

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.

BOWEN PLACE

**341 BOWEN TERRACE
NEW FARM Q 4005**



Building Information	
Building Name:	BOWEN PLACE
Address:	341 BOWEN TERRACE, NEW FARM Q 4005
Building Owner:	BODY CORPORATE FOR BOWEN PLACE CTS 13193
Address:	PO BOX 3240, NEWMARKET Q 4051
Phone Number:	07 3254 2814
Email :	accounts@advantagebcm.com.au
Building Occupier:	
Address:	
Phone Number:	
Email:	
Body corporate:	BODY CORPORATE FOR BOWEN PLACE CTS 13193

Persons responsible for administering the Building's Fire and Evacuation Plan
JOHN ALLAN – BODY CORPORATE MANAGER

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	JOHN ALLAN	09/12/17
Phone Number:	07 3254 2814	
Email:		

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

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
09/12/17	JOHN ALLAN	CONTACTS UPDATED

Evacuation Coordination Procedures	
Commencement Date:	09/12/17
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

Emergency Evacuation Procedure

EVACUATION COORDINATOR

PROCEDURE

1. If possible, confirm whether there is an actual emergency and establish the scope of it. If there is an actual emergency:
 - Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so;
 - Calmly alert people in the building.
 - Ensure that the emergency services have been contacted;
 - Ensure that the evacuation proceeds in an orderly fashion;
 - Proceed to the Safe (Assembly) Area;
 - Receive reports from Deputy Evacuation Coordinator (if appointed) regarding the nature of the emergency, people remaining in the building or who are not accounted for, and any other matters;
 - Ensure that people do not re-enter the building until the 'all clear' is given by the Fire and Rescue Service.
 - Post Deputy Evacuation Coordinator to the entrances to the building if necessary;
 - Follow the instructions of the Fire and Rescue Service when they arrive.
 - Remain at the Assembly Area for the arrival of the emergency services and render assistance if required. Identify yourself to the Fire Officer in Charge as the Evacuation Coordinator for the building.

2. If a false alarm is confirmed:
 - Ensure that any condition triggering the false alarm (for example, smoke from burnt toast) is resolved, and reset the alarm;
 - Reassure any concerned persons that a false alarm has occurred.

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

The Fire and Rescue Service should be contacted as early as possible when an emergency has been confirmed. The Fire and Rescue Service can be contacted on 000 . You should tell the Operator:

- That there is a fire emergency (which is being investigated);
- Your name;
- The address of the building;
BOWEN PLACE, 341 BOWEN TERRACE, NEW FARM, and
- The nearest cross-street.
BARKER STREET, NEW FARM
- Remain on the phone until the Operator tells you to hang up.

There is no local alarm / occupant warning system installed in the building.

There is no automatic or manual alarm system that is connected to the fire service installed in the building.

MOBILITY-IMPAIRED PERSONS

Any mobility-impaired persons who are regularly in the building should be recorded in the Register below.

You must ensure that each mobility-impaired person has been evacuated, and inform the Fire and Rescue Service if any such person:

- Has not been evacuated (for example, if they are sheltering in a safe area); or
- Has not been accounted for.

CHECKING THAT ALL PEOPLE HAVE BEEN EVACUATED

Once the building has been evacuated, you must confirm that there are no people left inside. This can be done either by confirming with those Occupiers present in the Safe (Assembly) Area that all areas of the building have been checked, or by conducting a walk-through inspection of all areas of the building that are safe to inspect.

PERSONS REFUSING TO EVACUATE THE BUILDING

Sometimes a person will refuse to evacuate the building when an alarm sounds or when requested to evacuate. If a person refuses to evacuate the building, they should be strongly persuaded to evacuate.

If they still refuse, they should be left and their location should be reported immediately to the Evacuation Coordinator, who will advise the Fire and Rescue Service.

Physical force should NOT be used to remove someone who refuses to evacuate, as it poses a serious risk of injuring the person refusing to leave and/or the person attempting to force them to leave, which may result in both people requiring rescue.

UNCONSCIOUS PERSONS

If a person is found unconscious, one of two courses of action should be taken:

WHERE THE PERSON IS IN IMMINENT DANGER

Where an unconscious person is in immediate danger (for example, from fire or smoke), they should be moved to the nearest fire-safe area or compartment. Do not move the person more than is necessary, as they may have injuries which you are not aware of, and excessive movement may cause them further harm.

When moving the unconscious person through doorways, the door should be closed behind you to isolate you from the danger area. If you are moving the unconscious person to the assembly area, you should allow able-bodied people to evacuate first.

Someone (preferably a person with first aid training) should stay with the unconscious person. Their location MUST be reported to the Evacuation Coordinator.

WHERE THE PERSON IS NOT IN IMMINENT DANGER

Where an unconscious person is not in imminent danger, they should not be moved as they may have injuries which you are not aware of, and excessive movement may cause them further harm.

Someone (preferably a person with first aid training) should stay with the unconscious person. Their location MUST be reported to the Evacuation Coordinator.

MOBILITY-IMPAIRED PERSONS

A mobility-impaired person is a person with a physical, mental or sensory impairment, either temporary or permanent, who will require assistance during an evacuation. It is important that each mobility-impaired person in the property be recorded on the register below so that they can be given assistance in an emergency. You should also be aware that there may be persons of a non-English speaking or cultural background in the building who may not readily respond to the initial fire alert and who may need further assistance to appreciate the situation.

The Evacuation Coordinator and a person designated to assist each mobility-impaired person should discuss the procedures for assistance in an emergency with mobility-impaired persons. This discussion should be used to identify the specific needs of each person, as well as to reassure them that there are procedures in place to assist them in an emergency.

In an emergency, the mobility impaired person and their designated person are to move to a safe area away from danger and wait for Fire Brigade assistance.

Method of operation of firefighting equipment and manually operated fire alarms

OPERATING FIRE-FIGHTING EQUIPMENT IN THIS BUILDING

The fire-fighting equipment installed on the subject property may include:

Fire Hose Reels.
Fire Extinguishers (Class A, B, E)

Take some time now to identify the location of the fire fighting equipment in your building. The locations are shown on the Evacuation Diagram.

FIRE HOSE REELS

Fire Hose Reels are designed to be used for fires involving wood, paper and plastics. It is dangerous to use a Fire Hose Reel on flammable liquid, electrical equipment, cooking oil and fat fires.

USING A FIRE HOSE REEL: MANUAL REEL

Fire Hose Reels are all very similar in operation. This is the general procedure for their use. Note that, generally, a minimum of two people will be required to effectively run out the hose to the fire and to open doors etc.:

1. Ensure that the nozzle or jet is in the closed position;
2. Turn on the main valve on the water supply to the hose reel (some hose reels will not allow the hose to be unwound until this is done);
3. Pull the hose off the drum, in the direction of the fire;
4. Ensure that you are positioned between the fire and a safe evacuation route;
5. Open the nozzle or jet, and apply the water spray to the base of the fire in short, sweeping bursts;
 - 5.1. Keep out of the smoke or steam produced by the fire.

Warning: There is an unlimited supply of water to the hose reel. You should not continue fighting a fire if it increases in size, or for an long period of time. You must stay aware of your surroundings and conditions.

You should only attempt to use a fire hose reel to fight a fire if you are trained and it is safe to do so. Also, fire hose reels should only be used to fight small, uncomplicated fires.

Using a fire hose reel on the wrong class of fire can make the situation worse and/or possibly endanger yourself and those around you. Only attempt to fight a fire if you are trained to use fire-fighting equipment and you feel confident in doing so.

Fire Extinguishers

This is a quick guide - you should be trained to use an extinguisher! You should also know the number, kind and size of extinguishers in your area. Check them occasionally too.

Using Extinguishers

In general, extinguishers are simple to use. You'll have to remove a locking mechanism of some kind (usually a pin), aim at the base of the fire, and activate (usually by squeezing a lever/handle). When you are finished with the extinguisher, *do not place it back in its holder - lie it down* - this is recognized as a sign the extinguisher is "dead". The Chief Warden **must** be notified of any use of an extinguisher (so it can get refilled). *Even if you use one and the gauge still shows "green", the extinguisher is dead, is to be laid down and needs re-charging.*

Note that one extinguisher does not put out much fire. If the fire is large, you will place yourself in great danger in attempting to deal with it - extinguishers are suitable for small fires only. It is probably a good plan

to carry two extinguishers to the fire - one as a backup. Even better is to have a "buddy" with an extinguisher behind you. Extinguishers sometimes don't work!

Note that extinguishers operate only at short distances. This means you need to get *close* to the fire. This should ring warning bells! If you are going to try to deal with a fire personally, make sure someone else has gone to raise the alarm - you may need rescuing in the very near future. When in doubt GET OUT (but close the door when leaving, to help contain the fire).

To actually use an extinguisher - remember "PASS":

- P** - Pull the pin (and give it a "squirt" to make sure it's going to actually work)
- A** - Aim the extinguisher at the base of the fire
- S** - Squeeze the handle
- S** - Sweep back and forth, extinguishing as you go

Fire Extinguisher Problems

There are many reasons why extinguishers may not work, these include: the extinguisher is discharged (all types except CO2 have a pressure gauge), the chemicals in the extinguisher have "packed down", the locking mechanism is still in place, or the extinguisher is simply a dud.

In the face of panic, many people are unable to remove the locking pin: do NOT hold the extinguisher by the "handle" to do this - you tend to squeeze the handles together which locks the pin in place! This is the most common problem people encounter when trying to use an extinguisher for the first time (apart from aiming it at the burning material and "blowing" the burning material around the room). To remove the pin, rest your hand on the top of the cylinder, not on the handle itself. The pins are retained with a plastic strap which can be broken by twisting the pin. If you can't get the pin out, you can't use the extinguisher and you should be taking large steps away from the incident.

Types of Extinguisher:

You need to know this stuff - you can't risk using the wrong type of extinguishing agent on a fire or you'll make the situation worse and may involve yourself in the incident (by being electrocuted, for example).

	Pressurised Water Extinguisher (Class A) Red		Dry Chemical Extinguisher (Class A,B,E or Just B,E) Red with White Band
	Carbon Dioxide Extinguisher (Class A,B,E) Red with Black Band		Foam Extinguisher (Class A,B) Blue

PH: 1300 880 466
 www.qbm.com.au
 Email: inspections@qbm.com.au



EVACUATION DIAGRAM

Bowen Place
 Tenth Floor, 341 Bowen Terrace, New Farm

EVACUATION PROCEDURE

ON THE DISCOVERY OF SMOKE/FIRE

- Alert people and evacuate the immediate area
- If safe to do so, contain Fire Spill or leaks by closing doors
- Ensure an alarm has been raised by
 - External - dialling 000
 - Internal - activating manual call point or raise the alarm "SHOUT FIRE"
- Notify your Evacuation Coordinator of the location, nature and status of the emergency (e.g. fire, spill, gas leak)
- Follow your Evacuation Coordinator's instruction, and evacuate if necessary.
- If safe to do so, attempt to extinguish the fire or if Gas leak, attempt to turn off Gas Mains.

NOTE: DO NOT stop to collect personal belongings
 DO NOT use lifts
 DO NOT return to the building until authorised to do so

REMOVE PEOPLE

from immediate danger, DO NOT block exits & exit routes

ALERT-RAISE THE ALARM

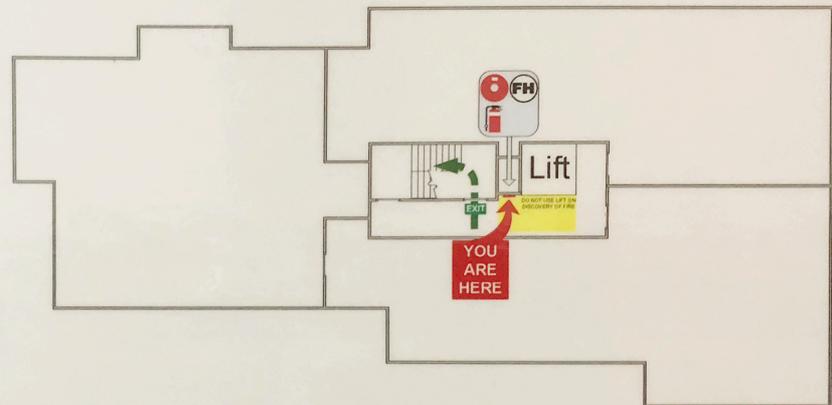
Advise Evacuation Coordinator/Management
 Dial 000

CONTAIN FIRE & SMOKE

Select and use extinguishers if safe to do so, closing windows and doors to contain smoke/fire

E VACUATE

Use fire stairs /exits. Take others with you, proceed to the main assembly area



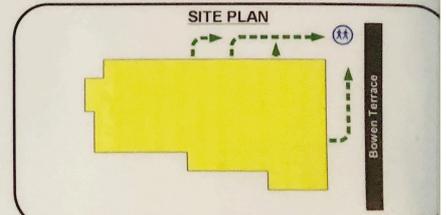
LEGEND

- ASSEMBLY POINT
- PATH OF EXIT
- DRY CHEMICAL POWDER EXTINGUISHER
- EMERGENCY EXIT
- HYDRANT
- FIRE HOSE REEL

PORTABLE FIRE EXTINGUISHER GUIDE

	Water	Wet Chemical	Foam	Dry Chemical Powder ABC	Carbon Dioxide (CO ₂)	Vapourising Liquid	Fire Blanket
A Ordinary Combustible (Wood, Paper, Plastics, etc)	✓	✓	✓	✓	✓	✓	✓
B Flammable Liquids	✗	✓	✓	✓	✓	✓	✓
C Flammable Gases	✗	✗	✗	✓	✓	✗	✗
D Energised Electrical Equipment	✗	✗	✗	✗	✓	✓	✗
E Cooking Oils & Fats	✗	✓	✓	✗	✗	✗	✓

SITE PLAN



Ideally impaired persons should evacuate immediately on hearing fire alarm assisted by a nominated person.
 It should be clearly understood that the primary duty of occupants is not to combat the fire, but to ensure as far as possible and to the best of their ability, the safety of themselves and others.
 Occupants with first attack fire fighting skills may attempt to extinguish the fire if safe to do so.

	Unit	Comment	Unit	Comment	Unit	Comment
		NE		NW		Sth
Level 14	40		41		42	
Level 13	37		38		39	
Level 12	34		35		36	
Level 11	31		32		33	
Level 10	28		29		30	
Level 9	25		26		27	
Level 8	22		23		24	
Level 7	19		20		21	
Level 6	16		17		18	
Level 5	13		14		15	
Level 4	10		11		13	
Level 3	7		8		9	
Level 2	4		5		6	
Level 1	1		2		3	
LG 1		Basement car park lower level 1				
LG 2		Basement car park lower level 2				