



# FIRE AND EVACUATION PLAN

For

**The Body Corporate for  
*PROMINENCE***

**13-21 Bombery Street  
Cannon Hill QLD 4170**

***Community Titles Scheme 48433***



| Complied By:        |              |
|---------------------|--------------|
| Date of inspection: | 26/6/2018    |
| Inspector name:     | Philip Perry |

**NEW SOUTH WALES**

Level 5, 115 Pitt St Sydney 2000  
PO Box A72 Sydney South NSW 1235

**QUEENSLAND**

18 Park Rd Milton 4064  
PO Box 1584 Milton 4064

**VICTORIA**

Level 1, 1 Queens Rd Melbourne 3004  
GPO Box 3025 Melbourne 3001



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**RECORD OF REVIEW OF FIRE AND EVACUATION PLAN**

This Fire and Evacuation Plan ('the Plan') must be reviewed at least annually or sooner if there is a change in circumstances which affects the Plan or its implementation. The date the plan was reviewed, and the details (name and position) of the person reviewing the plan should be listed in the table below.

| <b>DATE OF REVIEW</b> | <b>REVIEWED BY</b> | <b>POSITION/TITLE</b> |
|-----------------------|--------------------|-----------------------|
| 28/06/2017            | Scott Thomson      | Fire Safety Inspector |
| 26/06/2018            | Philip Perry       | Fire Safety Inspector |

**EMERGENCY CONTACT NUMBERS**

| <b>EMERGENCY CONTACT</b>                                   | <b>PHONE NUMBER</b> |
|--|---------------------|
| <b>Fire and Emergency Service<br/>Ambulance<br/>Police</b> | 000                 |
| <b>National Security Hotline</b>                           | 1800 123 400        |
| <b>Poisons Information Line</b>                            | 131 126             |

**RESPONSIBLE PERSON**

|                                  |                             |
|----------------------------------|-----------------------------|
| <b>Responsible Person's Name</b> | Solutions in Fire Pty Ltd   |
| <b>Phone number</b>              | 1300 136 036                |
| <b>Email address</b>             | enquiry@solutionsinfire.com |

**FIRE MAINTENANCE CONTRACTORS**

| <b>FIRE SAFETY INSTALLATIONS</b>                        | <b>FIRE MAINTENANCE CONTRACTORS</b> | <b>PHONE NUMBER</b> |
|---|-------------------------------------|---------------------|
| Fire Extinguishers                                      | Simplafire                          |                     |
| Fire Hose Reels   | Simplafire                          |                     |
| Fire Hydrants   | Simplafire                          |                     |
| Smoke Alarms and Heat Alarms                            | Simplafire                          |                     |
| Emergency Warning and Intercommunication Systems        | Simplafire                          |                     |
| Exit Signs  | Simplafire                          |                     |
| Emergency Lighting                                      | Simplafire                          |                     |
| Fire Doors (Hinged and Pivoted Fire-Resistant Doorsets) | Simplafire                          |                     |
| Fire Pumpsets   | Simplafire                          |                     |
| Lifts   | Kone                                |                     |

## **INTRODUCTION**

The Body Corporate for Prominence has legal obligations under the Work Health and Safety Act 2011 to ensure the health and safety of employees, workers, and anyone else who enters the common areas of the property. There are also specific obligations relating to fire safety under the Fire and Emergency Service Act 1990 and the Building Fire Safety Regulations 2008. This involves ensuring that fire safety installations, systems and procedures are properly maintained, that key personnel and workers are trained to ensure they are fully aware of their fire-safety responsibilities, and that evacuation exercises are conducted on a regular basis.

Fire is a significant risk in any building. This Fire and Evacuation Plan is primarily designed to provide information on how The Body Corporate for Prominence manages fire risks, and how individuals may become informed about fire safety measures.

**PROPERTY DETAILS**

|                      |   |
|----------------------|---|
| <b>Building Name</b> | Prominence                                |
| <b>Address</b>       | 13-21 Bombery Street Cannon Hill QLD 4170 |
| <b>Phone Number</b>  | C/- Strata Management Group Pty Ltd       |
| <b>Email Address</b> | C/- Strata Management Group Pty Ltd       |

**RESPONSIBLE PERSONS**

|  |                             |
|--|-----------------------------|
| <b>Responsible Persons' Name</b>       | Solutions in Fire Pty Ltd   |
| <b>Phone number</b>                    | 1300 136 036                |
| <b>Email address</b>                   | enquiry@solutionsinfire.com |
| <b>Date responsibilities commenced</b> | 26/06/2018                  |

**WHO IS RESPONSIBLE FOR DEVELOPING, CHANGING AND REVIEWING THIS PLAN?**

|                      |  |
|----------------------|--|
| <b>Name</b>          | Solutions in Fire Pty Ltd.   |
| <b>Phone number</b>  | 1300 136 036   |
| <b>Email address</b> | <a href="mailto:enquiry@solutionsinfire.com">enquiry@solutionsinfire.com</a> |

**WHO IS RESPONSIBLE FOR TRAINING WORKERS ENGAGED ON THE SUBJECT PROPERTY?**

| <b>Name</b> | <b>Phone number</b> | <b>Email address</b> |
|-------------|---------------------|----------------------|
|             |                     |                      |
|             |                     |                      |
|             |                     |                      |
|             |                     |                      |
|             |                     |                      |
|             |                     |                      |

Please see below for further details about giving General and First-Response Evacuation Instructions to workers.

## **EVACUATION COORDINATION PROCEDURES**

### **Responsible Person**

| NAME                      | DATE THESE PROCEDURES COMMENCED |
|---------------------------|---------------------------------|
| Solutions in Fire Pty Ltd | 27 June 2018                    |

### **PROCEDURE**

1. On discovering or being informed of a fire or emergency:

- Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so.

2. Investigate the area for any signs of a fire or emergency:

- If a fire or an emergency is discovered, ensure that any person in immediate danger is moved to a safe location, if it is safe to do so, and notify the responsible persons coordinating the evacuation;

3. If an emergency is confirmed:

- Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so;
- Control the evacuation of people using the designated exits;
  - i. It is important that you regulate the evacuation process, so as not to impede evacuation from any area directly affected by the fire or emergency;
  - ii. If the evacuation route is obstructed (for example, by fire or smoke), attempt to use an alternative evacuation route;
  - iii. If no safe alternative evacuation route exists, direct people to shelter in a safe location, preferably isolated from the fire or emergency by one or more doors;
- Ensure doors and windows are closed to minimise the spread of fire and smoke.
- Check that all people have been evacuated from your area;
- Proceed to the Assembly Area (on the footpath at the letterboxes);
- Report to responsible persons coordinating the evacuation, and advise them of any mobility-impaired person requiring assistance, any person who is refusing to evacuate, and any person who is unaccounted for;
- Follow the instructions of the responsible persons coordinating the evacuation and the Fire and Emergency Services when they arrive;
- Remain at the Assembly Area for the arrival of the emergency services and render assistance if required.

4. If a false alarm is confirmed:

- Ensure that any condition triggering the false alarm (for example, smoke from burnt toast) is resolved;
- Contact responsible persons coordinating the evacuation and inform them of the false alarm;
- Reassure any concerned persons that a false alarm has occurred.

**Where the EWS (Emergency Warning System) has a PA system.**

1. Go to the Emergency Warning System (EWS) panel (Entry foyer), switch it from automatic to manual (alert) mode and determine in which zone an alarm is sounding.

Then:

- Deactivate the Alert tone in all areas sounding an alarm;
- Make the following announcement to those areas:

*“Attention, attention– there is an alarm sounding.  
The cause is being investigated.  
Please standby and await further instructions.” (Repeat)*

- Reactivate the Alert tone in all areas where an alarm sounded;
- If possible, establish the scope of the emergency (for example, by contacting people in the area).
- Ensure that the emergency services have been contacted;
- If you need to leave the EWS/EWIS panel for any reason, return it to Automatic mode.

2. If an emergency is confirmed, or if you are unable to confirm the nature of the incident,

Then:

- Make the following announcement to the building:

*“Attention, attention – we have an emergency in the building.  
Please evacuate immediately to the assembly area at on the footpath at the letterboxes.”  
(Repeat)*

- Ensure that the evacuation proceeds in an orderly fashion;
- Proceed to the Assembly Area (on the footpath at the letterboxes);
- Receive reports from Occupants;
- Ensure that people do not re-enter the building until the 'all clear' is given by the Fire and Emergency Service. Post Occupants to the entrances to the building and basement car park if necessary;
- Follow the instructions of the Fire and Emergency Services when they arrive.

3. If a false alarm is confirmed:

Then:

- Deactivate the Alert tone in all areas in alarm;
- Make the following announcement to the building:

*“Attention, attention – this is a false alarm, no further action is required.” (Repeat)*

- Remain at the EWS/EWIS for the arrival of the emergency services and render assistance if required;
- Ensure that the EWS/EWIS and Fire Indicator Panel (FIP) are constantly supervised whilst the EWS/EWIS is in manual mode;

Ensure that the EWS/EWIS is returned to automatic mode after the situation is resolved.



## **PROCEDURE FOR CONTACTING EMERGENCY SERVICES**

The Fire and Emergency Service should be contacted as early as possible during Step 1 of the Evacuation Coordination Procedure (above). The Fire and Emergency 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 (13-21 Bomberly Street, Cannon Hill QLD 4170)

## **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 Emergency Services 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 Wardens 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.

## GENERAL OCCUPANTS

**DATE THESE PROCEDURES COMMENCED:** 27 June 2018

### 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. Do not shout "FIRE, FIRE, FIRE" as this may cause people to panic.
- Ensure that the emergency services have been contacted;
- Calmly evacuate the building, following all instructions from your responsible persons coordinating the evacuation;
- Proceed to the Assembly Area (on the footpath at the letterboxes);
- Report to your Responsible Person, and advise them of any mobility-impaired person requiring assistance, any person who is refusing to evacuate, and any person who is unaccounted for.
- Ensure doors are closed to minimise the spread of fire and smoke.
- Follow the instructions of the responsible persons coordinating the evacuation and the Fire and Emergency Services when they arrive.
- Remain at the Assembly Area for the arrival of the emergency services and render assistance if required.

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 Emergency Services should be contacted as early as possible when an emergency has been confirmed.

The Fire and Emergency Services 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 (13-21 Bombery Street, Cannon Hill QLD 4170)

### MOBILITY-IMPAIRED PERSONS

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

You should render assistance to any mobility-impaired person, and inform your responsible persons coordinating the evacuation/ Warden or the Fire and Emergency Services 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, if you are aware of any person who has not been evacuated, you must inform your responsible persons coordinating the evacuation/ Warden.

## **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 responsible persons coordinating the evacuation, who will advise the Fire and Emergency Services.

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 imminent 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 into an evacuation route or fire stairway, 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 responsible persons coordinating the evacuation.

### **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 responsible persons coordinating the evacuation.

## **SECURING ENTRANCES TO THE BUILDING**

In the event of an emergency, the responsible persons coordinating the evacuation should direct Wardens to secure the entrance to the building by ensuring other entrances are monitored to prevent people re-entering the building.

## **RE-ENTERING THE BUILDING**

People should not re-enter the building once it has been evacuated. The responsible persons coordinating the evacuation and Wardens should ensure that all entrances are secured (see above).

The Fire and Emergency Services will advise the responsible persons coordinating the evacuation if and when the building is safe to re-enter, depending on the extent and type of the emergency and any damage to the building. The responsible persons coordinating the evacuation will then advise the occupants of the building.

**MOVEMENT OF VEHICLES**

The evacuation of vehicles from the building may be undertaken after the evacuation of personnel, subject to the consent of the responsible persons coordinating the evacuation and the Officer in Charge of Police.

The movement of vehicles in and out of the building during an emergency will vary according to the type and seriousness of the emergency. However, until the type of emergency is established, there will be no movement of vehicles in or out of the car park.

The responsible persons coordinating the evacuation will advise what movement of vehicles may be permitted.

**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.

Responsible persons 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 Responsible persons designated to assist each mobility-impaired person are to move to a safe area away from danger and wait for Fire Brigade assistance.

REGISTER OF MOBILITY-IMPAIRED PERSONS: Residential

| LEVEL | UNIT | NAME | CONTACT NUMBER |
|-------|------|------|----------------|
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |
|       |      |      |                |

## **OPERATING FIRE-FIGHTING EQUIPMENT**

### **USING A FIRE EXTINGUISHER**

Fire extinguishers can be used to fight fires using a four-step process, known as **PASS**:

1. **P**ull the pin from the fire extinguisher;
2. **A**im the nozzle at the base of the fire;
3. **S**queeze the levers;
4. **S**weep the extinguisher back and forth across the base of the fire.

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

Using a fire extinguisher 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 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.

**Note:** generally, a minimum of two people will be required to effectively run out the hose to the fire and to open doors etc.

This is the general procedure for their use:

- a. Ensure that the nozzle or jet is in the closed position;
- b. 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);
- c. Pull the hose off the drum, in the direction of the fire;
- d. Ensure that you are positioned between the fire and a safe evacuation route;
- e. 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 a 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.

## USING A FIRE HOSE REEL: AUTOMATIC REEL

Fire Hose Reels are all very similar in operation.

**Note:** generally, a minimum of two people will be required to effectively run out the hose to the fire and to open doors etc.

This is the general procedure for their use:

- a. Ensure that the nozzle or jet is in the closed position;
- b. Pull the hose off the drum, in the direction of the fire. Once the hose has been extended several feet, the water supply will turn on automatically;
- c. Ensure that you are positioned between the fire and a safe evacuation route;
- d. Open the nozzle or jet, and apply the water spray to the base of the fire in short, sweeping bursts;
  - 4.1. 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 a 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.

## **EVACUATION COORDINATION INSTRUCTIONS**

Under the *Building Fire Safety Regulation 2008*, Evacuation Coordination Instructions ('the Instructions') must be given to the responsible persons for the building, as well as any person who has responsibilities under this Plan.

### **PEOPLE REQUIRING INSTRUCTIONS**

|                                     |                           |
|-------------------------------------|---------------------------|
| <b>Primary Responsible Person/s</b> | Solutions in Fire Pty Ltd |
|-------------------------------------|---------------------------|

### **WHEN MUST THE INSTRUCTIONS BE GIVEN?**

These Instructions must be given at least every 12 months, and more frequently under the following circumstances:

- If the responsible persons changes, the incoming person must receive the instructions within one month of commencing their duties;
- If the Evacuation Coordination Procedures change, all people with responsibilities must receive updated training within one month of the change; and
- If the building is being occupied in stages (such as in a staged development, where renovations are carried out, or where a part of the building is occupied after a major fit-out), responsible persons should receive updated training within two months of the part of the building being occupied.

### **HOW MUST THE INSTRUCTIONS BE GIVEN?**

For this building, the occupier of the building (the body corporate) must ensure that the responsible persons are trained and given the instructions at least every 12 months. For this building, this can be accomplished by ensuring that each person who requires instructions:

- Reviews the Evacuation Coordination Procedures contained in this Plan; and
- Understands the training and Procedures.

### **ADDITIONAL REQUIREMENTS FOR HIGH OCCUPANCY BUILDINGS**

For High Occupancy Buildings, the Evacuation Coordination Instructions must be given by:

- a. A registered training organisation (RTO); or
- b. By the FSA for the building or the FSA arranges to be given.



**RECORD OF INSTRUCTIONS**

The occupier must keep a record of each time the Evacuation Coordination Instructions were given to a person.

The table below sets out all of the information required to be kept.

| DATE | NAME OF PERSON RECEIVING INSTRUCTIONS | NAME OF PERSON GIVING INSTRUCTIONS | BRIEF DESCRIPTION OF INSTRUCTIONS |
|------|---------------------------------------|------------------------------------|-----------------------------------|
|      |                                       |                                    |                                   |
|      |                                       |                                    |                                   |
|      |                                       |                                    |                                   |
|      |                                       |                                    |                                   |
|      |                                       |                                    |                                   |
|      |                                       |                                    |                                   |

## **GENERAL AND FIRST-RESPONSE EVACUATION INSTRUCTIONS**

Under the *Building Fire Safety Regulation 2008*, General Evacuation Instructions (instructions on how to evacuate the building in an emergency) must be given to each person who works in the building at least every 12 months, and First-Response Evacuation Instructions (instructions on how to use fire-fighting equipment and manually operated alarms in the building) must be given to each person who works in the building at least every 2 years.

### **WHO MUST BE GIVEN INSTRUCTIONS?**

Under s 31 of the Regulation, a worker must receive training if, during the previous 3 months, there have been at least 2 weeks in which the worker worked or resided in or visited the building for a total period, in each week, of at least 10 hours.

### **WHEN MUST INSTRUCTIONS BE GIVEN?**

If a new person starts working in the building, he or she must be given the General Evacuation Instructions within two days of starting work, and must be given the First-Response Evacuation Instructions within one month.

If there is a material change in the location of a Fire Safety Reference Point (the items listed above) or the procedures for evacuating the building, every person must receive updated General Evacuation Instructions.

If there are changes in the operation of fire-fighting equipment in the building, every person must receive updated First-Response Evacuation Instructions.

All updated training must be given within one month of the change.

### **WHO IS RESPONSIBLE FOR GIVING THE INSTRUCTIONS?**

The managing **entity** is responsible for ensuring that workers engaged on the behalf of the building (for example, any maintenance personnel or building managers) are trained.

Any workers engaged by the **occupier** of a unit are the responsibility of that occupier, if they meet the activity threshold (above).

A person should be appointed to ensure that this training is carried out (generally the responsible person).

### **WHAT MUST GENERAL EVACUATION INSTRUCTIONS COVER?**

The General Evacuation Instructions are, essentially, an induction to the building and its fire-safety systems and procedures for new workers, and must cover:

- The location of each Evacuation Sign;
- The evacuation routes and exits from the building;
- Any intercommunication devices in the common areas of the building;
- The manually operated fire alarms (such as Break Glass Alarms) in the building;
- The fire-fighting equipment in the building;
- Each designated assembly area for the building;
- The route from each exit from the building to a designated assembly area; and
- The procedures for evacuating the building safely in the event of a fire or hazardous materials emergency (the Evacuation Coordination Procedures).

If a worker will only use part of the building, their General Evacuation Instructions should cover that part of the building, and any areas reasonably accessible from that part of the building (for example, a worker in a high-rise office tower who only works on one level would only receive instructions covering that level, as well as the common areas).

**ADDITIONAL REQUIREMENTS FOR HIGH OCCUPANCY BUILDINGS**

The First Response Evacuation Instructions must be given by:

- A registered training organisation (RTO); or
- By the FSA for the building or the FSA arranges to be given.

**PROCEDURE FOR GIVING GENERAL AND FIRST-RESPONSE EVACUATION INSTRUCTIONS**

When a new employee/worker (e.g. gardener) commences work in the building, and when an employee is due to receive updated instructions, the Responsible Person/s or a manager should give the new worker the General Evacuation Instructions for the building (see above).

If the building has fire-fighting equipment installed, you must either directly engage a Registered Training Organisation to deliver the First-Response Evacuation Instructions or contact your Fire Safety Adviser to organise the delivery of these instructions.

The details of this training should then be recorded in the following table:

**RECORD OF GENERAL AND FIRST-RESPONSE INSTRUCTIONS**

| DATE | NAME AND SIGNATURE OF PERSON RECEIVING INSTRUCTIONS | NAME AND SIGNATURE OF PERSON GIVING INSTRUCTIONS | BRIEF DESCRIPTION OF INSTRUCTIONS                  |
|------|---|--|--|
|      |   |  | General and First-Response Evacuation Instructions |
|      |   |  |  |
|      |   |  |  |
|      |   |  |  |
|      |   |  |  |
|      |   |  |  |
|      |   |  |  |

## EVACUATION PRACTICES

Every building must conduct an evacuation practice (also known as an evacuation exercise, evacuation drill or fire drill) at least every 12 months. The evacuation practice must involve 'an appropriate number of people', and must be conducted 'in an appropriate way'. Records of each exercise must be kept, so that any problems identified during the drill can be referred back to and rectified.

### **WHAT DOES 'AN APPROPRIATE NUMBER OF PEOPLE' AND 'IN AN APPROPRIATE WAY' MEAN?**

The way that the regulations have been drafted allows buildings to conduct an evacuation practice with an 'appropriate number' of people. What an 'appropriate number' of people is will vary depending on the type of building. For example, in a hospital, it would not be appropriate to evacuate patients from an intensive care unit, and in a small residential building, some residents may be unable to attend the practice due to sickness or other commitments.

For your building, the body corporate and managing agent should contact all occupants and arrange the exercise at a time which is convenient for most of them. Arrangements should be made to have some occupants evacuate from different parts of the building (if necessary) to simulate the evacuation of the entire building.

### **RECORD KEEPING**

The occupier must keep a record the details of each Evacuation Practice. The table below sets out all of the information required to be kept. Additional sheets may need to be attached if the space below is not sufficient.

| Date | Time of practice start | Time of practice finish | Details of practice and any action required? | Name of person conducting practice |
|------|------------------------|-------------------------|--|------------------------------------|
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |
|      | am/pm                  | am/pm                   |  |                                    |

## **REQUIRED DOCUMENTS**

### **EVACUATION SIGNS**

Evacuation signs are not required for properties with a floor space of less than 300 m<sup>2</sup>, and where the lots exit directly onto a place of safety. Where evacuation signs are required, a copy must be kept with the Fire and Evacuation Plan.

### **APPROVAL DOCUMENTS**

Any relevant approval documents for the building must be included in this Plan.

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

- Certificate of Classification or Certificate of Approval (If either of these are not available QFES 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.

### **FIRE SAFETY MANAGEMENT PROCEDURE ALTERNATIVE BUILDING SOLUTIONS**

If any building work for the building involved an alternative solution, a 'Fire Safety Management Procedure' will have been provided as a condition of the occupation and use of the building.

This Procedure must be kept with this Plan.

Solutions in Fire is not aware of any of alternative solutions for this building. This section is advisory.

## **OBLIGATIONS REGARDING THE FIRE AND EVACUATION PLAN (ADVISORY)**

The Body Corporate has a range of obligations regarding this Fire and Evacuation Plan. These are set out, briefly, below.

### **PLAN TO BE KEPT IN WRITING**

This Plan must be kept in a written form and in an electronic format in another premises.

### **ACCESSING THE PLAN**

The Plan must be made available for inspection *in the building* during normal business hours (i.e. 9am to 5pm). The Plan can be in electronic or written form, and can be kept in the common areas of the property or inside a unit, provided that it is available for inspection on request.

### **CHANGING THE FIRE AND EVACUATION PLAN**

This Plan must be changed as soon as possible, but no later than one month after a change in circumstances which affects the Plan's compliance or implementation.

For example, the plan would need to be changed if:

- A person ceased to be the responsible persons for the building;
- The building is refurbished; or
- There is a change in the use of the building.

Where a change is made to the plan, written notice must be given to each occupier of the building within one month of the change.

### **REVIEWING THE FIRE AND EVACUATION PLAN**

This Plan must be reviewed in its entirety at least every 12 months, to ensure that it remains accurate and compliant.

Changing details within the Plan, such as the identity of the responsible persons, is not a review of the Plan.

When the Plan is reviewed, the details must be logged in the Record of Review of Fire and Evacuation Plan form.

# EVACUATION SIGN

**PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170**  
**Ground Level**

**EVACUATION PROCEDURES**

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

**SAFETY PRIORITIES**

**R**emove people from the danger area.

**A**lert – raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.

**C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.

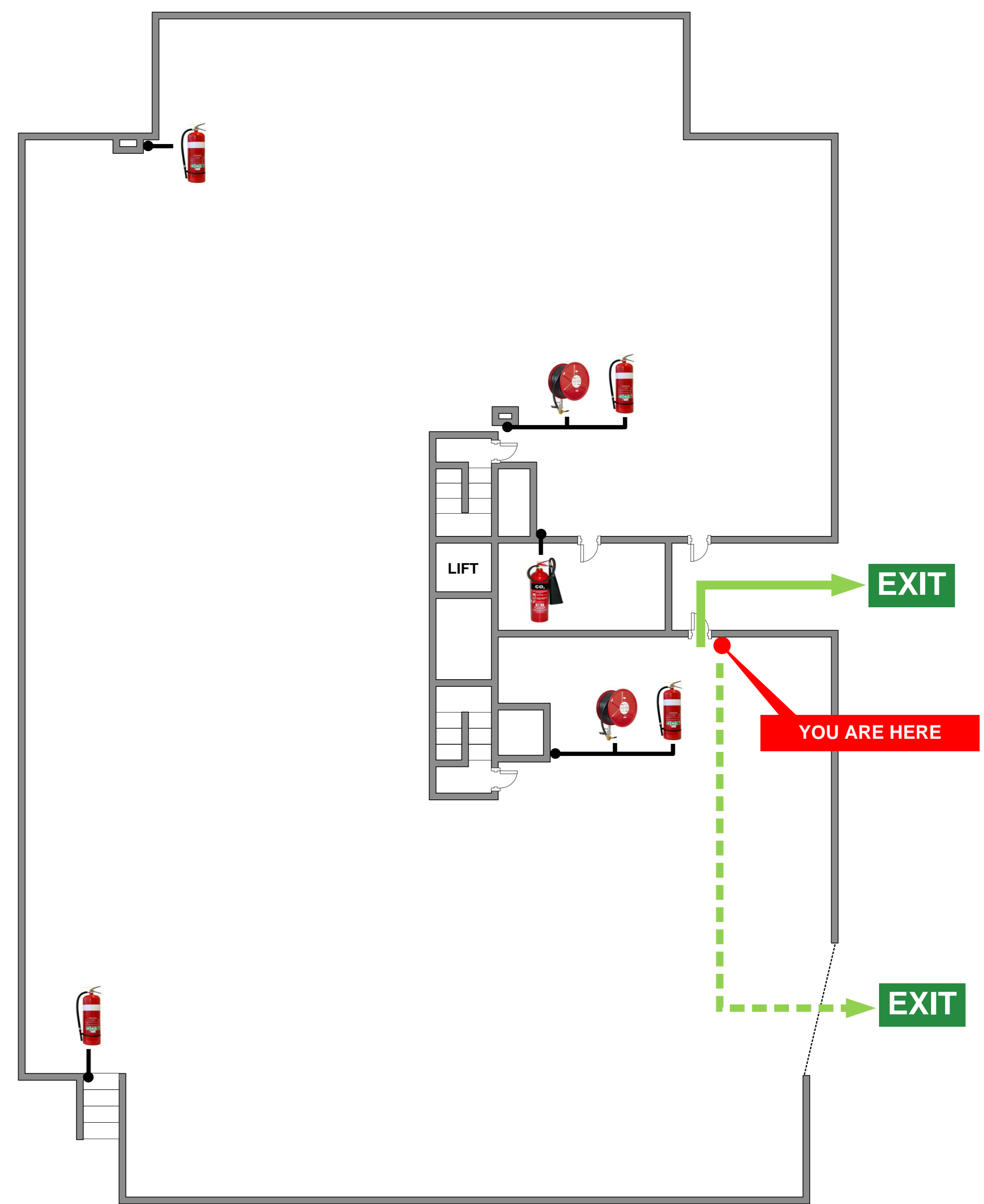
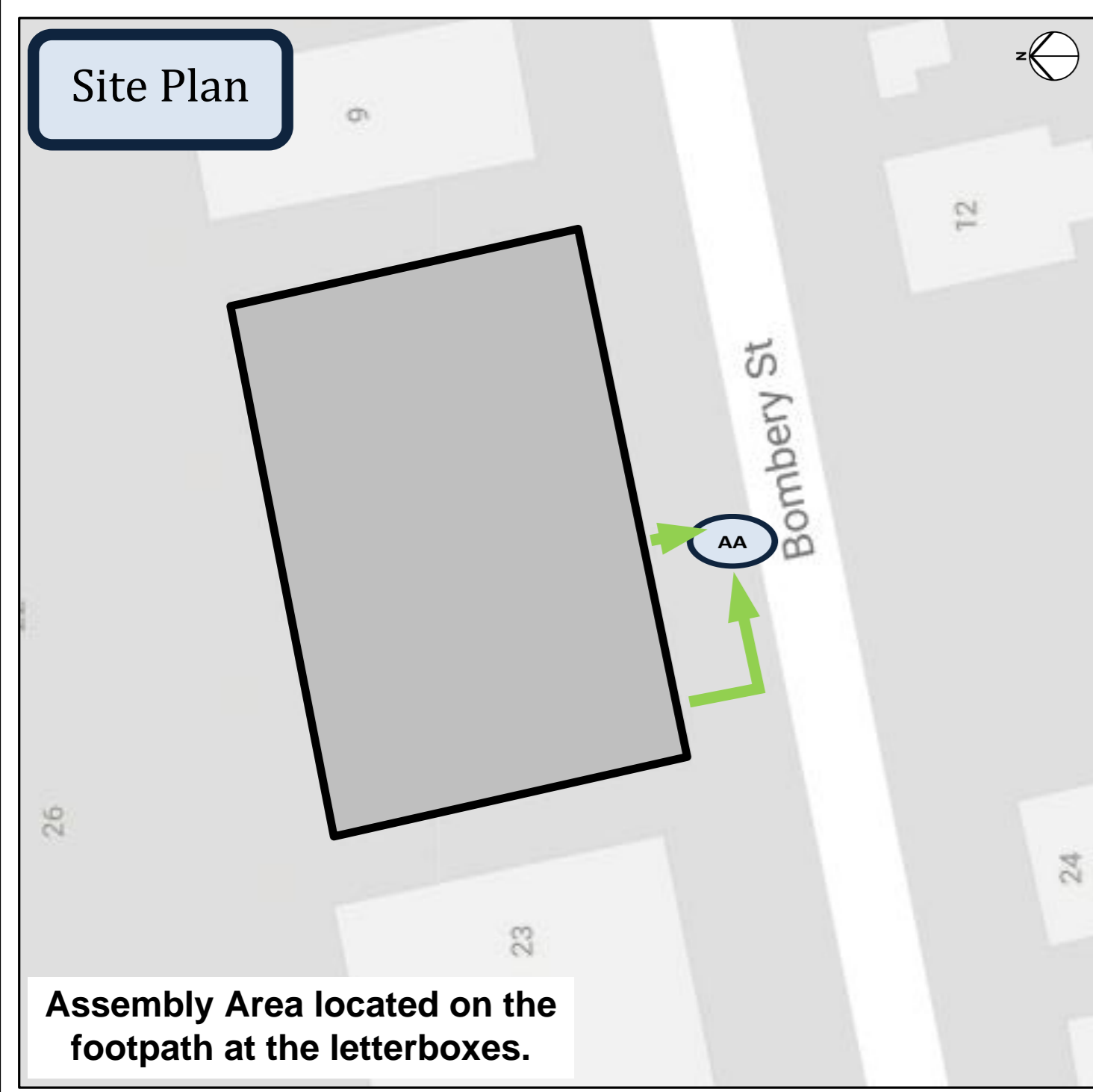
**E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

**FIRE EXTINGUISHERS**

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

|   | Water | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|---|-------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> Wood, paper, plastic etc       | ✔     | ✔         | ✔    | ✔            | ✘           | ✘               | ✔             | ✔            |
| <b>B</b> Flammable & combustible liquid | ✘     | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> Flammable gases                | ✘     | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> Energised electrical equipment | ✘     | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> Cooking oils & fats            | ✘     | ✔         | ✘    | ✘            | ✔           | ✘               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✘ - Limited suitability    ✘ - Not suitable



**LEGEND**

- Exit
- Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Carbon Dioxide Type Fire Extinguisher (Co2)
- Fire Hose Reel



Ph: 1300 136 036  
Web: [www.solutionsinengineering.com](http://www.solutionsinengineering.com)

- Fire Training and Packages
- Fire Safety Advisors (FSA's)
- Asbestos Audits
- Maintenance Plans
- Safety Reports
- Maintenance Reports
- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170  
Ground Level

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

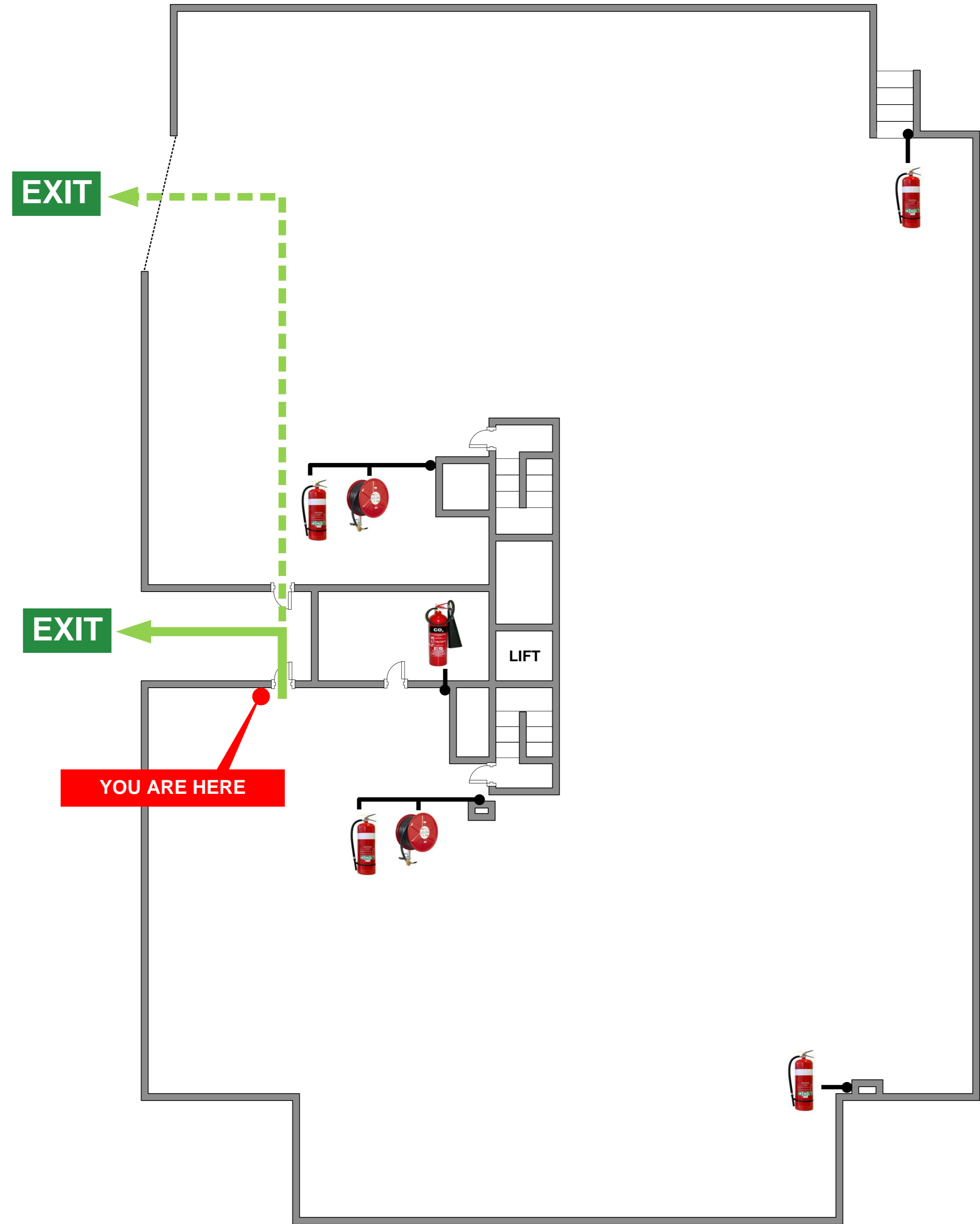
- R**emove people from the danger area.
- A**lert – raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

|   | Water | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|---|-------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> Wood, paper, plastic etc       | ✔     | ✔         | ✔    | ✔            | ✘           | ✘               | ✔             | ✔            |
| <b>B</b> Flammable & combustible liquid | ✘     | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> Flammable gases                | ✘     | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> Energised electrical equipment | ✘     | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> Cooking oils & fats            | ✘     | ✔         | ✘    | ✘            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✘ - Limited suitability    ✘ - Not suitable



### LEGEND

- EXIT  
Exit
- AA  
Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Carbon Dioxide Type Fire Extinguisher (Co2)
- Fire Hose Reel



# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170

Level 1

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

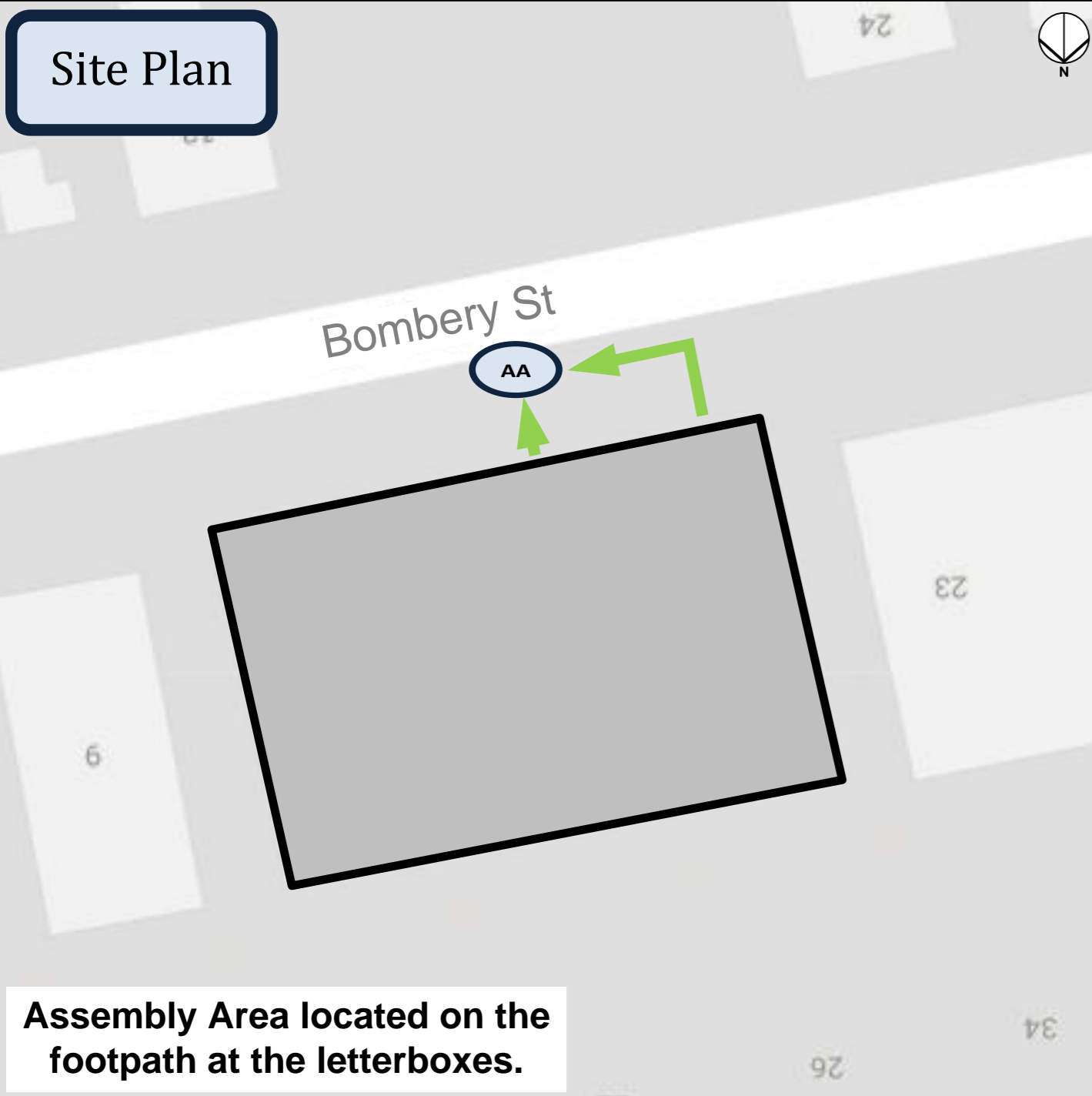
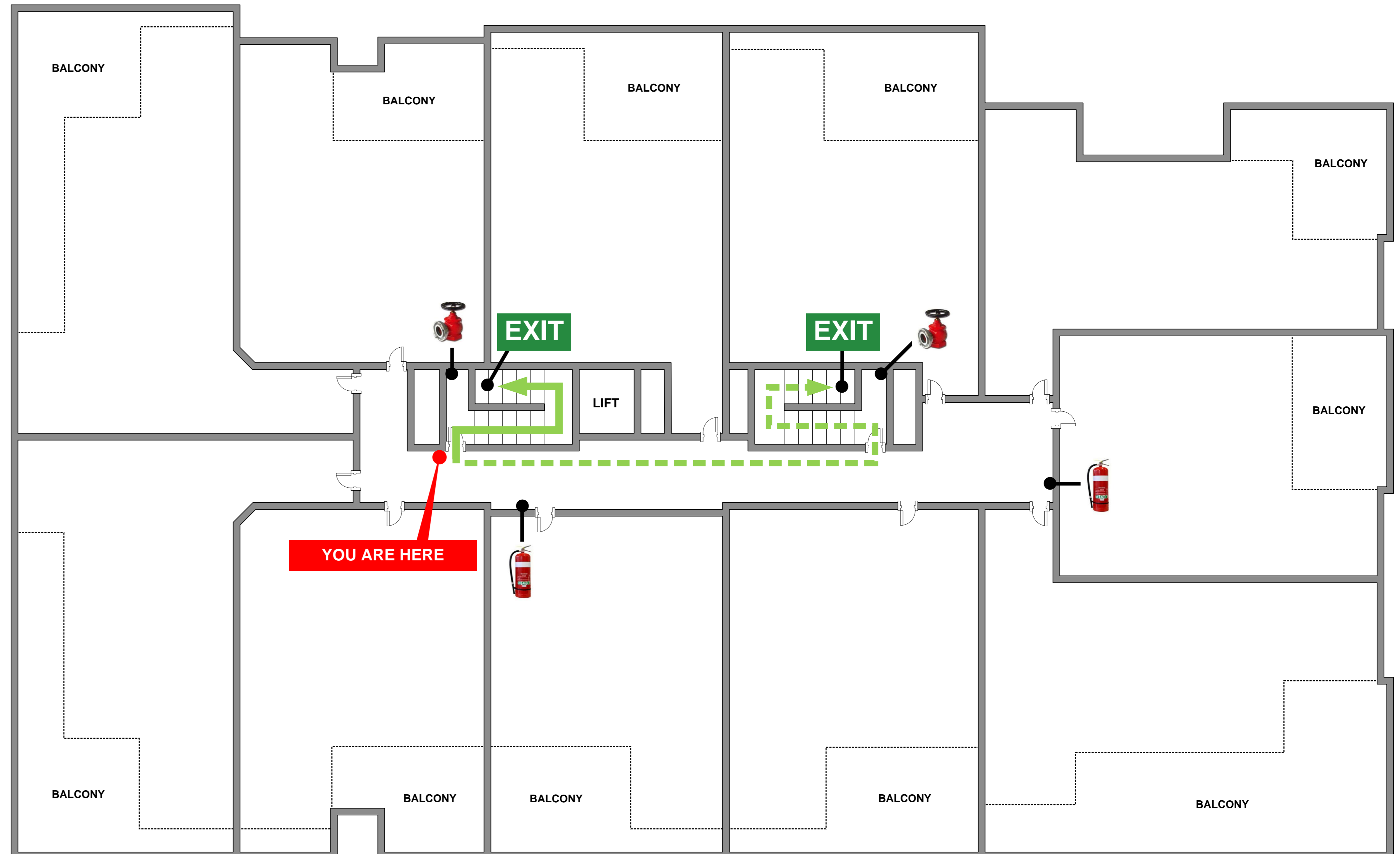
- R**emove people from the danger area.
- A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

**P**ull the trigger. **A**im the nozzle. **S**queeze the trigger. **S**weep the base of the fire.

|          | Water                          | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|----------|--------------------------------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> | Wood, paper, plastic etc       | ✔         | ✔    | ✔            | ✔           | ✘               | ✔             | ✔            |
| <b>B</b> | Flammable & combustible liquid | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> | Flammable gases                | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> | Energised electrical equipment | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> | Cooking oils & fats            | ✘         | ✔    | ✔            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✘ - Limited suitability    ✘ - Not suitable



Assembly Area located on the footpath at the letterboxes.

## LEGEND

- EXIT** Exit
- AA** Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant



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Web: www.solutionsinengineering.com

- Fire Training and Packages
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- Maintenance Reports
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- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170

Level 1

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

- R**emove people from the danger area.
- A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

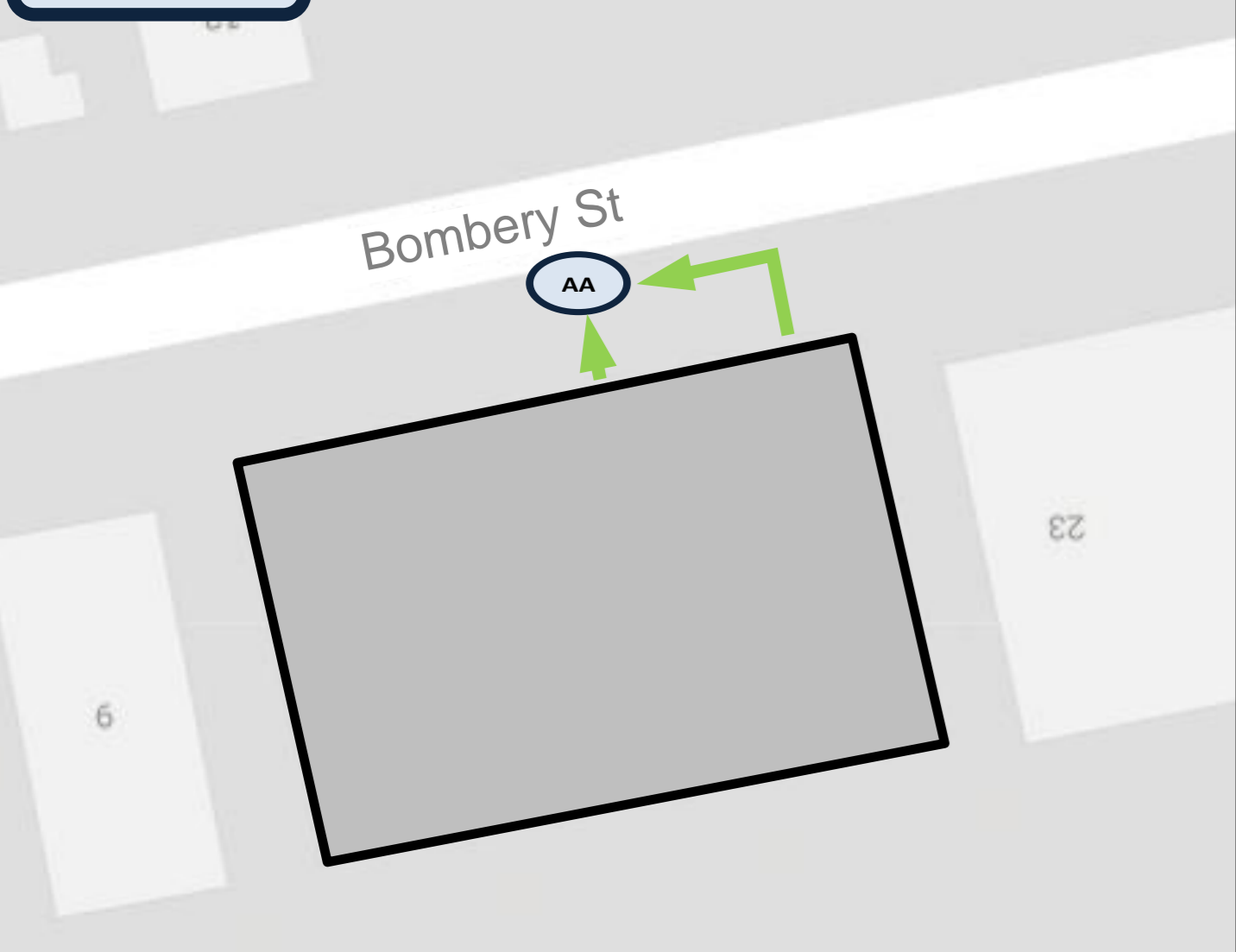
## FIRE EXTINGUISHERS

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

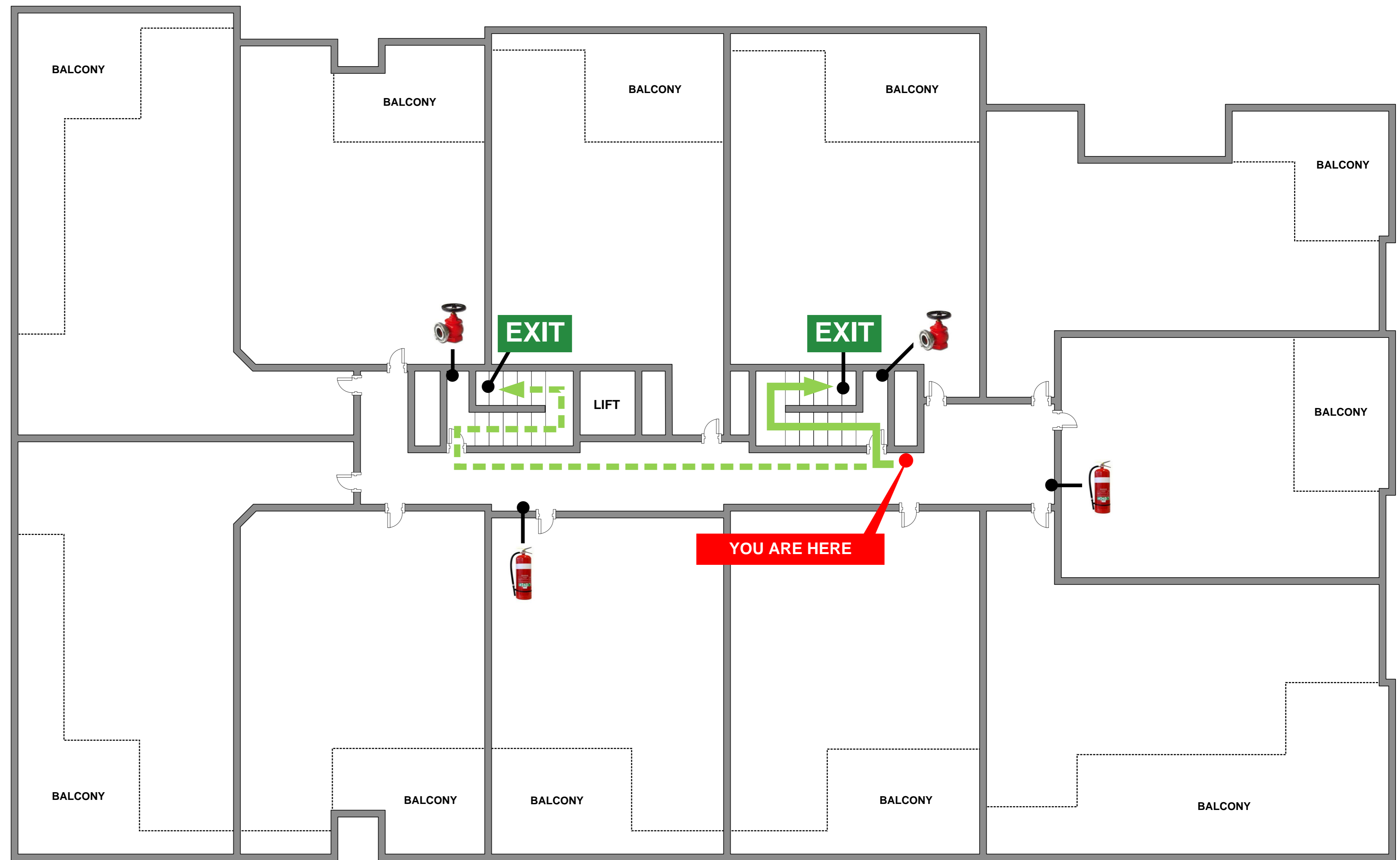
|   | Water | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|---|-------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> Wood, paper, plastic etc       | ✔     | ✔         | ✔    | ✔            | ✘           | ✔               | ✔             | ✔            |
| <b>B</b> Flammable & combustible liquid | ✘     | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> Flammable gases                | ✘     | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> Energised electrical equipment | ✘     | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> Cooking oils & fats            | ✘     | ✔         | ✔    | ✘            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✔ - Limited suitability    ✘ - Not suitable

## Site Plan



Assembly Area located on the footpath at the letterboxes.



## LEGEND

- EXIT** Exit
- AA** Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant

# EVACUATION SIGN

**PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170**  
**Level 2**

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

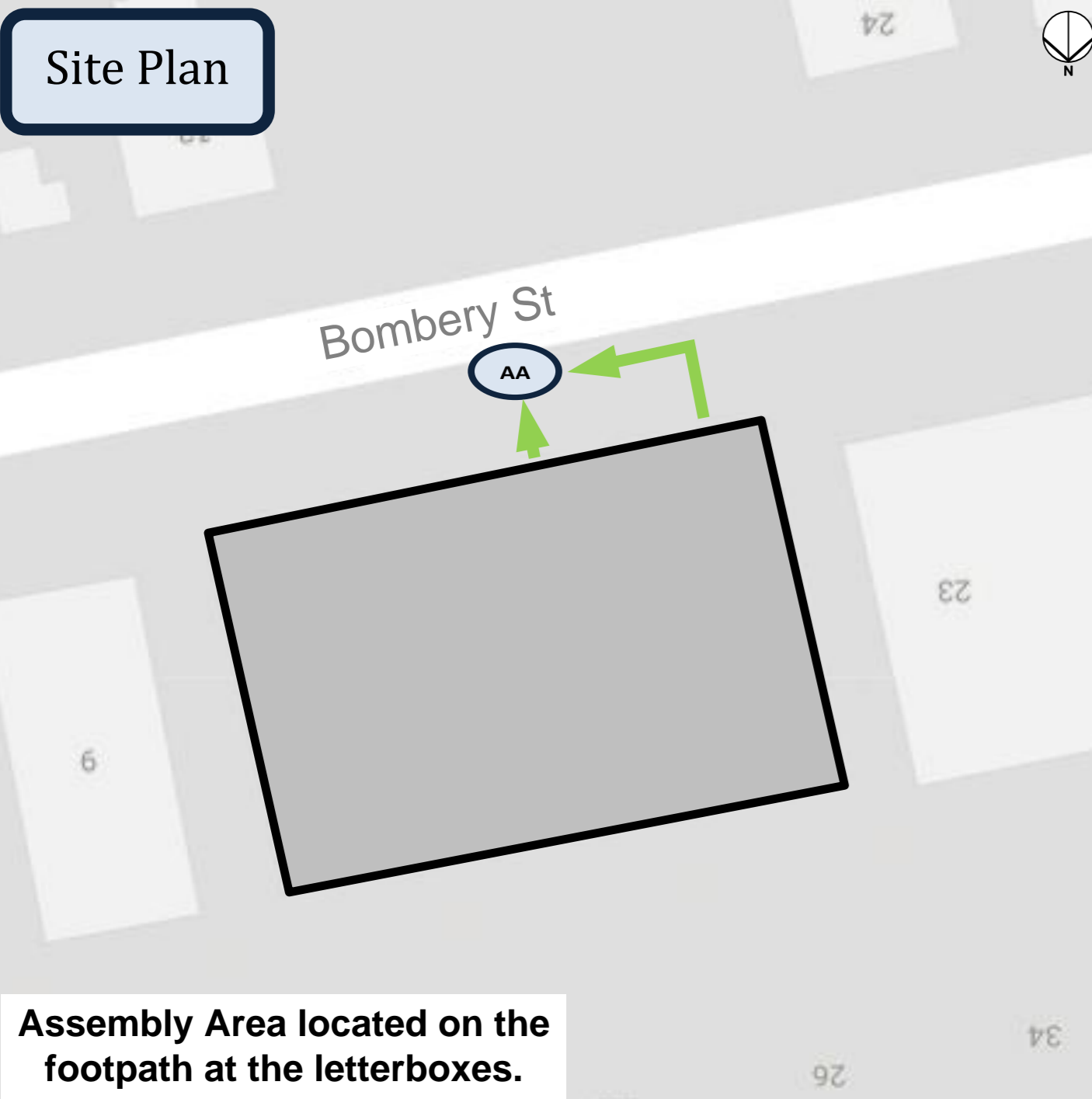
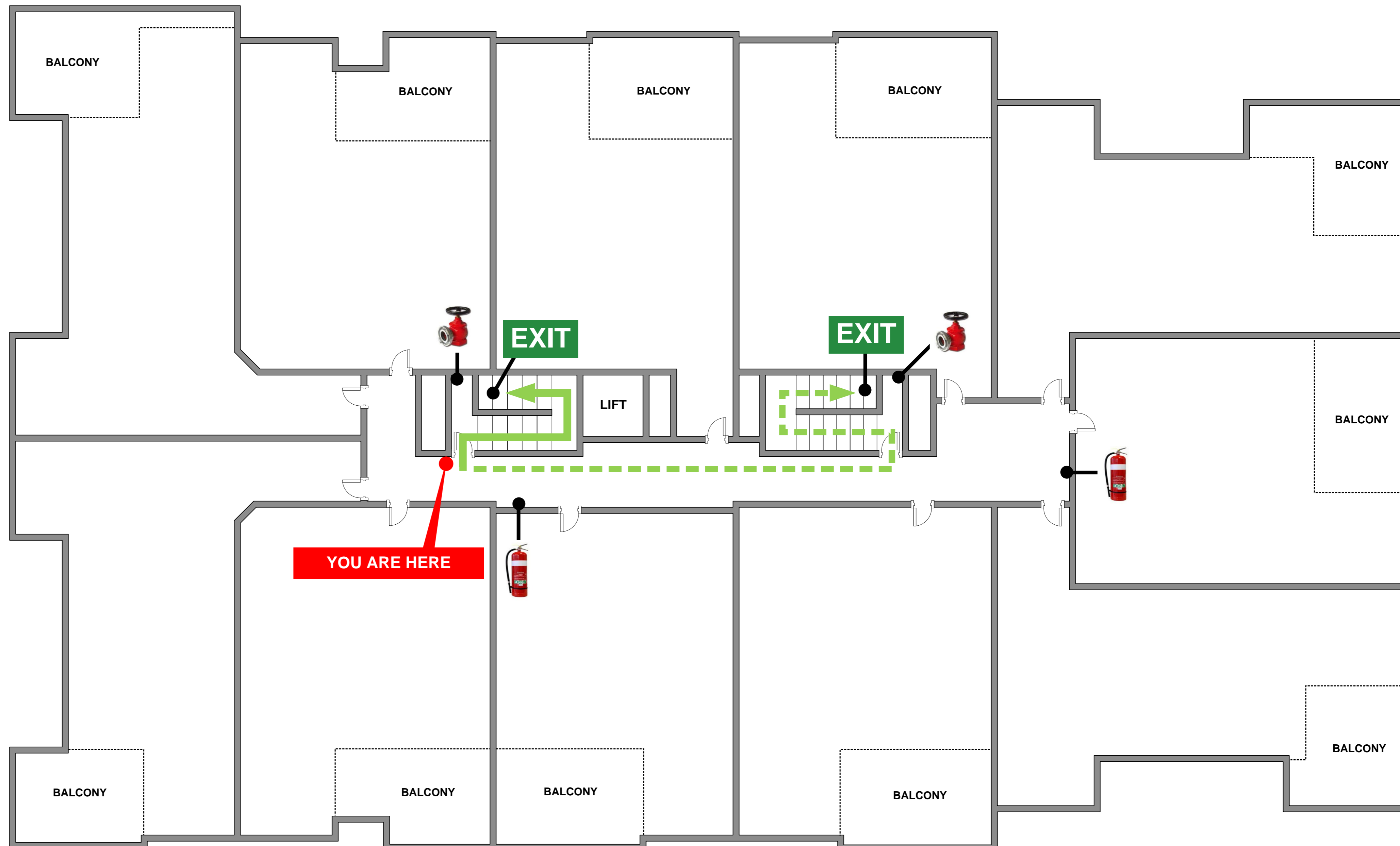
- R**emove people from the danger area.
- A**lert – raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

**P**ull the trigger. **A**im the nozzle. **S**queeze the trigger. **S**weep the base of the fire.

|          | Water                          | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|----------|--------------------------------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> | Wood, paper, plastic etc       | ✔         | ✔    | ✔            | ✘           | ✔               | ✔             | ✔            |
| <b>B</b> | Flammable & combustible liquid | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> | Flammable gases                | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> | Energised electrical equipment | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> | Cooking oils & fats            | ✘         | ✔    | ✔            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✔ - Limited suitability    ✘ - Not suitable



## LEGEND

- EXIT  
Exit
- AA  
Assembly Area
- ➔  
Evacuation Route
- - - ➔  
Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant



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- Maintenance Plans
- Safety Reports
- Maintenance Reports
- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170  
Level 2

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

**R**emove people from the danger area.

**A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.

**C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.

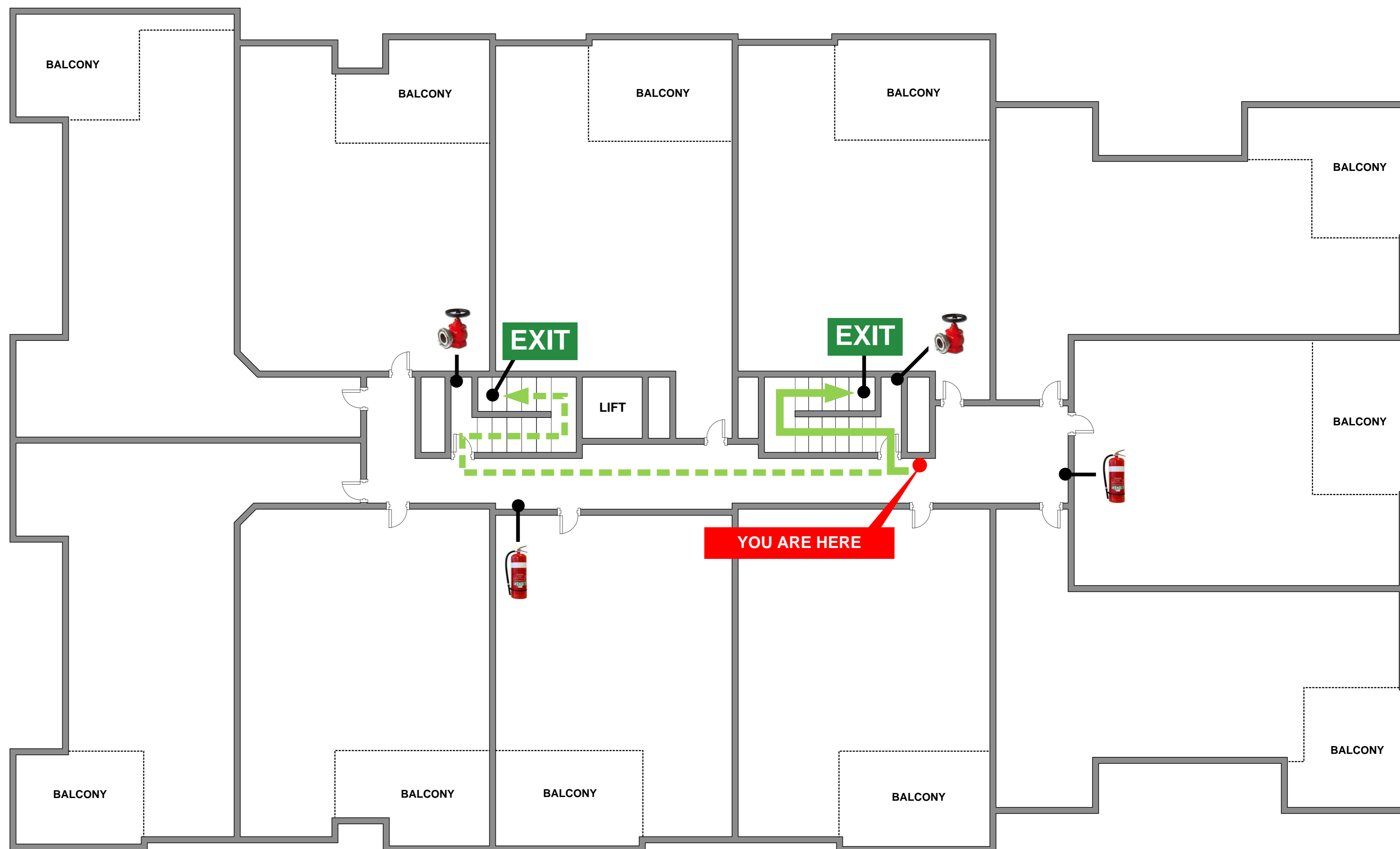
**E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

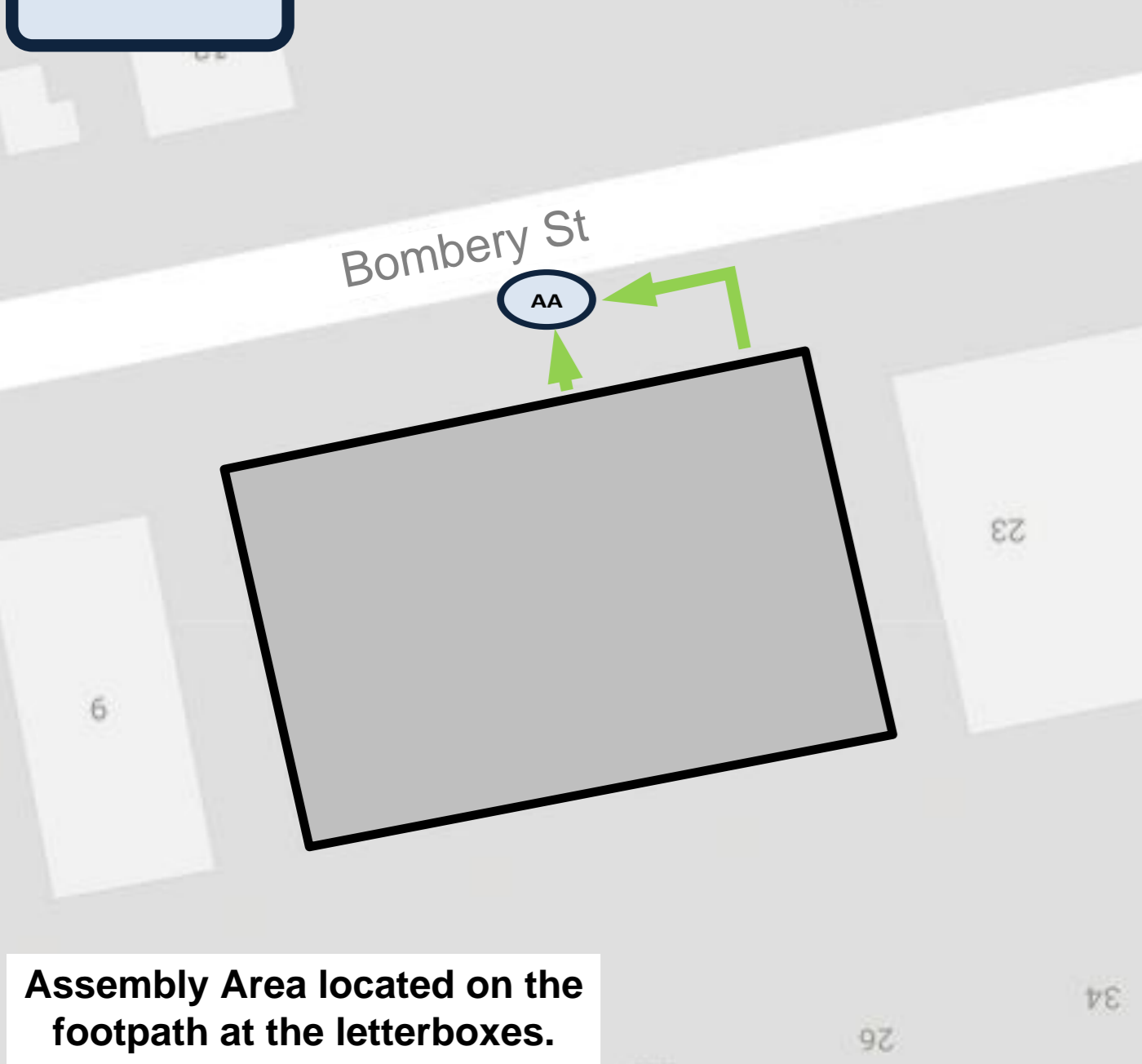
**P**ull the trigger. **A**im the nozzle. **S**queeze the trigger. **S**weep the base of the fire.

|          | Water                          | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|----------|--------------------------------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> | Wood, paper, plastic etc       | ✓         | ✓    | ✓            | X           | ✓               | ✓             | ✓            |
| <b>B</b> | Flammable & combustible liquid | X         | X    | ✓            | ✓           | ✓               | ✓             | ✓            |
| <b>C</b> | Flammable gases                | X         | X    | ✓            | ✓           | X               | X             | X            |
| <b>E</b> | Energised electrical equipment | X         | X    | ✓            | ✓           | ✓               | ✓             | X            |
| <b>F</b> | Cooking oils & fats            | X         | ✓    | ✓            | X           | ✓               | X             | ✓            |

✓ - Highly suitable    ✓ - Suitable    ✓ - Limited suitability    X - Not suitable

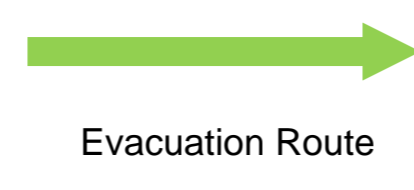
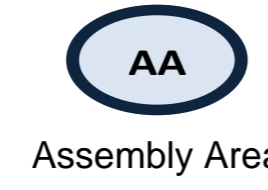


## Site Plan



Assembly Area located on the footpath at the letterboxes.

## LEGEND





Ph: 1300 136 036  
Web: www.solutionsinengineering.com

- Fire Training and Packages
- Fire Safety Advisors (FSA's)
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- Maintenance Plans
- Safety Reports
- Maintenance Reports
- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170

Level 3

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

- R**emove people from the danger area.
- A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

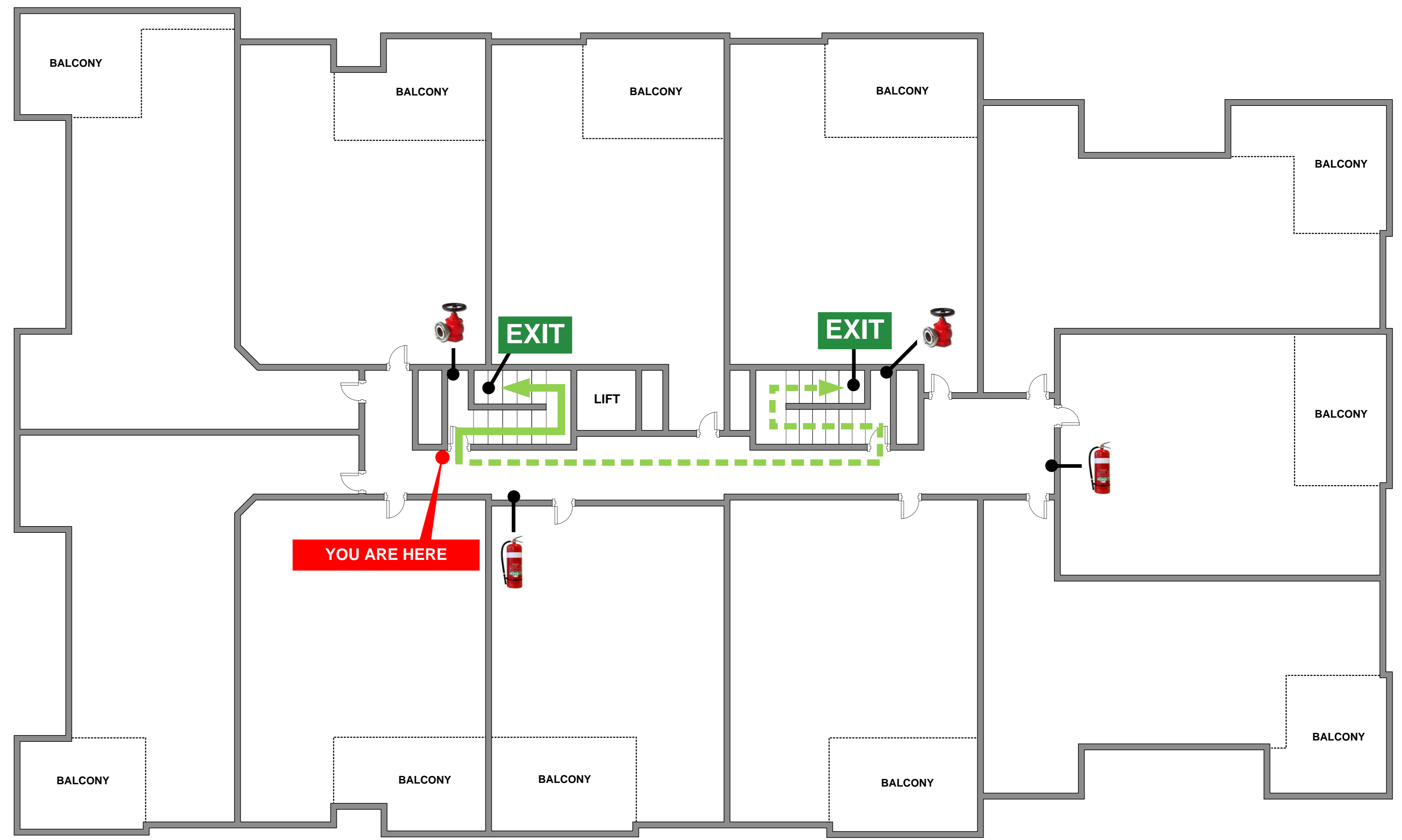
|   | Water | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|---|-------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> Wood, paper, plastic etc       | ✔     | ✔         | ✔    | ✔            | ✘           | ✔               | ✔             | ✔            |
| <b>B</b> Flammable & combustible liquid | ✘     | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> Flammable gases                | ✘     | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> Energised electrical equipment | ✘     | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> Cooking oils & fats            | ✘     | ✔         | ✔    | ✘            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✔ - Limited suitability    ✘ - Not suitable

## Site Plan



Assembly Area located on the footpath at the letterboxes.



## LEGEND

- EXIT** Exit
- AA** Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant



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- Safety Reports
- Maintenance Reports
- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170

Level 3

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

- R**emove people from the danger area.
- A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.
- C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.
- E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

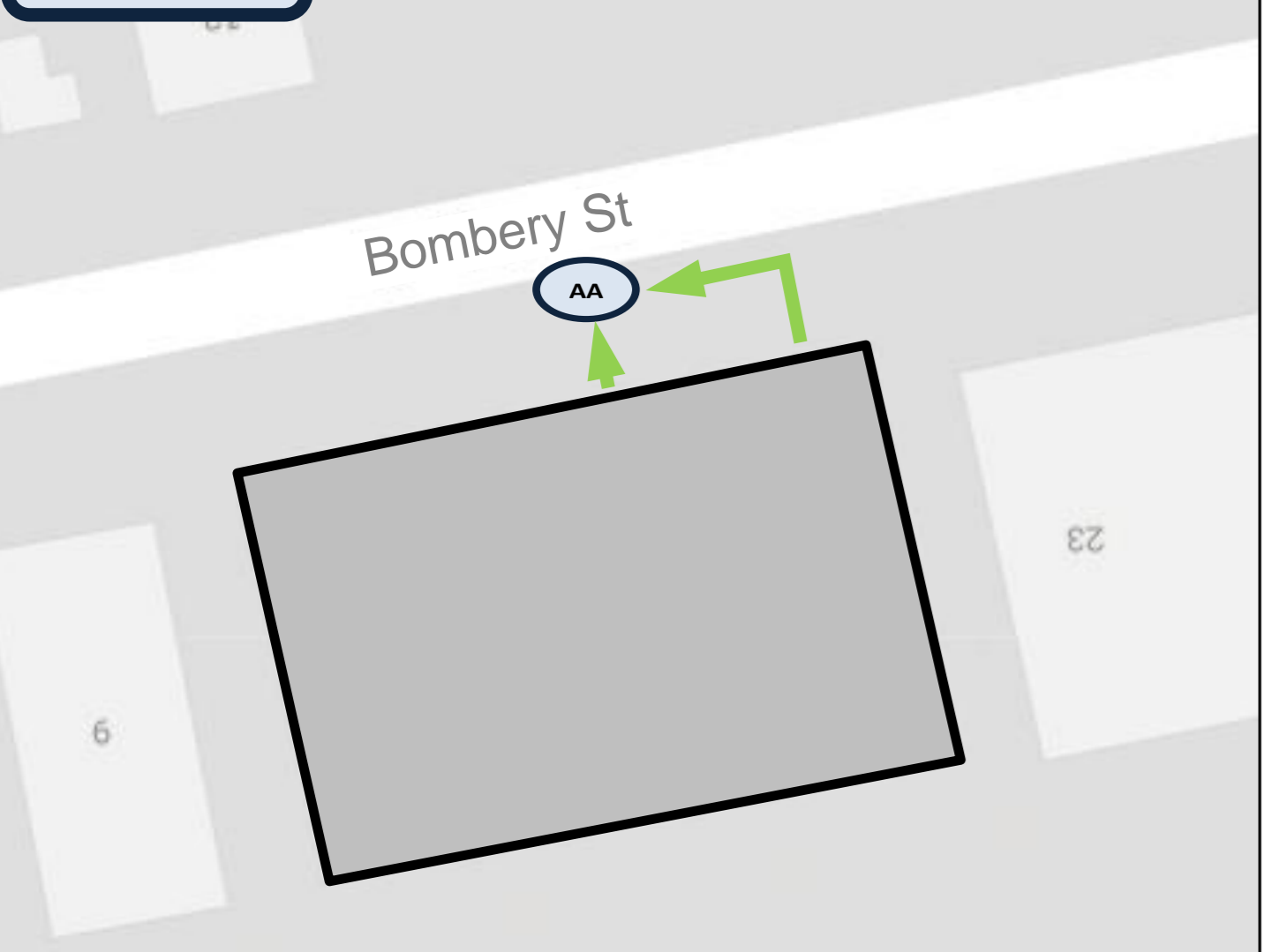
## FIRE EXTINGUISHERS

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

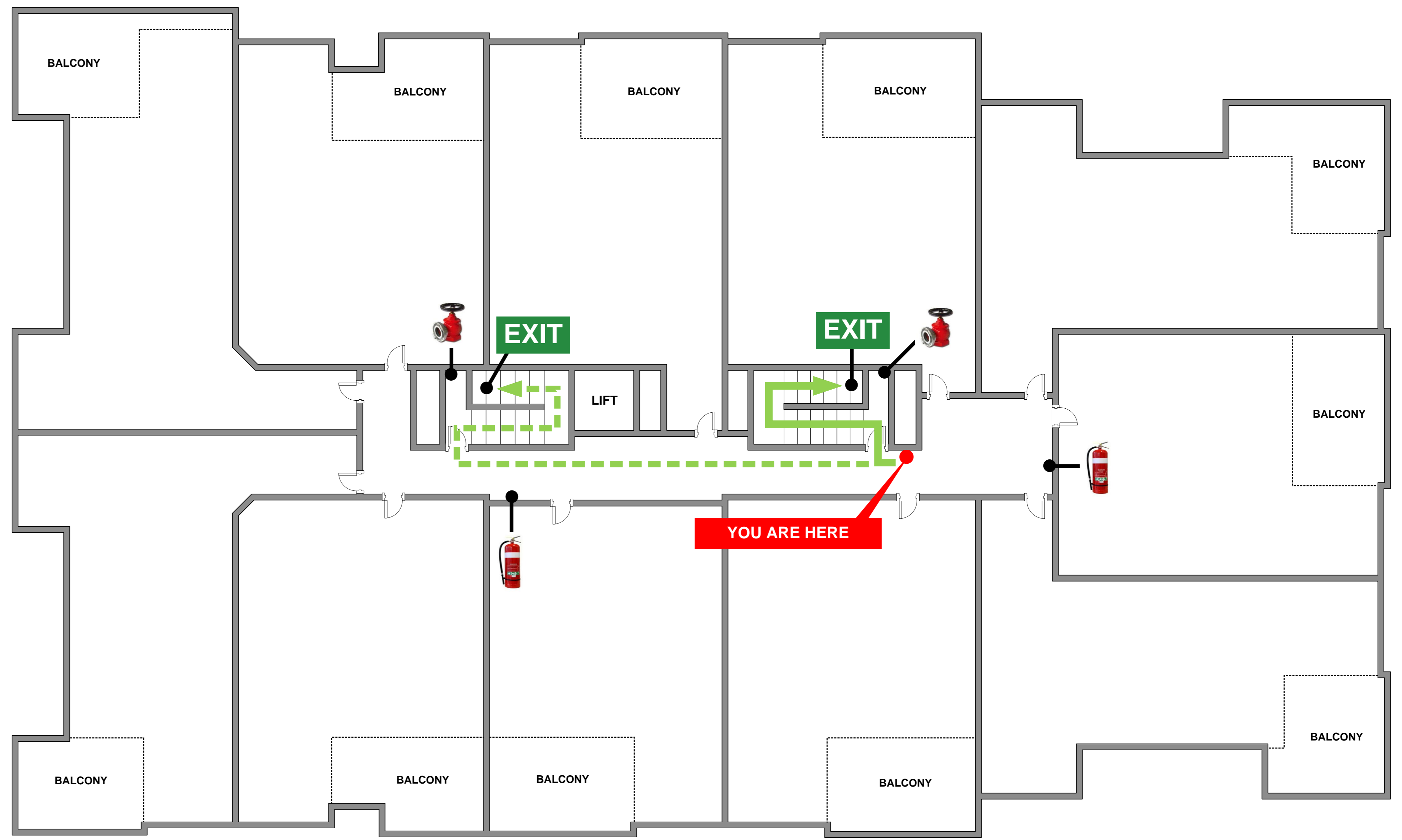
|          | Water                          | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|----------|--------------------------------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> | Wood, paper, plastic etc       | ✔         | ✔    | ✔            | ✘           | ✔               | ✔             | ✔            |
| <b>B</b> | Flammable & combustible liquid | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> | Flammable gases                | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> | Energised electrical equipment | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> | Cooking oils & fats            | ✘         | ✔    | ✘            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✘ - Limited suitability    ✘ - Not suitable

## Site Plan



Assembly Area located on the footpath at the letterboxes.



## LEGEND

- EXIT
- Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant



Ph: 1300 136 036  
Web: [www.solutionsinengineering.com](http://www.solutionsinengineering.com)

- Fire Training and Packages
- Fire Safety Advisors (FSA's)
- Asbestos Audits
- Maintenance Plans
- Safety Reports
- Maintenance Reports
- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170  
Level 4

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
- ❖ Leave immediately by the nearest safe exit.
- ❖ Move quickly, but do not run.
- ❖ If possible, close all doors behind you.
- ❖ Report to the designated assembly area.
- ❖ Do not leave the designated assembly area until given the 'all clear' by the Responsible Person.
- ❖ If any injuries are sustained, notify the Responsible Person.
- ❖ Advise the Responsible Person immediately if you are aware of any people trapped in the building.

## SAFETY PRIORITIES

**R**emove people from the danger area.

**A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.

**C**ontain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.

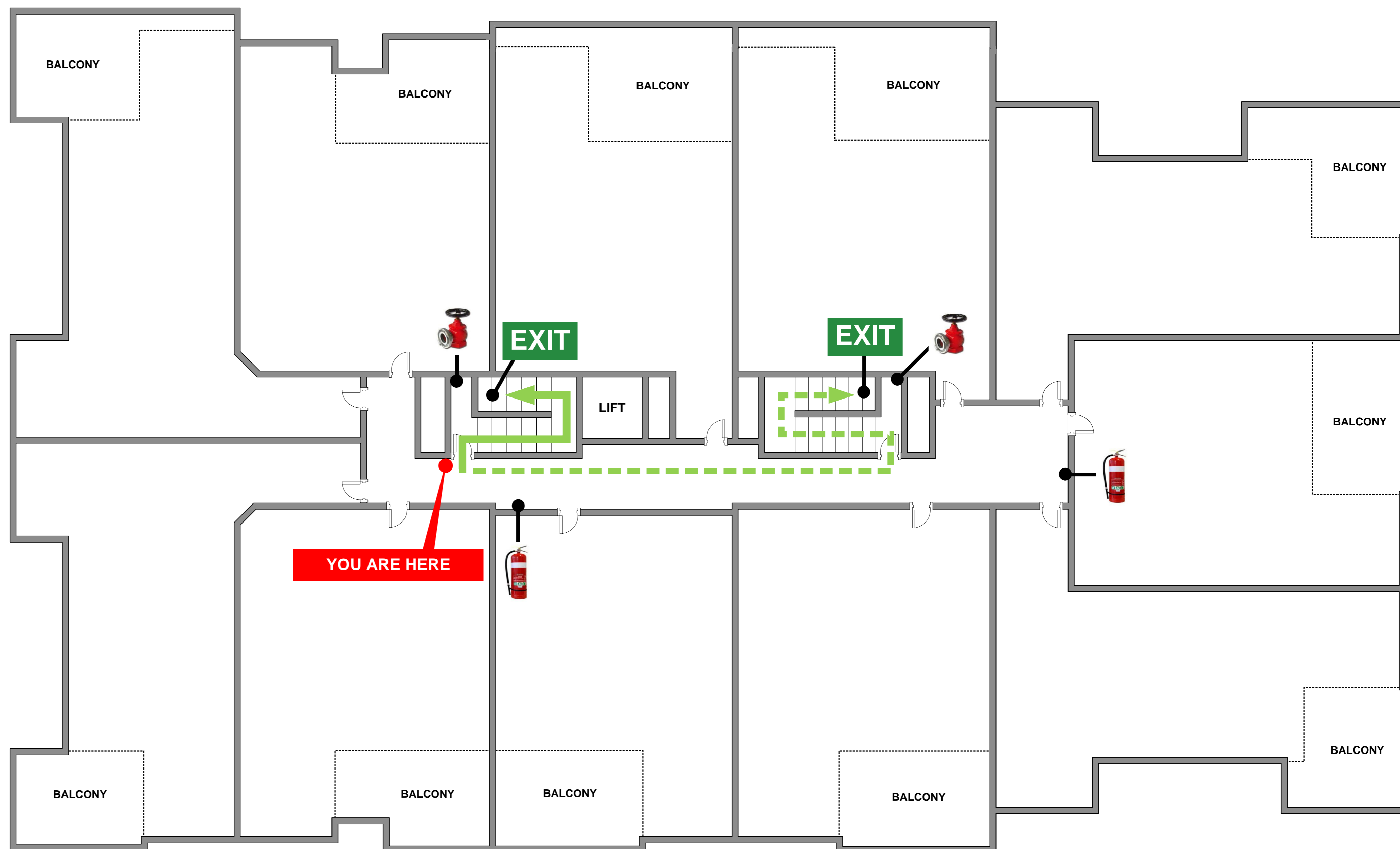
**E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

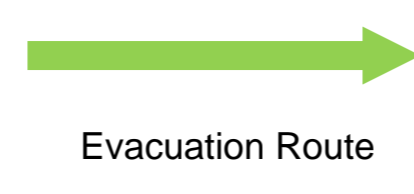
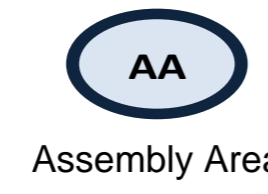
**P**ull the trigger. **A**im the nozzle. **S**queeze the trigger. **S**weep the base of the fire.

|   | Water | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|---|-------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> Wood, paper, plastic etc       | ✔     | ✔         | ✔    | ✔            | ✘           | ✔               | ✔             | ✔            |
| <b>B</b> Flammable & combustible liquid | ✘     | ✘         | ✔    | ✔            | ✔           | ✔               | ✔             | ✔            |
| <b>C</b> Flammable gases                | ✘     | ✘         | ✘    | ✔            | ✔           | ✘               | ✘             | ✘            |
| <b>E</b> Energised electrical equipment | ✘     | ✘         | ✘    | ✔            | ✔           | ✔               | ✔             | ✘            |
| <b>F</b> Cooking oils & fats            | ✘     | ✔         | ✔    | ✘            | ✔           | ✔               | ✘             | ✔            |

✔ - Highly suitable    ✔ - Suitable    ✔ - Limited suitability    ✘ - Not suitable



## LEGEND





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 Web: www.solutionsinengineering.com

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- Insurance Valuations
- OH&S Advice
- Engineering Reports
- Sinking Fund Plans / Forecasts
- Pool Certification

# EVACUATION SIGN

PROMINENCE - 13-21 BOMBERY STREET, CANNON HILL QLD 4170  
 Level 4

## EVACUATION PROCEDURES

- ❖ Follow all instructions given by the person responsible for carrying out the evacuation coordination procedures (the 'Responsible Person').
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## SAFETY PRIORITIES

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**A**lert - raise an alarm. Advise Responsible Person / Management. Activate Break Glass Alarm. Dial 000.

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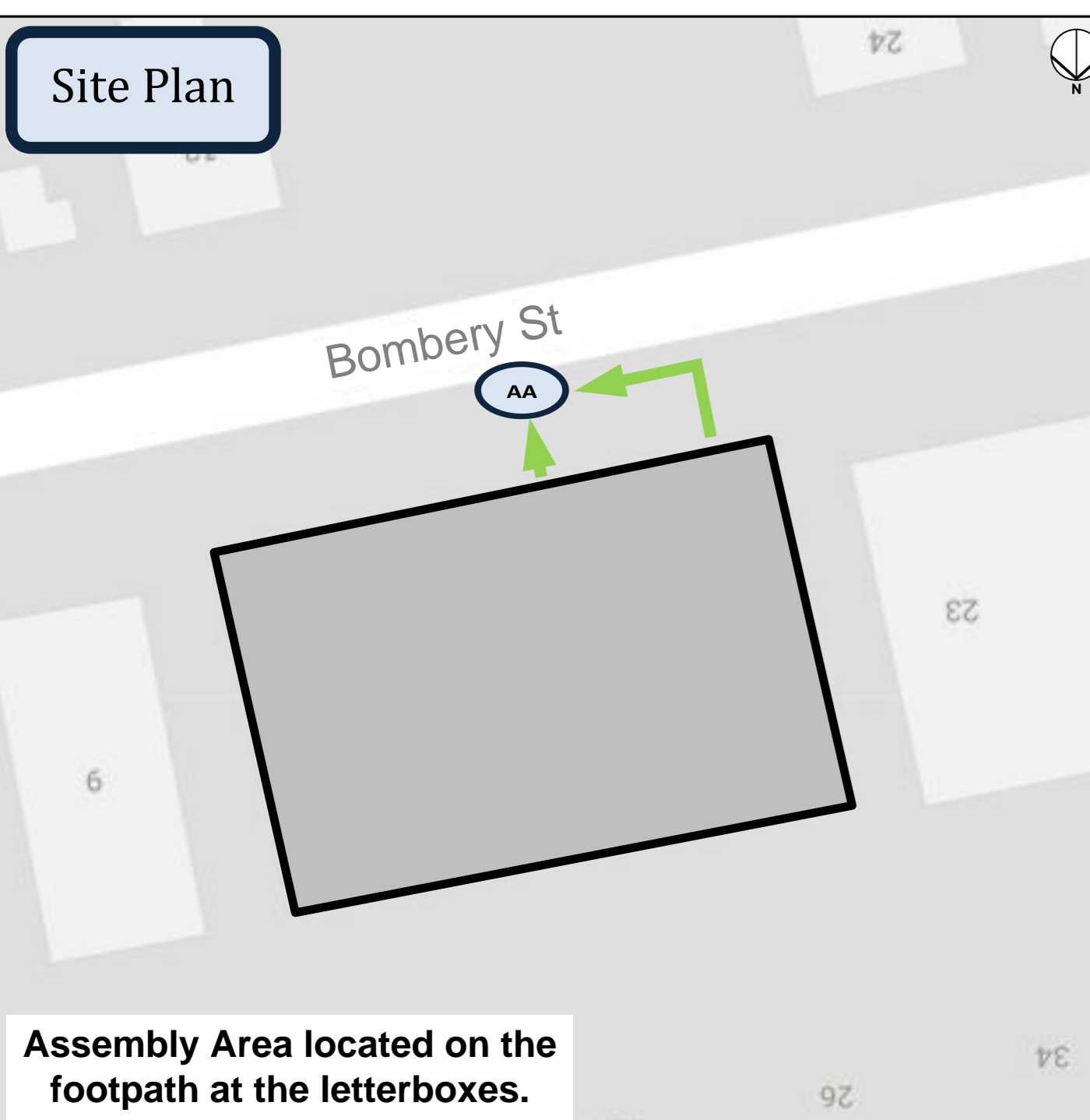
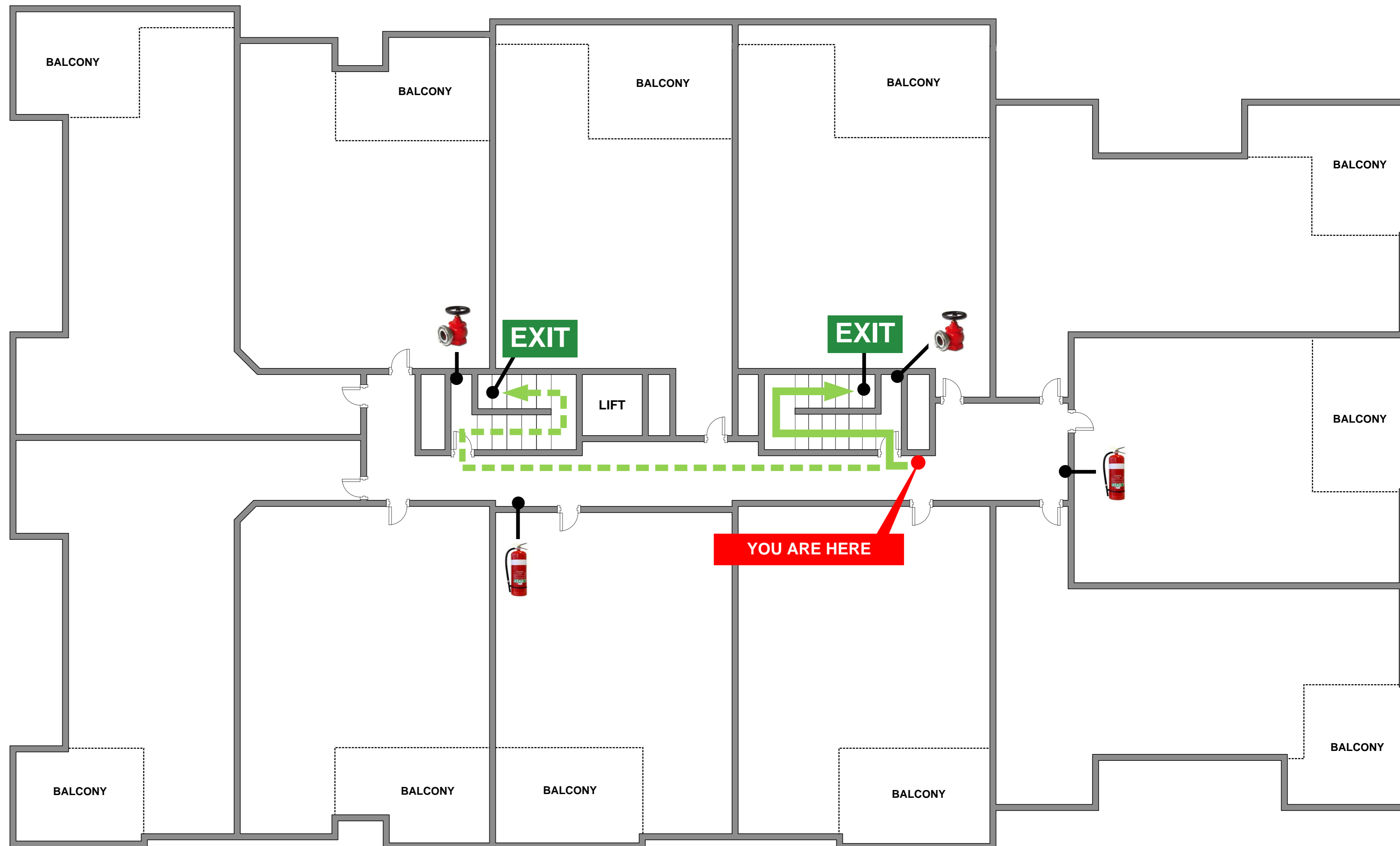
**E**vacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

## FIRE EXTINGUISHERS

**P**ull the trigger. **A**im the nozzle. **S**queeze the trigger. **S**weep the base of the fire.

|          | Water                          | Wet Chem. | Foam | Powder (ABE) | Powder (BE) | CO <sub>2</sub> | Vapour Liquid | Fire Blanket |
|----------|--------------------------------|-----------|------|--------------|-------------|-----------------|---------------|--------------|
| <b>A</b> | Wood, paper, plastic etc       | ✓         | ✓    | ✓            | X           | ✓               | ✓             | ✓            |
| <b>B</b> | Flammable & combustible liquid | X         | X    | ✓            | ✓           | ✓               | ✓             | ✓            |
| <b>C</b> | Flammable gases                | X         | X    | ✓            | ✓           | X               | X             | X            |
| <b>E</b> | Energised electrical equipment | X         | X    | ✓            | ✓           | ✓               | ✓             | X            |
| <b>F</b> | Cooking oils & fats            | X         | ✓    | ✓            | X           | ✓               | X             | ✓            |

✓ - Highly suitable    ✓ - Suitable    ✓ - Limited suitability    X - Not suitable



Assembly Area located on the footpath at the letterboxes.

**LEGEND**

- EXIT
- Assembly Area
- Evacuation Route
- Alternative Evacuation Route
- Dry Chemical Type Fire Extinguisher (ABE)
- Fire Hydrant