



**Queensland Fire and
Emergency Services**

This example of a Fire Safety Management Plan does not relate to an actual building and will not necessarily address the detailed requirements of your building. It shows records of certain fire safety systems, of which some may not be fitted in your building, or your building may have additional systems. It is however, one example designed to show what a typical fire safety management plan should include to satisfy the requirements of section 104FC of the *Fire and Rescue Service Act 1990*.

This example is designed to assist building owners of budget accommodation buildings, local government officers, private certifiers and other stakeholders to gain an understanding about the format, structure and issues to be addressed in a well-developed fire safety management plan.

Building owner/occupiers should, to ensure they meet their legislative obligation, reference the Fire Safety Management Plan guidelines before compiling their Fire Safety Management Plan. A fire safety consultant should be contacted where difficulties are encountered in preparing the plan.

Queensland Fire and Emergency Services, the Department of Local Government and Planning, or a private building fire safety consultant, can be contacted for further advice on compliance issues related to the development of a Fire Safety Management Plan.

A final point to remember is that the building must have at least the minimum fire safety measures installed to meet the legislative requirements. All prescribed fire safety installations must also have the required maintenance in accordance with the relevant Australian Standard and Queensland Development Code Mandatory Part 6.1 'Commissioning and Maintenance of Fire Safety Installations'.

Further information can be obtained from the Department of Infrastructure and Planning (www.dip.qld.gov.au) or Queensland Fire and Emergency Services (www.qfes.qld.gov.au).

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Fire Safety Management Plan



1. Building Information

Building Location & Name:	Sample Backpackers, 100 Main Road, Everywhere, QLD
Building Owner:	ABC Pty Ltd
Building Occupier:	Jill Person
Building Manager:	Bill Bloggs
Building Construction:	Masonry external walls, Timber internal walls and floors.
Floor Area:	Ground 20m x 15m = 300m ² First Floor 20m x 15m = 300m ² Total 600m ²

2. Allowable Number of Occupants

Bedroom	Room Size	Area in m ²	Max No of occupants (2.5m ² /person)	900mm travel path (Yes or No)
Bedroom one	3.2m x 3.0m	9.6	3 persons	Yes
Bedroom two	3.2m x 3.1m	9.92	3 persons	Yes
Bedroom three	5.3m x 4.4m	23.32	9 persons	Yes
Bedroom four	3.5m x 4.9m	17.15	6 persons	Yes
Bedroom five	3.3m x 3m	9.9	3 persons	Yes
Bedroom six (Manager)	3.2m x 3.1m	9.92	3 persons	Yes
Total number of occupants:			26 persons	

3. Proposed Maintenance Schedule Prescribed Fire Safety Installations

Installation	Start Date	Test	Frequency	Competent Person
Smoke Alarms – A1 Fire Safety Standard	1 July 2014	Test operation. Replace battery. Check lighting if connected to the smoke alarms. Replace unit.	Operation – Monthly Battery replacement – On low indication Replace unit – As per Manufacturers Requirements	Owners, occupiers or an agent of either of these persons.
Exit Signs & Emergency Lighting – A2 Fire Safety Standard	1 July 2003	As per AS 2293.2	Six monthly	Licensed Electrician
Fire Extinguishers – A8 Fire Safety Standard	1 July 2014	As per AS 1851	Level 1, 6 monthly Level 2, 12 monthly Level 4, 5 yearly	Licensed firefighting appliance contractor
Fire Hose Reels – A9 Fire Safety Standard	1 July 2006	As per AS 1851	Six monthly	Licensed firefighting appliance contractor
Exit Door Hardware	1 July 2005	Ensure correct operation	AT ALL TIMES	Owners or Occupiers

- A performance solution is used within this building to satisfy the Performance Criteria of the applicable building code.

Details of the performance solution are provided by the Building Certifier if applicable.

4. Fire and Evacuation Plan

EMERGENCY PROCEDURE CHECKLIST FOR RESIDENTS

In an emergency, phone **000**. Manager – *Contact details*

Smoke Alarms Sounding or Evidence of Fire Occurring

Evacuate to assembly area, closing doors and windows. if safe to do

Contact the Fire Service on 000 (Phone Located near Assembly Area)

FIRE

Assist people to evacuate to assembly area without endangering yourself

Fight fire if safe & you are trained

Remain in assembly area until everyone is accounted for and the manager has arrived

Await arrival of fire service

Do not re-enter building until advised by the fire service

NO FIRE

If the fire service has already been called, notify them of the situation

Help to reassure residents of situation

Allow fire service to enter building on their arrival to investigate the situation

Manager will attend to deal with the situation and rectify any problems or system faults

In the event of fire, or upon the smoke alarms activating, residents should leave the building with due haste and gather at a predetermined assembly area. The Manager is usually always in attendance in the Manager's residence. On the odd occasion that the Manager is absent, an agent of the Manager will be present.

In the event of the smoke alarms activating, the Manager (or agent), will:

- Investigate the fire situation
- If there is a fire, ensure the Fire Service has been called. 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 residents from the building
- Ensure the Fire Service has been notified and provided with information regarding the incident
- Account for all occupants at the assembly area
- If required and safe to do, conduct a search for any missing residents

Meet the Fire Service and advise them of any information relevant to the emergency

In the event of a fire being located, the manager, or their agent, will:

- Ensure the evacuation of the building – alert all occupants without further compromising life
- 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
 - You don't have the proper equipment
 - You can't do so with your back to an exit
 - The fire might block your means of escape
 - 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

If no fire is found, the Manager should:

- Inform residents of the situation
- If the Fire Service has been called, ring the Fire Service to advise them of the situation
- Meet the Fire Service on arrival and inform them of the situation

The Manager is responsible for;

- all personnel and procedures until the arrival of the Fire Service
- the maintaining of an up-to-date list of the residents in the building
- nomination of a person to assume the emergency duties of the Manager in his absence
- arrangement and coordination of practice evacuation exercises
- the accurate logging of the performance, any problems encountered, the conduct of a debriefing with everyone involved, and the continual improvement of the effectiveness of the evacuation plan

EMERGENCY EVACUATION PLAN

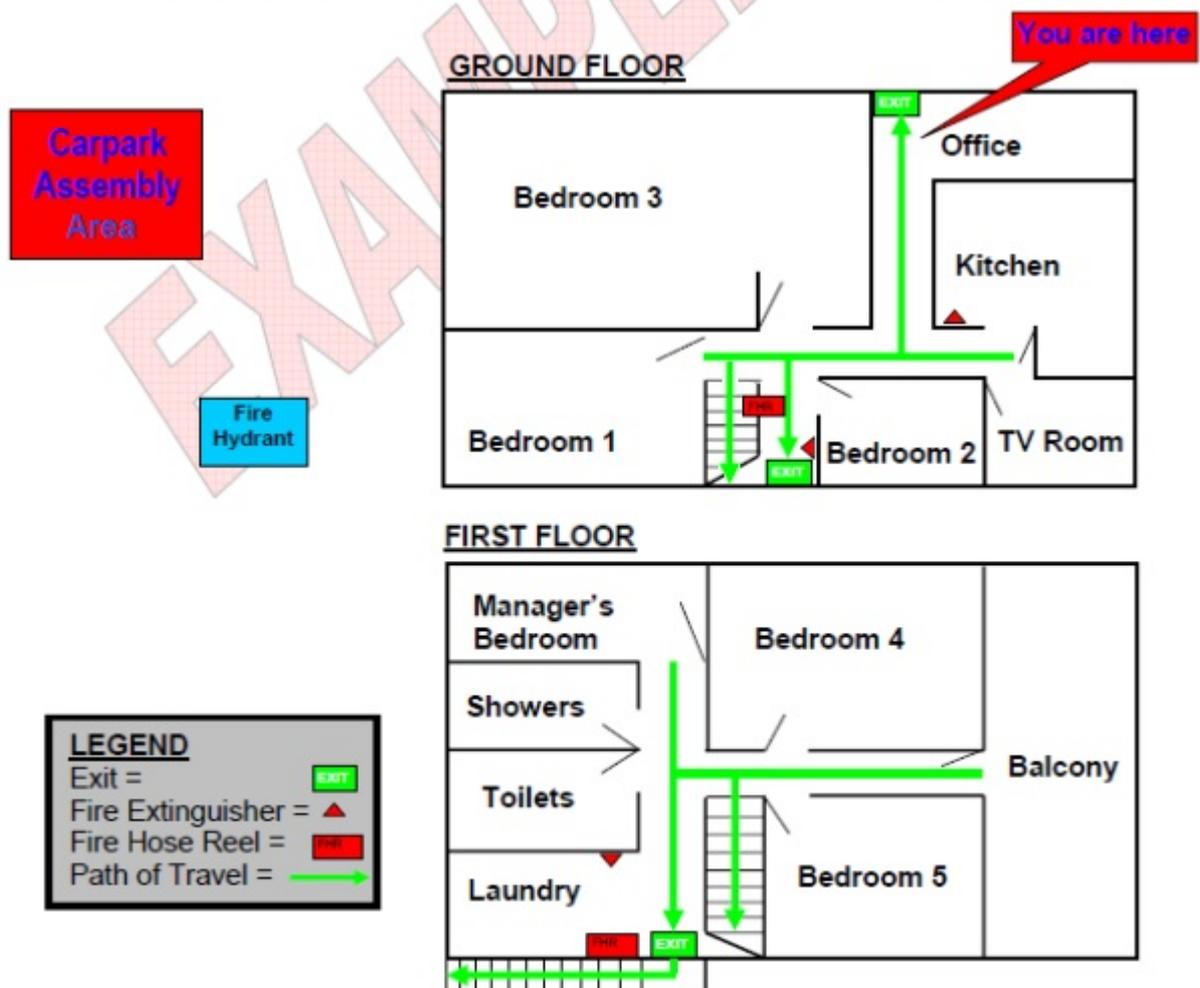
In case of

FIRE

leave through the nearest

EXIT

- If you see **SMOKE**, **FLAMES** or hear the **FIRE ALARM**, alert other residents 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 area.
- **TELEPHONE 000** and notify the fire service. (NOTE: some mobile phones may not access the 000 number – check with your mobile service provider for the emergency number well before you need it.)
- If unable to safely evacuate, stay in your room, close the door, and signal your presence at a window.
- 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.



5. Proposed Training Program

Initial Instruction

The Manager or the manager's agent will instruct residents when they take up residence (and at least every 12 months while in residence), and workers (if there any workers within the accommodation building) at the time they commence employment concerning the action to be taken by them in the event of fire threatening the building in order to ensure their own & other persons safety, and in particular;

- The procedure to follow in an emergency
- The location of emergency exits
- The paths of travel to exits
- The location of firefighting equipment
- The method of raising the alarm if the smoke alarms do not activate
- The location of the assembly area

Permanent Employees

1. Permanent Employees (workers) must receive instruction within 1 month of commencing work, and repeated at intervals of no more than 12 months.
2. The instructions given are the procedure to be followed in the event of fire, means of escape from the building in the event of fire and the location and method of operation of firefighting equipment and fire alarms or equipment for warning of fire. In addition workers who have persons in their care or custody are to be instructed on conducting those persons to a safe place outside the building in the event of fire, where they are marshalled, each person is accounted for, and the manager and fire service officers are informed of any missing persons.
3. A record of worker instruction will be retained with the original Fire Safety Management Plan.

Yearly Evacuation Training

An evacuation practice will be carried out at intervals of not more than 12 months in order to practice the fire and evacuation plan for the building. A record of each evacuation will be retained with the Fire Safety Management Plan.

Fire and Evacuation Plan – Signage

Copies of the Emergency Evacuation Procedure shall be conspicuously displayed in common areas of the building to allow residents to become familiar with the fire and evacuation procedures.

6. List of Prescribed Fire Safety Installations

Smoke Alarms - Installed in accordance with A1 of the Fire Safety Standard

Date installed	Installed by	Brand name	Model no.
20 June 2014	ABC Pty Ltd	QBC	DN38 – AS3786

Emergency Lighting - Installed in accordance with A2 of the Fire Safety Standard

Date installed	Installed by	Brand name	Model no.
30 June 2013	J Smith - Electrician	N/A existing lighting	N/A

Exit Signage - Installed in accordance with A7 of the Fire Safety Standard

Date installed	Installed by	Brand name	Model no.
16 June 2005	J Smith	ABC	EL25

Fire Extinguishers - Installed in accordance with A8 of the Fire Safety Standard

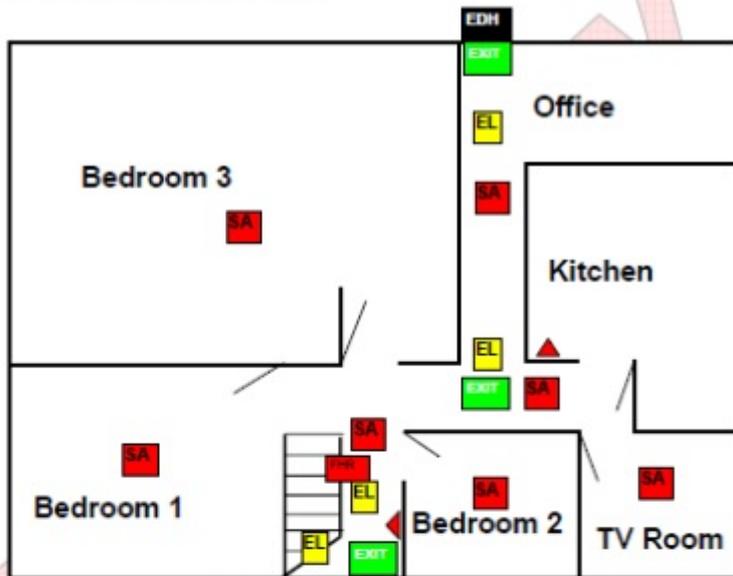
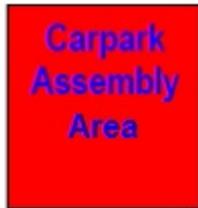
Ext. no.	Date installed	Brand name	Extinguisher type
1	30 June 2013	QBC	Dry Powder
2	15 June 2014	ABC	Dry Powder

Fire Hose Reels - Installed at the time of building construction

Date installed	Installed by	Brand name	Model no.
17 June 2005	ABC Pty Ltd	HR4U	HR26

7. Building Plans

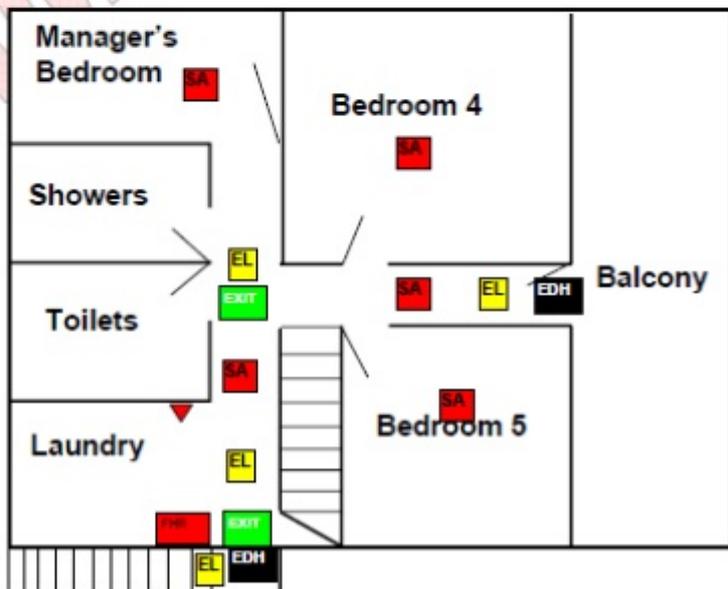
GROUND FLOOR



FIRST FLOOR

LEGEND	
Exit Sign =	
Fire Extinguisher =	
Fire Hose Reel =	
Emergency Lighting =	
Smoke Alarm =	
Exit Door Hardware =	

*NOTE – These symbols are non standard indicators



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