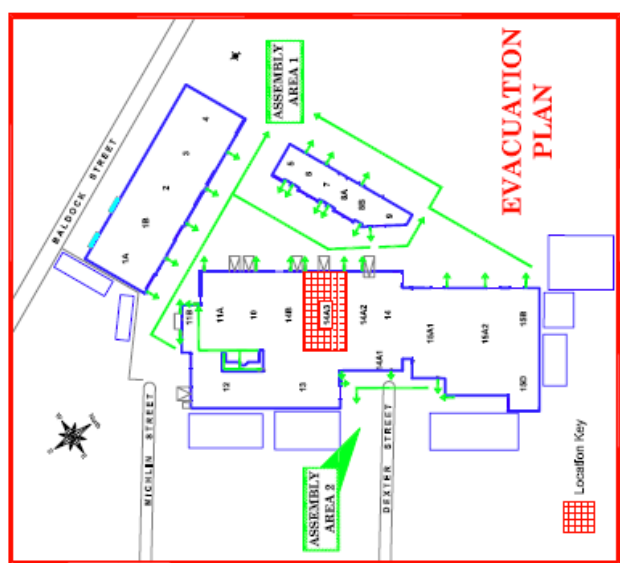


**YOU  
ARE  
HERE**

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler-System.  
**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 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**  
**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO**  
**To call Emergency Services - Dial '000' (triple zero)**



**DeMartini Fletcher**  
Property Development & Investment  
**JAMES C HAYES & ASSOCIATES**  
Validation Date: March 2012

**Fire Evacuation Diagrams continued**

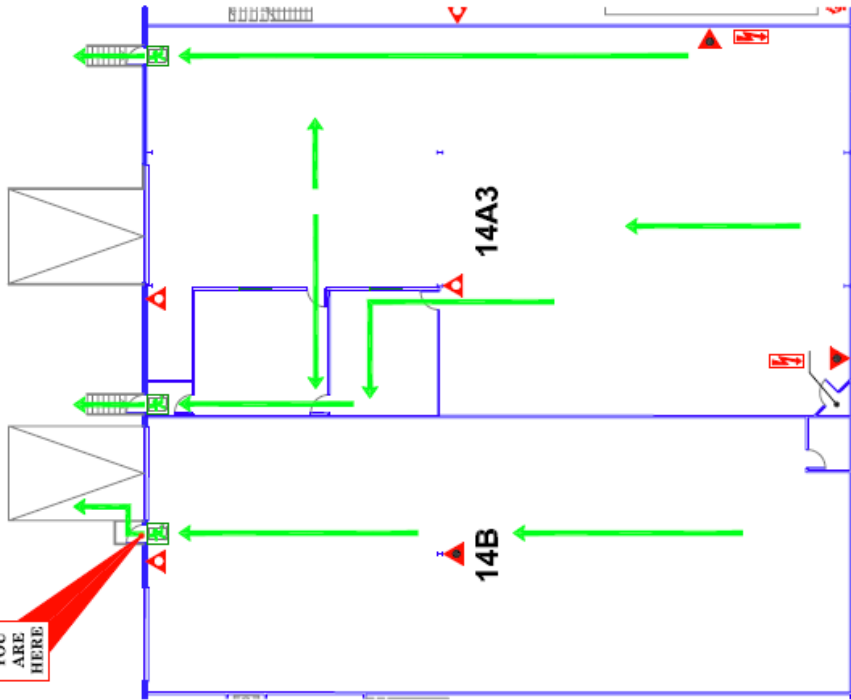
**FIRE EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 14B  
25 Michlin Street  
Moorooka Qld 4105**

**FIRE EXTINGUISHER OPERATION**  
Stand well back from fire (two to four paces)  
Always use the fire with your back to a clear doorway  
**P**ull pin on the extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**wing, operating with a slow 4ft to 6ft motion  
(Move slowly towards the fire (remain one pace away))

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

**YOU  
ARE  
HERE**



**LEGEND**  
 FIRE EXTINGUISHER  
 Dry Chemical Firewater  
 Clean Agents  
 EMERGENCY EXIT  
 EXIT PATH  
 ELECTRICAL SWITCHBOARD

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

Modify Impaired Persons should evacuate IMMEDIATELY on hearing a Fire Alarm assessed by a nominated Person

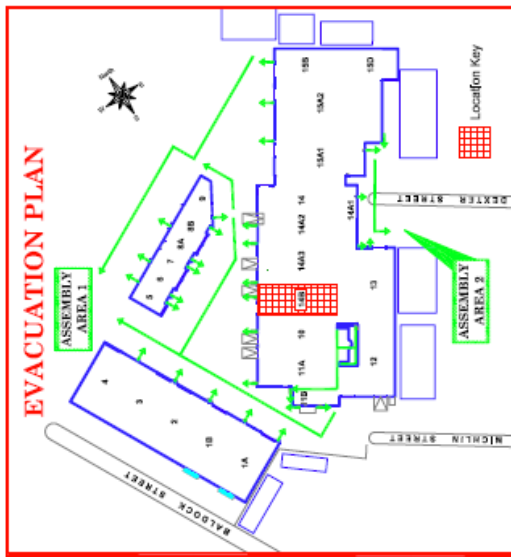
**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
There are No Automatic or Manual fire warning systems installed in this building  
FIRE WARNING CAN ONLY BE ACHIEVED BY 'Verbal Expression'  
ALL STAFF AND VISITORS SHOULD BE MADE AWARE OF THIS SITUATION

**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- All Visitors and Staff not involved in Fire Warden duties are to comply with the direction 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**  
**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO**

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



**DeMartini Fletcher**  
Property Development & Investment

**JAMES C. HATCHER & ASSOCIATES**  
National Fire Protection Association (NFPA) 1015  
1000 Lakeside Drive, Moorooka QLD 4105  
Phone: 07 5531 1111 Fax: 07 5531 1112



Validation Date: March 2012



**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 15A1  
25 Michlin Street  
Moorooka Qld 4105**

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

Notify Impaired Persons should be possible IMMEDIATELY on hearing a Fire Alarm raised by a Fire Alarm Person.

**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.

**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 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.**

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

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

**FIRE EXTINGUISHER OPERATION**

Stand well back from the fire (two to four paces)

Always aim the fire with your back to a clear doorway

**P**ull pin on the extinguisher

**A**im directly at base of the fire

**S**queeze lever

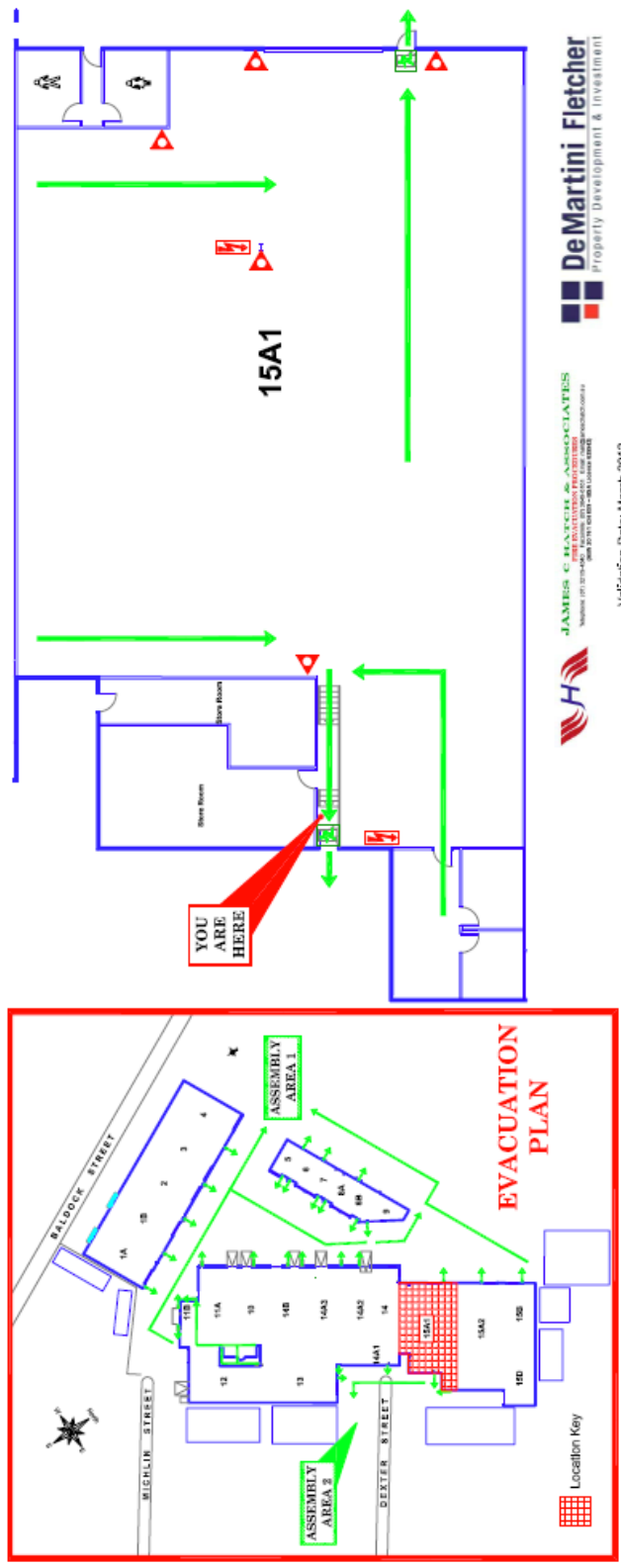
**S**wave, operating with a slow die to side motion (Wave slowly towards the fire (never one pace away))

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**



**LEGEND**

- FIRE EXTINGUISHER: Dry Chemical Powder, emergency exit
- EXIT PATH: Green arrow
- ELECTRICAL SWITCHBOARD: Red square with 'E'



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**JAMES C. MARTINI & ASSOCIATES**  
REGISTERED ARCHITECTS  
1000 SOUTH BRISBANE QUAY, SUITE 1000, BRISBANE, QLD 4000

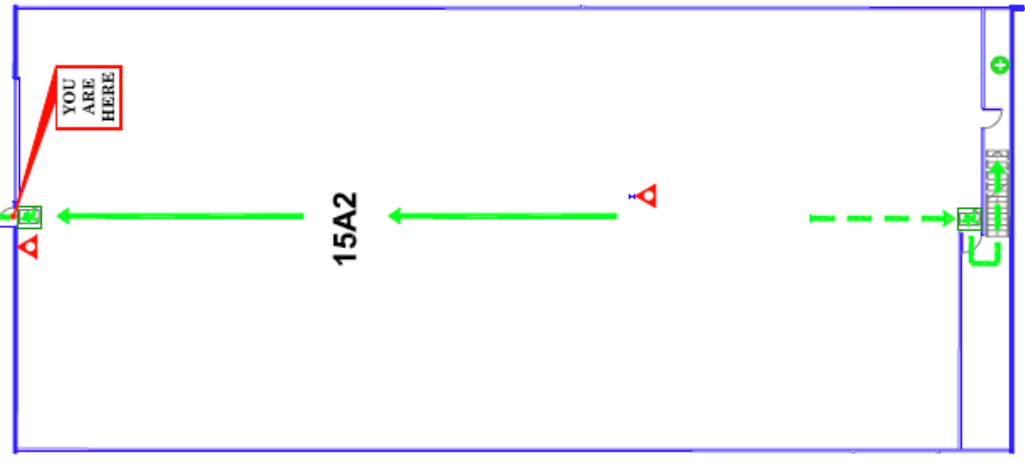
Validation Date: March 2012



**Fire Evacuation Diagrams continued**

**FIRE  
EVACUATION  
DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 15A2  
25 Michlin Street  
Moorooka Qld 4105**



**DeMartini Fletcher**  
Property Development & Investment

**LEGEND**

- FIRE EXTINGUISHER  
Dry Chemical Powder
- EMERGENCY EXIT
- EXIT PATH
- ALTERNATE EXIT PATH
- FIRST AID POINT

North  
W E  
S N

**FIRE EXTINGUISHER OPERATION**  
Stand **back** from fire (two to four paces)  
Always face the fire with your back to a clear doorway  
**P**ull pin on the 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 (until one pass away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

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

Mobility Impaired Persons should  
evacuate IMMEDIATELY on hearing a Fire  
Alarm installed by a certified Person

**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
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

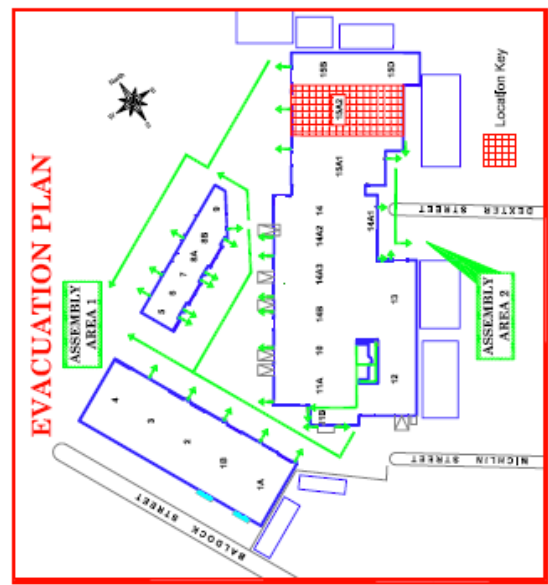
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- ☞ 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 INSTRUCTORS 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)**



**JAMES C MARTINI & ASSOCIATES**  
PROPERTY CONSULTANTS  
100/101 SOUTH STREET, MOOROOKA QLD 4105  
PHONE: 07 5511 4444 FAX: 07 5511 4444

Validation Date: March 2012

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 15B  
25 Michlin Street  
Moorooka Qld 4105**

**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
**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 PREPARE FOR AN EVACUATION**

- All Visitors and Staff not involved in Fire Warden Duties are to comply with the direction 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 (1 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**

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

- LEGEND**
- FIRE EXTINGUISHER  
Dry Chemical Powder
  - EMERGENCY EXIT
  - EXIT PATH
  - FLAMMABLE LIQUID STORE (H)

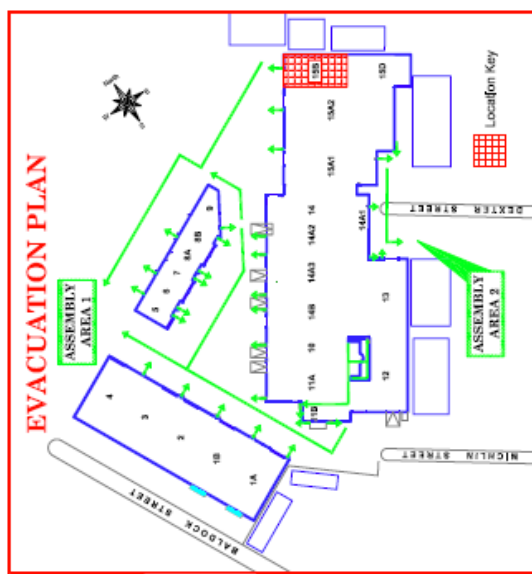
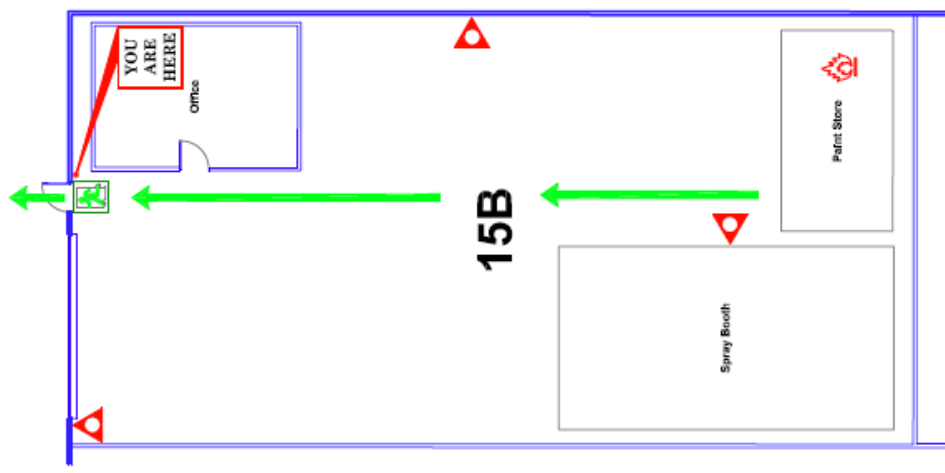


**FIRE EXTINGUISHER OPERATION**  
Stand well back from the fire (two to four paces)  
Always face the fire with your back to a clear doorway  
**P**ull pin on fire extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**wEEP, sweeping with a slow side to side motion  
Move slowly towards the fire (never one pace away)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

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

Visually Impaired Persons should always EVACUATE on hearing the Alarm assisted by a non-impaired Person

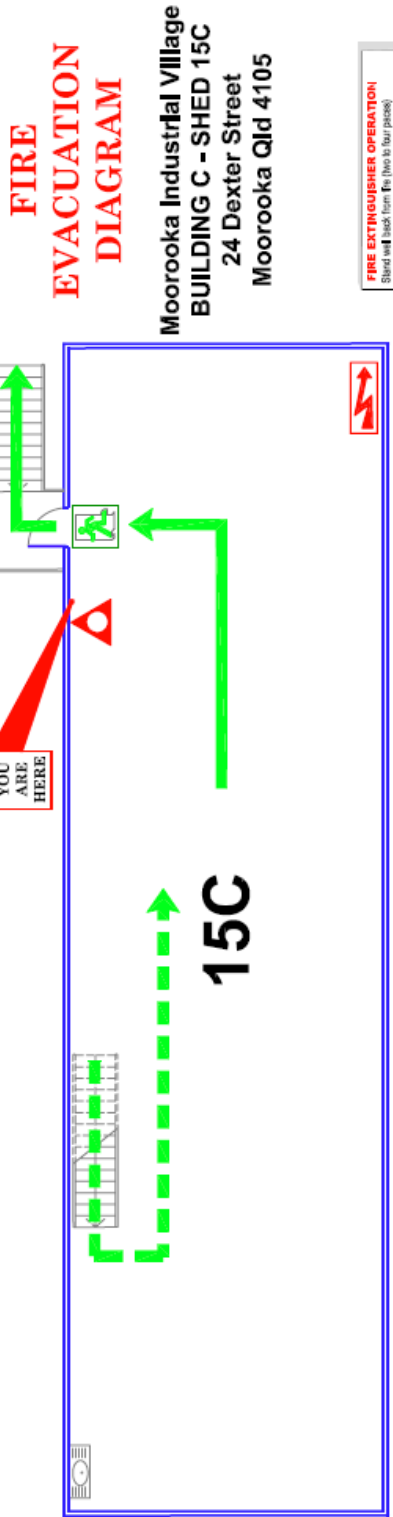


**JAMES C. HATCHER & ASSOCIATES**  
REGISTERED PROFESSIONAL VALUERS  
MEMBER OF THE AUSTRALIAN VALUERS ASSOCIATION  
100 SOUTH BRIDGE STREET, SYDNEY NSW 2000

Valuation Date: March 2012

**DeMartini Fletcher**  
Property Development & Investment

**Fire Evacuation Diagrams continued**



**FIRE EXTINGUISHER OPERATION!**  
 1. Aim at the base of the fire (throw to four passes)  
 2. Squeeze the top with your back to a clear doorway  
 3. Pull pin on the extinguisher  
 4. Aim directly at base of the fire  
 5. Squeeze lever  
 6. Sweep, operate with a side arm in side motion  
 7. Move slowly towards the fire (results one pass only)

**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

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

**MAINLY UNABLE PERSONS SHOULD EVACUATE IMMEDIATELY ON HEARING A FIRE ALARM ISSUED BY A NONHEARD PERSON**

- LEGEND**
- ▲ FIRE EXTINGUISHER  
Dry Chemical Powder
  - ▶ EMERGENCY EXIT
  - ▶ EXIT PATH
  - ▶ ALTERNATE EXIT PATH
  - ELECTRICAL SWITCHBOARD

**EMERGENCY ALARM PROCEDURES**  
 Installed in the building is a Fire Sprinkler System.  
 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**

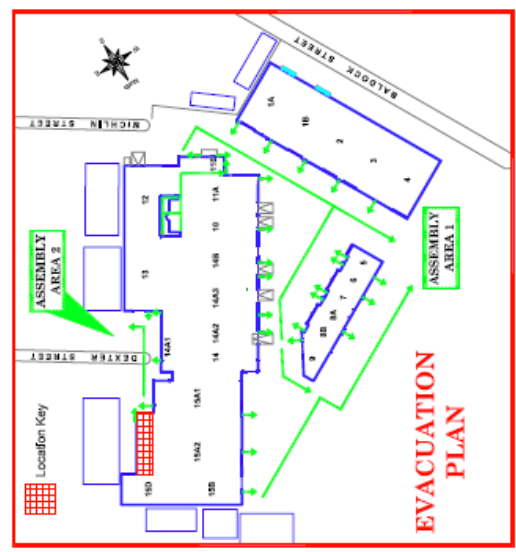
**WHEN A FIRE WARNING IS GIVEN YOU ARE REQUIRED TO PREPARE FOR AN EVACUATION**

- ☞ 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**

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

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



**JAMES C. HANCOCK & ASSOCIATES**  
 PROPERTY CONSULTANTS  
 15/16 BALDOCK STREET, MOOROOKA QLD 4105  
 PH: 07 5531 1111 FAX: 07 5531 1112  
 WWW.JCHANDASSOCIATES.COM.AU

Validation Date: March 2012

**DeMartini Fletcher**  
 Property Development & Investment

**Fire Evacuation Diagrams continued**

**FIRE EVACUATION DIAGRAM**

**Moorooka Industrial Village  
BUILDING C - SHED 15D  
24 Dexter Street  
Moorooka Qld 4105**

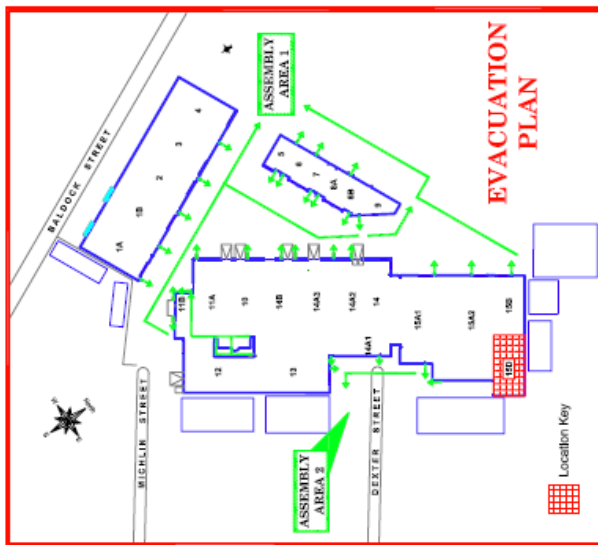
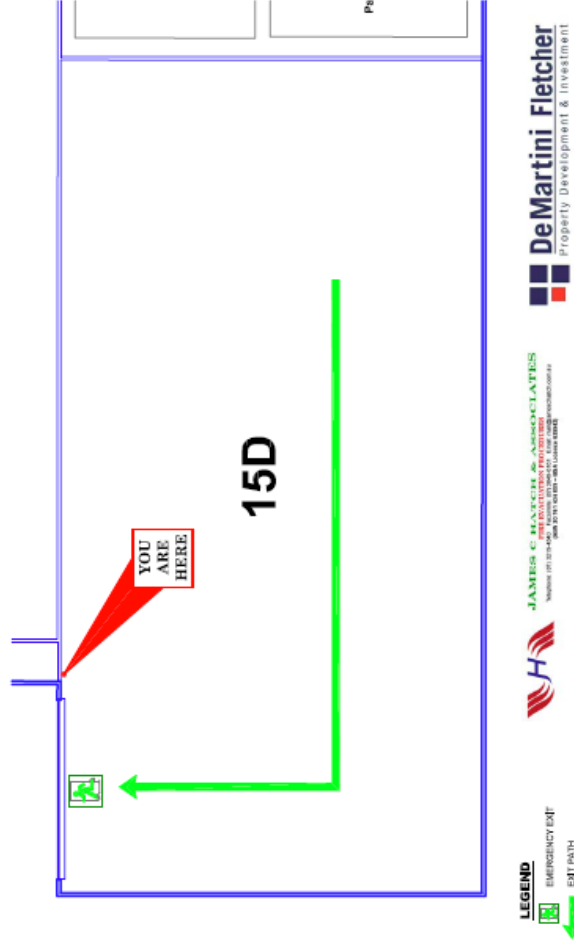


**FIRE EXTINGUISHER OPERATION**  
Stand back from the fire (to four paces)  
Always face the fire with your back to a clear doorway  
Pull up on the extinguisher  
Aim directly at base of the fire  
Squeeze lever  
Sweep, operating with a slow side to side motion  
Move slowly towards the fire (within one pace away)  
**DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT**

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

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

**EMERGENCY ALARM PROCEDURES**  
Installed in the building is a Fire Sprinkler System.  
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 PREPARE FOR AN EVACUATION  
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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**  
**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO**  
**To call Emergency Services - Dial '000' (triple zero)**



**Fire Evacuation Training Records**

Attached

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

<b>Name of building and address:</b>	<b>Moorooka Industrial Village 25 Michlin Street Moorooka, Qld 4105</b>		
<b>Prescribed fire safety installation<sup>2</sup></b>	<b>Nominated Australian Standard or relevant maintenance requirements<sup>3</sup></b>	<b>Was a <i>critical defect notice</i><sup>4</sup> issued during the period covered by this statement (Yes/No)</b>	<b>Date of rectification of <i>critical defect</i><sup>4</sup></b>
Fire Sprinklers	AS 1851		
Fire Extinguishers	AS 1851		
Fire Hose Reels	AS 1851		
Fire Hydrants	AS 1851		
Emergency Lighting	AS 2293		
Exit Signs	AS 2293		

I .....as an authorised person on behalf of **Moorooka Industrial Village** 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.