

Building Identification	
Building Name:	Admiralty Quays
Building Address:	32 Macrossan Street, Brisbane Queensland 400
Building Owner	
Name:	Admiralty Quays Body Corporate
Address:	32 Macrossan Street, Brisbane Queensland 400
Telephone No:	3122 7474
Fax No:	3122 8766
E-mail Address:	info@admiraltyquays.com
Building Occupier	
Name:	Admiralty Quays Body Corporate
Address:	32 Macrossan Street, Brisbane Queensland 400
Contact Details:	Phone: 3122 7474 Fax: 3122 8766
Building Occupier E-mail Address:	info@admiraltyquays.com
Building Use / Building Code of Australia (BCA) Classification:	Class 2
Nominated Building Fire Safety Adviser	
FSA Name:	Stefan Bauer
FSA telephone Number:	07 3457 5800
FSA E-mail Address:	stefan.bauer@spectrumfire.com.au
RTO that issued Qualification:	Queensland Fire and Rescue Service
Date of Issue of Qualification:	September 2009

Fire Safety Coordinator			
Name:	Telephone Number:	E-mail:	Start Date:
Gary Agenbag	0424 295 519	info@admiraltyquays.com	01.12.2010

Building Evacuation Coordinator (Chief Warden)		
Position Title:	Telephone Number:	Start Date:
Gary Agenbag	0424 295 519	01.12.2010

Persons responsible for carrying out the Evacuation Coordination procedures (Wardens)		
Position Title:	Evacuation Responsibility	Start Date:
Shirley Chueng (Level 29)	Level 31, 30, 29	01.05.2011
Val Ryman (Level 26)	Level 28, 27, 26	01.05.2011
Linda Moran (Level 26)	Level 25, 24	01.05.2011
Ann Linford (Level 23)	Level 23, 22	01.07.2010
Bob Thorpe (Level 21)	Level 21, 20, 19	01.07.2010
Marilyn Wagland (Level 17)	Level 18, 17	01.05.2011
Vincent Cogliati-Bantz (Level 16)	Level 16, 15	01.05.2011
Ernie Wood (Level 13)	Level 14, 13	01.05.2011
Brian Freeman (Level 11)	Level 12, 11	01.07.2010
Rory Mackinlay (Level 10)	Level 10, 9	01.05.2011
Mary Place (Level 7)	Level 8, 7	01.05.2011
Trevor Nixon (Level 6)	Level 6, 5	01.05.2011
Marea Parkinson (Level 3)	Level 4, 3	01.05.2011
Mick Morgan (Level 2)	Level 2, 1, UL	01.05.2011

Annual Fire Evacuation Plan Review

Reviewed By: (Print Name)	Date of Review:	Any changes: Y/N
Version 1	01.07.2011	New

Building Evacuation Coordination Procedures

Procedure for using the building occupant warning communication devices.	In the event of a fire or other emergency the Chief Warden will direct the Wardens by the occupant warning system or verbally to evacuate the occupants of the building through the nearest safe exit.
Procedures for alerting the QFRS and activating a manual call point.	Break the glass of the manual call point, and dial 000 and provide the operator for FIRE SERVICE with the site location details as: "Admiralty Quays, 32 Macrossan Street, Brisbane City".
Procedure for evacuating persons with special needs, public and other persons.	Wardens will (or assign occupants to do so) assist any persons with special needs, public and other persons to evacuate to an exit and then to the designated assembly area.
Procedure for ensuring all persons have been evacuated.	Wardens are to coordinate the checking of all SOU's (after assessing the risk from smoke or fire) within a storey of the building, ensuring all persons have been evacuated. Chief Warden to take the tradesman sign in book to the assembly area, and conduct a roll call to ensure all persons are accounted for.
Procedure for informing the Chief Warden.	Wardens are to inform the Chief Warden of: the number of persons evacuated; the identity of any persons not accounted for and where they may still be within the building; and any rooms that were unable to



	be checked to ensure all persons have been evacuated from the building.
Procedure for meeting the Emergency Service.	Chief Warden will meet QFRS upon their arrival at the fire panel/main entrance to the building, and brief them on the emergency situation.

RESPONSIVE RELIABLE PEACE OF MIND

Prescribed Fire Safety Installations.	Tick if fitted
Air handling systems	
Emergency lifts	
Emergency lighting	<input checked="" type="checkbox"/>
Early warning intercommunication system	<input checked="" type="checkbox"/>
Emergency power supply (generator)	<input checked="" type="checkbox"/>
Exit lighting	<input checked="" type="checkbox"/>
Fire alarm panel	<input checked="" type="checkbox"/>
Fire doors	<input checked="" type="checkbox"/>
Fire extinguishers	<input checked="" type="checkbox"/>
Fire hose reels	<input checked="" type="checkbox"/>
Fire hydrants (including booster points)	<input checked="" type="checkbox"/>
Fire main	<input checked="" type="checkbox"/>
Fire shutters	<input checked="" type="checkbox"/>
Smoke alarms (domestic)	-
Smoke and heat venting system	<input checked="" type="checkbox"/>
Smoke doors	-
Smoke exhaust systems	<input checked="" type="checkbox"/>
Solid core doors	<input checked="" type="checkbox"/>
Special automatic fire suppression systems	-
Stairwell pressurization systems	<input checked="" type="checkbox"/>
Sprinklers	<input checked="" type="checkbox"/>
Other fire safety management features (provide details)	

Building Evacuation Procedures

(As per the building's Evacuation Sign and Diagram)

In the event of a fire or hazardous materials emergency, occupants should:

- *Follow all instructions given by Wardens or Fire Officers*
- *Leave immediately by the nearest safe exit*
- *Move quickly: don't run*
- *If possible, close the doors behind you*
- *Report to your designated assembly area*
- *Do not leave the assembly area until the Chief Warden gives the "all clear"*
- *If any injuries are sustained, notify a Warden*
- *Advise the Warden immediately if you are aware of people trapped in the building*

Remove persons from immediate danger

Alert Fire Services - Call 000 Activate Manual Call point Fire Alarm and Alert Warden and Staff

Confine Spread of Fire and Smoke - Close Doors and Windows

Extinguish the Fire (if safe to do so)

Method of operating fire fighting equipment and manual call points

Manual Call Points:

The building's fire alarm system is connected to the QFRS. In the event of fire, break the glass in the manual call point. This will activate the fire alarm in the building, the Chief Warden must ensure the QFRS is contacted by dialing 000.

Fire Extinguishers:

Select the appropriate extinguisher for the type of fire.

1. Pull the pin.
2. Aim the nozzle.
3. Squeeze the trigger.
4. Sweep base of the fire.

Only attempt to extinguish a fire, if safe to do so.

Hose Reels:

To release the hose reel, turn the valve on. This will charge the hose and release the nozzle. Pull the hose out to the fire. Open the nozzle and sweep base of fire.

Procedure for giving fire and evacuation instructions to occupants and ensuring the instructions are given

General Evacuation Instructions:

- within 2 days of a person starting to occupy the building;
- annually thereafter; and
- within 1 month if a change to: the procedures for evacuating the building; or to a fire safety reference point occurs.

The building's Evacuation Sign can be used to give General Evacuation Instructions to occupants in the building

Records Keeping:

1. A copy to be held in the building in a locked filing cabinet; and
2. Another copy to be held in another

New Occupants:

Building Manager/Supervisors are to give General Evacuation Instructions to all new occupants within 2 days of a person starting to occupy the building.

Existing Occupants:

Managers/Supervisors are to give General Evacuation Instructions to all occupants in the building annually.

Records Keeping:

Managers/Supervisors are to complete a copy of each record of instructions for archiving, records to be kept for 2 years.



<p>premises/building in a locked filing cabinet</p>	
<p>First-response Evacuation Instructions:</p> <ul style="list-style-type: none"> • within 1 month of a person starting to occupy the building; • every two years thereafter; and • within 1 month if a change to: the method of operation of a manually operated fire alarm; or firefighting equipment in the building occurs. <p>Records Keeping:</p> <ol style="list-style-type: none"> 1. A copy to be held in the building in a locked filing cabinet; and 2. Another copy is also to be held in another premises/building in a locked filing cabinet. 	<p><u>New Occupants:</u> Managers/Supervisors are to give First-response Instructions to all new occupants within 1 month of a person starting to occupy within the building.</p> <p><u>Existing Occupants:</u> Managers/Supervisors are to give General Evacuation Instructions to all occupants in the building annually.</p> <p><u>Records Keeping:</u> Managers/Supervisors are to complete and forward a copy of each record of instructions for archiving, records are to be kept for 2 years.</p>

<p>Evacuation Coordination Instructions:</p> <ul style="list-style-type: none"> • 1 month prior to the Chief Warden and Warden taking up the role; • annually thereafter; and • within 1 month if a change to the evacuation coordination procedures for the building occurs. <p>Records Keeping:</p> <ol style="list-style-type: none"> 1. A copy to be held in the building in a locked filing cabinet; and 2. Another copy is also to be held in another premises/building in a locked filing cabinet. 	<p><u>New Chief Warden and Wardens:</u></p> <p>Building Manager is to ensure persons are appointed and trained as Wardens for the building at all times.</p> <p>Building Manager is to arrange for Evacuation Coordination Instructions for the building to be given to the Chief Warden and Wardens by appropriate person for the building.</p> <p><u>Existing Chief Warden and Wardens:</u></p> <p>The Fire Safety Adviser for the building is to arrange Evacuation Coordination Instructions for the Chief Warden and Wardens in the building annually.</p> <p><u>Records Keeping:</u></p> <p>Copy of records for archiving, records are to be kept for 2 years.</p> <p>Annually, the Fire Safety Adviser for the buildings is to review the number of Warden(s) to ensure they are adequate to provide for the effective implementation of the buildings fire and evacuation plan. Any deficiencies and corrective actions are to be documented within the written annual review of building's fire and evacuation plan. .</p>
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