



QUEENSLAND FIRE AND RESCUE SERVICE FIRE SAFETY MANAGEMENT TOOL FOR OWNER/OCCUPIERS



Instructions For Use

If you are an owner of, or a business or person occupying, a building in Queensland you have a legal obligation to ensure the safety of any person in that building in the event of a fire or hazardous material emergency. This document is designed to assist owners and occupiers in managing their compliance with the *Fire and Rescue Service Act 1990* and the *Building Fire Safety Regulation 2008*.

This *Fire Safety Management Tool for Owner/ Occupiers* should be read in conjunction with the comprehensive *Advisory Notes* for the *Fire Safety Management Tool for Owner/ Occupiers*. These provide clarification of terms referenced below.

Complete the checklist by placing a ☒ in each box once you are satisfied that you have addressed all relevant dot points in the *Advisory Notes*. Place a ☒ if any of the relevant dot points require follow up or ☐ if an item does not apply to the building.

It is important to note, the *Fire Safety Management Tool for Owner/Occupiers* and the *Advisory Notes* are guides only. Neither document indicates compliance with all requirements of the *Fire and Rescue Service Act 1990* and/or the *Building Fire Safety Regulation 2008*.

Full details of the legislation can be accessed online through the QFRS website at: www.fire.qld.gov.au.

For further information see page 14 of the *Advisory Notes* for a contact list of QFRS Community Safety Offices.

Means of Escape from Buildings

Evacuation Routes

- 1 ☐ Are evacuation routes clear of obstructions?
- 2 ☐ Are final exits clear of obstructions for two metres?
- 3 ☐ Are the final exits of any adjoining properties clear?

Exit Doors

- 4 ☐ Is the door hardware the correct type?
- 5 ☐ Are the doors along the evacuation route unlocked and unobstructed?

Fire/Smoke Doors and Walls

- 6 ☐ Are the fire/smoke doors unobstructed and undamaged?
- 7 ☐ Can current maintenance records for fire/ smoke doors be produced upon request?
- 8 ☐ Are fire/smoke walls free from unprotected penetration?

Evacuation Signs/Diagrams - General

- 9 ☐ Do the evacuation signs/diagrams contain the required information?
- 10 ☐ Are the evacuation signs/diagrams securely fastened and orientated for the building?

Evacuation Signs - Accommodation Units

- 11 ☐ Are accommodation unit evacuation sign/s securely fastened and orientated for the building?
- 12 ☐ Do the evacuation sign/s contain the required information for the accommodation units?

Occupancy Limits for Buildings

Obligations for All Buildings

- 13 ☐ Have steps been taken to ensure the building is not overcrowded?

Obligations for At-Risk Licensed Buildings

- 14 ☐ If an Occupancy Notice has been issued by the Commissioner, is the building compliant?

Maintenance of Fire Safety Installations

Exit Signs/Emergency Lighting

- 15 ☐ Are the exit signs/emergency lighting undamaged?
- 16 ☐ Can current maintenance records for exit signs/emergency lighting be produced upon request?

Fire Extinguishers

- 17 ☐ Are all Fire Extinguishers correctly maintained?
- 18 ☐ Can current maintenance records for Fire Extinguishers be produced upon request?

Fire Hose Reels

- 19 ☐ Are all Fire Hose Reels correctly maintained?
- 20 ☐ Can current maintenance records for Fire Hose Reels be produced upon request?

Fire Detection and Alarm System

- 21 ☐ Is the Fire Detection and Alarm System operating with no isolations or faults indicating?
- 22 ☐ Can current maintenance records for Fire Detection and Alarm Systems be produced upon request?
- 23 ☐ If the Fire Detection and Alarm System is not connected to QFRS are MCPs signed 'Ring 000'?
- 24 ☐ Is the number of unwanted alarms activations below the prescribed average?
- 25 ☐ If a Class 2 accommodation building, are smoke alarms installed in the sole occupancy units?

Evacuation System

- 26 ☐ Is the Evacuation System in 'auto' mode with no zones isolated or in fault?
- 27 ☐ Can current maintenance records for Evacuation System be produced upon request?

Sprinkler System

- 28 ☐ Is the Sprinkler Booster Installation undamaged?
- 29 ☐ Can current maintenance records for the Sprinkler System be produced upon request?



QUEENSLAND FIRE AND RESCUE SERVICE FIRE SAFETY MANAGEMENT TOOL FOR OWNER/ OCCUPIERS



On-site Hydrant System

- 30 ☐ Is the on-site Fire Hydrant Booster Installation undamaged?
- 31 ☐ Are the on-site Fire Hydrants undamaged?
- 32 ☐ Can current maintenance records for the on-site Hydrant System be produced upon request?

Hydrant/Sprinkler Pumpsets

- 33 ☐ Are the Hydrant/Sprinkler Pumpsets correctly maintained?
- 34 ☐ Can current maintenance records for Pumpsets be produced upon request?

Stairwell Pressurisation

- 35 ☐ Can current maintenance records for Stairwell Pressurisation be produced upon request?

Smoke and Heat Ventilation Systems

- 36 ☐ Can current maintenance records for Smoke & Heat Ventilation systems be produced upon request?

Standby Power Supply

- 37 ☐ Can current maintenance records for Standby Power be produced upon request?

Emergency Lift – Fire Service Control

- 38 ☐ Can current maintenance records for Emergency Lifts be produced upon request?

Critical Defects

- 39 ☐ If a Critical Defect Notice has been received, has action been taken to rectify within one month?
- 40 ☐ If a Critical Defect Notice has been received, have interim measures been put in place?

Miscellaneous

Housekeeping

- 41 ☐ Is housekeeping acceptable?

Evacuation Planning, Instruction & Practice

Fire and Evacuation Plans

- 42 ☐ Is there a fire and evacuation plan in place for each building?
- 43 ☐ Is there a managing entity and secondary occupiers' fire & evacuation plan for multi-occupancy buildings?
- 44 ☐ Are all the fire and evacuation plans kept in the specified form?
- 45 ☐ Do fire and evacuation plans reflect alternative building solutions?
- 46 ☐ Is there a procedure in place to evacuate persons with special needs?
- 47 ☐ Are all fire and evacuation plans available upon request?
- 48 ☐ Are all fire and evacuation plans current and reviewed annually?

Fire and Evacuation Instruction

- 49 ☐ Have general evacuation instructions been given?
- 50 ☐ Are records for general evacuation instructions kept and available upon request?
- 51 ☐ Have first response evacuation instructions been given?
- 52 ☐ Are records for first response evacuation instructions kept and available upon request?
- 53 ☐ Have evacuation coordination instructions been given?
- 54 ☐ Are records for evacuation coordination instructions kept and available upon request?
- 55 ☐ Has evacuation practice been conducted annually?
- 56 ☐ Are evacuation practice records kept and available upon request?
- 57 ☐ Has a Fire Safety Adviser been appointed?
- 58 ☐ Is there a procedure in place to provide 'adequate instruction' to prescribed persons?

Record Keeping

Approval Documents

- 59 ☐ Are approval documents obtained and kept?
- 60 ☐ Is the Certificate of Classification for the building displayed?

Occupier's Statement (Annual)

- 61 ☐ Can an annual Occupier's Statement be produced upon request?

Record Security

- 62 ☐ Are records kept in a way that is reasonably safe from the effects of fire?
- 63 ☐ Is a copy of all prescribed documents kept in another place?

Budget Accommodation

Fire Safety Management Plan

- 64 ☐ Are current Fire Safety Management Plans prepared and implemented?
- 65 ☐ Are Fire Safety Management Plans available for inspection during business hours?
- 66 ☐ Can evacuation practice records be produced upon request?

This checklist is a guide only. It does not indicate compliance with all requirements of the *Fire and Rescue Service Act 1990* or the *Building Fire Safety Regulation 2008*.

ADVISORY NOTES

for

FIRE SAFETY MANAGEMENT TOOL FOR OWNER/OCCUPIERS

Instructions For Use

If you are the owner of, or a business or person that is occupying, a building in Queensland you have a legal obligation to ensure the safety of any person in that building in the event of a fire or hazardous material emergency.

These *Advisory Notes* provide explanation and clarification of the terms referenced in the *Fire Safety Management Tool for Owner/Occupiers*. The *Fire Safety Management Tool for Owner/Occupiers* has been developed to assist Owner/Occupiers in managing their compliance with requirements of the *Fire and Rescue Service Act 1990* and the *Building Fire Safety Regulation 2008*.

Both the *Fire Safety Management Tool for Owner/Occupiers* and the *Advisory Notes* are guides only. Neither document indicates compliance with all requirements of the *Fire and Rescue Service Act 1990* and the *Building Fire Safety Regulation 2008*.

Full details of the legislation can be accessed through the QFRS website at: www.fire.qld.gov.au.

For further information you can contact the QFRS Community Safety Office in your region, (the contact list is on page 14 of these notes).

Building Code of Australia Classification of Buildings and Structures

Below is a classification summary of buildings and structures as defined in the Building Code of Australia for reference in later sections of this document:

Class 1	One or more buildings which constitute -	
	Class 1a	a single dwelling being a detached house or one or more attached dwellings, including a row house, terrace house, town house or villa unit,
	Class 1b	a boarding/guest house or hostel not exceeding 300m ² in which not more than 12 people reside,
	which is not located above or below another dwelling or another Class of building other than a private garage.	
Class 2	A building containing 2 or more sole occupancy units each being a separate dwelling.	
Class 3	A resident building, other than a Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons. E.g. boarding house, hostel, backpackers, hotel, residential part of school etc.	
Class 4	A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.	
Class 5	An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.	
Class 6	A shop or other building for the sale of goods by retail or the supply of services direct to the public. E.g. café, restaurant, bar, kiosk, hair dresser's shop, showroom, service station.	
Class 7	Class 7a	A building which is a car park
	Class 7b	A building for storage, or display of goods or produce for sale by wholesale.
Class 8	A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.	
Class 9	A building of a public nature -	
	Class 9a	a health care building.
	Class 9b	an assembly building, including workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.
	Class 9c	an aged care building.
Class 10	A non habitable building or structure -	
	Class 10a	a private garage, carport, shed or the like.
	Class 10b	a structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.

Class 1a and Class 10 buildings are not subject to the requirements of the *Building Fire Safety Regulation 2008*.

See the link below for an explanation of terrace house, row houses etc.

www.fire.qld.gov.au/buildingsafety/pdf/Information%20on%20Town%20House,%20Row%20House%20and%20Villa%20House%20style%20dwellings.pdf

Means of Escape	
Evacuation Routes - All Buildings	
1	<p>Are evacuation routes clear of obstructions?</p> <ul style="list-style-type: none"> The owner/occupier must ensure that no <i>thing</i> impedes or obstructs travel on the <i>evacuation route</i>. The regulation defines a <i>thing</i> that may impede or obstruct travel as a vehicle, an animal, fixtures or fittings, goods or materials. It may also include people. An <i>evacuation route</i> is the path a person would take to exit the building. It is usually marked with exit signage. An <i>evacuation route</i> includes the space above the path of travel. An <i>evacuation route</i> must be indicated on the <i>evacuation diagram</i> (refer to items 9 and 44 for further details regarding <i>evacuation diagrams</i>). <i>Evacuation routes</i> must be a minimum of one metre wide. A final exit must lead directly to a road or open space and where people are safe from the effects of a fire or hazardous material emergency in the building <i>Evacuation routes</i> start in common areas, not inside units, meeting rooms or individual offices. A common area is a passageway, stairway, corridor or mall. <p>This item relates to Section 8 of the Building Fire Safety Regulation 2008.</p>
2	<p>Are final exits clear of obstructions for two metres?</p> <ul style="list-style-type: none"> The owner/occupier must ensure a clear <i>evacuation route</i> for two metres outside the <i>final exit</i> of the building (i.e. that no <i>thing</i> impedes or obstructs travel for two metres outside the <i>final exit</i>). A <i>final exit</i> is the last exit door from the building. A <i>final exit</i> must lead directly to a place of safety outside the building or open space and where people are safe from the effects of fire or hazardous material emergency in the building. The regulation defines a <i>thing</i> that may impede or obstruct travel as a vehicle, an animal, fixtures or fittings, goods or materials. It may also include people. <p>This item relates to Section 8 of the Building Fire Safety Regulation 2008.</p>
3	<p>Are the final exits of any adjoining properties clear?</p> <ul style="list-style-type: none"> The occupier of one building must not block the <i>final exit</i> from a neighbouring building or tenancy. The owner/occupier must ensure that the final exits of the adjoining property are clear (i.e. that no <i>thing</i> impedes or obstructs travel for two metres outside the <i>final exit</i>). A <i>final exit</i> is the last exit door from the neighbouring building or tenancy and leads to a place of safety without any further impediments such as locked gates. The regulation defines a <i>thing</i> that may impede or obstruct travel as a vehicle, an animal, fixtures or fittings, goods or materials. It may also include people. (An example of a 'thing' obstructing travel would be placing a rubbish skip within two metres of a neighbouring tenant's final exit). <p>This item relates to Section 9 of the Building Fire Safety Regulation 2008</p>
Exit Doors	
4	<p>Is the door hardware the correct type?</p> <ul style="list-style-type: none"> <i>Exit doors</i> are doors that are in the <i>evacuation route</i> or are doors at the <i>final exit</i> of the building. <i>Exit doors</i> must be opened by a single handed downward or pushing action on a single device. Lever type handles or panic bars are the only acceptable door hardware for exit doors. Barrel bolts are not illegal providing they are locked in the open position when the building is occupied. Knob type handles are not acceptable door hardware for <i>exit doors</i>. Automatic opening doors that open on activation of the fire detection system are acceptable, providing if they fail they can be manually opened with a force of 110 Newtons (the force required to lift 11 kilograms) or less. Sliding doors, if approved, are acceptable. The Queensland Fire and Rescue Service (QFRS) recommend that an arrow showing the direction of slide and signage indicating slide to open be attached to the door. <p>This item relates to Sections 10 and 11 of the Building Fire Safety Regulation 2008.</p>
5	<p>Are the doors along the evacuation route unlocked/unobstructed?</p> <ul style="list-style-type: none"> The owner/occupier must ensure doors on <i>evacuation routes</i> are not locked if people are known to be in the building. Doors on <i>evacuation routes</i> must be able to be opened by a single handed downward or pushing action on a single device. Knob type handles are not acceptable door hardware for these doors. The door hardware of buildings used as detention centres, mental health facilities, child care centres (including Prep and After-School Care where full-time adults are present) and secure parts of banks, are required to comply with the Building Code of Australia, Part D2.21. Where special door locking arrangements are in place the method of operation and the information provided to staff/occupants is required to be retained in the evacuation coordination procedures, which must be kept with the <i>Fire and Evacuation Plan</i>. (For more information regarding <i>Fire and Evacuation Plans</i> refer to item 44). <p>This item relates to Sections 10, 11 and 12 of the Building Fire Safety Regulation 2008.</p>

Fire/Smoke Doors and Walls	
6	<p>Are the fire/smoke doors unobstructed and undamaged?</p> <ul style="list-style-type: none"> The owner/occupier must ensure that fire/smoke doors are not obstructed nor damaged. Fire or smoke doors are not to be 'chocked' or held open. Fire doors must automatically close and fully latch after each opening. <ul style="list-style-type: none"> An exception to this is when the door is held open by a device connected to the buildings fire alarm system that allows the door to close on activation of a fire alarm. <p>This item relates to Section 13 of the Building Fire Safety Regulation 2008. See the Queensland Development Code MP 6.1 at: http://www.hpw.qld.gov.au/construction/BuildingPlumbing/Building/BuildingLawsCodes/QueenslandDevelopmentCode/Pages/QueenslandDevelopmentCodeCurrentParts.aspx for further details regarding maintenance requirements.</p>
7	<p>Can current maintenance records for fire doors be produced upon request?</p> <ul style="list-style-type: none"> A log book is required to record current inspections Fire doors in Class 5, 6, 9a and 9c buildings must be inspected at 6 monthly intervals. <ul style="list-style-type: none"> A Class 5 building is defined as an office; Class 6 buildings include shops, hotels, service stations; Class 9a buildings are health care buildings and Class 9c are aged care buildings. Fire doors in all other buildings must be inspected annually. <p>An <i>appropriately qualified person</i> is required to conduct the maintenance inspections (see page 5 for information on <i>appropriately qualified person</i>). See the Queensland Development Code MP 6.1 at: http://www.hpw.qld.gov.au/construction/BuildingPlumbing/Building/BuildingLawsCodes/QueenslandDevelopmentCode/Pages/QueenslandDevelopmentCodeCurrentParts.aspx for further details regarding maintenance requirements.</p>
8	<p>Are the fire/smoke walls free from unprotected penetration?</p> <ul style="list-style-type: none"> The owner/occupier must ensure that fire/smoke walls are free from unprotected penetration. <ul style="list-style-type: none"> If, for example, tradespersons or other persons have to penetrate fire or smoke walls to fit equipment, air conditioning ducts etc. or run cabling, the person as well as the occupier must ensure these penetrations are filled with the appropriate fire rated compound, or in the case of smoke walls, sealed. Building plans should indicate whether walls are fire or smoke walls. <p>This item relates to Section 13 of the Building Fire Safety Regulation 2008.</p>
Evacuation Signs/Diagrams – General	
9	<p>Do the evacuation signs/diagrams contain the required information?</p> <ul style="list-style-type: none"> Every building must have evacuation signs/diagrams (except Class 1a and Class 10 buildings). An <i>evacuation sign</i> comprises <i>evacuation procedures</i> and an <i>evacuation diagram</i>. An <i>evacuation procedure</i> outlines the process to follow in the event of a fire or hazardous materials emergency. Whereas <i>evacuation diagrams</i> must show the following details (<i>fire safety reference points</i>): <ul style="list-style-type: none"> The place that corresponds to the place in the building where the diagram is displayed. Eg 'You are here' signage. The route from (you are here) to the nearest exit. Each exit of the building. Any intercommunication devices in the common areas, e.g. Warden Intercommunication Points. The locations of manually operated fire alarms e.g. break glass alarms. The location of any fire fighting equipment in the building e.g. fire extinguishers and hose reels. The designated assembly area outside the building. The route from each exit to the assembly area. Refer to the example in <i>Appendix 5</i> or to <i>Appendix 7</i> for an example <i>Evacuation Sign and Diagram</i>. <p>This item relates to Sections 18, 29 and 30 of the Building Fire Safety Regulation 2008.</p>
10	<p>Are the evacuation signs/diagrams securely fastened and orientated for the building?</p> <ul style="list-style-type: none"> <i>Evacuation signs/diagrams</i> must be displayed in a conspicuous position, securely attached to a wall or the internal side of a door and orientated in line with the building layout. Sticky tape, blue tac or velcro is not securely fastened, however screws or sufficient double sided tape providing sufficient strength is acceptable. <i>Evacuation signs/diagrams</i> must be appropriately located on each evacuation route of the building. 'Orientated' means the diagram must be understandable to a person reading the sign and the instructions must be accurate and correspond to the building layout. Class 2 buildings with direct exits to a road or open space that do not have common areas (i.e. corridors, stairways or hallways) must have the <i>evacuation signs/diagrams</i> displayed in line with the requirements for <i>accommodation units</i>. (This includes owner/occupied units and residencies with long term tenancies or registered tenancy agreements). For more information regarding <i>accommodation units</i> refer to item 11. Some Class 2 and Class 3 buildings may require both types of signs. See Item 58 for explanation on instruction to residents and visitors to the building. <p>This item relates to Sections 18, 29 and 30 of the Building Fire Safety Regulation 2008.</p>

Evacuation Signs - Accommodation Units	
11	<p><i>Are accommodation unit evacuation signs securely fastened and orientated for the building?</i></p> <ul style="list-style-type: none"> Accommodation unit evacuation signs must be displayed in accommodation units. (Residential units, other than those mentioned in item 10, that are owner occupied or have a tenancy agreement/lease in place and registered with the Residential Tenancy Authority are exempt from this requirement). Types of accommodation units required to have these evacuation signs include: <ul style="list-style-type: none"> An apartment used by holiday makers A serviced apartment A room in a guest house, hotel, motel. Some Class 2 and Class 3 buildings will be required to have both accommodation and general evacuation signs. These signs must be securely attached to a wall in a conspicuous position or on the inside of the front door and orientated to the building. The sign must be securely attached without compromising the integrity of any fire doors or walls. 'Orientated' means the diagram must be understandable to a person reading the sign and the instructions must be accurate and correspond to the building layout. Refer to <i>Appendix 4</i> for an example <i>Accommodation Unit Evacuation Sign</i>. <p>This item relates to Sections 47 and 48 of the <i>Building Fire Safety Regulation 2008</i>.</p>
12	<p><i>Do the evacuation signs contain the required information for the accommodation units?</i></p> <ul style="list-style-type: none"> Accommodation unit evacuation signs in accommodation units must show the following information: <ul style="list-style-type: none"> Each evacuation route from the unit to a place of safety outside the building. The location of fire fighting equipment such as fire extinguishers and fire hose reels in the vicinity of the unit. The location of manually operated fire alarms (break glass alarms). The procedure for evacuating the building. <p>This item relates to Sections 47 and 48 of the <i>Building Fire Safety Regulation 2008</i>.</p>
Occupancy Limits for Buildings	
Obligations for All Buildings	
13	<p><i>Have steps been taken to ensure the building is not overcrowded?</i></p> <ul style="list-style-type: none"> The occupier of a building must ensure that the number of persons in the building at any one time does not exceed the maximum number that may be accommodated under the Building Code of Australia, Clause D1.6 and Clause D1.13. <ul style="list-style-type: none"> Exempt from the latter of these requirements are Budget Accommodation Buildings and buildings used for residential services which must ensure that occupancy numbers do not exceed the maximums set out by Building Act 1975 in conjunction with the Queensland Development Code, MP 2.1 and the Queensland Development Code, Mandatory Part 5.7, respectively. Clause D1.6 of the Building Code of Australia outlines the required dimensions of exits and paths of travel to exits while Clause D1.13 outlines the method of calculating the number of persons which can be accommodated in a storey, room or mezzanine with consideration of the purpose for which it is used and layout of the floor area. Clause D1.13 of the Building Code of Australia refers to the amount of space a person requires in different types of buildings. A Building Certifier may give advice on the number of persons allowed by these Clauses. A copy of the Building Code of Australia can be obtained at: www.abcb.gov.au <p>This item relates to Sections 14, 15 and 16 of the <i>Building Fire Safety Regulation 2008</i>.</p>
Obligations for At-Risk Licensed Buildings	
14	<p><i>If an Occupancy Notice has been issued by the Commissioner, is the building compliant?</i></p> <ul style="list-style-type: none"> Occupancy Notices are issued by the Commissioner of the QFRS to occupiers of buildings which have a liquor licence and may be deemed at risk of overcrowding. If an Occupancy Notice has been issued the occupier must conspicuously display a sign stating the occupancy number above each public entrance and ensure each staff member is aware of the occupancy number. The occupier must ensure the occupancy number is not exceeded. A counting system must be implemented in 'At-Risk' Licensed premises: <ul style="list-style-type: none"> Where the occupancy number ranges from 200 to 999 people, a manual counting system or an automated counting system is required. Where the occupancy number exceeds 999 people an automated counting system is required. The occupancy number must be included in the building's fire and evacuation plan. The occupier must notify the Commissioner of QFRS if there are changes to the building that may increase the risk of overcrowding. A Fire Safety Adviser must be appointed within one month of an Occupancy Notice being issued. <p>This item relates to Sections 104KK, 104KL, 104KM, 104KN, 104KO, 104KP of the <i>Fire and Rescue Service Act 1990</i> and Section 34 of the <i>Building Fire Safety Regulation 2008</i>.</p>

Maintenance of Fire Safety Installations

Prescribed Fire Safety Installations are installations that were required to be maintained in the building in question by or under any Act, including as a prerequisite to the granting of any approval or the issue of any notice, certificate or instrument (Section 104D 3(a) of the *Fire and Rescue Service Act 1990*).

Maintenance of prescribed fire safety installations is required to be conducted by an appropriately qualified person which is someone who holds a licence stated in the *Queensland Building Services Authority Regulation 2003*, schedule 2A; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 2, items 4 to 6; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 3, items 4 and 5.

- This means the person actually conducting the maintenance must have an individual licence for each class or type of fire safety installation they work on.

NOTE: - The requirements for maintenance are now contained in the Queensland Development Code MP6.1 at <http://www.hpw.qld.gov.au/construction/BuildingPlumbing/Building/BuildingLawsCodes/QueenslandDevelopmentCode/Pages/QueenslandDevelopmentCodeCurrentParts.aspx> and in the associated Factsheet at <http://www.dlqp.qld.gov.au/resources/factsheet/qld-development-code/qdc-mp-6-1-factsheet.pdf>

Exit Signs/Emergency Lighting

- | | |
|----|---|
| 15 | <p>Are the exit signs/emergency lighting undamaged?</p> <ul style="list-style-type: none"> ▪ The owner/occupier must ensure that exit sign covers are in place and unbroken. ▪ Globes for exit signs and emergency lighting must also be in place and undamaged. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |
| | <p>Can current maintenance records for exit signs and emergency lighting be produced upon request?</p> <ul style="list-style-type: none"> ▪ A log book is required to record six monthly inspections. ▪ A licensed electrician or <i>appropriately qualified person</i> is required to conduct the maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |

Fire Extinguishers

- | | |
|----|--|
| 17 | <p>Are all fire extinguishers correctly maintained?</p> <ul style="list-style-type: none"> ▪ The occupier must ensure maintenance of prescribed fire extinguishers are carried out in accordance with relevant Australian Standards and by an <i>appropriately qualified person</i>. ▪ Prescribed fire extinguishers are those required to be installed in the building. <p>An appropriately qualified person is defined in Schedule 3 of the <i>Building Fire Safety Regulation 2008</i> (refer to the item above for further details regarding an <i>appropriately qualified person</i>).</p> <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |
| | <p>Can current maintenance records for fire extinguishers be produced upon request?</p> <ul style="list-style-type: none"> ▪ The maintenance tag and either an invoice or maintenance report are acceptable as a record of maintenance. ▪ An <i>appropriately qualified person</i> is required to conduct six monthly service inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |

Fire Hose Reels

- | | |
|----|--|
| 19 | <p>Are all fire hose reels correctly maintained?</p> <ul style="list-style-type: none"> ▪ The occupier must ensure maintenance of prescribed fire hose reels is carried out in accordance with relevant Australian Standards and by an <i>appropriately qualified person</i>. ▪ Prescribed fire hose reels are those required to be installed in the building. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |
| | <p>Can current maintenance records for fire hose reels be produced upon request?</p> <ul style="list-style-type: none"> ▪ The maintenance tag and either an invoice or maintenance report are acceptable as a record of maintenance. ▪ An <i>appropriately qualified person</i> is required to conduct six monthly service inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p> |

Fire Detection and Alarm System	
21	<p><i>Is the Fire Detection and Alarm System operating with no isolations or faults indicating?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure no devices or zones are isolated or showing a fault unless work is being carried out in those areas and a plan to reinstate the device or zone is in place. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
22	<p><i>Can current maintenance records for Fire Detection and Alarm Systems be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct the maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
23	<p><i>If Fire Detection and Alarm System is not connected to QFRS are Manual Call Points signed 'Ring 000'?</i></p> <ul style="list-style-type: none"> ▪ If the Fire Alarm System is only a local system and not connected to QFRS monitoring, the Manual Call Points (break glass alarms) should be signed "In case of fire break glass and ring 000" to ensure persons activating these devices are aware that it will raise the alarm in the building but it will not alert the Fire Service.
24	<p><i>Is the number of unwanted alarm activations below the prescribed average?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure that the number of unwanted alarms signalled from a monitored system in any financial year does not exceed four or the prescribed average (whichever is the greater) as published in the <i>Queensland Government Gazette</i>. <p>This item relates to Section 104DA of the Fire and Rescue Service Act 1990. Further details can be found at: http://www.fire.qld.gov.au/buildingsafety/unwanted/default.asp</p>
25	<p><i>If a Class 2 accommodation building, are smoke alarms installed in the sole occupancy units?</i></p> <ul style="list-style-type: none"> ▪ All accommodation buildings built since 1 July 1997 are required to install, as a minimum, hard-wired battery back-up smoke alarms. QFRS recommend Photo-Electric smoke alarms over Ionisation type alarms. ▪ The owner must ensure that each sole occupancy unit within a Class 2 accommodation building built prior to 1 July 1997 has, as a minimum; a nine volt battery operated smoke alarm installed. ▪ The smoke alarm must comply with Australian Standard 3786 and be located as specified in the Building Code of Australia specification E2.2a Clause 3 (c) (i). ▪ Smoke alarms must be tested in compliance with the manufacturer's instructions. ▪ This item also applies to Class 1A dwellings. <p>This item relates to Section 104RB of the Fire and Rescue Service Act 1990. Full details of tenant and owner responsibilities can be found at: http://www.fire.qld.gov.au/communitysafety/smokealarms/legislation.asp</p>
Evacuation System (includes warning, control and intercommunication systems)	
26	<p><i>Is the Evacuation System in 'auto' mode with no zones isolated or in fault?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure that the evacuation system is in the 'Auto' mode and that no zones on the evacuation panel are isolated or showing a fault. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
27	<p><i>Can current maintenance records for evacuation system be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct the maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Sprinkler System	
28	<p><i>Is the sprinkler booster installation undamaged?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure the cabinet and internal components are undamaged and hand wheels are fitted to inlets and outlets. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources provided under the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
29	<p><i>Can current maintenance records for the sprinkler system be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record maintenance inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>

On-site Hydrant System	
30	<p><i>Is the on-site fire hydrant booster installation undamaged?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure the cabinet and internal components are undamaged and hand wheels are fitted to inlets and outlets. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
31	<p><i>Are the on-site fire hydrants undamaged?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure on-site fire hydrants are undamaged i.e. not bent or creased and hand wheels are fitted. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
32	<p><i>Can current maintenance records for the on-site hydrant system be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book and tag is required to record current six monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Hydrant/Sprinkler Pumpsets	
33	<p><i>Are the hydrant/sprinkler pumpsets correctly maintained?</i></p> <ul style="list-style-type: none"> ▪ The occupier must ensure pumpsets are maintained by an <i>appropriately qualified person</i>. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
34	<p><i>Can current maintenance records for pumpsets be produced on request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Stairwell Pressurisation	
35	<p><i>Can current maintenance records for Stairwell Pressurisation be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record three monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Smoke and Heat Ventilation Systems	
36	<p><i>Can current maintenance records for Smoke and Heat Ventilation Systems be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A log book is required to record six monthly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Standby Power Supply	
37	<p><i>Can current maintenance records for standby power be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ Where installed, maintenance must be carried out in accordance with manufacturer's recommendations. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>
Emergency Lift – Fire Service Control	
38	<p><i>Can current maintenance records for Emergency Lifts be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ A certificate is required to record yearly inspections. ▪ An <i>appropriately qualified person</i> is required to conduct maintenance inspections. <p>See the Queensland Development Code MP 6.1 for further details regarding maintenance requirements. Links to online resources are provided in the 'Maintenance of Fire Safety Installations' section of these Advisory Notes.</p>

Critical Defects	
39	<p><i>If a Critical Defect Notice has been received, has action been taken to rectify within one month?</i></p> <ul style="list-style-type: none"> If, following a maintenance inspection, an <i>appropriately qualified person</i> has deemed the <i>fire safety installation to be defective</i> and the defect will make the installation inoperable or have an adverse impact on the safety of occupants (i.e. a <i>critical defect</i>), the <i>appropriately qualified person</i> is obligated to notify the occupier within 24 hours of the <i>critical defect</i> occurring by issuing the occupier with a <i>Critical Defect Notice</i> in the approved form. The <i>Building Fire Safety Regulation 2008</i> requires the <i>critical defect</i> to be rectified within one month of notification. The <i>Critical Defect Notice</i> issued by the <i>appropriately qualified person</i> should detail the corrective action required. The occupier should be able to show evidence of taking/initiating this corrective action. It may be necessary to put in place interim measures for the protection of occupants. (See item 58) A list of <i>Fire Safety Installations</i> can be found in Schedule 2 of the <i>Building Act 1975</i>: http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildA75.pdf A copy of the approved Critical Defect Notice with corresponding Explanatory Notes can be found at the following link: http://www.fire.qld.gov.au/buildingsafety/pdf/Critical%20Defect%20Notice%20-%20V2.0.pdf <p>This item relates to Sections 49 and 53 of the <i>Building Fire Safety Regulation 2008</i>.</p>
40	<p><i>If a Critical Defect Notice has been received, have interim measures been put in place?</i></p> <ul style="list-style-type: none"> In certain cases interim measures may be required to be put in place by the occupier for the safety of occupants in the building as the <i>Fire and Rescue Service Act 1990</i> Section 104D requires the occupier to maintain prescribed fire safety installations to a standard of safety and reliability at all times. For example, if the fire detection or alarm system has a critical defect and the building is used for accommodation purposes, interim measures, such as battery operated smoke alarms, may have to be installed. <p>This item relates to Sections 49 of the <i>Building Fire Safety Regulation 2008</i>.</p>
Miscellaneous	
Housekeeping	
41	<p><i>Is housekeeping acceptable?</i></p> <ul style="list-style-type: none"> The owner/occupier must ensure there are no excessive flammable materials under buildings or stairways. It must be ensured that there are no tripping hazards such as lifting tiles and power cords in evacuation routes. <p>This item relates to Section 69 of the <i>Fire and Rescue Service Act 1990</i>.</p>
Evacuation Planning, Instruction & Practice	
Evacuation Plans	
42	<p><i>Is there a fire and evacuation plan in place?</i></p> <ul style="list-style-type: none"> <u>Every</u> building must have a written <i>Fire and Evacuation Plan</i> in place (except Class 1a and Class 10 buildings). This may be a hard copy or in electronic format. See item 44 to understand the items required in the <i>Fire and Evacuation Plan</i>. <p>This item relates to Section 21 of the <i>Building Fire Safety Regulation 2008</i>.</p>
43	<p><i>Is there a managing entity and secondary occupiers' fire and evacuation plan for multi-occupancy buildings?</i></p> <ul style="list-style-type: none"> A <i>multi-occupancy building</i> is a building where there is more than one tenant, for example a high-rise building or a shopping centre. A <i>managing entity</i> is, for example, a Body Corporate or Centre Manager. <i>Secondary occupiers</i> are occupiers of part of a <i>multi-occupancy building</i>, other than the <i>managing entity</i>. The <i>managing entity</i> is responsible for evacuating people from the common areas of a multi-occupancy building, to a designated assembly area on the fire and evacuation plan. A common area is a passageway, foyer, stairway, corridor or mall. <i>Secondary occupiers</i> are responsible for evacuating people from their tenancy. For example a retailer in a shopping centre will evacuate shoppers to the mall area, and then the <i>managing entity's</i> plan will evacuate them out of the building to the designated assembly area. Both parties are responsible for ensuring their plans complement the other. See item 44 to understand the items required in the <i>Fire and Evacuation Plan</i>. Refer to <i>Appendix 5 and 6</i> for example <i>Fire and Evacuation Plans for both high and low-occupancies</i>. <p>This item relates to Sections 22 and 23 of the <i>Building Fire Safety Regulation 2008</i>.</p>

44	<p>Are all the fire and evacuation plans kept in the specified form?</p> <ul style="list-style-type: none"> ▪ The <i>Fire and Evacuation Plan</i> must incorporate all the requirements of the <i>Building Fire Safety Regulation 2008</i>. The plan must be in written form. This can be either as a hard copy or in electronic format as long as it is available on request in the building and is safe in the event of fire (see item 62). ▪ It must include: <ul style="list-style-type: none"> ○ The <i>evacuation diagram/sign</i> of the building (as mentioned in Item 9) ○ Name and address of the building ○ Name, address, telephone number and electronic contact details of the owner and occupier of the building. ○ The <i>evacuation coordination</i> procedures for the building. ○ An <i>Evacuation Coordinator</i> is required for all buildings. This person is responsible for the evacuation procedure. (In a building with an Emergency Control Organisation this role would normally be assumed by the Chief Warden and Floor Wardens. For details regarding the <i>Evacuation Coordinator</i> refer to item 53). ○ Instructions for evacuating the building in line with the <i>evacuation coordination procedures</i>. ○ The method of operation of fire fighting equipment and manual fire alarms in the building. ○ The procedures for giving <i>fire and evacuation instructions</i> to persons working in the building and ensuring the instructions are given. ○ Name and contact details of the person in charge of evacuating the building (the <i>Evacuation Coordinator</i>). ○ The date the person became the <i>Evacuation Coordinator</i>. ○ The name and contact details of persons responsible for carrying out the evacuation procedures. ○ The date each person became responsible for carrying out the procedures. ○ The names and contact details for persons responsible for giving the <i>fire and evacuation instructions</i>. ○ Name of the person who developed, changed and reviewed the <i>fire and evacuation plan</i>. ▪ In instances where a number of persons fill a position across rotational shifts, QFRS will accept a position title rather than person's name. For example – 'Nurse in Charge of Acute Care' may be listed as the <i>Evacuation Coordinator</i> or the responsible person for the Intensive Care area. ▪ If the building is a <i>High Occupancy</i> building (requires a <i>Fire Safety Adviser</i> – as detailed in Item 57) the <i>Fire and Evacuation Plan</i> must incorporate additional requirements: <ul style="list-style-type: none"> ○ The name of the <i>Fire Safety Adviser</i> ○ Contact details for the <i>Fire Safety Adviser</i> e.g. Phone number and electronic contact details. ○ A description of the qualification/s held by the <i>Fire Safety Adviser</i> ○ The <i>Registered Training Organisation</i> that issued the qualification. ○ The date the qualification was issued. ▪ Refer to <i>Appendix 5 and 6</i> for example <i>Fire and Evacuation Plans</i> for both <i>high and low occupancies</i>. <p>This item relates to Section 21 of the <i>Building Fire Safety Regulation 2008</i>.</p>
45	<p>Do fire and evacuation plans reflect alternative building solutions?</p> <ul style="list-style-type: none"> ▪ An alternative solution is that which has been assessed and agreed between parties such as fire engineers, QFRS and building certifiers. It allows for an alternative building solution to be put in place meeting the performance, rather than the prescriptive, requirements of the Building Code of Australia. ▪ If there is an alternative solution for the building, the alternative solution is to be included in the <i>Fire and Evacuation Plan</i>. For example if a building has extended travel distances, the <i>Fire and Evacuation Plan</i> must reference this. <p>This item relates to Section 24 of the <i>Building Fire Safety Regulation 2008</i>.</p>
46	<p>Is there a procedure in place to evacuate persons with special needs?</p> <ul style="list-style-type: none"> ▪ If <i>persons with special needs</i> are in the building the occupier is responsible for ensuring there is a procedure in place to evacuate them safely. ▪ A <i>person with special needs</i> can be: <ul style="list-style-type: none"> ○ A person with a disability ○ A child ○ A person affected by medication or alcohol ○ A person in lawful custody ○ A person working in the building where access is restricted, e.g. a basement, false ceiling cavity. ○ A person working in a hazardous area of a building. ▪ An example of a procedure to evacuate persons with special needs may be to identify one or more persons who, on activation of the alarm, are to proceed to the area where the persons with special needs are and assist them in evacuation. ▪ A record of this procedure must be retained with the <i>fire and evacuation plan</i> and other documents required to be kept. <p>This item relates to Section 19 of the <i>Building Fire Safety Regulation 2008</i>.</p>
47	<p>Are all fire and evacuation plans available upon request?</p> <ul style="list-style-type: none"> ▪ All <i>Fire and Evacuation Plans</i> must be made available for inspection, free of charge, upon request during normal business hours. This includes electronic copies. <p>This item relates to Section 26 of the <i>Building Fire Safety Regulation 2008</i>.</p>

48	<p>Are all fire and evacuation plans current and reviewed annually?</p> <ul style="list-style-type: none"> ▪ All <i>Fire and Evacuation Plans</i> must be reviewed annually. <ul style="list-style-type: none"> ○ An example of reviewing the plan may be to walk through the building with the plan to ensure that the evacuation routes have not changed and checking that the same persons remain in the roles listed on the <i>Fire and Evacuation Plan</i>. ▪ The review process must be recorded, and kept with other relevant documents. ▪ If changes are made to the building which affects the <i>Fire and Evacuation Plan</i>, the plan must be altered to reflect the changes as soon as practical but no later than one month after the change occurred. <ul style="list-style-type: none"> ○ Examples of this include refurbishment or a change in the use of the building or a person becoming or ceasing to be the evacuation coordinator. <p>This item relates to Sections 27 and 28 of the <i>Building Fire Safety Regulation 2008</i>.</p>
Fire and Evacuation Instruction	
49	<p>Have general evacuation instructions been given?</p> <ul style="list-style-type: none"> ▪ The occupier of the building must give <i>general evacuation instructions</i> to workers within two days of commencing work and then annually. ▪ These instructions include the location of <i>fire safety reference points</i> and the procedures for evacuating the building safely in the event of a fire or hazardous materials emergency. (<i>Fire safety reference points</i> are those detailed in item 9). ▪ There is no qualification required to provide these instructions. <p>This item relates to Sections 32 and 35 of the <i>Building Fire Safety Regulation 2008</i>.</p>
50	<p>Are records for general evacuation instructions kept and available upon request?</p> <ul style="list-style-type: none"> ▪ A record of <i>general evacuation instructions</i> must be kept. This can be in electronic form. (See item 62) ▪ Details on the instruction records must include: <ul style="list-style-type: none"> ○ The name of each person receiving the instruction. ○ The name of the person who gave the instruction. ○ The date instructions were given. ○ A description of the instructions. ○ These records must be retained with other documents required to be kept. ▪ Refer to <i>Appendix 2</i> for an example '<i>Fire and Evacuation Instruction Record</i>'. <p>This item relates to Section 45 of the <i>Building Fire Safety Regulation 2008</i>.</p>
51	<p>Have first response evacuation instructions been given?</p> <ul style="list-style-type: none"> ▪ The occupier of the building must give <i>first response evacuation instructions</i> to workers within one month of commencing work and then every two years. ▪ <i>First response evacuation instructions</i> are instructions concerning the operation of manually operated fire alarms and fire fighting equipment in the building. These instructions can be given by practical hands on training or instruction via a CD, DVD or Internet etc. ▪ If a <i>Fire Safety Adviser</i> is required for the building, the <i>Fire Safety Adviser</i> or a <i>Registered Training Organisation</i> must give or arrange for the training or instructions to be given (A <i>Fire Safety Adviser</i> is required in <i>high occupancy buildings</i> as defined in item 57 of these <i>Advisory Notes</i>). ▪ There is no qualification required to provide these instructions <p>Note: For buildings used for temporary events (3 months or less), <i>First Response Evacuation</i> and <i>General Evacuation Instructions</i> must be given to persons before they start working in the building. <i>Evacuation coordination instructions</i> must also be given to persons responsible for carrying out the evacuation.</p> <ul style="list-style-type: none"> ▪ Refer to <i>Appendix 2</i> for an example '<i>Fire and Evacuation Instruction Record</i>'. <p>This item relates to Sections 36 and 37 of the <i>Building Fire Safety Regulation 2008</i>.</p>
52	<p>Are records for first response evacuation instructions kept and available upon request?</p> <ul style="list-style-type: none"> ▪ A record of <i>first response evacuation instructions</i> must be retained. This can be in electronic form. (See item 62) ▪ Details on the instruction records must include: <ul style="list-style-type: none"> ○ The name of each person receiving the instruction. ○ The name of the person who gave the instruction. ○ The date instructions were given. ○ A description of the instructions. ▪ Refer to <i>Appendix 2</i> for an example '<i>Fire and Evacuation Instruction Record</i>'. <p>This item relates to Section 45 of the <i>Building Fire Safety Regulation 2008</i>.</p>

53	<p><i>Have evacuation coordination instructions been given?</i></p> <ul style="list-style-type: none"> ▪ The occupier of a building must appoint an <i>Evacuation Coordinator</i> (this person is responsible for the coordination of the building's evacuation in the event of a fire or other emergency). <ul style="list-style-type: none"> ○ In a Class 2 or Class 3 buildings that have no employees or workers within the building the body corporate or managing entity must appoint an evacuation coordinator for the building. ○ A person who resides in the building may volunteer to fulfil this role however there is no requirement for them to reside in or be onsite in the building. ▪ The occupier of a building must give <i>evacuation coordination instructions</i> to the <i>Evacuation Coordinator</i> and other persons responsible for carrying out the <i>evacuation coordination procedures</i> every year and within one month of any changes to the procedures or personnel. <ul style="list-style-type: none"> ○ If a new occupant starts to occupy a building, the new occupant must, within two months, give evacuation coordination instructions to the <i>evacuation coordinator</i>. ▪ <i>Evacuation coordination procedures</i> include: <ul style="list-style-type: none"> ○ Means of alerting and communicating with persons in the building, e.g. public address messages. ○ Alerting the fire service, by phone or manually operated fire alarms. ○ Arranging the evacuation of all persons in the building including those with special needs. ○ Checking whether all persons have been evacuated. ○ Method of alerting the evacuation coordinator as to the result of the evacuation. ○ Meeting the Fire Service on arrival at a suitable place as stated on the evacuation plan. <p>This item relates to Sections 17, 38, 39 and 40 of the <i>Building Fire Safety Regulation 2008</i>.</p>
54	<p><i>Are records for evacuation coordination instructions kept and available on request?</i></p> <ul style="list-style-type: none"> ▪ A record of <i>evacuation coordination instructions</i> must be retained. This can be in electronic form. (See item 62) ▪ Details on the instruction records must include: <ul style="list-style-type: none"> ○ The name of each person receiving the instruction. ○ The name of the person who gave the instruction. ○ The date instructions were given. ○ A description of the instructions. <p>This item relates to Section 45 of the <i>Building Fire Safety Regulation 2008</i>.</p>
55	<p><i>Has evacuation practice been conducted annually?</i></p> <ul style="list-style-type: none"> ▪ All occupiers are required to conduct an evacuation of a building annually. The practice evacuation must be carried out by an appropriate number of people. ▪ It may not be feasible to evacuate, for this exercise, a person with a disability, however the process for evacuation of persons with special needs must be included in the <i>Fire and Evacuation Plan</i>. ▪ Select numbers of staff such as receptionists may be excluded to answer telephone calls. <p>This item relates to Sections 43 and 44 of the <i>Building Fire Safety Regulation 2008</i>.</p>
56	<p><i>Are evacuation practice records kept and available on request?</i></p> <ul style="list-style-type: none"> ▪ A record of practice evacuations must be retained with the evacuation plan and can be in electronic form. ▪ Details required on the evacuation practice record include: <ul style="list-style-type: none"> ○ The date of the evacuation. ○ The times the evacuation started and ended. ○ Any action taken or required as a result of the evacuation, such as a review of the evacuation instructions. ▪ Refer to Appendix 3 for an example 'Fire and Evacuation Practice Record'. <p>This item relates to Section 46 of the <i>Building Fire Safety Regulation 2008</i>.</p>
57	<p><i>Has a Fire Safety Adviser been appointed?</i></p> <ul style="list-style-type: none"> ▪ Any building that is a workplace employing 30 or more people as defined under the <i>Workplace Health & Safety Act 1995</i> and <i>Building Fire Safety Regulation 2008</i> the occupier must appoint a Fire Safety Adviser (FSA). ▪ Accommodation buildings (Class 2 and 3) over 25 metres in effective height and some licensed premises regardless of the number of workers must also appoint an FSA. ▪ Effective height is defined by the Building Code of Australia (BCA). ▪ Workplace examples include: <ul style="list-style-type: none"> ○ A building or part of a building where individual employers employ 30 or more workers at the workplace. ○ QFRS recommend that in multiple tenanted buildings a FSA be appointed for the whole building in consultation with tenants and the managing entity if there are common areas, such as malls common passageways or stairs even if the managing entity does not employ 30 or more workers in the building. ○ Individual tenants may wish to appoint their own FSA or utilise the FSA appointed by the Managing Entity, if there is one, and they agree to do so. Either is acceptable to the QFRS. ▪ The FSA must hold a current Building Fire Safety qualification as an FSA (have completed a course in the 8 competencies required within the previous three years). ▪ Additional information is available at: http://www.fire.qld.gov.au/buildingsafety/pdf/Fire%20Safety%20Adviser%20-%20Frequently%20Asked%20Questions%20-%20v0.4.doc <p>This item relates to section 34 of the <i>Building Fire Safety Regulation 2008</i>.</p>

58	<p>Is there a procedure in place to provide 'adequate instruction' to prescribed persons?</p> <ul style="list-style-type: none"> ▪ Section 104E of the <i>Fire and Rescue Service Act 1990</i> requires that the occupier of a building must provide adequate instructions to <i>prescribed persons</i> in the building concerning the action to be taken by them in the event of fire threatening the building in order to ensure the safety of themselves and others persons. ▪ The <i>Building Fire Safety Regulation 2008</i> states that at any given time a person is a <i>prescribed person</i> if ,during the past three months, there have been at least two weeks in which the person worked, resided or visited the building for a total period in each week of at least 10 hours. ▪ Persons working in the building for less than the prescribed time must receive general evacuation instruction. ▪ Adequate instruction for persons working in the building are detailed in items 49, 51 and 53. ▪ Adequate instruction for residents and persons visiting the building may be provided by ensuring references that assist these people in evacuating the building are included in the Fire and Evacuation Plan and that evacuation signs/diagrams are displayed in accordance with item 9 of these Advisory Notes. <p>This item relates to Section 31 of the <i>Building Fire Safety Regulation 2008</i> and Section 104E of the <i>Fire and Rescue Service Act 1990</i>.</p>
Record Keeping	
Approval Documents	
59	<p>Are approval documents obtained and kept?</p> <ul style="list-style-type: none"> ▪ The owner/occupier is required to take reasonable steps to acquire <i>relevant approval documents</i>. ▪ <i>Relevant approval documents</i> consist of the following:- <ul style="list-style-type: none"> ○ For buildings built under the Deemed to Satisfy Provisions of the Building Code of Australia (BCA) from 1 July 1997 onwards, the following:- <ul style="list-style-type: none"> ○ <i>Certificate of Classification</i>, and ○ A list of <i>fire safety installations</i> within the building. ○ For buildings built with Alternate Solutions from 1 July 1997 onwards, the following:- <ul style="list-style-type: none"> ○ <i>Certificate of Classification</i>, ○ A list of <i>fire safety installations</i> within the building, and ○ The <i>Fire Safety Management Procedures</i> (Management in Use Documentation) ○ Fire Engineering Report ○ For buildings built prior to 1 July 1997, the following:- <ul style="list-style-type: none"> ○ <i>Certificate of Classification</i>, <i>Certificate of Approval</i> or other approval documents (if either of these are not available QFRS will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier), and ○ A list of <i>fire safety installations</i> within the building. ○ For Crown owned buildings the following:- <ul style="list-style-type: none"> ○ A list of <i>fire safety installations</i> within the building, and ○ The <i>Fire Safety Management Procedures</i> (Management in Use Documentation) if the building was built using an alternate building solution. ▪ A copy of these approval documents must be retained with other documents required to be kept. ▪ A <i>Certificate of Classification</i> is the document issued by a Local Government or Certifier which determines the building classification. ▪ The <i>Certificate of Classification</i> can be obtained from the local Council. If a search is conducted and no Certificate is available the written evidence of this must be retained with the approval documents. ▪ Buildings owned by the Crown, including Commonwealth, State and Local Government, are not required to have or display a Certificate of Classification. ▪ A list of <i>Fire Safety Installations</i> can be obtained from Schedule 2 of the <i>Building Act 1975</i>: http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildA75.pdf ▪ Refer to <i>Appendix 1</i> for an example '<i>Fire Safety Installation Checklist</i>'. <p>This item relates to Section 25 of the <i>Building Fire Safety Regulation 2008</i>.</p>
60	<p>Is the Certificate of Classification for the building displayed?</p> <ul style="list-style-type: none"> ▪ This item only applies to buildings approved after 1 July 1997. ▪ The <i>Building Act 1975</i> - Section 108A requires buildings, apart from Class 1a buildings (a Class 1a building is a normal domestic family home) which were built on or after 1 July 1997, to display a <i>Certificate of Classification</i>. ▪ It is the building owner's responsibility to obtain the <i>Certificate of Classification</i> from the building Certifier. ▪ The <i>Certificate of Classification</i> must be displayed conspicuously, as near as practical to the main entrance. ▪ An <i>Authorised Officer</i> may require the owner to produce the <i>Certificate of Classification</i> if not displayed. (An <i>Authorised Officer</i> is defined in the <i>Fire and Rescue Service Act 1990</i> as a <i>Fire Service Officer</i> or in the <i>Local Government Act 1993</i>). ▪ Buildings owned by the Crown, including Commonwealth, State and Local Government, are not required to have or display a Certificate of Classification. <p>This item relates to Section 108A of the <i>Building Act 1975</i>.</p>

Occupier's Statement (Annual)	
61	<p>Can an annual Occupier's Statement be produced upon request?</p> <ul style="list-style-type: none"> An <i>Occupier's Statement</i> for the maintenance of all fire safety installations must be kept and a copy sent each year to the Commissioner. The <i>Occupier's Statement</i> can be sent via postal address or faxed to the closest QFRS Community Safety Office, (see page 14 of these notes for the list of Regional Offices), or emailed to: occupier.statements@dcs.qld.gov.au A copy must be retained with the evacuation plan and can be kept electronically An example of the <i>Occupier's Statement</i> is contained in the <i>Queensland Development Code Mandatory Part 6.1</i> and is shown in <i>Appendix 5b</i>. It is acceptable to utilise a modified form (eg: company logo/heading etc.) as long as all of the relevant information is contained. Any <i>Critical Defect Notices</i> received during the year must be attached to the <i>Occupier's Statement</i>. A <i>Critical Defect</i> is referred to in items 39 and 40. <p>This item relates to MP 6.1 of the Queensland Development Code (links to online resources provided under the 'Maintenance of Fire Safety Installations' section of these Advisory Notes), Sections 55A and 55B of the Building Fire Safety Regulation 2008 and Section 104D of the Fire and Rescue Service Act 1990.</p>
Record Security	
62	<p>Are records kept in a way that is reasonably safe from the effects of fire?</p> <ul style="list-style-type: none"> A copy of plans and documents, including <i>prescribed documents</i> must be kept in the building and reasonably safe from the effects of fire. A metal filing cabinet will satisfy these requirements. In Class 2 or Class 3 buildings or buildings with no common areas it is permissible for required documents to be located in lockable metal storage boxes affixed to a wall that allows access for inspection as required. This is not a requirement but a solution to the requirement to have the records onsite in the building. A prescribed document is defined by the <i>Building Fire Safety Regulation 2008</i> as meaning any of the following for the building – <ul style="list-style-type: none"> A record of a review of a <i>Fire and Evacuation Plan</i>; A <i>Fire and Evacuation Instruction Record</i>; An <i>Evacuation Practice Record</i>; A <i>Record of Maintenance</i>. The occupier must keep fire safety records and prescribed documents for at least 2 years, including records created prior to the introduction of the <i>Building Fire Safety Regulation 2008</i>. Documents must be produced upon request of a Fire Officer. Records required to be kept by the regulation (other than logbooks required by an Australian Standard for the maintenance of fire safety installations) may be kept electronically as long as they are available for inspection as required by the regulation. (See item 65 for Fire Safety Management Plans) <p>This item relates to Sections 71, 72 and 86 of the Building Fire Safety Regulation 2008.</p>
63	<p>Is a copy of all prescribed documents kept in another place?</p> <ul style="list-style-type: none"> In addition to keeping the record mentioned above in item 62, a copy of all records must be kept in another place. These copies may be electronic. Copies of maintenance records can be retained by the fire contractor. Other records are to be kept by the occupier. <p>This item relates to Section 71 of the Building Fire Safety Regulation 2008</p>
Budget Accommodation	
Fire Safety Management Plan	
64	<p>Are current Fire Safety Management Plans prepared and implemented?</p> <ul style="list-style-type: none"> If you are the owner of a budget accommodation building, you are required to prepare a <i>Fire Safety Management Plan</i> (FSMP). A budget accommodation building is (in short) one used for accommodation for six or more persons who share bathroom or sanitary facilities. (For a full definition of a Budget Accommodation Building see the <i>Building Act 1975</i>, s216). The plan must incorporate: <ul style="list-style-type: none"> The allowable number of occupants, calculated by the room sizes (as defined by the Queensland Development Code MP2.1) The evacuation plan for the building including provisions for disabled occupants Proposed training programs for occupants and staff A list of the fire safety installations in the building The proposed maintenance schedule for the fire safety installations The record of maintenance for the fire safety installations A floor plan of the building. An example of a FSMP is available at: http://www.fire.qld.gov.au/buildingsafety/pdf/FSMP_Blank.doc <p>This item relates to Sections 27, 216 and 217 of the Building Act 1975, Sections 104FA – 104FD of the Fire and Rescue Service Act 1990 and Sections 75 of the Residential Services (Accreditation) Act 2002.</p>

65	<p><i>Are Fire Safety Management Plans available for inspection during business hours?</i></p> <ul style="list-style-type: none"> ▪ A copy of the FSMP must be kept in the building and you must allow anyone access to view it, free of charge, whenever the building is open for business. ▪ The FSMP must be updated within a month of any change of circumstances affecting the plan (e.g. a change in the Fire Safety Standard). ▪ The FSMP must be available on request by a member of the public or an authorised officer of the QFRS. ▪ The FSMP can be kept electronically as long as it is available for inspection whenever the building is open for business. <p>This item relates to Sections 216 and 217 of the <i>Building Act 1975</i>, Sections 104FA and 104FG of the <i>Fire and Rescue Service Act 1990</i> and Section 75 of the <i>Residential Services (Accreditation) Act 2002</i>.</p>
66	<p><i>Can evacuation practice records be produced upon request?</i></p> <ul style="list-style-type: none"> ▪ An evacuation of the building must be carried out at least annually and a record of the evacuation practice must be kept. ▪ Details of this requirement can be found in items 55 and 56. <p>This item relates to Sections 43 and 44 of the <i>Building Fire Safety Regulation 2008</i>.</p>

QFRS COMMUNITY SAFETY OFFICE CONTACT DETAILS

To contact your nearest Community Safety Office, please go to our website using the following link:

<https://www.fire.qld.gov.au/buildingsafety/>



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
Air handling systems		
Access panels through fire rated construction		
Emergency lifts		
Emergency lighting		
Emergency power supply		
Emergency warning and intercommunication systems		
Exit signage		
Fire control centres		
Fire curtains		
Fire dampers		
Fire detection/alarm system		
Fire doors		
Fire extinguishers		
Fire hose reels		
Fire hydrants		
Fire mains		
Fire pumps		
Fire hydrant booster assembly		
Fire sprinklers		
Fire sprinkler booster assembly		
Fire shutters		
Fire windows		
Protection of penetrations through fire rated construction		
Other features *		
Smoke and heat venting systems		
Smoke exhaust system		
Smoke doorsets		
Solid core doors		
Special automatic suppression systems (gas, powder etc)		
Stairwell pressurisation systems		
Structural fire protection		
Systems required to have a fire resistance level		

Other features – Includes additional fire safety installations or conditions that are required under the buildings alternative solution of the *Building Act 1975* or *Building Code of Australia* clauses E1.10 and E2.3



FIRE AND EVACUATION INSTRUCTION RECORD



Instruction Guidelines

- **General evacuation instructions** must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- **First response evacuation instructions** must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- **Evacuation coordination procedures** must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- Instructions on **any change to the Fire Evacuation Plan** must be given to all persons within one month of the change taking effect.

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable).
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

BUILDING NAME:

ADDRESS:

PART OF BUILDING:

Date	Name of Person Trained	Instruction Given (Use numbers listed in the above points as indication)											Instructors Name
		1	2	3	4	5	6	7	8	9	10	11	
12/12/2009	I. Blum												B Jones

See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.



FIRE AND EVACUATION PRACTICE RECORD



Practice Evacuations Guidelines

- Evacuation practices must be conducted **annually for all buildings**.
- The practice must be carried out with an **appropriate number of persons**.
- The practice must be carried out in an **appropriate way**.
- The practice must be **recorded**.

The Practice Record must include the following:

1. The date of the evacuation
2. The times the evacuation started and ended
3. Any action taken as a result of the evacuation.
4. Name of person in charge of practice evacuation.

BUILDING NAME: _____

ADDRESS: _____

PART OF BUILDING: _____

Date	Time evacuation commenced	Time evacuation completed	Action required	Name of person conducting evacuation
12/08/2009	9.00am	11.30am	-	T. Johnson

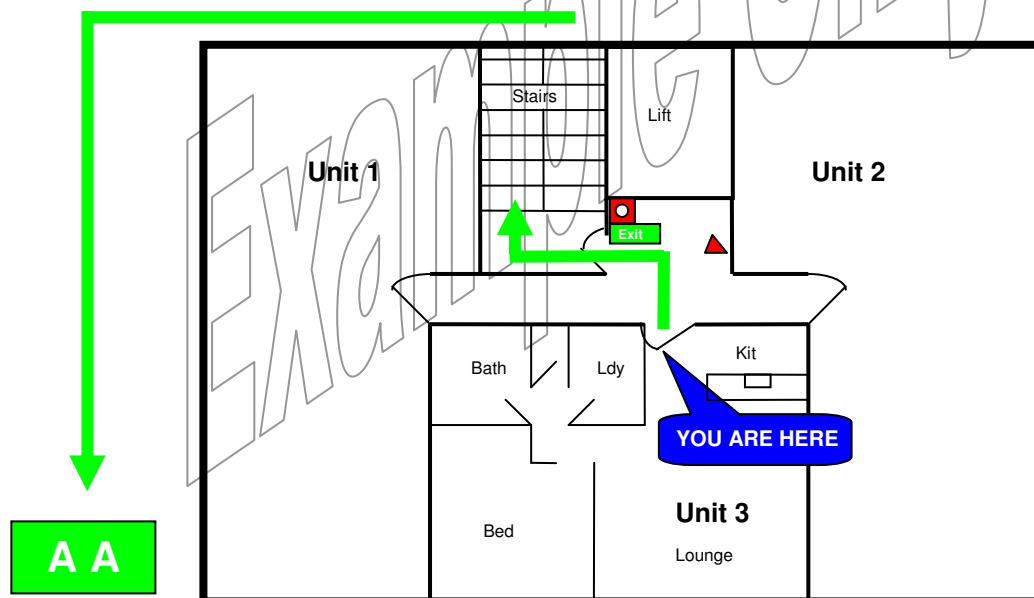
See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.

Accommodation Unit Evacuation Sign

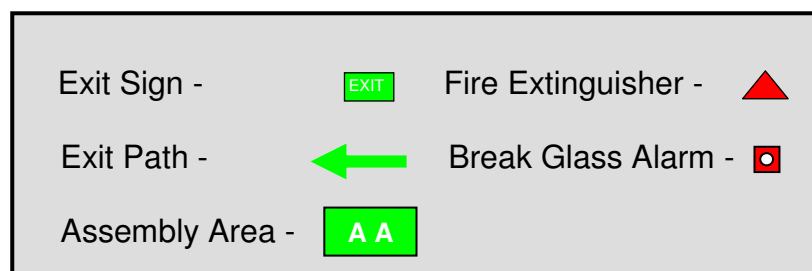
EMERGENCY EVACUATION PROCEDURE

In case of Fire or Other Emergency

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other occupants immediately
- If safe, close any windows and doors to confine the fire.
- Follow the **EXIT** signs to locate and leave through the emergency exit and proceed down the fire stairs to the assembly area located in the rear car park.
- **TELEPHONE 000** and notify the fire service.
- Calmly follow instructions given by staff or the attending Fire Officers.



Level 6





EXAMPLE ONLY

FIRE and EVACUATION PLAN

For Low Occupancy Buildings

Note: This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

Building Information		
Building Name:	ABC Business Solutions	
Address:	100 Main Road, Everywhere, QLD	
Building Owner:	ABC Pty Ltd	
Address:	999 Smith St, Fortitude Valley	
Phone Number:	(07) 321 1234	
Email :	bde@dbe.com.au	
Building Occupier:	Bob Power	
Address:	100 Main Road Everywhere QLD	
Phone Number:	555666	
Email:	bpower@dbe.com.au	
Persons responsible for administering the Building's Fire and Evacuation Plan		
Mr B Power – Office Manager		
Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Mr B Power	14/01/2009
Phone Number:	555666	
Email:	bpower@dbe.com.au	
Evacuation Coordinator		
Commencement Date:	14/12/2008	
Name:	Mr B Power	
Phone Number:	555666	
Email:	bpower@dbe.com.au	
Fire & Evacuation Plan annual review		
Date of Review	Reviewed by	Changes made?
12/12/09	Mr B Power	No
Evacuation Coordination Procedures		
Commencement Date:	12/12/2008	
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building	
Procedure for contacting fire service	Ring 000	
Persons with special needs	Ensure everyone is out of the building	
Checking that all persons have been evacuated	Evacuation Coordinator is the last to leave after checking that no person is in the building	

Evacuation Sign and Diagram

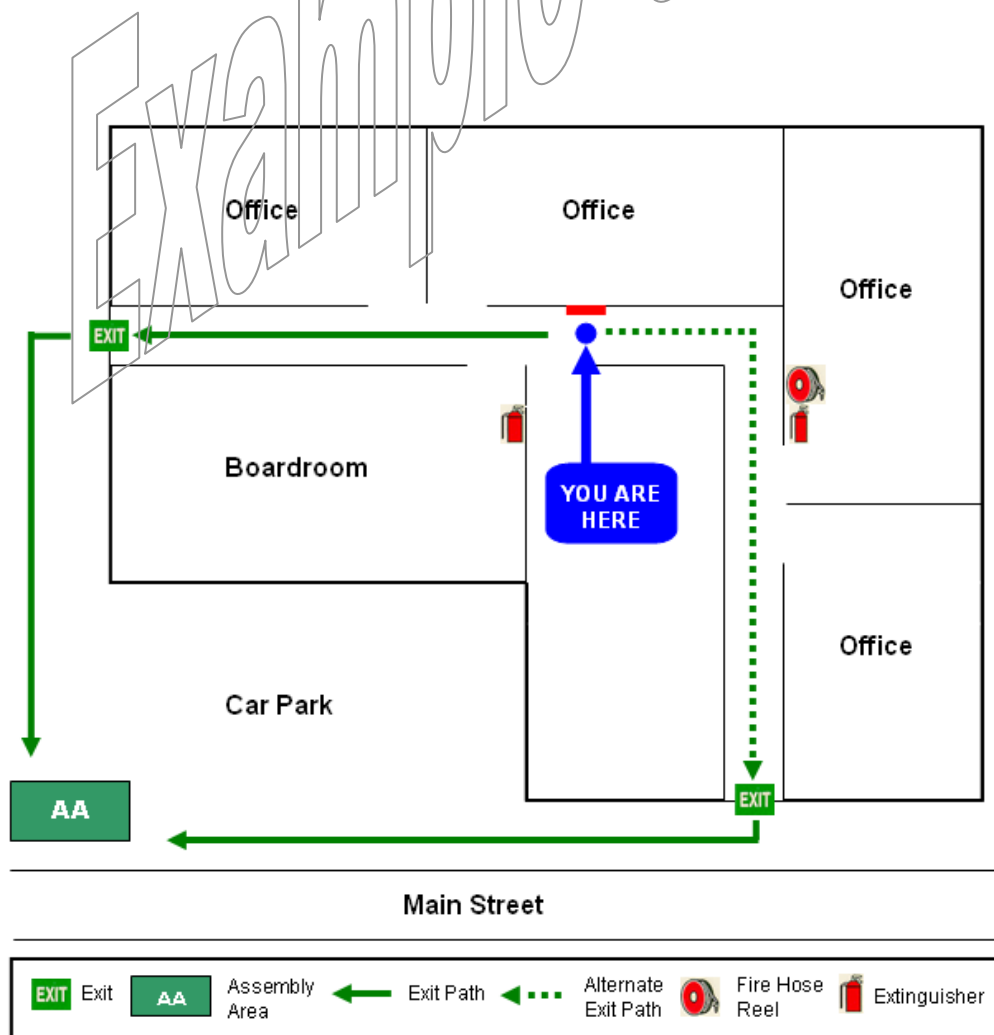
(Building Name)

Fire or Other Emergency

Leave through the nearest

EXIT

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other occupants 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.
- 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.**



Attach a copy of:

- Relevant building approval documents
- Fire safety management procedure - Alternate Building Solutions

Relevant 'Building Approval' documents

"Insert here a copy of the relevant building approval documents"

Additional Information to assist you in completing this Section:

What approval documents does QFRS require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFRS requires the following:-

- Certificate of Classification; and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFRS requires the following:-

- Certificate of Classification;
- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFRS requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFRS 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 QFRS 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 alternate building solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification 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.

For further information refer to the following links.

<http://dlgp.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

<http://dlgp.qld.gov.au/resources/guideline/ipa/guideline-certificates-classification.pdf>

Procedures for giving fire and evacuation instructions

“Insert here Procedures for giving fire and evacuation instructions”

Method of operation of firefighting equipment and manually operated fire alarms

“Insert here Method of operation of firefighting equipment and manually operated fire alarms”

Emergency Evacuation Procedure

“Insert here Evacuation Procedures”

Fire Safety Management Procedure – Alternate Building Solutions

“Insert here a copy of the relevant Fire Safety Management Procedure”

Additional Information to assist you 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:

- Limitations on the use of finishes with fire hazard properties as defined under the BCA
- Prohibitions on storing hazardous materials above a stated height
- Limitations on storing or using stated materials
- Requirements that all of a building’s final exit doors be unlocked before it is occupied on the start of any day
- Requirements to implement stated evacuation strategies or procedures
- Restrictions on the number and the distribution of a building’s occupants
- Requirements that evacuation routes be kept clear of fittings and furnishings or be kept sterile
- Prohibitions on carrying out any hazardous processes or storage mentioned in BCA, Part E1.5, Table E1.5, note 3, paragraph (a).

Schedule 2 – Occupier's statement¹

Name of building and address: <i>Prescribed fire safety installation</i> ²	Nominated Australian Standard or relevant <i>maintenance requirements</i> ³	Was a <i>critical</i> <i>defect notice</i> ⁴ issued during the period covered by this statement (Yes/No)	Date of rectification of <i>critical defect</i> ⁴
Air handling systems			
Emergency lifts			
Emergency lighting			
Emergency power supply			
Emergency warning and intercommunication systems ⁵			
Exit signs			
Fire detection and alarm systems			
Fire doorsets			
Fire extinguishers			
Fire hose reels			
Fire hydrants (including boosters)			
Fire mains			
Fire shutters			
Other features ⁶ (provide details)			
Smoke and heat venting systems			
Smoke doorsets			
Smoke exhaust systems			
Solid core doors			
Special automatic fire suppression systems			
Sprinklers			
Stairwell pressurisation systems			

I, _____ (Full name) as an authorised person on behalf of _____ (Name of organisation) 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, _____ (Signature) on _____ (Date)

- 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.
- Note: delete *prescribed fire safety installations* that are not installed in/for the building.
- For example, in accordance with manufacturer's instruction manual date day/month/year or in accordance with the building's *certificate of classification*.
- Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
- This is also known as sound systems and intercommunication systems for emergency purposes.
- 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.
- 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.

QDC MP 6.1 – Maintenance of fire safety installations



EXAMPLE ONLY

FIRE and EVACUATION PLAN

For High Occupancy Buildings

Note: This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

Building Information	
Building Name:	Hollibrook Hotel
Address:	100 Main Road, Everywhere, QLD
Building Owner:	ABC Pty Ltd
Address:	999 Smith St, Fortitude Valley
Phone Number:	(07) 321 1234
Email :	bde@dbe.com.au
Building Occupier:	Body Corporate for XYZ Community Titles Scheme 1234
Address:	16 Bloggs Rd, Brisbane 4001
Phone Number:	(07) 5511167
Email:	abd@hotmail.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Body Corporate for XYZ Community Titles Scheme 1234
Mr B Jones – Fire Safety Adviser

Fire Safety Adviser	
Name:	B Jones
Phone Number:	5511167
Email :	abd@hotmail.com.au
Brief description of qualification held:	Fire Safety Adviser Course 14/12/2008
Registered training organisation that issued the above qualification:	FSA ONLINE
Date qualification issued:	14/12/2008

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Dates for Instruction
Name:	B Jones - FSA	14/01/2009
Phone Number:	5511167	
Email:	bjones@bigmail.com	

Evacuation Coordinator	
Commencement Date:	14/12/2008
Name:	W Smith
Phone Number:	55376777
Email:	wsmith@bgpod.com

Persons responsible for carrying out the Evacuation Coordination procedures (<i>Responsible Persons</i>)			
Name	Phone Number	Email	Commencement Date
J Water	55376776	jwater@bgpod.com	14/12/2008
S Hinder	55376778	shinder@bgpod.com	20/12/2008

Fire and Evacuation Plan annual review		
Reviewed By	Date of Review	Changes made?
J Bling	12/12/09	No

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?
Yes	12/12/2010	M Power	N	Y
Yes	12/12/2010	B Jones	N	Y

Evacuation Coordination Procedures	
Commencement Date:	12/12/2008
Procedure for using communication devices.	In the event of a fire or other emergency the duty manager will put a message over the public address system advising people to evacuate through the nearest exit.
Procedure for contacting fire service	Using the phone in the duty managers office dial 000 and ask for the fire service. Provide details of the fire or other emergency and the building address: Hollibrook Hotel 100 Main Road, Everywhere, QLD
Persons with special needs	Bar staff to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	Duty manager is to take a copy of the daily staff roster to the assembly area.
Inform the evacuation coordinator for the building.	Inform the evacuation coordinator of number of persons evacuated, or persons not accounted for. Meet the fire service on arrival; provide as much information as possible.

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.

Arrangements to evacuate persons with a disability or other impediment must be in place, an example may be that two staff members proceed to the person's area on activation of the alarm and assist them to evacuate.

Emergency Evacuation Procedure

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 the 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 being located, or hazardous material emergency staff, will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those 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 or may 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 & inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

Method of operation of Fire Fighting Equipment

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.

Additional Information to assist you in completing this section:

Manual Call Points

1. If the system is connected to Queensland Fire and Rescue 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.

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 Evacuation Instruction**.
- This instruction is to be recorded.
- **NOTE** The BFSR require 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 Evacuation 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.

Example only

Attach a copy of:

- Relevant building approval documents
- Fire Safety Management Procedure - Alternate Building Solutions
- Evacuation Sign and Diagram

Relevant 'Building Approval' documents

"Insert here a copy of the relevant building approval documents"

Additional information to assist you in completing this section:

What approval documents does QFRS require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFRS requires the following:-

- Certificate of Classification, and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFRS requires the following:-

- Certificate of Classification,
- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFRS requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFRS 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 QFRS 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 alternate building solution).

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification 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.

For further information refer to the following links.

<http://dlgp.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

<http://dlgp.qld.gov.au/resources/guideline/ipa/guideline-certificates-classification.pdf>

“Insert here a copy of the relevant Fire Safety Management Procedure”

Additional Information to assist you 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.

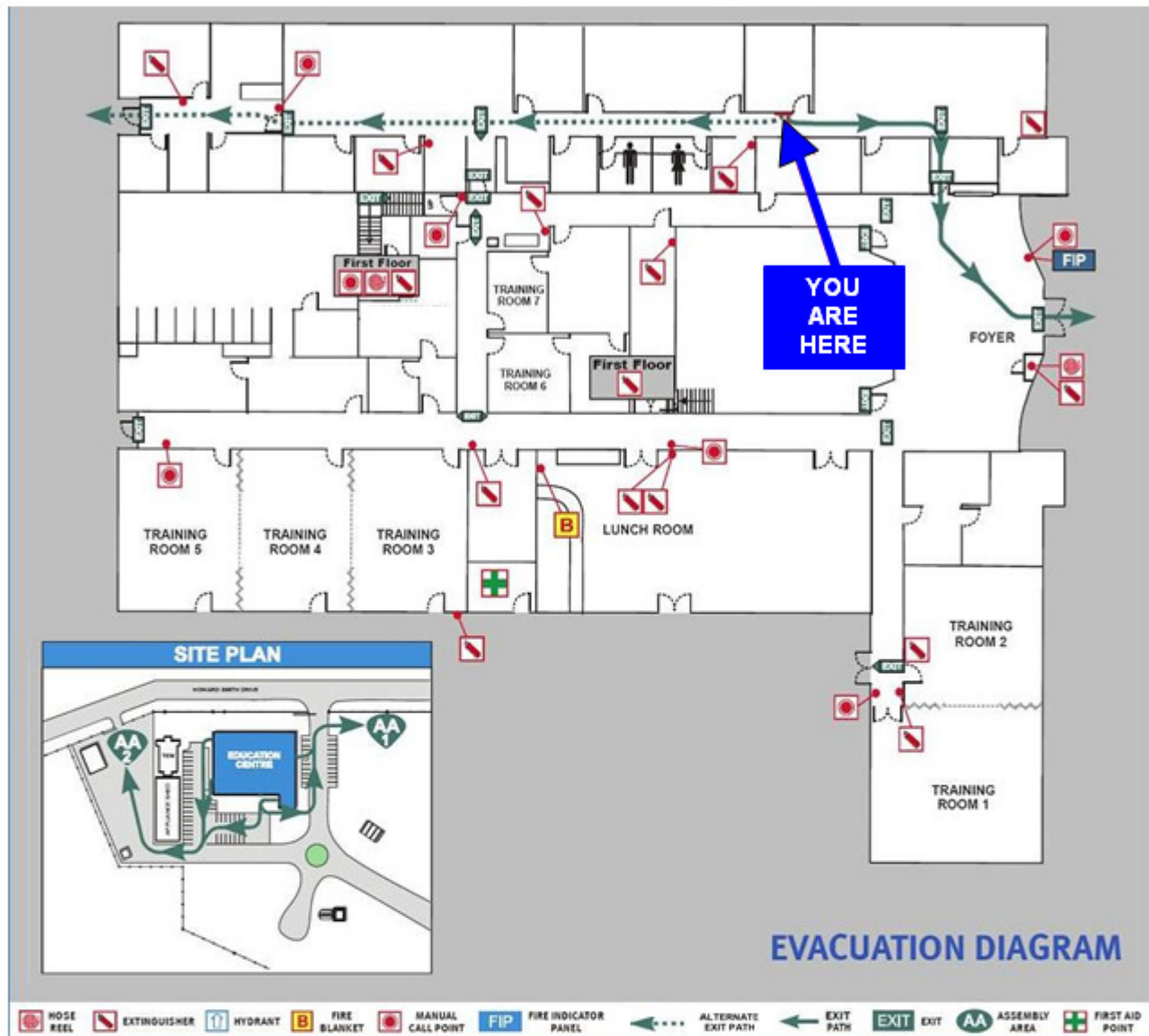
Examples of fire safety management procedures:

- 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 E1.5, table E1.5, note 3, paragraph (a).

Example Only

EVACUATION SIGN and DIAGRAM

Example Building



IN CASE OF FIRE

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE

- break manual call point
- call 000

CONFINE FIRE & SMOKE
close doors and windows (if safe to do so)

EVACUATE
to the ASSEMBLY AREA

000
EMERGENCY
In an emergency dial 000

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



EVACUATION PROCEDURES

STAGE 1:- Removal of people from the immediate Danger Area

Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

STAGE 2:- Removal to a Safe Area

If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire / smoke doors to a safe area.

STAGE 3:- Complete Evacuation of Entire Complex

Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the ASSEMBLY AREA.

STAGE 4:- Roll Call.

To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to FIRE OFFICERS.

FIRE and EVACUATION PLAN

For High Occupancy Buildings

Note: This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

Building Information	
Building Name:	Hollibrook Hotel
Address:	100 Main Road, Everywhere, QLD
Building Owner:	ABC Pty Ltd
Address:	999 Smith St, Fortitude Valley
Phone Number:	(07) 321 1234
Email :	bde@dbe.com.au
Building Occupier:	Body Corporate for XYZ Community Titles Scheme 1234
Address:	16 Bloggs Rd, Brisbane 4001
Phone Number:	(07) 5511167
Email:	abd@hotmail.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Body Corporate for XYZ Community Titles Scheme 1234
Mr B Jones – Fire Safety Adviser

Fire Safety Adviser	
Name:	B Jones
Phone Number:	5511167
Email :	abd@hotmail.com.au
Brief description of qualification held:	Fire Safety Adviser Course 14/12/2008
Registered training organisation that issued the above qualification:	FSA ONLINE
Date qualification issued:	14/12/2008

Person responsible for giving General and First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Dates for Instruction
Name:	B Jones - FSA	14/01/2009
Phone Number:	5511167	
Email:	bjones@bigmail.com	

Evacuation Coordinator	
Commencement Date:	14/12/2008
Name:	W Smith
Phone Number:	55376777
Email:	wsmith@bgpod.com

Persons responsible for carrying out the Evacuation Coordination procedures (<i>Responsible Persons</i>)			
Name	Phone Number	Email	Commencement Date
J Water	55376776	jwater@bgpod.com	14/12/2008
S Hinder	55376778	shinder@bgpod.com	20/12/2008

Fire and Evacuation Plan annual review		
Name:	Date of Review	Changes made?
J Bling	12/12/09	No

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?
Yes	12/12/2010	M Power	N	Y
Yes	12/12/2010	B Jones	N	Y

Evacuation Coordination procedures	
Commencement Date:	12/12/2008
Procedure for using communication devices.	In the event of a fire or other emergency the duty manager will put a message over the public address system advising people to evacuate through the nearest exit.
Procedure for contacting fire service	Using the phone in the duty managers office dial 000 and ask for the fire service. Provide details of the fire or other emergency and the building address: Hollibrook Hotel 100 Main Road, Everywhere, QLD
Persons with special needs	Bar staff to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	Duty manage is to take a copy of the daily staff roster to the assembly area.
Inform the evacuation coordinator for the building.	Inform the evacuation coordinator of number of persons evacuated, or persons not accounted for. Meet the fire service on arrival; provide as much information as possible.

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.

Arrangements to evacuate persons with a disability or other impediment must be in place, an example may be that two staff members proceed to the person's area on activation of the alarm and assist them to evacuate.

Emergency Evacuation Procedure

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 the 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 being located, or hazardous material emergency 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. If the fire has been extinguished the Fire Service will still attend.

Method of operation of fire fighting equipment

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.

Additional Information to assist you in completing this section:

Manual Call Points

1. If the system is connected to Queensland Fire and Rescue 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.

Procedure for instructions to workers

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 require 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.

Attach a copy of:

- Relevant building approval documents
- Fire Safety Management Procedure - Alternate Building Solutions
- Evacuation sign & diagram

Relevant 'Building Approval' documents

"Insert here a copy of the relevant building approval documents"

Additional information to assist you in completing this section:

What approval documents does QFRS require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFRS requires the following:-

- Certificate of Classification, and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFRS requires the following:-

- Certificate of Classification,
- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFRS requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFRS 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 QFRS 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 alternate building solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification 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.

For further information click on the following links.

<http://www.dip.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

<http://www.dip.qld.gov.au/resources/guideline/ipa/guideline-certificates-classification.pdf>

“Insert here a copy of the relevant Fire Safety Management Procedure”

Additional Information to assist you 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 E1.5, table E1.5, note 3, paragraph (a).

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
Air handling systems		
Access panels through fire rated construction		
Emergency lifts		
Emergency lighting		
Emergency power supply		
Emergency warning and intercommunication systems		
Exit signage		
Fire control centres		
Fire curtains		
Fire dampers		
Fire detection/alarm system		
Fire doors		
Fire extinguishers		
Fire hose reels		
Fire hydrants		
Fire mains		
Fire pumps		
Fire hydrant booster assembly		
Fire sprinklers		
Fire sprinkler booster assembly		
Fire shutters		
Fire windows		
Protection of penetrations through fire rated construction		
Other features *		
Smoke and heat venting systems		
Smoke exhaust system		
Smoke doorsets		
Solid core doors		
Special automatic suppression systems (gas, powder etc)		
Stairwell pressurisation systems		
Structural fire protection		
Systems required to have a fire resistance level		

EVACUATION SIGN and DIAGRAM

PREMISES NAME



IN CASE OF FIRE

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE

- break manual call point
- call 000

CONFINE FIRE & SMOKE
close doors and windows (if safe to do so)

EVACUATE
to the ASSEMBLY AREA

Mobility impaired
persons should
evacuate immediately
on hearing the
fire alarm
assisted
by a
nominated
person.



000
EMERGENCY

In an emergency dial 000

EXIT	EXIT
	PATH OF EXIT
	ALTERNATE PATH
AA	ASSEMBLY AREA
	EXTINGUISHER
	FIRE HOSE REEL
	MANUAL CALL POINT
	FIRE INDICATOR PANEL

FIRE and EVACUATION PLAN

For High Occupancy Buildings

Note: This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

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

Persons responsible for administering the Building's Fire and Evacuation Plan

Fire Safety Adviser	
Name:	
Phone Number:	
Email :	
Brief description of qualification held:	
Registered training organisation that issued the above qualification:	
Date qualification issued:	

Person responsible for giving General and First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Dates for Instruction
Name:		
Phone Number:		
Email:		

Evacuation Coordinator	
Commencement Date:	
Name:	
Phone Number:	
Email:	

Persons responsible for carrying out the Evacuation Coordination procedures (<i>Responsible Persons</i>)			
Name	Phone Number	Email	Commencement Date

Fire and Evacuation Plan annual review		
Name:	Date of Review	Changes made?

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?

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	
Inform the evacuation coordinator for the building.	

Additional Information to assist you in completing this section:
<p>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.</p> <p>Arrangements to evacuate persons with a disability or other impediment must be in place, an example may be that two staff members proceed to the person's area on activation of the alarm and assist them to evacuate.</p>

Emergency Evacuation Procedure

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 the 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 being located, or hazardous material emergency 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. If the fire has been extinguished the Fire Service will still attend.

Method of operation of fire fighting equipment

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.

Additional Information to assist you in completing this section:

Manual Call Points

1. If the system is connected to Queensland Fire and Rescue 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.

Procedure for instructions to workers

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 require 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.

Attach a copy of:

- Relevant building approval documents
- Fire Safety Management Procedure - Alternate Building Solutions
- Evacuation sign & diagram

Relevant 'Building Approval' documents

"Insert here a copy of the relevant building approval documents"

Additional information to assist you in completing this section:

What approval documents does QFRS require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFRS requires the following:-

- Certificate of Classification, and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFRS requires the following:-

- Certificate of Classification,
- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFRS requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFRS 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 QFRS 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 alternate building solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification 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.

For further information click on the following links.

<http://www.dip.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

<http://www.dip.qld.gov.au/resources/guideline/ipa/guideline-certificates-classification.pdf>

“Insert here a copy of the relevant Fire Safety Management Procedure”

Additional Information to assist you 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 E1.5, table E1.5, note 3, paragraph (a).

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
Air handling systems		
Access panels through fire rated construction		
Emergency lifts		
Emergency lighting		
Emergency power supply		
Emergency warning and intercommunication systems		
Exit signage		
Fire control centres		
Fire curtains		
Fire dampers		
Fire detection/alarm system		
Fire doors		
Fire extinguishers		
Fire hose reels		
Fire hydrants		
Fire mains		
Fire pumps		
Fire hydrant booster assembly		
Fire sprinklers		
Fire sprinkler booster assembly		
Fire shutters		
Fire windows		
Protection of penetrations through fire rated construction		
Other features *		
Smoke and heat venting systems		
Smoke exhaust system		
Smoke doorsets		
Solid core doors		
Special automatic suppression systems (gas, powder etc)		
Stairwell pressurisation systems		
Structural fire protection		
Systems required to have a fire resistance level		

EVACUATION SIGN and DIAGRAM

PREMISES NAME



IN CASE OF FIRE

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE

- break manual call point
- call 000

CONFINE FIRE & SMOKE
close doors and windows (if safe to do so)

EVACUATE
to the ASSEMBLY AREA

Mobility impaired
persons should
evacuate immediately
on hearing the
fire alarm
assisted
by a
nominated
person.



000
EMERGENCY
In an emergency dial 000

EXIT



AA



EXIT

PATH OF EXIT

ALTERNATE PATH

ASSEMBLY AREA

EXTINGUISHER

FIRE HOSE REEL

MANUAL CALL POINT

FIRE INDICATOR PANEL