

# **FIRE & LIFE SAFETY MANAGEMENT & USE EMERGENCY FIRE PLAN**

**FOR**



**490 Upper Edward Street  
SPRING HILL, Qld 4000**

**Date Created: December 2009**

Prepared by: -



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**Emergency Procedures Training**

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## **Appendix A**

### **QDC MP 6.1 – Maintenance of fire safety installations Schedule 2 - Occupiers Statement**

## 1. DOCUMENT CONTROL SHEET

### 1.1 Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, or a suggestion for improving this document please contact:

|   |  |
|---|--|
| Name  | Property Manager   |
| Business  | De Martini Fletcher Property   |
| Address   | L10, 46 Edward Street<br>Brisbane, QLD 4000                            |
| Phone   | (07) 3211 2033 / 0410 258 547  |
| Email   | property@demartini.com.au  |
| Property Owner                                    | Upper Edward Partnership   |
| Address   | c/- De Martini Fletcher<br>L10, 46 Edward Street<br>Brisbane, QLD 4000 |
| Phone   | 0484 003 475   |
| Fire Safety Advisor                               | James C Hatch  |
| Qualification - Issue Date<br>- RTO               | FSA - Feb 2021 – Chubb Training  |
| Phone   | (07) 3219 4340   |
| Mobile  | 04 111 88 4 66   |
| Email   | Jim@jameschatch.com.au   |
| RTO issued qualifications                         | QFES Training  |
| Person responsible for<br>Evacuation Co-ordinator | Sally Collins  |
| Phone   | 0401 258 547   |
| Fire Evacuation and First<br>Response Instructor  | Mark Jones (FSA)   |
| Phone   | 0412 450 741   |
| Email   | mark@jameschatch.com.au  |
| Date of Instructions                              | Refer Record of Training (Section 16)                                  |

## 1.2 Record of Issues

| <i>Issue No</i> | <i>Reviewed By</i> | <i>Issue Date</i> | <i>Nature of Amendment</i>                     |
|-----------------|--------------------|-------------------|--|
| <b>001</b>      | <b>JCH</b>         | <b>Feb 2010</b>   | <b>Implementation Issue</b>                    |
| <b>002-6</b>    | <b>JCH</b>         | <b>2011-2015</b>  | <b>Annual Review</b>                           |
| <b>007</b>      | <b>JCH</b>         | <b>Aug 2016</b>   | <b>Annual Review</b>                           |
| <b>008</b>      | <b>JCH</b>         | <b>Sept 2017</b>  | <b>Annual Review – Update Section 1</b>        |
| <b>009</b>      | <b>JCH</b>         | <b>Sept 2018</b>  | <b>Annual Review – Update Section 1, 4, 17</b> |
| <b>010</b>      | <b>JCH</b>         | <b>Sept 2019</b>  | <b>Annual Review – Update Section 1</b>        |
| <b>011</b>      | <b>JCH</b>         | <b>Sept 2020</b>  | <b>Annual Review – Update Section 1</b>        |
| <b>012</b>      | <b>JCH</b>         | <b>Sept 2021</b>  | <b>Annual Review – Update Section 1</b>        |
| <b>013</b>      | <b>JCH</b>         | <b>Oct 2022</b>   | <b>Annual Review – No Changes</b>              |
|                 |                    |                   |  |

## 1.3 Disclaimer

Whilst all care has been taken by the Author to ensure that the information contained in this Fire & Life Safety Management & Use Emergency Fire Plan is suitable for the site specified, we make no statements, representations or warranties about the accuracy, completeness or performance of the information. We disclaim all responsibility and liability (including negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate in any respect or arising out of the performance of this Fire & Life Safety Management & Use Emergency Fire Plan.

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## 1.4 Copyright

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## 2. POLICY RELATING TO EMERGENCY PLANNING

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

It is the policy that in individual buildings and building complexes, there shall be appropriate plans to control all types of emergency situations that can affect staff safety, corporate assets, or the continuity of services. These plans are required to include the orderly evacuation of personnel from the building where emergency conditions necessitate such action.

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

This Building will comply with all current requirements of legislation and standards of the Queensland Fire and Rescue Service, the Building Fire Safety Regulation 2008 and the Australian Standard for Emergency Control Organization and Procedures for Buildings (AS 3745 – 1995) 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 490 Upper Edward Street, Spring Hill, Qld 4000

## 3. IMPLEMENTATION CHECK LIST

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

- Fire Plan and Instructional poster prepared and installed.
- Each separate Tenant in the building should ensure that personnel are appointed to the Emergency Control Organization (ECO):

Area Fire Wardens (one per tenancy)  
Wardens (per tenancy)

The effectiveness of action during emergencies relies not only on the organisation and facilities contained in emergency plans, but also in the co-operation of Tenancy Staff.

- Emergency procedures instructional literature for staff circulated and copies available for new staff or visitors. Induction training program to ensure new employees are aware of the emergency arrangements introduced.

- General Evacuation, Evacuation Coordination and First Response training organised (Annual training arranged by the Property Management).
- Regular tests of fire equipment conducted and recorded. (Test to be carried out in accordance with the relevant Australian Standards i.e., AS 1851)
- Regular Fire Safety Checks carried out.
- Annual testing of all equipment associated with the Fire Services
- Regular tests of Emergency & Exit lighting conducted and recorded. (Test to be carried out in accordance with the relevant Australian Standards i.e., AS 2293)
- Maintaining current and correct Records of services in fire resistant cabinet.

## 4. EDUCATION AND TRAINING

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

**The minimum requirements for training are:**

### **General Evacuation and Evacuation Coordination Training**

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

Training to all staff and Fire Wardens shall be provided on an annual basis in accordance with the Queensland Building Fire Safety Regulations 2008.

All Staff and the Fire Wardens must be familiar with egress routes and assembly areas (refer to fire & evacuation diagrams).

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 firefighting equipment is to be given to all staff and repeated every two years.

### **Record Keeping**

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

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

## 5. BUILDING DESCRIPTION

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

## 6. FIRE PROTECTION SYSTEMS

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

There are no known dispensations to the Building Regulation.

- An automatic fire detection system complying with the Australian Standard AS 1670 has been installed throughout the building.
- Manual Call Break Glass Points on each level of the building.
- Connection of the system to the QFRS FireCom Centre through a digital coded alarm signalling equipment unit (ASE) FCA No **50656**
- Occupant Emergency Warning & Intercommunication System forming part of the Fire Indicator Panel having distribution speakers at intervals to comply with the performance criteria of AS 2220 and Warden Phones on each Level.
- Fire Hydrant system installed in accordance with the Australian Standard AS 2419.
- Fire extinguishers in accordance with the Building Regulations and AS 2444
- Fire hose reels in accordance with the Building Regulations and AS 2441

## 7. Operation of the Systems

### 7.1 Fire Detector Operation

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

### 7.2 Manual Call Break Glass Alarm Point Operation

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

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



## 8. EMERGENCY WARNING SYSTEM

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

- The "**ALERT**" (**Barp, Barp...**) signal to notify all occupant of an emergency situation.
- The "**EVACUATE**" (**Whoop, Whoop, Whoop...**) signal to notify that all personnel are required to leave the building by the "exit(s)" nominated by the Fire Warden for the individual tenancy.

Controls for the emergency warning system are located in the Fire Indicator Panel. (Refer to Fire Plan for location)

## 9. EVACUATION PROCEDURES

### 9.1 Emergency Alarm

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

- The Area Fire Warden will respond by making an announcement to evacuate the Area and if required, call the 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 firefighting party may use the available firefighting 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 firefighting 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 firefighting equipment
- Accidental discharge of extinguishers is reported immediately

The keeping of flammable liquids is not permitted under law, except in special circumstances, in which case only minimal quantities are to be held in approved containers.

All occupants need to be encouraged to observe the greatest care in use of matches, portable heaters, electrical appliances and other possible sources of ignition. The immediate area surrounding such appliances should be kept neat and tidy.

## 11. FIRE FIGHTING EQUIPMENT

### 11.1 FIRE EXTINGUISHERS



Extinguishers are installed and it is important that all staff become familiar with the fire extinguishers and where they are located.

Installed at this site are AB(E) Dry Chemical Powder Fire Extinguishers. (Refer to fire plan for locations)

#### 11.1.1 Types of Extinguishers and Fires

**There are five main classes of fire:**

**Class A:** Ordinary free burning materials such as paper, clothing, packing materials wood and textiles.

**This type of fire is best combated using the following extinguishers:**

|                                |                              |
|--------------------------------|------------------------------|
| Water                          | (colour red)                 |
| Dry Chemical Powder AB(E) type | (colour red with white band) |
| Foam                           | (colour blue)                |

**THE FIRE HOSE REEL MAY BE USED, WITH CAUTION, ON THIS TYPE OF FIRE.**

**Class B:** Liquids such as petrol, spirits, paint lacquers, thinners, chemicals in liquid form.

**This type of fire is best combated using the following extinguishers:**

|                     |                              |
|---------------------|------------------------------|
| Dry Chemical Powder | (colour red with white band) |
| Foam                | (colour red with blue band)  |
| Carbon-dioxide      | (colour red with black band) |

**Class C:** Flammable Gasses such as LPG or Natural Gas.

**This type of fire is best combated using the following extinguishers:**

|                     |                              |
|---------------------|------------------------------|
| Dry Chemical Powder | (colour red with white band) |
|---------------------|------------------------------|

**Class E:** Fire which originates at Electrical equipment.

**For these fires, use extinguishers that do not conduct electricity as listed below:**

|                     |                              |
|---------------------|------------------------------|
| Carbon-dioxide      | (colour red with black band) |
| Dry Chemical Powder | (colour red with white band) |

**DO NOT USE WATER ON FIRES THAT ORIGINATE OR ARE ASSOCIATED WITH LIVE ELECTRICAL EQUIPMENT**

**Class F:** Cooking Oil and Fats.

**This type of fire is best combated using the following extinguishers:**

Wet Chemical (Colour Red with an Oatmeal band)  
B(E) type Dry Chemical Powder (Colour Red with a White band)

### 11.1.2 Using the Installed Fire Extinguishers

- Do not panic - remain calm.
- Announce a fire warning to everybody in the area.
- Request someone contact the Fire Brigade and the Fire Warden and have it confirmed.
- Position yourself away from the fire – **2 to 4 Paces** depending on the extinguisher type.
- Always maintain a **CLEAR** exit (fire in front and doorway behind).
- Check extinguisher label for operation.
- Commence fighting fire aiming the spray at the base of the fire with a side-to-side motion.
- Move closer as fire diminishes. (**Remain 1 pace away**)

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

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



**P** – Pull out the safety pin



**A** – Aim at the base of the



**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*

| Type of extinguisher |                   | Type of Fire, Class and Suitability |                   |                 |                                |                       |             |   | Comments<br>(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 for the use by Emergency Services Only

## 12. EMERGENCIES OTHER THAN FIRE

### 12.1 BOMB THREAT



To defeat the purpose of a hoax caller, staff movements should be kept to a minimum. Avoid as far as practicable any outward sign that the threat is being acted on.

#### 12.1.1 IF YOU RECEIVE A BOMB THREAT

- Hold caller on the line and obtain as much information as possible, e.g., appearance, location, time of detonation of the device, etc.
- **USE THE BOMB THREAT RECORD**
- Complete Bomb Threat Record sheet then refer immediately to Fire Warden.
- **DO NOT CREATE PANIC BY ALARMING OTHER PERSONNEL.**
- **DO NOT EVACUATE IMMEDIATELY** - wait until external exits have been checked before evacuating.
- Obey instructions of Wardens.

#### 12.1.2 IF A BOMB IS FOUND

- **CLEAR AREA (DO NOT TOUCH ITEM)**
- **ADVISE FIRE WARDEN.**
- **KEEP OTHERS CLEAR OF AREA.**
- **THE MANAGEMENT assisted by the FIRE WARDENS WILL DIRECT FURTHER ACTION** in conjunction with the Police.

## 12.2 BOMB THREAT CHECKLIST

| BOMB & STANDARD PHONE THREAT CHECKLIST                                       |                                       |   |
|--|---------------------------------------|---|
| <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:  |

Report call IMMEDIATELY to your Chief Warden or Supervisor

## 12.3 CIVIL DISORDER

### Actions

If you become aware of any form of civil disorder e.g., demonstrations, unauthorised entry/occupation and the like, you should:

- **Immediately advise** the Management.
- **notify** the Police
- **ensure** that staff:
  - lock all doors & windows
  - secure essential documents, files, papers, etc.
  - avoid physical conflict with the demonstrators even if provoked!!
  - follow the instructions of the Police
  - refer all media enquiries or other sources to the Police

### Precautions during civil disorder

- **Avoid** any physical confrontation wherever possible. Staff must always attempt to withdraw from any situation where there is an immediate threat of physical violence.
- Staff must not risk injury or attack in protecting property.

NB. This does not mean that staff should not use lawful means to defend themselves, other staff, or members of the public from physical attack in legally justifiable circumstances.

If such defensive action is necessary, staff must use only the degree of force reasonably necessary to restrain the intruder. No staff member should act alone.

## 12.4 BUILDING SERVICES BREAKDOWN

A breakdown of any number of Building Services such as Power, Lighting, Air Conditioning, etc. may require the ECO to instigate a partial or complete building evacuation.

- In the event of power failure, switch off electrical appliances.
- In the event of a decision by the ECO to evacuate, the actions as outlined in the Evacuation Procedures (refer section 09) shall be followed.



## 12.5 MEDICAL

Medical emergencies can vary from a single patient suffering a heart attack to multiple victims from an explosion. In the event of a medical emergency the ECO should ensure the following actions are taken:

- Arrange for first aid to be administered by a qualified first-aider, or,
- in the event of no first-aider being available, make the patient(s) as comfortable as possible.
- Call for an ambulance(s).

If evacuation of the building is necessary:

- Evacuate ambulant victim(s) to the area directly outside the entry foyer.
- Relocate non-ambulant victim(s) that are in immediate danger, to a safe area within the building.
- Advise emergency services of the location of all injured persons.

N.B. When approaching a victim, ensure that all dangers have been eliminated from the immediate area

## 12.6 SEVERE STORM

In the event of strong wind, the following actions should be taken:

### **If in the street:**

- Seek shelter immediately.
- Avoid windows and external door areas.
- If possible, do not remain in cars.

### **If in a building:**

- Secure all windows and external doors.
- Keep clear of windows.
- Follow the instructions of Authorities.

NB. Where possible, secure all loose objects external to the building.

## 12.7 EARTHQUAKE

Seismic activity is not uncommon in Australia and severe tremors have been felt in various localities. In the event of an earthquake the following actions should be taken:

### **If in the street:**

- Move to an open doorway and seek shelter, or
- to a clear space away from buildings.

### **If in a building:**

- Stay and seek shelter under a table or desk
- Follow the instructions of Authorities.
- Keep away from windows.

### 13. REGISTERS

#### 13.1 Contractor Register

This register is to be kept with the Management

Contractors should be recorded, such recording should include their name, organisation, contact telephone number, area/person being visited, time of entry and time of departure. This register should be used when determining the persons present at the time of an emergency.

**Staff** are requested to provide guidance to maintenance personnel who may be in the building at the time of the emergency.

### VISITOR REGISTER

(EXAMPLE)

| DATE     | NAME      | ORGANISATION    | Ph. No.   | PERSON/AREA VISITED | TIME IN | TIME OUT |
|----------|-----------|-----------------|-----------|---------------------|---------|----------|
| 11/04/03 | L. Fenech | J.J. Electrical | 3219 4040 | Main Switch room    | 13.30   | 15.00    |
|          |           |                 |           |                     |         |          |
|          |           |                 |           |                     |         |          |
|          |           |                 |           |                     |         |          |
|          |           |                 |           |                     |         |          |
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|          |           |                 |           |                     |         |          |
|          |           |                 |           |                     |         |          |
|          |           |                 |           |                     |         |          |

### 13.2 Mobility & Otherwise Impaired Persons Register

A register containing the name of building occupants with mobility and other impairments, which would affect their ability to be aware of or to escape from the building in an emergency, must be established and kept up to date, held by the Management.

The register must include:

- People with impaired hearing;
- People with impaired sight;
- People with limited mobility, either permanently or temporarily;
- People with cardio-vascular problems; and
- Pregnant women with a loss of mobility.

People with disabilities must inform their Fire Warden whether the disability is permanent or temporary, and if temporary, when they expect to overcome the disability.

#### MOBILITY & OTHERWISE IMPAIRED PERSONS REGISTER

(EXAMPLE)

| MONTH - Oct 2001  |          | TYPE OF IMPAIRMENT OR DISABILITY |                  |         |       |              |          |       |
|-------------------|----------|----------------------------------|------------------|---------|-------|--------------|----------|-------|
| NAME              | SEX      | AMBULANT                         | LIMITED MOBILITY | HEARING | SIGHT | CARDIO VAS'R | PREGNANT | OTHER |
| <i>John Brown</i> | <i>M</i> |                                  | √                |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
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|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |
|                   |          |                                  |                  |         |       |              |          |       |

## **14. Maintenance and Testing of 'Special Fire Service'**

Note: Annual Certification as prescribed in the current Fire and Rescue Safety Act Legislation will be the responsibility of the Fire Maintenance contractor.

Provide Annual Occupant Statement Declaration of service for delivery to the Queensland Fire Services requirements.

### **14.1 Testing Fire System**

Carry out the tests and inspections as noted below and in the schedule of tests form, along with the requirements of all applicable Australian Standards including AS 1851 and local authority requirements.

#### **14.1.1 Annual**

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

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

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

### **14.2 Emergency Warning System**

Carry out tests and inspections in accordance with AS1851

### **14.3 Fire Extinguishers**

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

### **14.4 Fire Hose Reels**

Carry out inspection testing in accordance with AS 1851

### **14.5 Fire Hydrants (including Pump set)**

Carry out inspection testing in accordance with AS 1851

### **14.6 Testing Fire Resistant Door Sets**

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

### **14.7 Fire Procedure Training**

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

### **14.8 Emergency & Exit Lighting**

Carried out inspection testing in accordance with AS 2293

## 14.9 Testing of Smoke Controls

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.

## 14.10 Emergency Lift

Carried out inspection testing in accordance with AS 1735

## 14.11 Log Book

The log books are to be kept in a secure cabinet with the Property Management and will comply with the relevant requirements of the Australian Standards. The following information shall be entered as a minimum

Date of inspection.

List of deficiencies being impracticable to rectify on that visit.

Record of each service call, the fault found and the action taken to remedy the fault/s.

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

Signature of the Management.

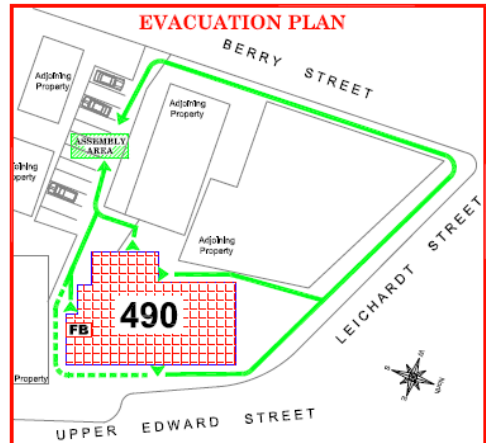
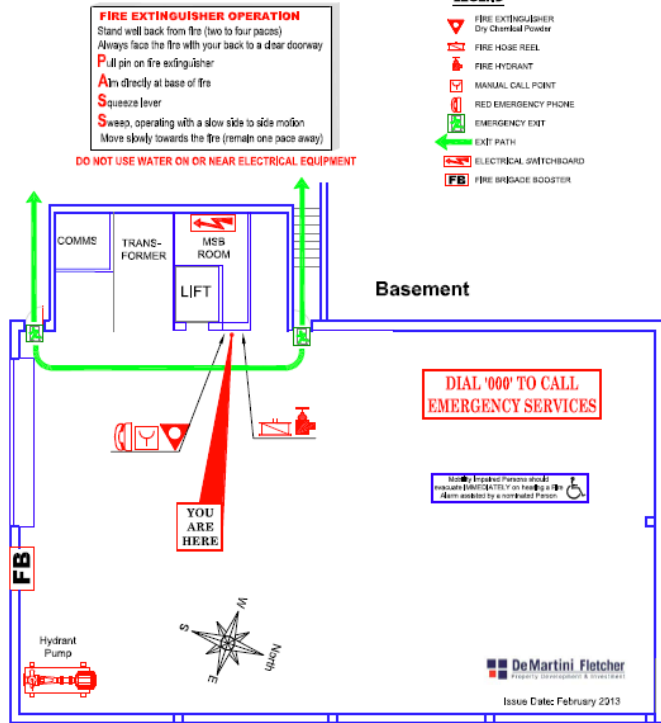
Date of completion of each of the recommended corrective action(s).

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

# 15. Fire and Evacuation Diagrams

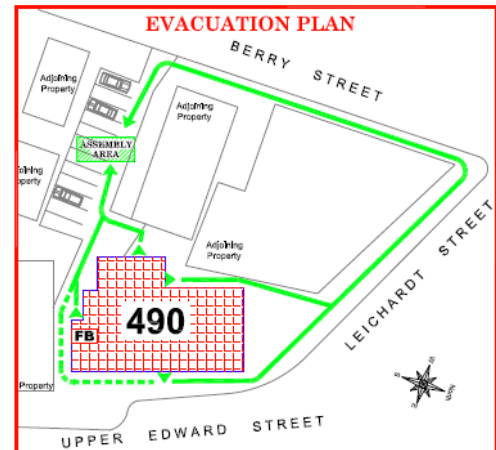
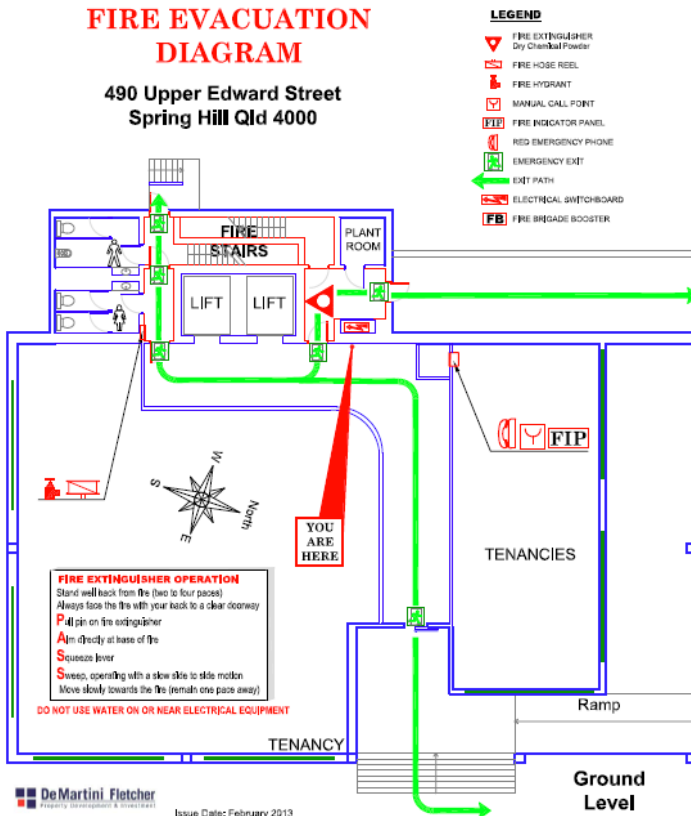
## FIRE EVACUATION DIAGRAM

490 Upper Edward Street  
Spring Hill Qld 4000



## FIRE EVACUATION DIAGRAM

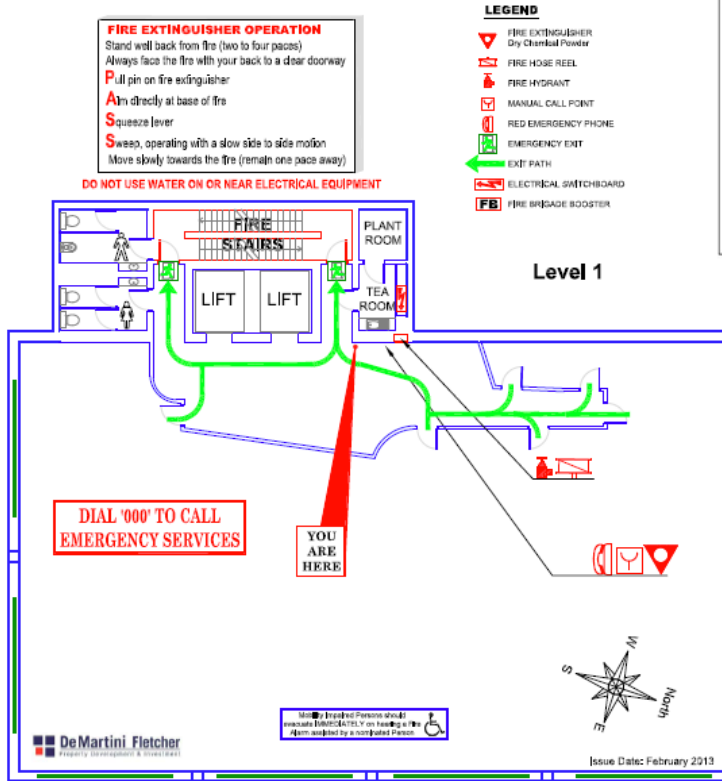
490 Upper Edward Street  
Spring Hill Qld 4000



## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

490 Upper Edward Street  
Spring Hill Qld 4000



**EMERGENCY ALARM PROCEDURES**

Installed in the building is an automatic fire system having Heat & Smoke Detectors, Manual Call Points & an Emergency Warning System. Activation of any of the above devices **WILL** automatically call the Fire Brigade and cause the Emergency Warning System to produce two different sounds:

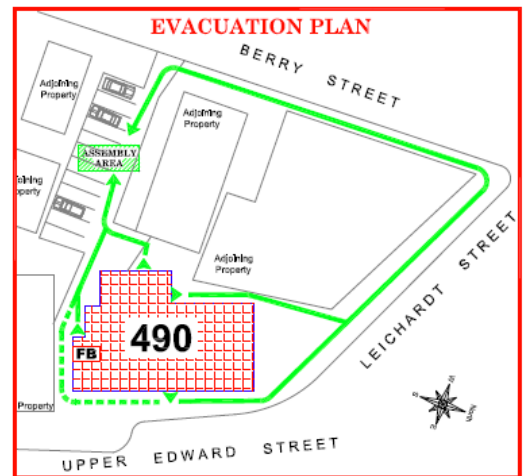
- Alert tone 'Barp Barp' or Evacuation tone 'Whoop Whoop Whoop'

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- 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

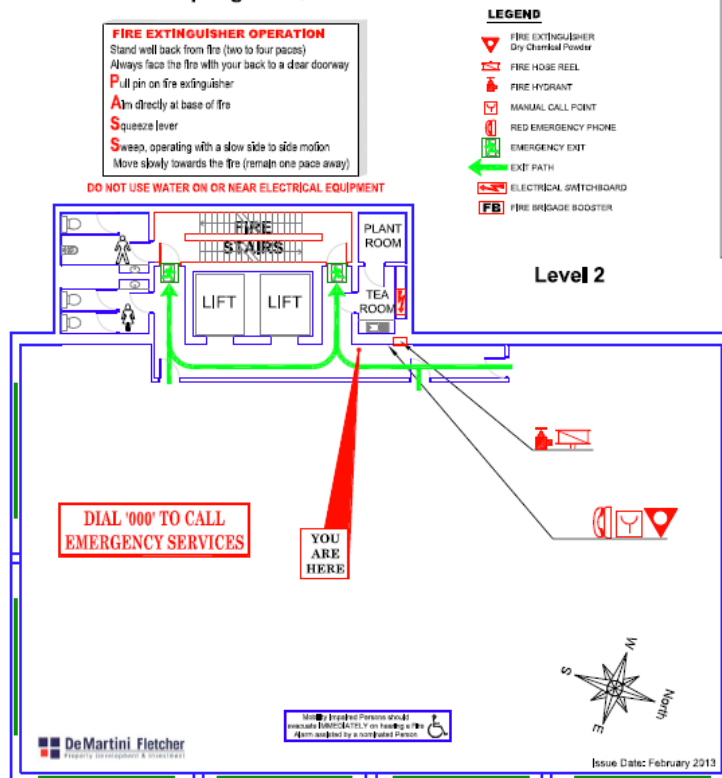
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**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE ADVISE IT IS SAFE TO DO SO**  
**To call Fire Brigade - Dial '000' (triple zero)**



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490 Upper Edward Street  
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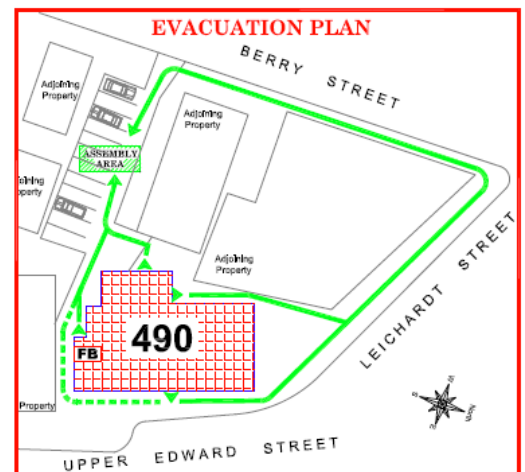
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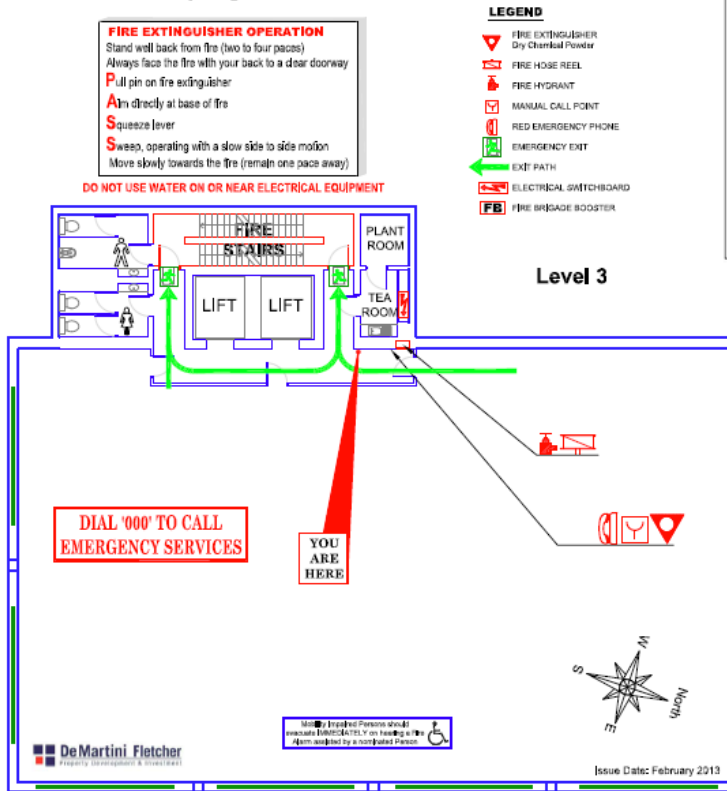
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## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

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Spring Hill Qld 4000



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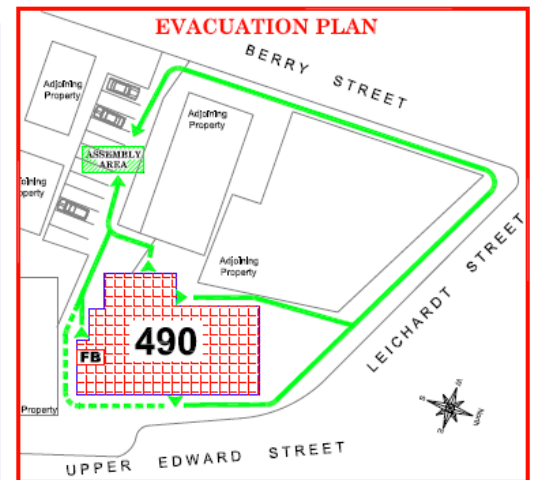
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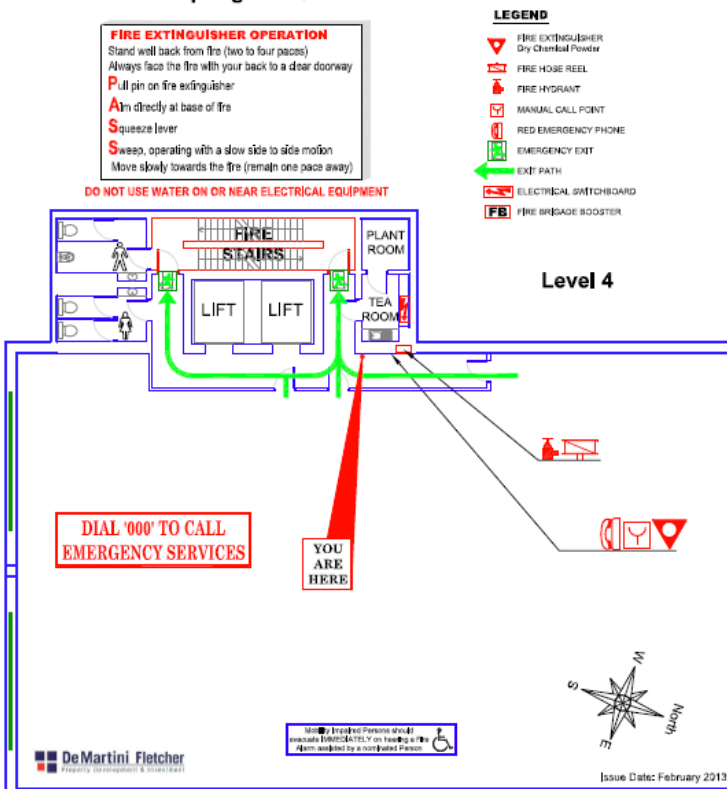
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490 Upper Edward Street  
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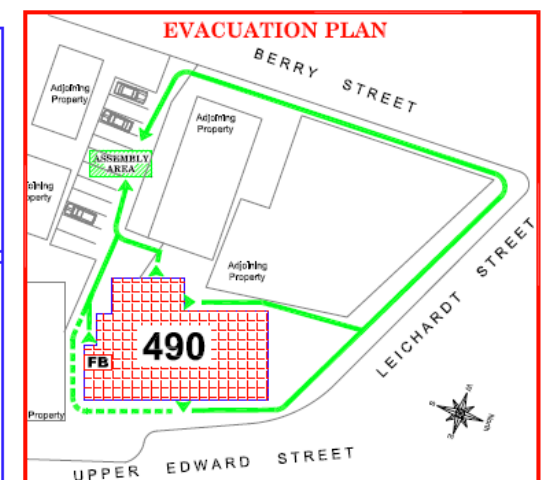
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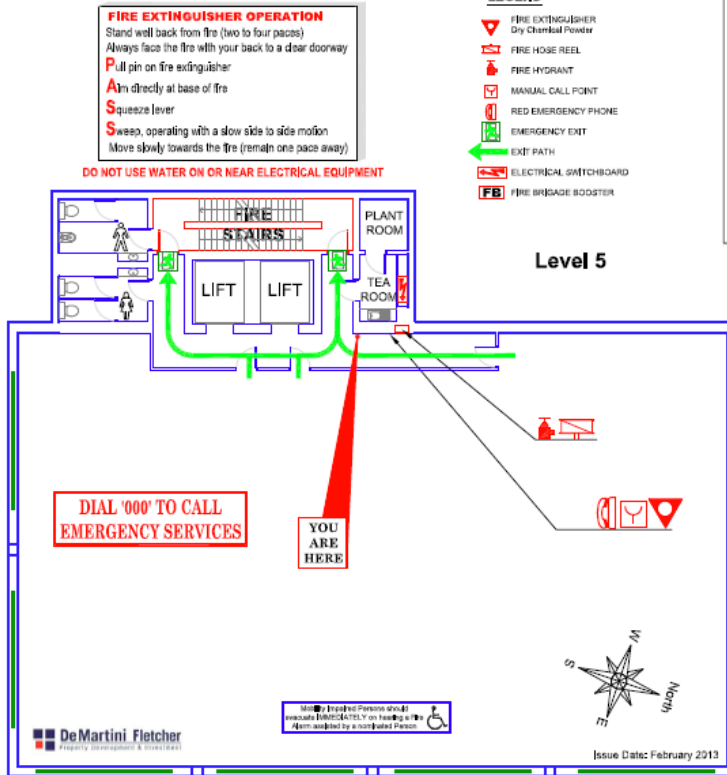




## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

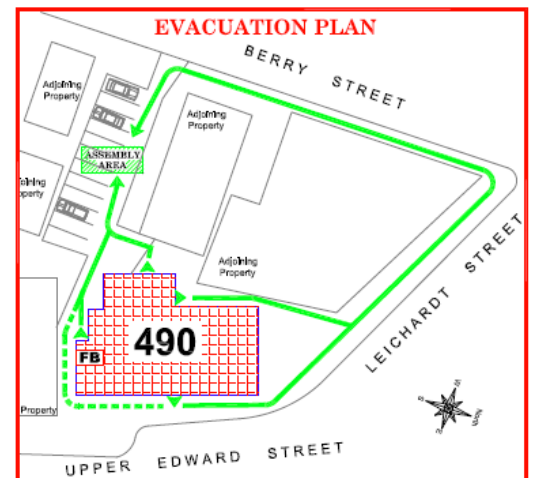
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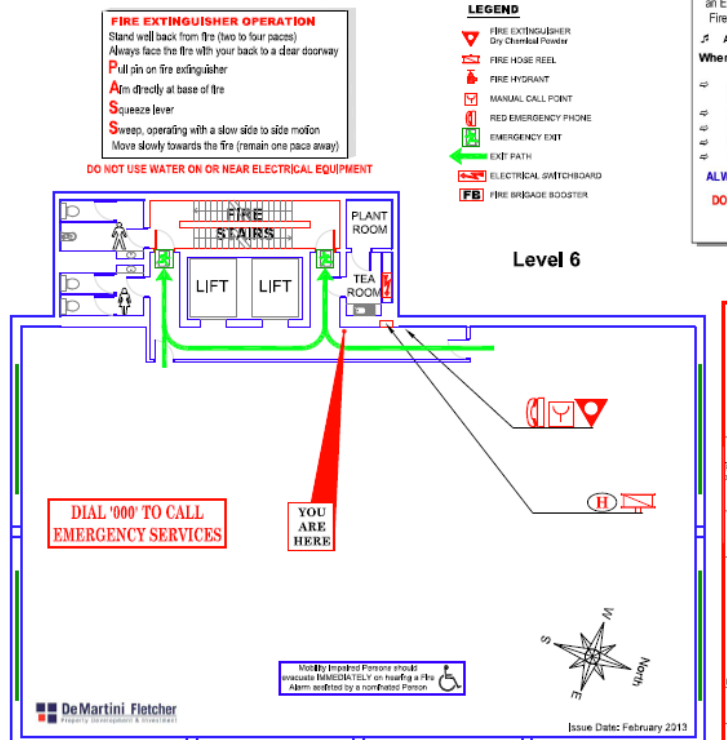
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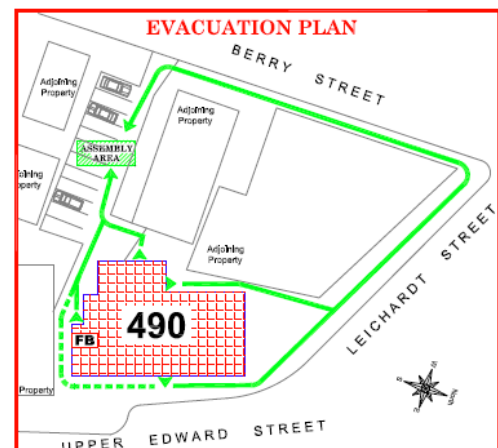
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## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

490 Upper Edward Street  
Spring Hill Qld 4000

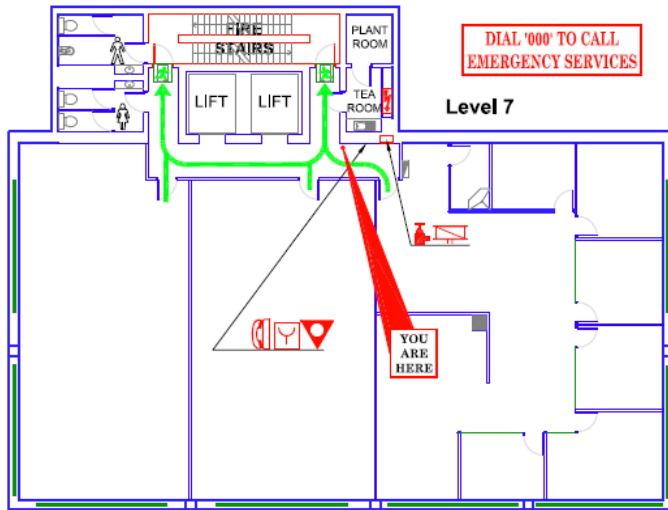
**FIRE EXTINGUISHER OPERATION**  
Stand well back from fire (two to four paces)  
Always face the fire with your back to a clear doorway  
**P**ull pin on fire extinguisher  
**A**im directly at base of fire  
**S**queeze lever  
**S**weep, operating with a slow side to side motion  
Move slowly towards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

DO NOT USE WATER ON OR NEAR ELECTRICAL EQUIPMENT

**LEGEND**

- FIRE EXTINGUISHER  
Dry Chemical Powder
- FIRE HOSE REEL
- FIRE HYDRANT
- MANUAL CALL POINT
- RED EMERGENCY PHONE
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRE BRIGADE BOOSTER

DIAL '000' TO CALL  
EMERGENCY SERVICES



DeMartini Fletcher  
Property Management & Services

Mostly Impaired Persons should  
evacuate IMMEDIATELY on hearing a Fire  
Alarm notified by a nominated Person.

Issue Date: February 2013

**EMERGENCY ALARM PROCEDURES**

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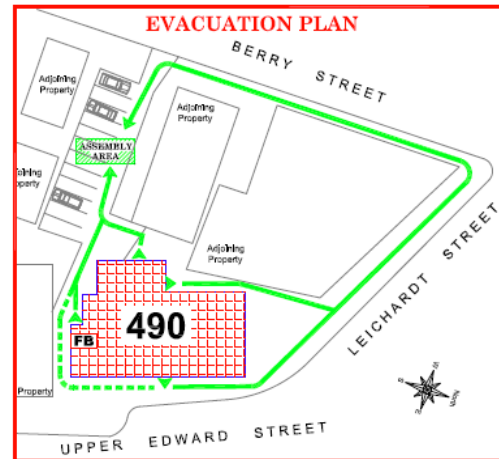
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### FIRE EVACUATION DIAGRAM

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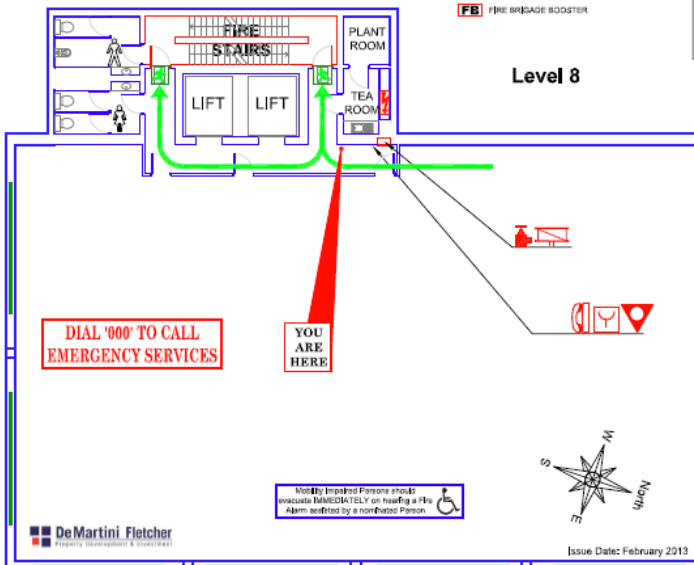
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- ELECTRICAL SWITCHBOARD
- FIRE BRIGADE BOOSTER

DIAL '000' TO CALL  
EMERGENCY SERVICES

YOU ARE  
HERE

Level 8



DeMartini Fletcher  
Property Management & Services

Mostly Impaired Persons should  
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Alarm notified by a nominated Person.

Issue Date: February 2013

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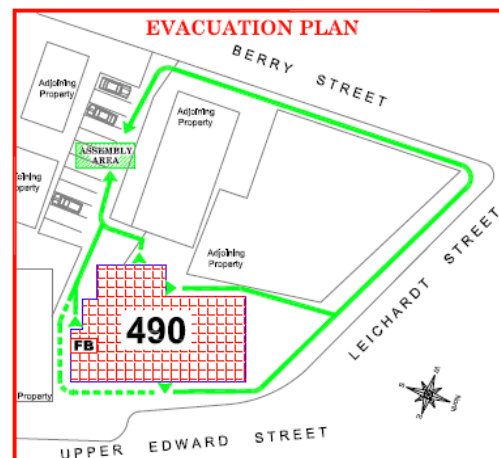
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## Fire and Evacuation Diagrams (cont)

### FIRE EVACUATION DIAGRAM

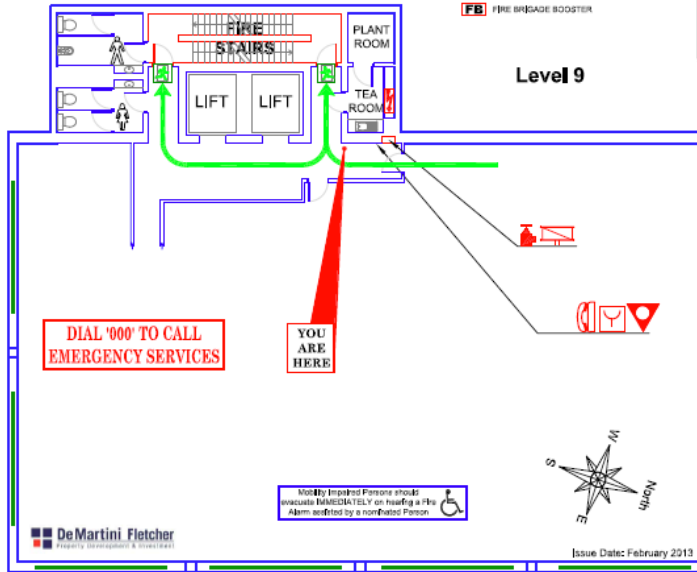
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- ELECTRICAL SWITCHBOARD
- FIRE BRIGADE BOOSTER



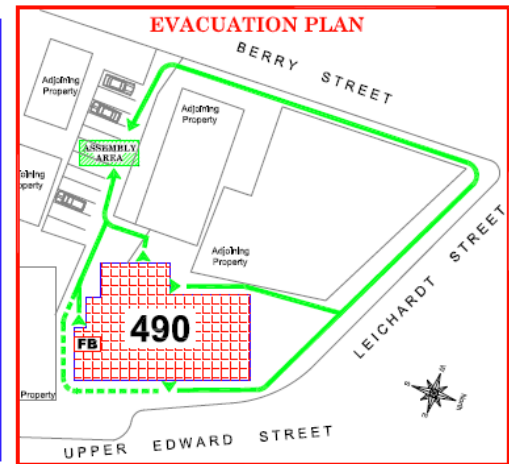
**EMERGENCY ALARM PROCEDURES**  
Installed in the building is an automatic fire system having Heat & Smoke Detectors, Manual Call Points & an Emergency Warning System. Activation of any of the above devices **WILL** automatically call the Fire Brigade and cause the Emergency Warning System to produce two different sounds:

- Alert 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 EVACUATION DIAGRAM

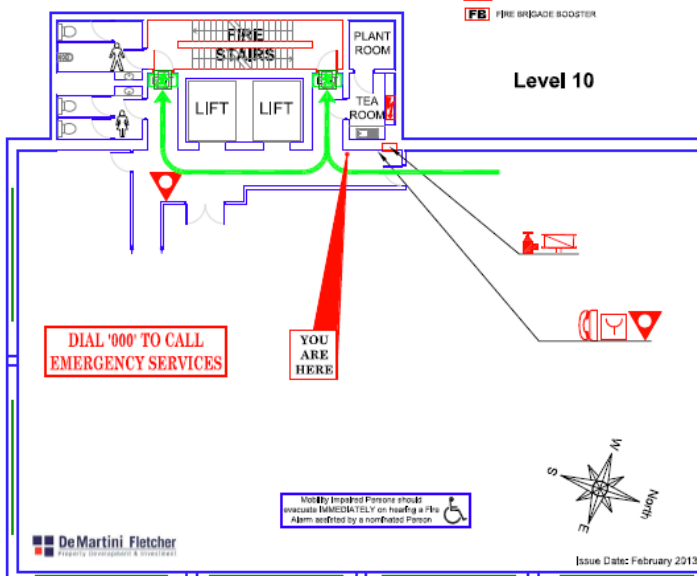
490 Upper Edward Street  
Spring Hill Qld 4000

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

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

**LEGEND**

- FIRE EXTINGUISHER  
Dry Chemical Powder
- FIRE HOSE REEL
- FIRE HYDRANT
- MANUAL CALL POINT
- RED EMERGENCY PHONE
- EMERGENCY EXIT
- EXIT PATH
- ELECTRICAL SWITCHBOARD
- FIRE BRIGADE BOOSTER



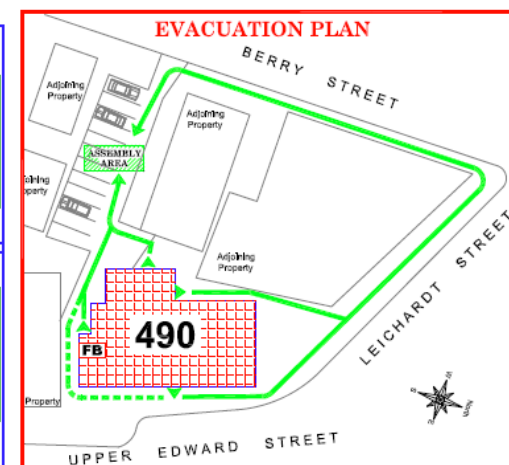
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**To call Fire Brigade - Dial '000' (triple zero)**



## Fire and Evacuation Diagrams (cont)



### FIRE EVACUATION DIAGRAM

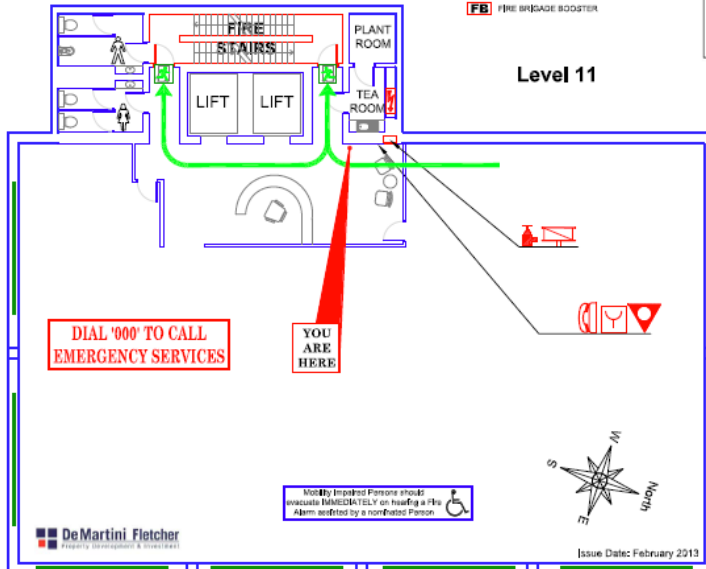
490 Upper Edward Street  
Spring Hill Qld 4000

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Move slowly towards the fire (remain one pace away)

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

**LEGEND**

-  FIRE EXTINGUISHER  
Dry Chemical Powder
-  FIRE HOSE REEL
-  FIRE HYDRANT
-  MANUAL CALL POINT
-  RED EMERGENCY PHONE
-  EMERGENCY EXIT
-  EXIT PATH
-  ELECTRICAL SWITCHBOARD
-  FIRE BRIGADE BOOSTER



**EMERGENCY ALARM PROCEDURES**

Installed in the building is an automatic fire system having Heat & Smoke Detectors, Manual Call Points & an Emergency Warning System. Activation of any of the above devices **WILL** automatically call the Fire Brigade and cause the Emergency Warning System to produce two different sounds:

- ♫ Alert tone **'Barp Barp'** or ♫ Evacuation tone **'Whoop Whoop Whoop'**

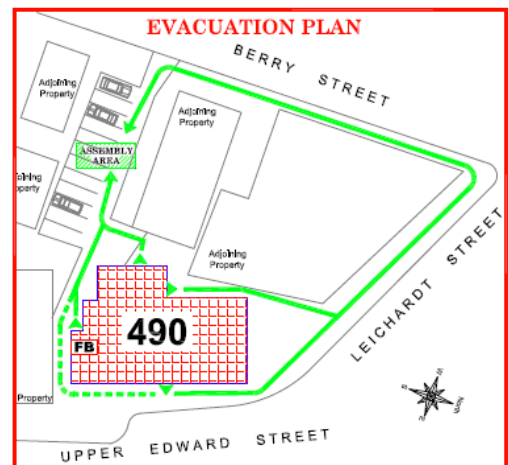
**When a fire warning is given you are required to prepare for an evacuation**

- ⇐ 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)**



## 16. Record of Fire Procedure Training

## 17. Emergency Control Organisation

### Evacuation Co-ordinator

**Sally Collins – Ph: 0401 258 547**

**Chief Fire Warden: .....**

### Floor / Area Wardens

- 1 per Tenanted Space

Wardens

- Minimum 1 per Tenanted Space

## 18. Maintenance Records

## 19. Annual Declaration & Approvals



## 20. Building Plans & Approvals, As-installed Drawings

**BW Consulting (Aust) Pty Ltd**  
 Building Certification • Health & Aged Care • Development Co-ordination  
 • Building Solutions Incorporating Fire Safety  
 Ph: 07 3359 9233 Fax: 07 3359 9211

PO Box 363 Alderley  
 Queensland 4051  
 bw-c@buildingapprovals.com.au  
 AKA 12 200 208 202

**Brien Wilkins**  
**BW**  
**Consulting**

**Conditional Certificate of Classification**  
 Form 11  
**Development Approval No BP-7877**

**Site Address of Property:** 490 Upper Edward Street (T1)  
 Spring Hill Qld 4004

**Real Property Description:** Lot 3 on RP 191179

**Local authority:** Brisbane City Council

**Owner:** Upper Edward Partnership  
 46 Edward Street (Level 10)  
 Brisbane Qld 4000

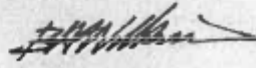
**Builder:** Value Shopfitting & Cabinetmaking Pty Ltd  
 4 Elysium Road  
 Carrara Qld 4211

| Building / Part                                | Classification<br><small>(in accordance with Part A3 of the Building Code of Australia)</small> |
|--|---|
| Tenancy Fit-out<br>Westpac Banking Corporation | <b>Class 5 / 6</b>  |

**Performance standards**  
 This certificate has been issued pursuant to the Deemed-to-satisfy provisions of BCA 2008.

**Restrictions on the use or occupation of the building**

- ◆ Maintain compliance with Decision Notice BP-7877.
- ◆ Subject to provision of certificates in accordance with Condition 8.1 of Decision Notice BP-7877.

  
**Brien Wilkins**  
**Building Certifier - A 81401**

Date issued:  
**15 December 2009**

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

## 21. FIRE SAFETY INSTALLATION CHECKLIST

This list may be used to document the fire safety installations in the building if, following a written request, relevant approval documents cannot be obtained from your Local Government, building certifier or other approval agency.

It must be retained with the other approval documents as required in Section 25 of the *Building Fire Safety Regulation 2008*.

| Fire Safety Installation                                   | Installed? |    |
|--|------------|----|
|  | YES        | NO |
| Emergency lifts  | ✓          |    |
| Emergency lighting   | ✓          |    |
| Exit signage   | ✓          |    |
| Emergency Warning & Intercom 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>

|   |   |  |  |
|---|---|--|--|
| <b>Name of building and address:</b>                          | <b>490 Upper Edward Street<br/>Spring Hill, QLD 4000</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> |
| Air handling systems  | AS 1851   |  |  |
| Emergency lighting  | AS 2293   |  |  |
| Emergency warning and intercommunication systems <sup>5</sup> | AS 1851   |  |  |
| Exit signs  | AS 2293   |  |  |
| Emergency Lifts   | BCA – AS 1735   |  |  |
| Fire detection and alarm systems                              | AS 1851   |  |  |
| Fire door sets  | AS 1851   |  |  |
| Fire extinguishers  | AS 1851   |  |  |
| Fire hose reels   | AS 1851   |  |  |
| Fire hydrants (including boosters)                            | AS 1851   |  |  |
| Fire mains  | AS 1851   |  |  |
| Fire shutters   | AS 1851   |  |  |
| Stairwell Pressurisation System                               | AS 1851, AS 1668  |  |  |
|   |   |  |  |

I ..... as an authorised person on behalf of **De Martini Fletcher Property** 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.