

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 name

Building address



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

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:		
Phone Number:		
Email:		

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?

Evacuation Coordination Procedures	
Commencement Date:	
Procedure Example: If fire discovered evacuate persons from premises and ensure no one enters building	
Procedure for contacting fire service Example: Ring 000	
Persons with special needs Example: Ensure everyone is out of the building	

Emergency Evacuation Procedure

Provide your evacuation procedures. For example: In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

Method of operation of firefighting equipment and manually operated fire alarms

Provide the method of operating your firefighting equipment and manually operated fire alarms. For example, fire extinguishers or hose reels instructions for use.

Procedures for giving fire and evacuation instructions

Provide details of your procedures for giving fire and evacuation instructions.

Relevant 'Building Approval' Documents

Attach a copy of your relevant building approval documents

Additional Information to assist you in completing this Section:

What approval documents does QFES require?

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 Alternative 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) if the building was built using an alternative solution.
- 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.

For Crown buildings QFES 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 alternative solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification for the building in a conspicuous place in the building.

Fire Safety Management Procedure – Alternative Solutions

Attach a copy of your 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).

Evacuation Sign and Diagram

Attached a copy of your Evacuation Sign and Diagram

Template available at

https://www.qfes.qld.gov.au/buildingsafety/documents/QFES_EvacSign_A4Landscape.doc