

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 & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:		
Phone Number:		
Email:		

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

Persons responsible for carrying out the Evacuation Coordination procedures (Responsible Persons)

Name	Phone Number	Email	Commencement Date

Fire and Evacuation Plan Annual Review

Date of Review	Reviewed by	Changes made?

Evacuation Coordination procedures* (checked against each plan?)

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.	

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

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

Relevant 'Building Approval' Documents

PLEASE SEE ATTACHED

Fire Safety Management Procedure – Alternate Building Solutions

PLEASE SEE ATTACHED

Fire Safety Installation Checklist

PLEASE SEE ATTACHED

Evacuation Sign and Diagram

PLEASE SEE ATTACHED