**Insert Building Name**

**Insert Building Address**

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| Building Information | |
| **Building Name:** |  |
| **Address:** |  |
| **Building Owner:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email :** |  |
| **Building Occupier:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email:** |  |

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| Persons responsible for administering the Building’s Fire and Evacuation Plan |
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| Fire Safety Adviser | |
| **Name:** |  |
| **Phone Number:** |  |
| **Email :** |  |
| **Brief description of qualification held:** |  |
| **Registered training organisation that issued the above qualification:** |  |
| **Date qualification issued:** |  |

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| Person responsible for giving General and First Response Evacuation Instruction | | |
|  | **Fire and Evacuation Instructors** | **Date of Instruction** |
| **Name:** |  |  |
| **Phone Number:** |  |  |
| **Email:** |  |

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| Persons responsible for carrying out the Evacuation Coordination procedures (Responsible Persons) | | | |
| **Name** | **Phone Number** | **Email** | **Commencement Date** |
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| Fire and Evacuation Plan Annual Review | | |
| **Date of Review** | **Reviewed by** | **Changes made?** |
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| Review of Managing Entity’s and Secondary Occupiers’ Fire and Evacuation Plans | | | | |
| **Evacuation Coordination procedures\* (checked against each plan?)** | **Date of Review** | **Name of Reviewer** | **Changes made?** | **Workers advised?** |
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| Evacuation Coordination Procedures | |
| **Commencement Date:** |  |
| **Procedure for using communication devices.** |  |
| **Procedure for contacting fire service** |  |
| **Persons with special needs** |  |
| **Checking that all persons have been evacuated** |  |

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| **Additional Information to assist you in completing this Section:**  If manual call points are installed and connected to the Fire Service: - break the glass on discovering a fire, this will activate the fire alarm and automatically contact the fire service. If not connected to the Fire Service break the glass and then ring 000, the alarm will sound throughout the building but will not contact the Fire Service. |

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| Emergency Evacuation Procedure |

For Example:

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

**In the event of a fire, staff will:**

* Investigate the fire situation.
* 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 occupants from the building.
* Account for all occupants at the assembly area.
* Ensure occupants do not attempt to re-enter the building until it is safe to do so.
* Meet the Fire Service and advise them of any information relevant to the emergency.

**In the event of a fire or hazardous material emergency being located, staff will:**

* Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
* 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 and might block your means of escape*
* *You don’t have the proper equipment*
* *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 and inform them of the situation. Even If the fire has been extinguished the Fire Service will still attend.

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| Method of operation of firefighting equipment |

**For Example:**

**Fire Extinguishers**

1. Select appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

**Hose Reels**

1. Hose reels are used on fires involving wood, paper, and textiles only, they are not to be used on live electrical appliances or flammable liquids.
2. To release the hose reel, turn the valve on this will charge the hose and release the nozzle (if fitted with a nozzle release lock).
3. The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.

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| **Additional Information to assist in completing this section:**  **Manual Call Points**   1. If the system is connected to Fire Service, break glass. The break glass alarm will activate the fire alarm in the building and also contact the fire service. 2. It is recommended that 000 is also called to inform the Fire Service of the type and severity of the fire to allow additional resources to be despatched if required. 3. If not connected to the Fire Service the break glass alarm should have signage above it indicating. ‘Local alarm only, in case of fire break-glass and ring 000’. Breaking the glass will only activate the fire alarm in the building but will not contact the Fire Service. 4. Ensure the Fire Service is called on 000 to notify them of the type and severity of the fire. |

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| Procedure for instructions to workers |

**For Example:**

**For new employees:**

* On day one of induction for any new employee the Fire Safety Adviser (Mr B Jones) will give ***General Evacuation Instructions*** and ***First Response Instruction***.
* This instruction is to be recorded.
* **NOTE** The BFSR requires general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

**Existing employees**

* ***General Evacuation Instructions*** will be given annually and ***First Response Instruction*** biennially.
* Instruction will be given by the Fire Safety Adviser (Mr B Jones) and recorded.

**Responsible person – evacuation coordination procedures:**

* Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that.
* Evacuation coordination procedures will be given by the Fire Safety Adviser (Mr B Jones) and recorded.

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| Relevant ‘Building Approval’ Documents |

# insert here a copy of your building approval documents

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| **Additional Information to assist in completing this section:**  **What approval documents does QFD require?**  For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFD requires the following:-   * + Certificate of Classification/Occupancy, and   + A list of fire safety installations within the building.   For buildings built with Alternative Solutions from 1 July 1997 onwards: QFD requires the following:-   * + Certificate of Classification/Occupancy,   + A list of fire safety installations within the building, and   + The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.   + Fire Engineering Report   For buildings built prior to 1 July 1997, QFD requires the following:-   * + Certificate of Classification/Occupancy or Certificate of Approval (If either of these are not available QFD will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier), and   + A list of fire safety installations within the building.   For Crown buildings QFD requires the following:-   * + A list of fire safety installations within the building, and   + The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.   **Displaying Certificate of Classification/Occupancy**  Buildings built after 1 July 1997 are required to display the Certificate of Classification/Occupancy for the building in a conspicuous place in the building. This is a requirement under the *Building Act 1975*, Section 108A. It is the owner’s responsibility to obtain this document.  Further information is available at:  [Building guidelines | Business Queensland](https://www.business.qld.gov.au/industries/building-property-development/building-construction/forms-guidelines/guidelines) |

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| Fire Safety Management Procedure – Alternative Solutions |

# insert here a copy of your Fire Safety Management Procedure

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| **Additional Information to assist in completing this Section:**  **Fire Safety Management Procedure**  If building work for the building involved an alternative solution included will be a ‘fire safety management procedure’ as a condition of the occupation and use of the building.  ***As well as a copy of the ‘fire safety management procedure’ any relevant conditions mentioned in the procedure must be incorporated in this fire and evacuation plan.***  Examples of fire safety management procedures:   * a limitation on the use of finishes with fire hazard properties as defined under the BCA * a prohibition on storing hazardous materials above a stated height * a limitation on storing or using stated materials * a requirement that all of a building’s final exit doors be unlocked before it is occupied on the start of any day * a requirement to implement stated evacuation strategies or procedures * a restriction on the number and the distribution of a building’s occupants * a requirement that evacuation routes be kept clear of fittings and furnishings or be kept sterile * a prohibition on carrying out any hazardous processes or storage mentioned in BCA, part E1D4 |

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| Fire Safety Installation Checklist |

# insert here your Fire Safety Installation Checklist

Template available at [www.fire.qld.gov.au/compliance-and-planning/forms-and-templates](http://www.fire.qld.gov.au/compliance-and-planning/forms-and-templates)

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| Evacuation Sign and Diagram |

# insert here your Evacuation Sign and Diagram

Template available at [www.fire.qld.gov.au/compliance-and-planning/forms-and-templates](http://www.fire.qld.gov.au/compliance-and-planning/forms-and-templates)