

# 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:	<a href="mailto:bpower@dbe.com.au">bpower@dbe.com.au</a>

Persons responsible for administering the Building's Fire and Evacuation Plan
<a href="#">Mr B Power – Office Manager</a>

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	<a href="#">Mr B Power</a>	14/01/2009
Phone Number:	555666	
Email:	<a href="mailto:bpower@dbe.com.au">bpower@dbe.com.au</a>	

Evacuation Coordinator	
Commencement Date:	14/12/2008
Name:	<a href="#">Mr B Power</a>
Phone Number:	555666
Email:	<a href="mailto:bpower@dbe.com.au">bpower@dbe.com.au</a>

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
12/12/09	<a href="#">Mr B Power</a>	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

## Evacuation Sign and Diagram

Delete this text box and insert *Evacuation Sign and Diagram*.

Template available at <https://www.fire.qld.gov.au/buildingsafety/forms-and-templates.asp>

## Relevant 'Building Approval' Documents

Delete this text box and insert 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**

## Procedures for giving fire and evacuation instructions

Delete this text box and insert here procedures for giving fire and evacuation instructions.

## Method of Operation of firefighting equipment and manually operated fire alarms

Delete this text box and insert here Method of operation of firefighting equipment and manually operated fire alarms.

## Emergency Evacuation Procedure

Delete this text box and insert here Evacuation Procedures.

## Fire Safety Management Procedure – Alternate Building Solutions

Delete this text box and 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).