



# **Owners of Budget Accommodation Buildings Guide for Fire Safety Management Plan**

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## Purpose

This guide provides information about Fire Safety Management Plans (FSMP), that owners of all budget accommodation buildings are required to develop and implement under the fire safety legislation for budget accommodation buildings. It is intended to assist building owners, occupiers, local government officers, fire officers, consultants, and designers in understanding the features of a FSMP. It should be read in conjunction with the legislation, Fire Safety Standard and the other guidelines available at [www.fire.qld.gov.au/compliance-and-planning/resources](http://www.fire.qld.gov.au/compliance-and-planning/resources).

## Introduction

On 1 July 2002, legislation introduced by the Queensland Government took effect to ensure the safe evacuation of occupants from budget accommodation buildings. The legislation requires all budget accommodation buildings built, approved, or for which an application was made prior to 1 January 1992, (when the Building Code of Australia was introduced into Queensland), to comply with the prescribed Fire Safety Standard.

The legislation required the installation of smoke alarms and emergency lighting by 30 June 2003 and compliance with the other provisions of the standard within a further two-year period. Owners of all existing budget accommodation buildings, including those approved since 1 January 1992, are also required to prepare, and implement, a FSMP.

## Why is a FSMP required?

In June 2000, changes were introduced to the *Building Act 1975*, the *Fire Services Act 1990*, and the *Local Government Act 1993*. As a result of the changes, the *Fire Services Act 1990* now requires owners of all budget accommodation buildings to prepare and implement a FSMP.

The implementation of a FSMP will ensure that acceptable standards of fire safety in budget accommodation buildings are achieved and maintained.

## What is a FSMP?

A FSMP is a document that contains all of the information and records that owners of budget accommodation buildings have about the fire safety installations in their building, together with some additional important information.

These records play an important role assisting building owners to comply with their responsibilities and duty of care to residents and guests relative to fire safety. Occupiers are people who have a responsibility for fire safety within a building either as a delegation from the owner or in lieu of the owner. The occupier may be an owner/operator of the building, or the lessee.

This guideline explains what information is contained in a FSMP and how it is to be used.

## Which buildings require a FSMP?

All budget accommodation buildings are required to have a FSMP prepared and implemented, regardless of when the building was built.

A Budget accommodation building is a building that: -

- a) has bathroom or sanitary facilities, other than a laundry, shared by all or any of the occupants of the building; and
- b) provides accommodation of a following type for 6 or more unrelated persons: -
  - i. boarding house, backpacker or other hostel, guesthouse, or similar type accommodation,
  - ii. bed and breakfast, farmstay or hotels that provide accommodation for paying guests,
  - iii. accommodation for persons who have an intellectual or physical disability and require full time or part time care.

Excluded from the definition are motels, correctional facilities, juvenile detention centres, aged care facilities (accredited under Commonwealth legislation), houses or townhouses, home units, and health care units.

Where premises such as motels, houses or home units are being used for budget accommodation, they are required to comply with the legislation. For further information on what constitutes a budget accommodation building, refer to the guideline on 'Budget Accommodation Buildings'.

## Preparing a FSMP

A FSMP may be kept in a loose-leaf folder or a ring binder enabling records to be updated easily, or other type of document, e.g., Laminated sheet. The plan contains specific information about the building and should be divided into the following sections: -

1. Premises information,
2. Number of occupants,
3. Proposed maintenance schedule for prescribed fire safety installations,
4. Evacuation plans,
5. Proposed training program,
6. List of prescribed fire safety installations,
7. Building plans.

### 1. Premises Information

This section of the FSMP records general information about the premises such as:

Building name (if applicable),

Building address, and

Owners/occupiers name, address, and contact details.

## 2. Number of occupants

The number of persons permitted to be accommodated in the building is calculated according to the method provided in A3 of the Fire Safety Standard. Solution A3 of the Standard requires a minimum of 2.5m<sup>2</sup> for each person in a bedroom. Included in that space, a 900mm clear path of travel to the exit of the bedroom, must be maintained at all times.

To record the number of occupants in a budget accommodation building, a table similar to the following example needs to be provided.

Occupancy numbers in accordance with A3 of the Fire Safety Standard.				
Bedroom no.	Room size	Area m <sup>2</sup>	Max no. of persons	900mm clear path of travel
B1	3.2m x 4.0m	12.8	5	Y
B2	3.2m x 3.6m	11.52	4	Y
B3	2.8m x 3.0m	8.4	3	Y
B4	6.0m x 4.2m	25.2	10	Y

## 3. Proposed maintenance schedules for prescribed fire safety installations

This section of the FSMP sets out the required maintenance schedule for each of the fire safety installations in the building. The Fire Safety Standard requires maintenance of all fire safety installations to be carried out in accordance with the Queensland Development Code (QDC) MP 6.1.

For each of the fire safety installations in the building, you must keep a record of testing and maintenance procedures carried out on the installation. A receipt/tax invoice from a contractor does not constitute a record of maintenance. However, some contractors provide building owners/occupiers with a printed record of maintenance performed or they complete a logbook showing details of maintenance carried out. These are acceptable records of maintenance and must be kept with the FSMP.

Alternatively, details of testing and maintenance procedures could be recorded in data sheets similar to the following example.

**Note:** A similar record data sheet would need to be provided for your smoke alarm system, emergency lighting system and all other fire safety installations.

Fire safety Installation to be inspected or tested		Installation standard		Nature of inspection and test frequency	
Extinguishers		QDC MP 2.1 and AS 2444		6 monthly inspection and test and 5 yearly pressure test - QDC MP 6.1 and AS 1851.	
Date of test	Description of procedure carried out	Result	Corrective action required	Date corrective action taken	Name and address of competent person conducting test
05/08/25	6 monthly test	Ok	N/A	N/A	ABC Fire Company 13 Example Street Salisbury

## 4. Evacuation plan

This section will assist owners of budget accommodation buildings to develop an evacuation plan in accordance with the *Fire Services Act 1990*.

The information provided in this section is suitable for budget accommodation buildings with floor areas of up to 500m<sup>2</sup>. Owners may prepare their own evacuation plan and signs or alternatively, they may engage a licensed fire protection company to prepare evacuation plans for their building.

Large buildings with a floor area greater than 500m<sup>2</sup> also require evacuation plans similar to that outlined in this section. Some owners of large buildings may be able to use this guideline to develop an evacuation plan for their building, however large buildings are usually more complex in design and require more detailed evacuation procedures.

It is recommended that owners of large buildings engage a fire protection professional to assist with the development and implementation of an evacuation plan. Fire protection professionals may be found in an online phone book under 'Fire Protection Equipment and Consultants' or through a general internet search.

A copy of the evacuation plan must be placed within the FSMP for the building in accordance with the *Fire Services Act 1990*.

### Preparing Fire and Evacuation Procedures

The following procedures are designed for budget accommodation buildings. Some building owners may need to carry out building work to comply with the fire safety standard. Where building work is carried out or changes are made to any fire safety feature of the building after the fire and evacuation plan is prepared, the owners must amend the fire and evacuation plan to reflect the changes to the building or its fire safety features.

For the purpose of this section, budget accommodation buildings should be viewed in two categories.

1. Buildings with no on-site staff employed.
2. Buildings with on-site staff employed e.g., managers, carers, cleaners, maintenance personnel and others that are responsible for the day-to-day operation of the building and/or care for the building's residents.

## **1. Buildings with no on-site staff employed.**

### **Developing a written fire and evacuation procedure**

All buildings are different and before developing a procedure the owners should survey the building and record the following details:

- Number and disabilities (if any) of occupants.
- The number and location of exits.
- The paths of travel to each exit.
- The location and type of first-aid firefighting equipment. e.g. extinguishers and hose-reels.
- The location of the fire alarm panel and manual call points (if installed).
- A suitable location outside the building for an assembly point.

On gathering the above information, the owner will need to draw a plan of the building relatively to scale indicating the room numbers and showing the location of the fire alarm panel and manual call points (if installed), firefighting equipment, exits, paths of travel to those exits (including stairs) and the assembly point.

A written procedure then needs to be developed detailing the action to be taken by residents on hearing an alarm or in the event of fire threatening the building.

The main objective of the procedure is to evacuate residents to a place of safety.

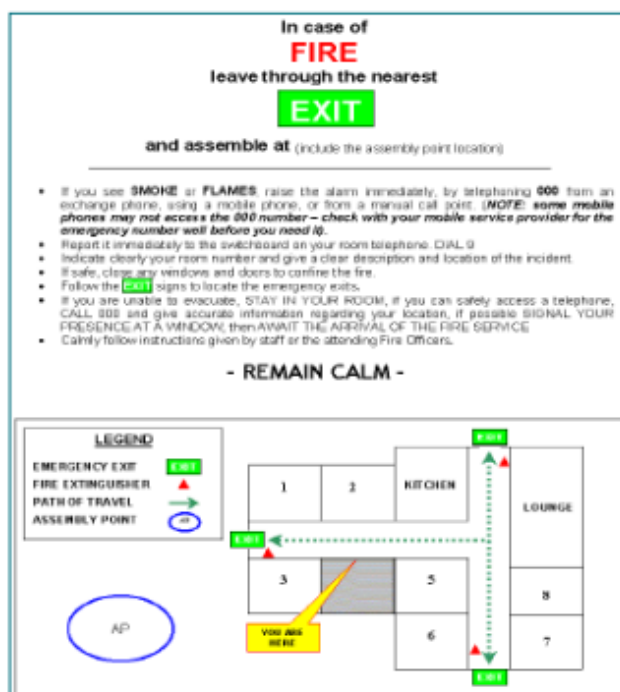
An example procedure is as follows-

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other residents.
- Activate the alarm by pressing the MCP (manual call point) if installed.
- 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, and signal your presence at a window.
- Calmly follow instructions given by attending Fire Officers.

**NOTE** - Extinguishing the fire should only be attempted after all persons have been safely evacuated and then, only if it is safe to do so.

## Evacuation Sign

An evacuation sign must be displayed behind the bedroom door in each bedroom or in a conspicuous position within the bedroom. By doing this, residents will regularly view the sign and therefore become familiar with the location of exit paths and exit doors required to be used in an evacuation.



**NOTE:** The procedures outlined in this example would need to be changed to reflect various conditions on individual circumstances.

This example shows an evacuation sign for a small, uncomplicated building incorporating both the written evacuation procedures detailing the action to be taken by residents in an emergency and a drawing of the building.

## 2. Buildings with on-site staff employed.

In the event of fire occurring in the building, staff should perform certain duties to ensure the safety of all occupants as well as themselves. Depending on the number of staff employed and their roles, the duties performed may vary from person to person and from one building to another.

In a small to medium sized budget accommodation building, (typically with a floor area < 500 m<sup>2</sup>), it would be likely that staffing numbers would be low, with perhaps a manager or carer and a cleaner/maintenance person in attendance.

The evacuation procedures should be designed with consideration for the role of staff in assisting residents in an emergency as well as reflecting appropriate action for building residents to take if staff are absent from the building or for some reason, are unable to help them.

In buildings accommodating disabled residents, special consideration must be made for the needs of those residents during emergencies. It is recommended that owners/occupiers seek professional help to prepare their fire and evacuation procedure as the actions for evacuation will be totally dependant upon the number of carers and residents in each building.

The following procedures outline the duties of staff members and residents. These duties would have to be modified to suit an individual building. Written evacuation procedures must be included as part of the FSMP document.

#### Duties of manager, carer or similar positions

The Manager, being the more senior staff member in the building, should assume the duties normally undertaken by a Chief Fire Warden in larger buildings. While it is assumed it would be the Manager performing these duties, there must be someone in a position of responsibility to ensure the efficient application of the evacuation procedures. However, the manager is generally the agent of the building owners, who is responsible for the safety of all building occupants.

#### General fire safety duties of the building manager (prior to any fire occurring)

- i. The Manager will ensure all corridors, pathways and walkways remain clear of obstructions. Regular inspections will ensure the ongoing maintenance of clear exit paths.
- ii. Exit doors must remain clear and unlocked from the inside when the building is occupied to ensure safe exit of residents in an evacuation.
- iii. A practice of the evacuation procedures must be carried out at least annually to ensure that they are functional and efficient. Any problems that arise from a practice evacuation should be resolved immediately. All participants in the practice evacuation should be consulted to determine if they saw any problems with the practice evacuation.
- iv. All occupants, upon taking up residence in the building, and at least annually while in residence, are to be instructed on the evacuation procedure, namely:
  - the steps to follow if evacuation is required,
  - the location of exit paths,
  - the location of exit doors, and
  - the location of firefighting equipment.

Adequate instruction would be to physically show residents the locations of exit paths, exits and firefighting equipment.

It is advisable to also provide instructions on:

- safe areas away from the building in which to assemble following evacuation,
  - the location of fire alarms and the sounds they make when warning of a fire.
- v. Maintain an up-to-date list of the residents in the building.
  - vi. Nominate a person to assume the emergency duties of the Manager in his absence (Maintenance Officer, cleaner or assistant manager).
  - vii. Arrange and coordinate practice evacuation exercises.

- viii. Accurately record details of practice evacuations. Conduct a debrief with everyone involved in the evacuation exercise and adjust the evacuation plan to address problems encountered during the evacuation exercise.

#### On becoming aware of a possible fire

On hearing the fire alarm, spotting a fire, or being informed by other people of a fire, the Manager will immediately:

- Investigate the fire situation,
- Reassure any residents that the alarm is being investigated and ensure evacuation of the building has commenced.

#### If Fire Exists

If a fire has been found, the Manager should:

- Ensure the evacuation of the building – alert all occupants without placing themselves in danger or further compromising life.
- Ensure the Fire Service has been notified.
- Account for all occupants at the assembly area.
- If any people are missing, conduct a search, without placing themselves in danger or compromising life. Missing people may not necessarily still be inside the building but could just not be at the safe outside assembly area.
- Attempt to extinguish the fire if trained and if it is safe to do so –
- If the fire is small enough, use a nearby fire extinguisher or hose reel to control and extinguish the fire. Try and tell someone where you are and what you are doing. Do not fight the fire if the following conditions exist:
  - 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 (always have an escape route),
  - 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.

It is wise and recommended for Managers and those responsible for the safety of building occupants to undertake accredited training in the use of firefighting equipment. Nationally accredited training providers can be located in the local yellow pages phone book.

- Meet the Fire Service on arrival and inform them of the situation. The Fire Service will need to know the room locations of any missing persons and the best access to those rooms.

### If No Fire Exists

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. (The Fire Service will still attend)
- Meet the Fire Service on arrival and inform them of the situation.

### Role of other staff

Other staff members will assist the Manager during all emergency procedures and assume the Manager's emergency duties in the Manager's absence.

The Manager and all other staff members should never be simultaneously absent from the building. If the situation arises where both are absent at the same time, then the emergency duties should be transferred to another responsible and preferably trained person who will be present in the building (this may be a responsible resident).

### Residents

Upon hearing the fire alarm sounding, all residents, unless notified otherwise by the Manager, should evacuate to the safety of the outside assembly area.

If possible, and if not hindering the evacuation of other residents, they should attempt to close (never lock) doors and windows behind them, only if it is safe to do so.

If unable to safely evacuate, stay in your room, and signal your presence at a window.

All residents should remain in the assembly area until the situation is assessed and all of the building's occupants are accounted for. No one is to re-enter the building until advised by the Manager or the attending Fire Service Officer.

### Evacuation sign

An evacuation sign, detailing evacuation instructions must be placed behind each bedroom door or in a conspicuous position in the bedroom. The sign should be similar to the one shown in the previous example on page 8 of this guideline under the heading 'Evacuation Sign'. By doing this, residents will regularly view the sign and become familiar with the location of exit paths and exit doors required to be used in an evacuation.

Residents and staff should be familiar with the location of exits and paths to reach exits prior to any emergency incident occurring.

## 5. Proposed training program

Fire and evacuation plans and training consist of:

- a set of procedures for residents and staff of the building (if any are employed) to follow in the event of a fire or emergency,
- evacuation signs that must be displayed prominently in accommodation/bedrooms,
- instructions to residents about evacuation procedures and actions they are to take in the event of a fire or emergency,
- a full evacuation exercise carried out at least annually as required by the *Building Fire Safety Regulation 2008*.

### Fire and evacuation training for residents

The owner of a budget accommodation building must ensure that residents are instructed about evacuation procedures and made aware of actions they are to take in the event of fire threatening the building. An ideal time to provide this instruction is at the time that a new resident first moves into the building.

A full evacuation exercise must be carried out as required by the Building Fire Safety Regulation 2008 at least annually. This is an ideal time to repeat the instructions on the evacuation procedures to the residents. Further instructions to residents may also be required at the time that any changes are made to the building or any of its fire safety features.

### Record of Fire and Evacuation Practice for Staff and Residents

It is a requirement to practice and record details of your building's evacuation exercise at least once a year. This exercise should include staff working in the building and non-itinerant occupants of the building. A non-itinerant occupant is a person who uses the building as their residence and who is not travelling from place to place.

Some occupants may refuse to participate in an evacuation exercise. If a resident refuses to participate in an evacuation exercise or refuses to listen to evacuation instructions, the person conducting the evacuation exercise or giving evacuation instructions may make a record of that occupant's refusal to participate.

Details of the fire and evacuation exercise provided must be recorded and produced upon request with the FSMP.

## 6. List of prescribed fire safety installations

The fire safety installations required in each budget accommodation building will vary, depending on the size and complexity of the building as well as the owner's decision on whether to use the acceptable solutions in the Fire Safety Standard or an alternative solution.

Where an alternative solution is used, details of the solution approved by the local council including specified conditions of approval must be kept with the FSMP.

Smoke alarms installed in accordance with A1 of the Fire Safety Standard.
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Date installed	Installed by	Brand name	Model no.
05/08/12	Mr B Johnson ABC Electrics	Brooks	A1537

Emergency Lighting installed in accordance with A2 of the Fire Safety Standard.			
Date installed	Installed by	Brand name	Model no.
05/08/02	Mr B Johnson ABC Electrics	Spitfire	n/a

Exit signage installed in accordance with A7 of the Fire Safety Standard.			
Date installed	Installed by	Brand name	Model no.
05/08/02	Mr B Johnson ABC Electrics	Famco	n/a

Fire extinguishers installed in accordance with A8 of the Fire Safety Standard.			
Ext no.	Date installed	Brand name	Extinguisher type
1 - Kitchen	22/05/09	Chubb	Dry powder
2 - Laundry	22/05/09	Chubb	Dry powder
3 - Corridor	22/05/09	Chubb	Water
4 - Corridor	17/10/10	Chubb	Water

## 7. Building plans

The FSMP must include a legible drawing of the building showing the location of all prescribed fire safety installations. For the simplest buildings, such as a one storey building (similar to the one depicted in the evacuation sign shown at page 7 of this guideline), an additional copy of the building plan used in the sign showing all the fire safety installations in the building would satisfy this requirement.

For more complex structures separate plans for each floor will be required showing the location of alarms, emergency lighting, extinguishers, hose reels, hydrants, air handling systems and sprinklers systems, etc. The plan would also show the location of control panels and details of the interconnection of these systems. These plans need not be architectural plans, but should contain sufficient detail to identify each fire safety installation.

## Frequently asked questions

### When and by whom is a FSMP inspected?

The FSMP for a building must be available for inspection by-

- a QFR officer carrying out a fire safety inspection of the premises,
- a local government officer carrying out an inspection of the premises under an approved inspection program, after at least 14 days' notice published in a local newspaper, or
- a member of the public upon request, during the normal opening hours of the premises.

### What happens if there is no FSMP?

The *Fire Services Act 1990* enables authorised fire officers to enter budget accommodation buildings to investigate whether or not fire safety measures and prevention measures, identified in the FSMP, have been taken or are being maintained. The owner must ensure that the FSMP is implemented, or they may face a maximum penalty of 100 penalty units.

Examples of other penalties that may also apply in relation to a FSMP are,

- failure to make the FSMP available for inspection, free of charge, to the building's occupants and other members of the public whenever the building is open for business - maximum penalty 20 penalty units.
- failure to update the FSMP within 1 month after a change in circumstances affecting the plan's compliance with the fire safety standard - 100 penalty units.

Additional penalties apply if contravention causes death or bodily harm.

### What must be done to maintain a FSMP?

- The owner of a budget accommodation building must ensure that the FSMP for the building is kept up to date. This includes carrying out and recording all scheduled maintenance of fire safety installations, and recording details of maintenance work performed (i.e., date, name of maintenance person and company, and what work they did).
- If for any reason the owner changes the structure or fire safety circumstances of the building, they must ensure that the FSMP is updated as soon as practicable, but not later than one month after the changes occur. This may include:
  - updating the evacuation plan and signs if changes are made to exits or exit paths,
  - updating the list of fire safety installations and the schedule of maintenance if smoke alarms, emergency lighting or extinguishers are replaced; or
  - updating building plans if building work or alterations are carried out on the building.

The owners must then ensure that the updated plan is implemented.

## Community Safety Office Contact Details

If you need further assistance with understanding the requirements of a FSMP, you may contact your regional Community Safety Office. Contact details are available at our website using the following link: [www.fire.qld.gov.au/compliance-and-planning](http://www.fire.qld.gov.au/compliance-and-planning)

Copies of the forms used in a typical FSMP are available from the department's website. These forms are samples only and must be checked and amended where necessary to apply to each building.

For more information and templates, visit [www.fire.qld.gov.au/compliance-and-planning/forms-and-templates](http://www.fire.qld.gov.au/compliance-and-planning/forms-and-templates)