EXAMPLE FIRE SAFETY MANAGEMENT PLAN

This example of a Fire Safety Management Plan does not relate to an actual building and will not necessarily address the detailed requirements of your building. It shows records of certain fire safety systems, of which some may not be fitted in your building, or your building may have additional systems. It is however, one example designed to show what a typical fire safety management plan should include to satisfy the requirements of section 104FC of the Fire and Rescue Service Act 1990.

This example is designed to assist building owners of budget accommodation buildings, local government officers, private certifiers and other stakeholders to gain an understanding about the format, structure and issues to be addressed in a well developed fire safety management plan.

Building owner/occupiers should, to ensure they meet their legislative obligation, reference the Fire Safety Management Plan guidelines before compiling their Fire Safety Management Plan. A fire safety consultant should be contacted where difficulties are encountered in preparing the plan.

Queensland Fire and Rescue Service, the Department of Local Government and Planning, or a private building fire safety consultant, can be contacted for further advice on compliance issues related to the development of a Fire safety Management Plan.

A final point to remember is that the building must have at least the minimum fire safety measures to meet the legislative requirements, but if more are installed, they must also be maintained.

Further information can be obtained from

The Department of Infrastructure and Planning
www.dip.qld.gov.au

or

Queensland Fire and Rescue Service
www.fire.qld.gov.au
### 1. BUILDING INFORMATION

<table>
<thead>
<tr>
<th>Building Location &amp; Name:</th>
<th>Sample Backpackers, 100 Main Road, Everywhere, QLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Owner:</td>
<td>ABC Pty Ltd</td>
</tr>
<tr>
<td>Building Occupier:</td>
<td>Jill Person</td>
</tr>
<tr>
<td>Building Manager:</td>
<td>Bill Bloggs</td>
</tr>
<tr>
<td>Building Construction:</td>
<td>Masonry external walls, Timber internal walls and floors.</td>
</tr>
</tbody>
</table>
| Floor Area:               | Ground 20m x 15m = 300m²  
                          First Floor 20m x 15m = 300m²  
                          Total  600m² |

### 2. ALLOWABLE NUMBER OF OCCUPANTS

<table>
<thead>
<tr>
<th>Bedroom</th>
<th>Room Size</th>
<th>Area in m²</th>
<th>Max No of occupants (2.5m²/person)</th>
<th>900mm travel path (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedroom one</td>
<td>3.2m x 3.0m</td>
<td>9.6</td>
<td>3 persons</td>
<td>Yes</td>
</tr>
<tr>
<td>Bedroom two</td>
<td>3.2m x 3.1m</td>
<td>9.92</td>
<td>3 persons</td>
<td>Yes</td>
</tr>
<tr>
<td>Bedroom three</td>
<td>5.3m x 4.4m</td>
<td>23.32</td>
<td>9 persons</td>
<td>Yes</td>
</tr>
<tr>
<td>Bedroom four</td>
<td>3.5m x 4.9m</td>
<td>17.15</td>
<td>6 persons</td>
<td>Yes</td>
</tr>
<tr>
<td>Bedroom five</td>
<td>3.3m x 3m</td>
<td>9.9</td>
<td>3 persons</td>
<td>Yes</td>
</tr>
<tr>
<td>Bedroom six (Manager)</td>
<td>3.2m x 3.1m</td>
<td>9.92</td>
<td>3 persons</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**TOTAL: 26 PERSONS**
### 3. PROPOSED MAINTENANCE SCHEDULE
#### PRESCRIBED FIRE SAFETY INSTALLATIONS

<table>
<thead>
<tr>
<th>Installation</th>
<th>Start Date</th>
<th>Test</th>
<th>Frequency</th>
<th>Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Alarms – A1 Fire Safety Standard</td>
<td>1 July 2003</td>
<td>Test operation. Replace battery.</td>
<td>Operation – Monthly</td>
<td>Owners, occupiers or an agent of either of these persons.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replace battery. Check lighting if connected to</td>
<td>Battery replacement – On low</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the smoke alarms. Replace unit.</td>
<td>indication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operation – Monthly</td>
<td>Replace unit – As per</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Manufacturers Requirements</td>
<td></td>
</tr>
<tr>
<td>Exit Signs &amp; Emergency Lighting – A2 Fire Safety Standard</td>
<td>1 July 2003</td>
<td>As per AS 2293.2</td>
<td>Six monthly</td>
<td>Licensed Electrician</td>
</tr>
<tr>
<td>Fire Extinguishers – A8 Fire Safety Standard</td>
<td>1 July 2006</td>
<td>As per AS 1851</td>
<td>Level 1, 6 monthly</td>
<td>Licensed fire fighting appliance contractor</td>
</tr>
<tr>
<td>Fire Hose Reels – A9 Fire Safety Standard</td>
<td>1 July 2006</td>
<td>As per AS 1851</td>
<td>Level 2, 12 monthly</td>
<td>Licensed fire fighting appliance contractor</td>
</tr>
<tr>
<td>Exit Door Hardware</td>
<td>1 July 2005</td>
<td>Ensure correct operation</td>
<td>AT ALL TIMES</td>
<td>Owners or Occupiers</td>
</tr>
</tbody>
</table>

A performance solution is used within this building to satisfy the Performance Criteria of the applicable building code. Details of the performance solution are;

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.......................................................................................................................................................
.......................................................................................................................................................
.......................................................................................................................................................
.....................................................................................................................................................
4. FIRE AND EVACUATION PLAN

EMERGENCY PROCEDURE CHECKLIST FOR RESIDENTS
In an emergency, phone 000. Manager – Contact details

Smoke Alarms Sounding or Evidence of Fire Occurring

Evacuate to assembly area, closing doors and windows, if possible

Contact the Fire Service on 000 (Phone Located near Assembly Area)

FIRE

- Assist people to evacuate to assembly area without endangering yourself
- Fight fire if safe & you are trained
- Remain in assembly area until everyone is accounted for and the manager has arrived
- Await arrival of fire service
- Do not re-enter building until advised by the fire service

NO FIRE

- If the fire service has already been called, notify them of the situation
- Help to reassure residents of situation
- Allow fire service to enter building on their arrival to investigate the situation
- Manager will attend to deal with the situation and rectify any problems or system faults

In the event of fire, or upon the smoke alarms activating, residents should leave the building with due haste and gather at a predetermined assembly area. The Manager is usually always in attendance in the Manager’s residence. On the odd occasion that the Manager is absent, an agent of the Manager will be present.

In the event of the smoke alarms activating, the Manager (or agent), will:
- Investigate the fire situation
- If there is a fire, ensure the Fire Service has been called. If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all residents from the building
- Ensure the Fire Service has been notified and provided with information regarding the incident
- Account for all occupants at the assembly area
- If required and safe to do, conduct a search for any missing residents
- Meet the Fire Service and advise them of any information relevant to the emergency

In the event of a fire being located, the manager, or their agent, will:
- Ensure the evacuation of the building – alert all occupants without further compromising life
- Attempt to extinguish the fire if safe to do so – If the fire is small enough, use a nearby fire extinguisher to control and extinguish 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
- Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend

If no fire is found, the Manager should:
- Inform residents of the situation
- If the Fire Service has been called, ring the Fire Service to advise them of the situation
- Meet the Fire Service on arrival and inform them of the situation

The Manager is responsible for:
- all personnel and procedures until the arrival of the Fire Service
- the maintaining of an up-to-date list of the residents in the building
- nomination of a person to assume the emergency duties of the Manager in his absence (Maintenance Officer)
- arrangement and coordination of practice evacuation exercises
- the accurate logging of the performance, any problems encountered, the conduct of a debriefing with everyone involved, and the continual improvement of the effectiveness of the evacuation plan

September 2008
4. FIRE AND EVACUATION PLAN (cont.)

EMERGENCY EVACUATION PLAN

In case of

FIRE

leave through the nearest

EXIT

- If you see SMOKE, FLAMES or hear the FIRE ALARM, alert other residents immediately
- If safe, close any windows and doors to confine the fire.
- Follow the EXIT signs to locate and leave through the nearest emergency exit and proceed to the assembly point.
- TELEPHONE 000 and notify the fire service. (NOTE: some mobile phones may not access the 000 number – check with your mobile service provider for the emergency number well before you need it.)
- If unable to safely evacuate, stay in your room, close the door, and signal your presence at a window.
- Calmly follow instructions given by staff or the attending Fire Officers. The manager/fire warden will account for all occupants and report persons missing to Fire Officers. Do not re-enter the building until you are told it is safe to do so by the manager or Fire Officers.
5. PROPOSED TRAINING PROGRAM

Initial Instruction
The Manager or the manager’s agent will instruct residents when they take up residence (and at least every 12 months while in residence), and workers (if there any workers within the accommodation building) at the time they commence employment concerning the action to be taken by them in the event of fire threatening the building in order to ensure their own & other persons safety, and in particular;

- The procedure to follow in an emergency
- The location of emergency exits
- The paths of travel to exits
- The location of fire fighting equipment
- The method of raising the alarm if the smoke alarms do not activate
- The location of the assembly area

Permanent Employees
1. Permanent Employees (workers) must receive instruction within 1 month of commencing work, and repeated at intervals of no more than 12 months.
2. The instructions given are the procedure to be followed in the event of fire, means of escape from the building in the event of fire and the location and method of operation of fire fighting equipment and fire alarms or equipment for warning of fire. In addition workers who have persons in their care or custody are to be instructed on conducting those persons to a safe place outside the building in the event of fire, where they are marshaled, each person is accounted for, and the manager and fire service officers are informed of any missing persons.
3. A record of worker instruction will be retained with the original Fire Safety Management Plan.

Yearly Evacuation Training
An evacuation practice will be carried out at intervals of not more than 12 months in order to practice the fire and evacuation plan for the building. A record of each evacuation will be retained with the Fire Safety Management Plan.

Fire and Evacuation Plan – Signage
Copies of the Emergency Evacuation Procedure shall be conspicuously displayed in common areas of the building to allow residents to become familiar with the fire and evacuation procedures.
6. LIST OF PRESCRIBED FIRE SAFETY INSTALLATIONS

Smoke Alarms - Installed in accordance with A1 of the Fire Safety Standard

<table>
<thead>
<tr>
<th>Date installed</th>
<th>Installed by</th>
<th>Brand name</th>
<th>Model no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 June 2003</td>
<td>ABC Pty Ltd</td>
<td>QBC</td>
<td>DN38 – AS3786</td>
</tr>
</tbody>
</table>

Emergency Lighting - Installed in accordance with A2 of the Fire Safety Standard

<table>
<thead>
<tr>
<th>Date installed</th>
<th>Installed by</th>
<th>Brand name</th>
<th>Model no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 June 1991</td>
<td>J Smith - Electrician</td>
<td>N/A existing lighting</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Exit Signage - Installed in accordance with A7 of the Fire Safety Standard

<table>
<thead>
<tr>
<th>Date installed</th>
<th>Installed by</th>
<th>Brand name</th>
<th>Model no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 June 2005</td>
<td>J Smith</td>
<td>ABC</td>
<td>EL25</td>
</tr>
</tbody>
</table>

Fire Extinguishers - Installed in accordance with A8 of the Fire Safety Standard

<table>
<thead>
<tr>
<th>Ext. no.</th>
<th>Date installed</th>
<th>Brand name</th>
<th>Extinguisher type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30 June 1991</td>
<td>QBC</td>
<td>Dry Powder</td>
</tr>
<tr>
<td>2</td>
<td>15 June 2005</td>
<td>ABC</td>
<td>Dry Powder</td>
</tr>
</tbody>
</table>

Fire Hose Reels - Installed at the time of building construction

<table>
<thead>
<tr>
<th>Date installed</th>
<th>Installed by</th>
<th>Brand name</th>
<th>Model no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 June 2005</td>
<td>ABC Pty Ltd</td>
<td>HR4U</td>
<td>HR26</td>
</tr>
</tbody>
</table>
7. BUILDING PLANS

**GROUND FLOOR**

- Bedroom 3
- Bedroom 1
- Bedroom 2
- Office
- Kitchen
- TV Room

**FIRST FLOOR**

- Manager's Bedroom
- Bedroom 4
- Bedroom 5
- Showers
- Toilets
- Laundry
- Balcony

**LEGEND**

- Exit Sign = EXIT
- Fire Extinguisher = ▲
- Fire Hose Reel = FHR
- Emergency Lighting = EL
- Smoke Alarm = SA
- Exit Door Hardware = EDH

*NOTE – These symbols are non-standard indicators*