

# MODA MELTON

# **FIRE and**

# **EVACUATION**

# **PLAN**



Prepared by



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**DISCLAIMER**



This document contains information for the sole purpose of information and education, and is intended only for Staff, Residents and their Visitors at:

**MODA MELTON APARTMENTS**  
**230 MELTON ROAD, NUNDAH QLD 4012**

It has been prepared and provided by Olympic Fire Services in JANUARY 2017 and we believe it to be true and correct.

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**Contents**

SITE DETAILS ..... 4

EMERGENCY CONTACTS..... 7

Responsibilities ..... 8

Summary of Evacuation Co-Ordination Procedures ..... 9

How to call Triple Zero (000) .....12

The Assembly Point .....21

Building Certification / Approval Documentation .....22

Owner / Occupier’s Statement .....24

Fire Safety Installations within the Building .....26

Maintenance Reports .....27

Evacuation Practice & Instruction Schedule.....30

First Response & Evacuation Instruction Guidelines .....33

Emergency Procedures and Duties.....36

Method of Operation of Fire Fighting Equipment .....40

Dry Chemical Extinguishers .....42

    Fire Hose Reels .....43

Heat/Smoke Detectors – linked to the FIP .....43

The Fire Indicator Panels .....44

Manual Call Points .....45

Fire Hydrants.....45

Fire Doors .....46

EMERGENCY COLOUR CODES .....47

OTHER TYPES OF EMERGENCIES .....48

MEDICAL EMERGENCIES .....53

Fire Safety Management Annual Plan Review .....55

Samples of onsite Evacuation Diagrams .....56

## **SITE DETAILS**

**Block Title:** MODA MELTON

**CTS Number:** CTS 38227

**Address:** 230 MELTON ROAD, NUNDAH QLD 4012

Building 1 - 12 apartments  
- 2 stairwells  
- shared common driveway with B2, to Building 1 Carpark

Building 2 - 12 apartments  
- 2 stairwells  
- shared common driveway with B1, to Building 2 Carpark

Building 3 - 12 apartments  
- 3 stairwells  
- Own driveway, to Building 3 Carpark

Building 4 - 18 apartments  
- 2 stairwells  
- Own driveway, to Building 3 Carpark

Building 5 - 12 apartments  
- 2 stairwells  
- shared common driveway with B6, to Building 5 Carpark

Building 6 - 12 apartments  
- 2 stairwells  
- shared common driveway with B6, to Building 5 Carpark

No lifts at all on site

**Body Corporate Management:** CAPITOL BODY CORPORATE ADMINISTRATION

**Address:** 33 SOUTHPINE ROAD, ALDERLEY QLD 4051

**P.O. Address:** PO BOX 326, ALDERLEY QLD 4051

**Ph:** 1300 551019      **Fax:** 07 3622 3999

**Contact:** Bill Cowley      **Ph:** 07 3622 3952

Kirstie Johnston

**Email:** [enquiries@capitolbca.com.au](mailto:enquiries@capitolbca.com.au)

[kirstie@capitolbca.com.au](mailto:kirstie@capitolbca.com.au)

**Website:** [www.capitolbca.co.au](http://www.capitolbca.co.au)

## MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

**Property Management:** REAL MGMT PTY LTD

**Address:** Unit 1 / 230 Melton Road, Nundah QLD 4012

**P.O Address:** PO BOX 1362, Toowong QLD 4066

**Phone:** 07 **Mb:** 0413 504 084

**Fax:** 07

**Contact:** MICHAEL MITCHELL

**Ph:** 0413 504 084

**Email:** [md@realmgmt.com.au](mailto:md@realmgmt.com.au)

**Web:** [www.realmgmt.com.au](http://www.realmgmt.com.au)

**Onsite Manager: MICHAEL MITCHELL**

**Phone:** 0413 504 084

**Email:** [md@modamelton.com.au](mailto:md@modamelton.com.au)

**Web:** [www.modamelton.com.au](http://www.modamelton.com.au)

**Building Class:**

|                      |            |
|----------------------|------------|
| Building 1           | - CLASS 2  |
| Building 2           | - CLASS 2  |
| Building 3           | - CLASS 2  |
| Building 4           | - CLASS 2  |
| Building 5           | - CLASS 2  |
| Building 6           | - CLASS 2  |
| Basement Car Park(s) | - CLASS 7a |

**Alternative Building Solution(s):** If applicable, please see notes on the Certificate of Building Classification(s).

### Fire Fighting Equipment

|                              |
|------------------------------|
| <b>Buildings<br/>1 and 2</b> |
|------------------------------|

- Fire Indicator Panel (FIP) No 1. is located on the Ground Level outside the first set of stairs in Building 1. The FIP is a 'Local Alarm'. *Residents are reminded to call **000 (Triple Zero)** for Emergency Services.*
- Manual Call Point at the front of the FIP
- Each floor (common property) is equipped with Heat/Smoke detectors that are hard wired to the FIP.
- Emergency Lights - each floor (common property and the shared Basement Carpark

## MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

- Fire Hydrants onsite
- DCP Extinguisher(s) in the stairwell(s)
- Fire Hose Reel(s) in the Basement

### Buildings 3 and 4

- Fire Indicator Panel (FIP) No 2. is located on the Ground Level outside first set of stairs in Building 3. The FIP is a 'Local Alarm'. *Residents are reminded to call **000 (Triple Zero)** for Emergency Services.*
- Manual Call Point at the front of the FIP
- Each floor (common property) is equipped with Heat/Smoke detectors that are hard wired to the FIP.
- Emergency Lights - each floor (common property and the shared Basement Carpark
- Fire Hydrants onsite
- DCP Extinguisher(s) in the stairwell(s)
- Fire Hose Reel(s) in the Basement

### Buildings 5 and 6

- Fire Indicator Panel(FIP) No3 . is located on the Ground Level outside stairwell No 1 of Building 6. The FIP is a 'Local Alarm'. *Residents are reminded to call **000 (Triple Zero)** for Emergency Services.*
- Manual Call Point at the front of the FIP
- Each floor (common property) is equipped with Heat/Smoke detectors that are hard wired to the FIP.
- Emergency Lights - each floor (common property and the shared Basement Carpark
- Fire Hydrants onsite
- DCP Extinguisher(s) in the stairwell(s)
- Fire Hose Reel(s) in the Basement

MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

| <b>EMERGENCY CONTACTS</b>  |  |                                    |
|--|--|------------------------------------|
| <b>QLD SES</b>   | Storm or Flood Emergencies   | <b>132 500</b>                     |
| <b>LIFE THREATENING EMERGENCY</b>  | Fire, Police, Ambulance  | <b>000</b>                         |
| <b>POISONS INFORMATION</b>   |  | <b>13 11 26</b>                    |
| <b>NATIONAL SECURITY HOTLINE</b>   |  | <b>1800 123 400</b>                |
| <b>POLICE</b>  | <p><b>Non Emergency:</b> 24 hours a day, 7 days a week. Speak with specifically trained Policelink Client Service Officers who can assist you with your non-urgent incident report or your general Queensland Police Service enquiry.<br/> <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a></p> <p><b>Police Locator:</b><br/> <a href="https://www.police.qld.gov.au/station-locator/station_locator.asp">https://www.police.qld.gov.au/station-locator/station_locator.asp</a></p> | <b>131 444</b>                     |
| <b>CRIME STOPPERS</b>  |  | <b>1800 333 000</b>                |
| <b>GAS HOTLINE</b>   | Leaking Gas  | <b>1800 808 526</b>                |
| <b>ENERGEX</b>   | Loss of Electricity Supply Emergencies   | <b>13 62 62</b><br><b>13 19 62</b> |
| <b>HOSPITAL</b>  | <b>The Prince Charles Hospital</b><br>549 Rode Road<br>CHERMSIDE 4032 QLD  | <b>07 3139 4272</b>                |
|  | <b>Royal Brisbane and Womens' Hospital</b><br>Corner Butterfield Street and<br>Bowen Bridge Road<br>HERSTON 4006 QLD   | <b>07 3646 8111</b>                |
| <p><b>Don't Forget</b><br/>                     Emergency Departments are busy places and patients are treated on a needs basis – emergencies and severe illnesses will take priority over more minor complaints.<br/>                     To avoid delays to yourself and other patients in more urgent need, consider phoning <a href="tel:13432584">13 HEALTH</a> (13 43 25 84) for help and advice from qualified staff. Minor illnesses or injuries may need to be treated by a general practitioner or at an after-hours medical centre.</p> |  |                                    |

## **Responsibilities**

### **Persons responsible for Building's Fire and Evacuation Plan Administration**

The Members of the Body Corporate Committee for MODA MELTON are responsible for the above task. They are supported by their Onsite Property Management and Body Corporate Management.

A 'soft copy' of this Emergency Management Plan booklet is also kept on the Olympic Fire Service's Server, and shall be emailed to the Onsite Property Management.

### **Fire Safety Advisor**

MODA MELTON is not High Occupancy Complex. Therefore it is not a requirement that a Fire Safety Advisor (FSA) be appointed to provide advice on Fire and Evacuation Matters.

An FSA is a person who holds a building fire safety qualification for an approved building fire safety course, issued within the last 3 years.

**Name:** n/a

**Phone:**

**Email:**

### **Person(s) responsible for organizing General & First Response Evacuation Instruction**

The Members of the Body Corporate Committee for MODA MELTON are responsible for the above task. They are supported by their Onsite Property Management and Body Corporate Management.

### **Company available for giving General & First Response Evacuation Instruction**

**Name:** Olympic Fire Services

**Phone** (07) 3390 8337

**Email:** [info@olympicfire.com.au](mailto:info@olympicfire.com.au)

**Web:** [www.olympicfire.com.au](http://www.olympicfire.com.au)

### **Evacuation Coordinator(s)**

*Any available, responsible person, at the time of the emergency, may co-ordinate a safe evacuation of the property.  
Thereby ensuring 'life safety'.*



## **Summary of Evacuation Co-Ordination Procedures**

Residents at **MODA MELTON** recognise that a Fire/Smoke Emergency is possible. These guidelines are intended to provide information for residents and contractors at this residential block, in the event of a Fire/Smoke emergency.

Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community.

It involves the movement of people to a safer location. However, to be effective it must be correctly planned and executed.



### **TYPES OF EMERGENCIES**

A full or partial evacuation may be instigated as a result of any of the following:

- Fire or chemical spill in the building
- Gas Leak
- Explosion
- Air Conditioning contamination
- Waste spill or contamination
- Fire in adjacent building
- Medical Emergency
- Bomb threat or discovery of explosive device
- Loss of power
- Structural Fault or Service Failure
- Armed Hold Ups
- Flood



### **Emergency Evacuation Priorities**

#### ***First Priority: Protection of Life***

The first priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

#### ***Second Priority: Prevent Spread of Hazard***

The second priority aims at controlling the extent of the hazard within the building and minimising its release into the environment.

#### ***Third Priority: Save Assets in the Affected Area***

The third priority is to prevent personal and property assets from being damaged in the event of a fire.

#### ***Fourth Priority: Eliminate the Hazard & return to normal.***

The final priority is to eliminate the fire by extinguishment and return the area to normal as soon as possible.



**Date:** JANUARY 2017



**Evacuation Procedure:**

In the event of a fire or other emergency, evacuate persons from the premises, to the nominated **Assembly Point**, at the public footpath at the front of the property- Melton Road - beyond the driveway.

Ensure that no one enters the building where the emergency has occurred.



**Communication Procedures whilst onsite:**

Should the **smoke / heat detectors** throughout the common property sense heat or smoke, the Fire Indicator Panel (FIP) Alarm will sound in the two respective Buildings. Emergency Services is not notified.

The **Red Manual Call Point(s)** that are located at the front of each Fire Indicator Panel will also make the Alarm sound, in the two respective Buildings.

All three FIP's are equipped with an Emergency Warning and Intercommunication Microphone. Authorized Fire Wardens or emergency responders may take control by broadcasting a verbal emergency announcement to all or selected areas of the building via the Paging System.

Together with the EWIS announcement(s) from the Chief Warden, the Alarms are used to help inform occupants that an evacuation from the building is required, in the event of an emergency.

This is achieved by the use of special "Alert" **BEEP, BEEP** tones and "Evacuation" **WHOOP, WHOOP** tones coupled sometimes, with systematic voice-over commands using the Emergency Public Address facility. Tones and voice are broadcast through speakers located strategically within the building.

**Other ways of raising the alarm:**

- **Shouting** "Emergency, Fire, Fire, Fire" (or words to that effect)
- **Knocking** on each Unit's front door to raise the alarm, thereby advising people to evacuate via their nearest safe exit.
- In the case of a fire, Photoelectric Smoke Alarms located inside each Apartment may also be sounding.



**Procedure for contacting Emergency Services:**

- The Fire Indicator Panel *does not call* automatically to QLD Fire & Emergency Services.
- Residents are reminded to dial **000(Triple Zero)** and ask for the fire / police / ambulance service.
- SPEAK SLOWLY AND CLEARLY.... State your name, address:



**230 MELTON ROAD, NUNDAH QLD 4012**

Know the nearest cross street: *Sidney Street*



**People who panic:**

If you encounter someone on the verge of a 'Panic Attack' – REMAIN CALM – DO NOT SHOUT AT THEM OR HIT THEM.

Take hold of their hand and guide them out of the building whilst assuring them that all is OK.

If the person refuses to cooperate – the Fire Stairwell is a safer place to leave them, and inform the Fire and Rescue Authority upon their arrival.



**Checking that all persons have been evacuated:**

All Residents are to check that all occupants from their respective Floor Level are 'accounted for', to the best of their ability.

Anyone who is last to leave their unit, is to check that no person is still inside. Close any windows and doors on the way out – IF SAFE TO DO SO.



**Accounting for all evacuated personnel:**

Residents are to inform the Chief Warden of persons not accounted for.

They are also to meet with Emergency Services upon their arrival, and provide as much information as possible.

## **How to call Triple Zero (000)**



### ***Stay focused, stay relevant, stay on the line***

The **Triple Zero (000)** service is the quickest way to get the right emergency service to help you. You can contact Police, Fire or Ambulance in life threatening or emergency situations.

### **Assess the situation**

- Is someone seriously injured or in need of urgent medical help?
- Is your life or property being threatened?
- Have you just witnessed a serious accident or crime?

If you answered **YES** call **Triple Zero (000)**.

### **Make your call**

- Stay calm and call Triple Zero from a safe place.
- When your call is answered you will be asked if you need Police, Fire or Ambulance.
- If requested by the operator, state your town and location.
- Your call will be directed to the service you asked for.
- When connected to the emergency service, stay on the line, speak clearly and answer the questions.
- Don't hang up until the operator tells you to do so.

### **Providing location information**

- You will be asked where you are.
- Try to provide street number, street name, nearest cross street and the area.
- In rural areas give the full address and distances from landmarks and roads as well as the property name.
- If calling from a mobile or satellite phone, the operator may ask you for other location information.
- If you make a call while travelling, state the direction you are travelling and the last motorway exit or town you passed.

## **Using other emergency numbers**

Australia's primary emergency call service number is Triple Zero (000), which can be dialled from any fixed or mobile phone, pay phones and certain Voice over Internet Protocol (VoIP) services.

There are also two secondary emergency call service numbers—**112** and **106**.

**112** is available from all GSM or GSM derived mobile phones. **112** is a secondary emergency number that can be dialled from mobile phones in Australia. Special

capabilities, including roaming, once only existed when dialling **112**, however mobile phones manufactured since January 2002 also provide these capabilities when dialling Triple Zero (000) to access the Emergency Call Service.

There is a misconception that **112** calls will be carried by satellite if there is no mobile coverage. Satellite phones use a different technology and your mobile phone cannot access a satellite network.

**Important** – *if there is no mobile coverage on any network, you will not be able to reach the Emergency Call Service via a mobile phone, regardless of which number you dialled.*

### **106—Text Emergency Relay Service**

If you have a hearing or speech impairment and your life or property is in danger, you can contact police, fire or ambulance on **106** directly through a TTY (also known as a teletypewriter or textphone). *It is not possible to contact emergency services using the Short Message Service (SMS) on your mobile telephone.*

**106** connects to the text-based relay service for people who have a hearing or speech impairment. All calls to the emergency numbers, whether from fixed, mobile, pay phones or VoIP services are free-of-charge.

### **Note: 9-1-1**

911 is the emergency telephone number used in other countries such as the United States and Canada. **This number should not be used in an emergency in Australia.** If dialled within Australia, this number will not re-route emergency calls to Triple Zero (000).

**ONE PAGE GENERAL INSTRUCTIONS FOR NEW RESIDENTS OR VISITORS**

If you discover Fire or Smoke, your actions within the first two minutes will have a substantial impact on the safety of occupants in the building and the management of the Emergency. Your prompt actions will also assist to mitigate the potential loss of life and disruption to property.

**R - RESCUE**

**RESCUE** persons from immediate danger if safe. Assist any elderly & incapacitated person(s) to leave through the safest EXIT door IF YOU CAN SAFELY DO SO. Keep low under the smoke.

**A - ALERT**

**ALERT** other occupants & nearby public persons Dial **000 (Triple Zero)** for fire / police / ambulance service.

**SPEAK SLOWLY AND CLEARLY....** state your name, address:

**230 MELTON ROAD, NUNDAH QLD 4012** and give the details of the fire or emergency situation.

**C - CONTAIN**

**CONTAIN** the fire & smoke, **CLOSE** windows & doors, if safe to do so. Select & use correct Extinguisher to control the fire if you are trained & it is safe to do so.

**E - EVACUATE  
- EXTINGUISH**

Follow the **EXIT** signs to the nearest emergency exit and proceed to the **Assembly Point, at the public footpath at the front of the property- Melton Road - beyond the driveway.** Keep low under the smoke.

**THE FIRE INDICATOR PANEL IS NOT DIRECT TO QLD FIRE & EMERGENCY SERVICES. *\*\*Residents should call 000 (Triple Zero) to report an Emergency.***

Calmly follow instructions given by the responsible person acting as Chief or Deputy Warden (at the time of the emergency), or instruction from the attending Fire Officers. Account for all occupants and report persons missing to the Emergency Services' Officers.

DO NOT RE-ENTER THE BUILDING until you are advised that it is safe to do so by Emergency Services personnel.

# MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

## ALERT OTHERS

- By shouting out and thumping the walls.
- Assist children & invalids, if it is safe to do so.
- Ensure window security grills can be unlocked.
- Remember, all able people should have a plan to get themselves out.



## FOLLOW THE SAFEST ESCAPE PATH

- Have two ways to escape, if possible.
- Crawl so as to minimise breathing toxic fumes or to avoid blinding smoke, which usually builds from the ceiling down.
- Feel any closed doors for signs of fire and avoid opening if they're hot.
- To limit the spread of smoke or flames, close doors behind you as you proceed, but don't lock them.
- Apartment residents should follow their building's fire escape instructions.



## EXIT VIA A DOOR, WINDOW OR BALCONY

- Keep door keys nearby and in reach of all.
- Use a window if doors are blocked by fire.
- Ensure window security grills can be unlocked.
- Don't jump from a window, but lower yourself as far as you can to reduce the distance.
- In extreme circumstances, be prepared to smash a window with a solid object to escape.
- Break the glass at the top of the window and work your way down.
- Use a blanket or mat against the window to protect yourself from glass.
- Consider throwing a mattress out the window to soften your fall.



## WHAT IF YOU CANNOT GET OUT?

- Move to the furthest room from the fire, preferably a balcony, where you can be seen from the street or by neighbours.
- Place a rolled towel or clothing across the bottom of the door to block smoke in this room.
- Open a window for fresh air and shout for help.

## MEET AT THE AGREED SAFE PLACE / ASSEMBLY POINT

- Account for all people from your Unit and your fellow residents on your Level.
- If anyone is missing, inform the Emergency Services officers.
- Do not re-enter a burning building.



**CALL 000 (TRIPLE ZERO)** *Answer the operator's questions. / Stay on the phone until the operator hangs up.*

## TALK ABOUT YOUR SAFETY PROCEDURES

- A quick escape is vital, so everyone needs to know their role when a fire breaks out.
- When an alarm sounds in the early hours you may be sleepy, the sound of the alarm or sight of flames could cause panic, so it is also important to practise your plan.
- Smoke can be disorientating, visibility is likely to be poor and electricity and lighting could be cut. This will complicate your escape.

*Discuss your plan with everyone*

*During family gatherings / When new members move in / When you move into a new property.*



### **Who is in control of the emergency?**

Any available fellow residents will manage and co-ordinate the evacuation of the building. Follow the advice from fellow residents (if you deem it safe to do so) as they may have additional information relevant to the emergency which may change your normal evacuation route.

In any Emergency situation where one is required to evacuate the premises, follow the safest Exit Paths as described on the Evacuation Diagrams. They will provide you with a safe path of egress, and lead away from the building. If you are evacuating via the stairwell, proceed in single file using the handrail. Do not carry any object which may place you or others at risk. (Personal belongings e.g. handbags etc. are accepted - cups of hot coffee are not).

**\*\*\*Do not re-enter the building until given the "All Clear" by the Emergency Services Personnel \*\*\***



### **Contractors**

If you are aware that contractors are working in your Unit, and possibly working in a remote location e.g. ceiling space, confined space, ensure that they are aware of the emergency situation and the requirement to evacuate.

\*\*\* If you are unable to make contact, ensure you inform Emergency Services.



### **If you have information in regard to the emergency (e.g. nature, cause, whereabouts)**

Report any information that may assist in the management of the emergency to Emergency Services personnel.

If you are unable to find an Official, report such information to another fellow resident who should be at the **Assembly Point** at the public footpath at the front of the property- Melton Road - beyond the driveway.

They in turn, can help report information to Emergency Services upon their arrival.



### **Persons with special needs:**

If you encounter a person with any sort of disability that restricts their mobility, you may be required to assist them from the building.

If you are unable to assist them or move them to a place of relative safety, evacuate yourself and then inform the Fire and Rescue Authority immediately, upon their arrival.



## MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

Special-needs groups may include the following:

- Hospital patients that may have returned home
- The elderly
- Halfway house patients (drug, alcohol, mental health)
- People with intellectual disabilities
- Mobility-impaired
- Hearing-impaired
- Visually-impaired
- Children and Nursing mothers
- Non-English speaking people
- Tourists
- Pets / Animal
- Accompanied by an assistant;
- Having a guide or companion animal;
- Using alternative forms of information and communication;
- Having an ambulatory disability;
- Using a wheeled mobility appliance;
- Who are easily fatigued;
- Who easily experience acute anxiety in an emergency;
- Who easily experience extreme confusion in an emergency.



### **Where there are people with disabilities**



In an Emergency, stairways become the primary means of exit, making building egress for the disabled a difficult task. This puts their safety and the safety of others at risk. – These residents / visitors need to alert emergency personnel as to their location for the most effective rescue possible.

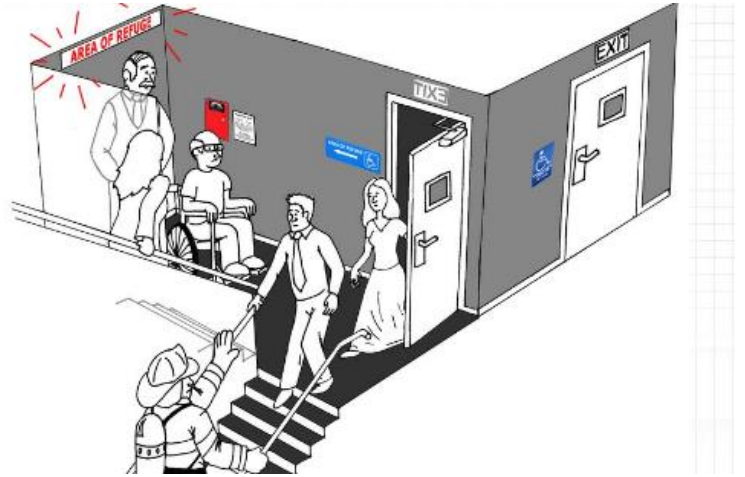
It is strongly recommended that a Personal Emergency Evacuation Plan (PEEP) should be developed for any Residents-with-special-needs. A PEEP is a personalised document that provides an outline of the Emergency Procedures and /or aids required by a person / people with a disability. For example, persons with a physical, visual or auditory disability – temporary or permanent) If you are aware of someone with a disability, please provide them with assistance.

Wait until the floor/area has been evacuated.  
Remember, if you are not at immediate risk, it may be safer to remain where you are. Where evacuation is required, this should be managed by the emergency services.

## MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

Persons with disabilities should:

- Be familiar with evacuation options
- Seek evacuation assistants who are willing to assist in case of an emergency
- Move to the most unaffected area of the stairwell (**REFUGE AREA**) and remain in that area of refuge until aid arrives from Fire Services Personnel.







**If you are required to evacuate/enter an area/room where the door is closed**

- Feel the door to see if it is hot with the back of your hand and check for smoke coming from under the door
- If cool – carefully check the metal handle with the back of your hand
- If cool – slowly open the door approximately 10-20cm, shielded behind the door opening to protect yourself
- Open the door slowly and look around to see if there is a fire behind it.
- If there is no fire – proceed through the door and CLOSE it behind you, or after the last person is through
- Move quickly but do not run
- If there is smoke - Proceed to an alternative Exit
- Fire produces thick black poisonous smoke that is difficult to see through and causes suffocation – STAY DOWN LOW AND GO-GO-GO!
- The freshest air is near the floor.



**If you are trapped in a room.**

Exit through a window if you are on the ground floor

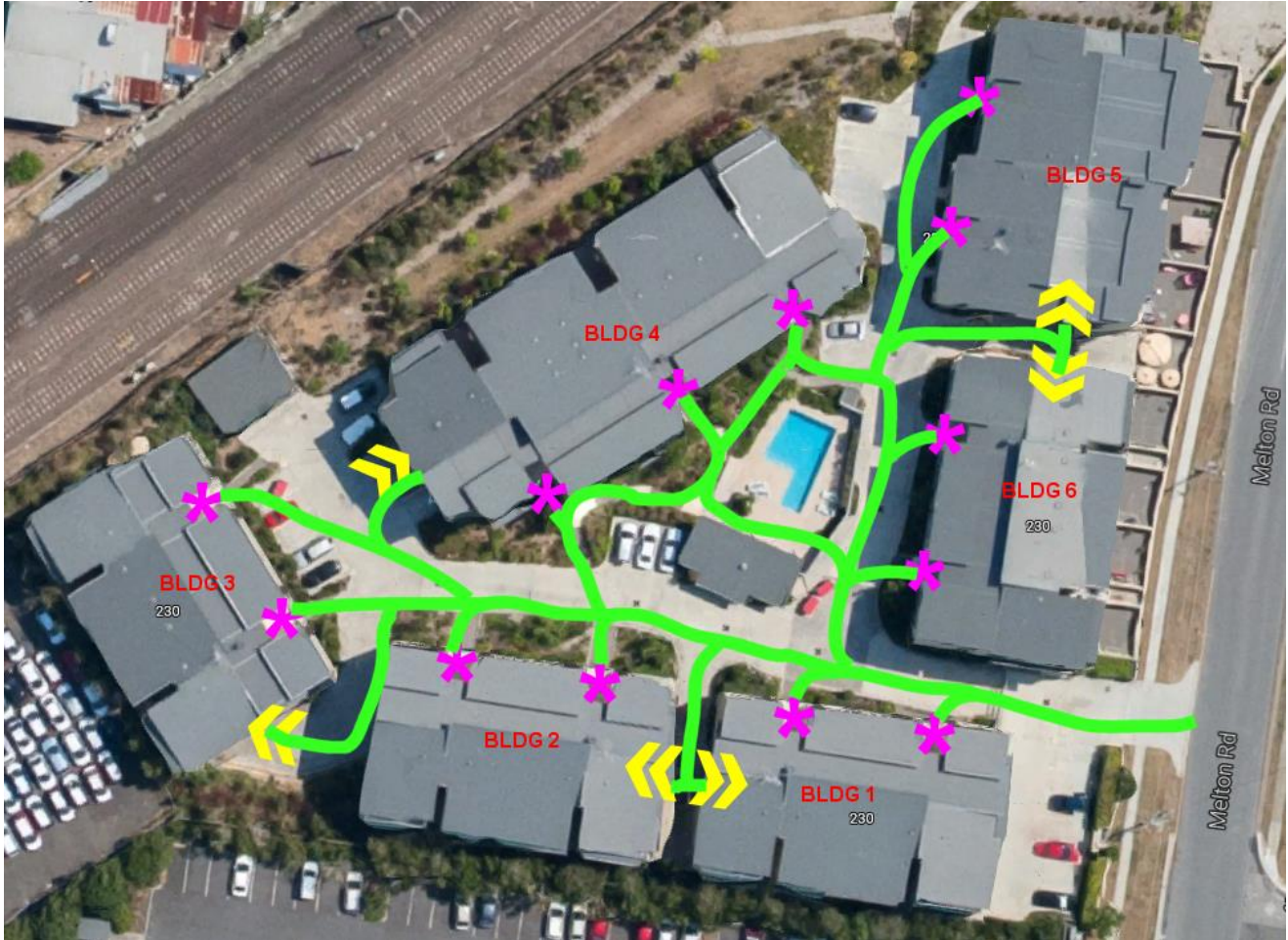
*If you are not on the ground floor....*

- Close the door
- Go to a window / balcony. One may use the open balcony area attached to each unit as a temporary refuge if unable to evacuate the apartment, and try to attract attention of those below, to get help from Emergency Services.
- If there is smoke in the room – open the window so that you can breathe fresh air
- If there is NO SMOKE in the room do not open the window as this can assist in the spread of the fire to your area from lower floors
- Attract someone's attention to your situation, call out, make a sign, telephone **000 (Triple Zero)**
- If the room is filling with smoke, stay close to the ground. The air is cooler and more plentiful when closer to the floor.



## The Assembly Point

The **Assembly Point** is at the public footpath at the front of the property- Melton Road - beyond the driveway.



Red = building label    Purple star = stairwell    Yellow chevron = car park entry    Green line = evac route

Please check the location of the designated **Assembly Point** for your building, on the Evacuation Diagrams displayed at points on the common property walls.

It is important that you wait at the **Assembly Point** for further information i.e. do not leave the area. It is then possible to obtain information as to when it is safe to enter the building, or if re-entry is not possible.



## Accountabilities

All residents (including Contractors) are required to evacuate on hearing the Fire Alarm/Evacuation Announcement.

Anyone refusing to comply with emergency safety instructions should be reported to the Emergency Services personnel. They may take the appropriate action under law.

## **Building Certification / Approval Documentation**

### **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 Alternate 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)
- 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 alternate building 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.

This is a requirement under the Building Act 1975, Section 108A.

It is the owner's responsibility to obtain this document.

Stage 1 - BUILDING 1 was certified on 12<sup>th</sup> March 2008.

Stage 1- BUILDING 2 was certified on 12<sup>th</sup> March 2008.

Stage 2 - BUILDING 3 was certified on 8<sup>th</sup> May 2009.

Stage 2 - BUILDING 4 was certified on 8<sup>th</sup> May 2009.

Stage 3 - BUILDING 5 was certified on 13<sup>th</sup> July 2010.

Stage 3 - BUILDING 6 was certified on 13<sup>th</sup> July 2010.

**Building Certificate of Classification(s)**

*Copies of the Certificate of Building Classifications shall be added here.....*

## **Owner / Occupier's Statement**

*This yearly statement must be kept with the building's maintenance records in accordance with A2(c) and be produced on demand by local government officers and authorised officers of the Queensland Fire and Rescue Service.*

*Copies of critical defect notices issued and proof of rectification within the period of this statement must be attached.*

*The occupier of the building must complete an Occupier's Statement every twelve months. This Statement declares that all Fire Safety Installations which are required to be in the building are properly installed and have been maintained by in accordance with the QDC, AS 1851 or another appropriate Australian Standard or recommendation.*

*The Building Fire Safety Regulation 2008 '55A Occupier statements*

*The occupier of a building must, at intervals in compliance with QDC, part MP6.1, prepare a statement (an occupiers statement) that complies with the part about the maintenance of each prescribed fire safety installation for the building.*

*Maximum penalty – 20 penalty units.'*

*Queensland Development Code 'MP 6.1 P1 – Maintenance of fire safety installations A2 Building occupiers -*

*(a) Complete an occupier's statement -*

*I. Within one year of taking up occupation; and*

*II. Yearly, within one year of the date of the last occupiers statement'*

*The Statement must be lodged with the Queensland Fire & Rescue Service after all items in the To-Do List relating to FSIs have been attended to, and all required maintenance has been carried out. Also, if any Critical Defect Notices have been issued to you by your maintenance contractor, they must be noted in the appropriate column on the Statement.*

*The standard form is contained in Schedule 2 of Queensland Development Code MP 6.1.*

*This Statement contains a list of FSIs identified within your occupancy during our inspection. In some cases, our inspector may have presumed that FSIs are in place (for example, our inspector may presume that the solid wall between occupancies, behind the gyprock or plasterboard, is a four-hour fire rated wall, as this wall cannot physically be inspected).*

*As the occupier of your building, you must complete the Occupier's Statement below.*

*Additionally, your building may submit a single Occupier's Statement covering all FSIs in the building (including those inside secondary occupancies), however this is not mandatory.*

*You must fill in the required details, sign the Statement, and submit it to the Queensland Fire & Rescue Service when you are satisfied that: all items in the To-Do List relating to FSIs have been attended to; and any Critical Defect Notices issued to you by your maintenance contractor have been noted on the Statement in the appropriate column.*



# MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

*Owner Occupier Statements added here.....*

MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

| <b>Fire Safety Installations within the Building</b>   |                 |
|--|-----------------|
| <b>EQUIPMENT</b>   | <b>YES / NO</b> |
| Air Handling Systems   | no              |
| Emergency lifts  | no              |
| <b>Emergency Lighting</b>  | <b>YES</b>      |
| Emergency power supply   | no              |
| <b>Emergency Warning &amp; Intercommunication System</b> MICROPHONES   | <b>YES</b>      |
| <b>Exit Signage</b>  | <b>YES</b>      |
| <b>Evacuation Diagrams</b>   | <b>YES</b>      |
| <b>Fire / Smoke detection</b>  | <b>YES</b>      |
| <b>Fire Doors</b>  | <b>YES</b>      |
| <b>Fire extinguishers – DCP type</b>   | <b>YES</b>      |
| Co2 type   | no              |
| Foam type  | no              |
| Water type   | no              |
| Chemical type  | no              |
| Other  | no              |
| <b>Fire Hose Reels</b>   | <b>YES</b>      |
| <b>Fire Hydrants</b>   | <b>YES</b>      |
| Fire Mains   | no              |
| Fire Pumps   | no              |
| <b>Fire Panel / Alarm system</b>   | <b>YES</b>      |
| <b>Fire Alert / Communication Type :</b><br>FIP PANEL / MICROPHONE / MCP's/HEAT-SMOKE DETECTORS & SMOKE ALARMS / SHOUT/  | -               |
| Fire Hydrant Booster Assembly  | no              |
| Sprinkler System   | no              |
| Fire Sprinkler Booster Assembly  | no              |
| Fire shutters  | no              |
| Fire Control Centre  | no              |
| Smoke and heat venting systems   | no              |
| Smoke exhaust system   | no              |
| Smoke doorsets   | no              |
| Solid core doors   | no              |
| Special Automatic Suppression Systems (Gas, Powder etc)  | no              |
| Stairwell pressurisation systems   | no              |
| Other features – Includes additional fire safety installations or conditions that are required under the buildings alternative solution of the <i>Building Act 1975</i> or <i>Building Code of Australia</i> clauses E1.10 and E2. |                 |

## **Maintenance Reports**

**Maintenance of prescribed fire safety installations** is required to be conducted by an appropriately qualified person which is someone who holds a licence stated in the *Queensland Building Services Authority Regulation 2003*, schedule 2A; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 2, items 4 to 6; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 3, items 4 and 5.

This means the person actually conducting the maintenance must have an individual licence for each class or type of fire safety installation they work on.

### **Fire Extinguishers** - if applicable

The occupier must ensure maintenance of prescribed fire extinguishers are carried out in accordance with relevant Australian Standards and by an appropriately qualified person.

Prescribed fire extinguishers are those required to be installed in the building.

The maintenance tag and either an invoice or maintenance report are acceptable as a record of maintenance *for fire extinguishers*.

An *appropriately qualified person* is required to conduct six monthly service inspections.

### **Fire Hose Reels** - if applicable

The occupier must ensure maintenance of prescribed fire hose reels is carried out in accordance with relevant Australian Standards and by an *appropriately qualified person*.

Prescribed fire hose reels are those required to be installed in the building.

The maintenance tag and either an invoice or maintenance report are acceptable as a record of maintenance for fire hose reels.

An *appropriately qualified person* is required to conduct six monthly service inspections.

### **Smoke Alarms**

All accommodation buildings built since 1 July 1997 are required to install, as a minimum, hard-wired battery back-up smoke alarms. QFES recommend Photo-Electric smoke alarms over Ionisation type alarms.

The owner must ensure that each sole occupancy unit within a Class 2 accommodation building built prior to 1 July 1997 has, as a minimum; a nine-volt battery operated smoke alarm installed.

The smoke alarm must comply with Australian Standard 3786 and be located as specified in the Building Code of Australia specification E2.2a Clause 3 (c) (i).

Smoke alarms must be tested in compliance with the manufacturer's instructions.

### **Exit signs/emergency lighting** - if applicable

The owner/occupier must ensure that exit signs/emergency lighting covers are in place and unbroken.

Globes for exit signs and emergency lighting must also be in place and undamaged.

A log book for exit signs and emergency lighting maintenance records is required to record six monthly inspections.

A licensed electrician or *appropriately qualified person* is required to conduct the maintenance inspections.

- *Fire Maintenance Log Books are usually kept onsite in a red Essential Services Box, accessed with a 003 key.*
- *Maintenance Reports are usually emailed to the Body Corporate Management*

**ROUTINE SERVICE FREQUENCIES FOR EACH SECTION – TABLE 1.11(A)  
FROM AS1851- 2012**

| <b>AS1851 -<br/>2012</b>  | <b>monthly</b> | <b>Three<br/>monthly</b> | <b>Six<br/>monthly</b> | <b>Yearly</b> | <b>Five<br/>yearly</b> | <b>Ten<br/>yearly</b> | <b>Twenty<br/>yearly</b> | <b>Thirty<br/>yearly</b> |
|---|----------------|--------------------------|------------------------|---------------|------------------------|-----------------------|--------------------------|--------------------------|
| <b>Automatic<br/>Sprinkler System</b>                                       | ✓              |                          | ✓                      | ✓             | ✓                      | ✓                     | ✓                        | ✓                        |
| <b>Fire Pumpsets</b>  | ✓              |                          | ✓                      | ✓             | ✓                      | ✓                     |                          |                          |
| <b>Fire Hydrant<br/>systems</b>   | ✓ *            |                          |                        | ✓             | ✓                      |                       |                          |                          |
| <b>Hydrant Valves</b>   |                |                          | ✓                      | ✓             |                        |                       |                          |                          |
| <b>Water storage<br/>tanks for Fire<br/>Protection<br/>systems</b>          | ✓              |                          | ✓                      | ✓             |                        | ✓                     |                          |                          |
| <b>Fire Detection and<br/>Alarm Systems</b>                                 | ✓              |                          | ✓                      | ✓             | ✓                      |                       |                          |                          |
| <b>Special Hazard<br/>systems</b>   | ✓              |                          | ✓                      | ✓             |                        | ✓                     |                          |                          |
| <b>Delivery Flat Fire<br/>Hose</b>  |                |                          |                        | ✓             |                        |                       |                          |                          |
| <b>Fire Hose Reels</b>  |                |                          | ✓                      | ✓             |                        |                       |                          |                          |
| <b>Portable and<br/>Wheeled Fire<br/>Extinguishers</b>                      |                |                          | ✓                      | ✓             | ✓                      |                       |                          |                          |
| <b>Fire Blankets</b>  |                |                          | ✓                      |               |                        |                       |                          |                          |
| <b>Passive Fire and<br/>Smoke systems</b>                                   |                | ✓ **                     | ✓                      | ✓             |                        |                       |                          |                          |
| <b>Fire and Smoke<br/>Control features<br/>of Mechanical<br/>services</b>   | ✓              | ✓                        | ✓                      | ✓             |                        |                       |                          |                          |
| <b>Emergency<br/>Planning in<br/>Facilities</b>                             | ✓              |                          | ✓                      | ✓             |                        |                       |                          |                          |
| * Where pumpsets are fitted<br>** Where horizontal sliding doors are fitted |                |                          |                        |               |                        |                       |                          |                          |

# MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

*Maintenance Reports may be added here*

**Evacuation Practice & Instruction Schedule**

- Evacuation practices must be conducted **annually for all buildings**.
- The practice must be carried out with an **appropriate number of persons**.
- The practice must be carried out in an **appropriate way**.
- The practice must be **recorded**.



To assist and familiarize MODA MELTON residents with the Fire Alarm procedures, evacuation exercises are conducted in accordance with AS 3745 (Emergency Control Organization and procedures for buildings, structures and workplaces).

All residents should take part, including contractors.

The aim of evacuation exercises is to have all residents participate in at least one evacuation exercise every year, this being consistent with the nature and risk of the building, structure and workplace and in accordance with the BFSR-QLD.

**BUILDING NAME:** MODA MELTON

**ADDRESS:** 230 MELTON ROAD, NUNDAH QLD 4012

| Date   | Time evacuation commenced | Time evacuation completed | Action required   | Name of person conducting evacuation                    |
|--|---------------------------|---------------------------|---|---|
| Tues 20/09/16<br><a href="#">Buildings 1 &amp; 2</a> | 3.30pm                    | 3.45pm                    | Fire and Evac Plan to be created and stored onsite and a soft copy kept on file | BOB HELM-FSA<br>JENNY HELM FSA<br>Olympic Fire Services |
| Tues 20/09/16<br><a href="#">Buildings 3 &amp; 4</a> | 3.55pm                    | 4.12pm                    | “ “   | BOB HELM-FSA<br>JENNY HELM FSA<br>Olympic Fire Services |
| Tues 20/09/16<br><a href="#">Buildings 5 &amp; 6</a> | 4.20pm                    | 4.35pm                    | “ “   | BOB HELM-FSA<br>JENNY HELM FSA<br>Olympic Fire Services |
| <b><a href="#">Buildings 1 &amp; 2</a></b>           |                           |                           |   |   |
| <b><a href="#">Buildings 3 &amp; 4</a></b>           |                           |                           |   |   |
| <b><a href="#">Buildings 5 &amp; 6</a></b>           |                           |                           |   |   |
| <a href="#">Buildings 1 &amp; 2</a>                  |                           |                           |   |   |
| <a href="#">Buildings 3 &amp; 4</a>                  |                           |                           |   |   |
| <a href="#">Buildings 5 &amp; 6</a>                  |                           |                           |   |   |


MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN


|                                   |  |  |  |  |
|-----------------------------------|--|--|--|--|
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |
| <b><u>Buildings 1 &amp; 2</u></b> |  |  |  |  |
| <b><u>Buildings 3 &amp; 4</u></b> |  |  |  |  |
| <b><u>Buildings 5 &amp; 6</u></b> |  |  |  |  |






## **First Response & Evacuation Instruction Guidelines**

 **General evacuation instructions** are to be given to residents within 2 days of one commencing residency, and repeated annually.

 **First response evacuation instructions** must be given to residents within one month of one commencing residency in the building, and repeated annually. First-response evacuation instructions are instructions concerning the operation of manually operated fire alarms and fire-fighting equipment in the building.

 **Evacuation coordination procedures** should be given to nominated responsible residents within the month prior to that person taking on Warden Responsibilities and repeated annually. Instructions on **any change to the Fire Evacuation Plan** must be given to all persons within one month of the change taking effect.

**The instructions given take into account the following components:**

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable)
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building.  
(Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

**STAFF FIRE AND EVACUATION INSTRUCTION RECORD**

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

| Date       | Name of Person Trained | Instruction Given<br>(Use numbers listed in the above points as indication) |   |   |   |   |   |   |   |   |    |    | Instructors Name |         |
|------------|------------------------|---|---|---|---|---|---|---|---|---|----|----|------------------|---------|
|            |                        | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |                  |         |
| 12/12/2009 | I. Blum                |   |   |   |   |   |   |   |   |   |    |    |                  | B Jones |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |
|            |                        |   |   |   |   |   |   |   |   |   |    |    |                  |         |

MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

*Staff Sign-On Sheets may be added here.*

## **Emergency Procedures and Duties**

In the MODA MELTON buildings, occupants are often absent, therefore appointment of a specific role to any one person is not practical. In the event of a fire or other emergency, all people in the building are to proceed to the designated Assembly Point, immediately, where the following roles should be filled by any capable person.



### **Chief Official / Warden**

*Priority is to ensure fellow residents' life safety.*

1. Assess the Emergency
2. Decide whether to evacuate and ensure an Alert is sounding:
  - The **Fire Alarm Panel** has associated **Smoke/Heat Detectors** located in the basement car park. An Alert shall sound, if the Detectors sense heat or smoke.
  - The Emergency Warning System microphone may be used to help evacuate occupants from the building, effectively and efficiently in the event of an emergency such as a fire or bomb threat. This, together with the use of special "Alert" **BEEP, BEEP** tones and "Evacuation" **WHOOP, WHOOP** tones sometimes coupled with systematic voice-over commands using the Emergency Public Address facility, indicates an Evacuation. Tones and voice are broadcast through speakers located strategically within the building.

### **Other ways of raising the alarm:**

- **SHOUTING** "Emergency, Fire, Fire, Fire" (or words to that effect).
  - Pressing on the **Intercom Buzzers**/Doorbells repeatedly, or **knocking** on each Unit's front door to raise the alarm, thereby advising people to evacuate via their nearest safe exit.
  - In the case of a fire, Photoelectric Smoke Alarms located inside each Apartment will be sounding
3. Ensure Emergency Services are on their way, by checking that someone has called **000 (Triple Zero)** other than the FIP.
  4. Control Residents Evacuation via the Fire Stairs until the Fire Services arrive.
  5. Restrict entry to the affected area.
  6. Meet Emergency Services upon their arrival and liaise with Emergency Services personnel.
  7. Liaise with any Media (if required) in providing an authorized release of current information.
  8. Provide an initial combat of the emergency – IF SAFE TO DO SO.



### **Deputy Chief Official**

*This position is to be the understudy of the Chief Emergency Warden and to assume all responsibilities whenever the Chief Emergency Warden is absent from the building.*

1. Notify fellow residents of the type of Emergency.
2. Continue to sound the Alert, if instructed to do so, by one or more, of the above listed methods.
3. **Ensure that Emergency Services have been notified on 000 (Triple Zero).**
4. Back up the Chief Fire Official in his/her duties.
5. If the last to leave the area, close the door(s) in the event of a fire emergency.
6. Conduct a roll call / head count of all residents once safely outside and in the designated Assembly Area.
7. Assist in controlled implementation of fellow Residents evacuation.
8. Provide an initial combat of the emergency – IF SAFE TO DO SO.



### **Residents**

- "LIFE SAFETY" is the first priority to all Residents.
- Provide an initial combat of the emergency – IF SAFE TO DO SO.
- Initiate fellow residents' Evacuation.
- Follow instructions given by fellow residents (if safe to do so) or attending Fire Officers.
- DO NOT obstruct Exit Paths for others.
- Ensure Emergency Services have been notified by calling **000 (Triple Zero)**.
- Assist in Conducting a safe evacuation of all fellow residents and visitors from the Unit under their control.
- Provide personal assistance to those residents who need support.
- In the event of a fire emergency, if the last to leave the area, close the door(s) and window(s), if safe to do so.
- Report to the **Assembly Point at the public footpath at the front of the property- Melton Road - beyond the driveway.**
- Move quickly – do not run.
- Advise the Emergency Services Personnel if you are aware of people trapped inside the building.
- DO NOT LEAVE the Assembly Point, or attempt to re-enter the building, until an Emergency Services' Official gives consent.
- If there are any injuries sustained, notify Emergency Services Personnel.

## **MODA MELTON Risk Controls**

Risk Controls are made up of policies, standards, procedures by the Body Corporate, to eliminate, or to minimize adverse risks.

A list of fire safety installations within the building is available in this Evacuation Plan Manual.

## **MODA MELTON Risk Management**

- Emergency Evacuation Plan in place
- Evacuation Diagrams in place
- Body Corporate Committee based reviews and Inspections

## **MODA MELTON Hazard Detection**

A HAZARD is a source of potential harm or a situation with potential to cause loss of life

- Inhalation of toxic smoke/fumes
- Exposure to extreme heat
- Poor lighting visibility
- Working in a remote location
- Unpredictable human behaviour
- Flammables, increased Fire Load in some areas (e.g. storage, chemicals)

## **MODA MELTON Media**

Communication with media will require skilled liaison and a system for the authorised release of current information. Planning should include identification of any agency media responsibilities in accordance with Body Corporate Management and/or the Committee.

## **MODA MELTON Evacuation of Impaired Persons**

Ensure all occupants, including those with mobility or other evacuation impairments can safely exit the building at all times.

If you encounter a person with some sort of disability that restricts their mobility, you may be required to assist them from the building.







If you are unable to assist them or move them to a place of relative safety, evacuate yourself and then inform the Emergency Services personnel upon their arrival.



## Method of Operation of Fire Fighting Equipment

| Class          | Fuel                              | Which extinguisher you should use                                 |
|----------------|-----------------------------------|---|
| <b>A Class</b> | Paper, Wood, Plastic, Fabric      | Water, Foam, Dry Chemical Powder                                  |
| <b>B Class</b> | Flammable Liquids                 | Foam, Carbon Dioxide, Dry Chemical Powder                         |
| <b>C Class</b> | Flammable Gases                   | Dry Chemical Powder   |
| <b>D Class</b> | Fire involving combustible metals | Special Purpose Extinguishers only                                |
| <b>E Class</b> | Energised Electricity             | Carbon Dioxide, Dry Chemical Powder                               |
| <b>F Class</b> | Cooking oils and Fats             | Fire Blanket, Limited Foam, Wet Chemical, BE Dry Chemical Powder, |

***FIRE EXTINGUISHER SELECTION CHART*** ✕

| <b><i>TYPE of EXTINGUISHER</i></b> |  | WATER<br> | FOAM<br> | WET CHEMICAL<br> | CO2<br> | DRY CHEMICAL<br> | VAPORISING LIQUID<br> |
|------------------------------------|--|--|---|---|---|---|--|
| CLASS                              | TYPE OF FIRE                             |  |   |   |   |   |  |
| <b>A</b>                           | Ordinary Combustibles (wood, paper etc)  | ✓ YES<br>Most Suitable   | ✓ YES   | ✓ YES   | ✓ YES<br><i>Not Very Suitable</i>   | ✓ YES<br><i>BC(E) Powders Not Suitable</i>  | ✓ YES  |
| <b>B</b>                           | Flammable Liquids                        | ✗ NO   | ✓ YES<br><i>Special Foam Required for Alcohol-Type Fire</i>                                 | ✗ NO  | ✓ YES   | ✓ YES   | ✓ YES  |
| <b>C</b>                           | Flammable Gases                          | ✗ NO   | ✗ NO  | ✗ NO  | ✓ YES   | ✓ YES   | ✓ YES  |
| <b>D</b>                           | Combustible Metals                       | ✗ NO   | ✗ NO  | ✗ NO  | ✗ NO  | ✗ NO  | ✗ NO   |
| <b>E</b>                           | Fire involving live Electrical Equipment | ✗ NO   | ✗ NO  | ✗ NO  | ✓ YES   | ✓ YES   | ✓ YES  |
| <b>F</b>                           | Oils and Fats                            | ✗ NO   | ✗ NO  | ✓ YES   | ✓ YES   | ✓ YES<br><i>AB(E) Powders Not Suitable</i>  | ✗ NO   |

(Australian Standard 2444)





**Know how to operate the equipment.**

Check that it is operating before you commence.  
 Always position yourself between the fire and your escape route, so you cannot become trapped

If you have not used an extinguisher before, it is recommended that you leave the area and contain the fire by closing the door.

*DO NOT PLACE YOURSELF AT RISK.*

If you use an extinguisher, do not hang it back onto the bracket. Following the "All Clear" and return to the building, report its use and location to Body Corporate Management.

Extinguishers are all labeled according to their use. Symbols are also displayed on the extinguishers.

Where the WATER extinguisher is not suitable, the label will also display:



Remember the **PASS** Word

|   |  |
|---|--|
| <p><b>P</b>ull</p> <p><b>Pull</b> the pin (or other motion) to unlock the extinguisher.</p>                     |   |
| <p><b>A</b>im</p> <p><b>Aim</b> at the base (bottom) of the fire and stand 6 - 10 feet away.</p>                |   |
| <p><b>S</b>queeze</p> <p><b>Squeeze</b> the lever to discharge the agent.</p>                                   |   |
| <p><b>S</b>weep</p> <p><b>Sweep</b> the spray from left to right until the flames are totally extinguished.</p> |  |



## Dry Chemical Extinguishers

**REMEMBER - If the fire is bigger than you are, it's too big to put out with an extinguisher.**

DCP stands for Dry Chemical Powder, which is inside the extinguisher and is the actual fire suppressant. It's distinguished by a **white coloured band** around the top of the cylinder, is the most widely used type of fire extinguisher suited for fires occurring in the house, boat, garage, car or caravan.



The idea behind a dry chemical fire extinguisher is to blanket the fuel with an **inert solid** (similar to dirt or sand).

A dry chemical extinguisher sprays a very fine powder of **sodium bicarbonate** ( $\text{NaHCO}_3$ , baking soda), **potassium bicarbonate** ( $\text{KHCO}_3$ , nearly identical to baking soda), or **monoammonium phosphate** ( $(\text{NH}_4) \text{H}_2\text{PO}_4$ ). These solids coat the fuel and smother the fire.

DCP Fire Extinguishers (ABE) are suitable for the following types of fire:

**Class A** – Paper, textiles, wood, most plastics & rubber

**Class B** – Flammable liquids

**Class C** – Combustible gases

**Class E** – Electrically energised electrical equipment

### HOW TO USE A DCP EXTINGUISHER

1. Memorize the acronym for using an extinguisher: "PASS." It stands for "pull, aim, squeeze, sweep."
2. Make sure the fire extinguisher is upright.
3. Pull the pin from the handle., thereby removing the plastic tie from the handle
4. Aim the nozzle low, while keeping the extinguisher upright.
5. Squeeze the handle. The Powder will be released. (Note: test only upon approach to the fire – Powder may get clogged in the nozzle)
6. Move in toward the fire, keeping the extinguisher focused on the base of the fire, when you can see that it's being put out.
7. Sweep the extinguisher from side to side until the fire is out.



## **Fire Hose Reels**

Fire Hose Reels are designed to be used for fires involving wood, paper and plastics. It is dangerous to use a Fire Hose Reel on flammable liquid, electrical equipment, cooking oil and fat fires.

All occupants should know the position and method of operation of any installed fire hose reels.



If the decision is made to use a fire hose reel:

- Warn everybody in the immediate vicinity.
  - Operate any device that will activate the building emergency warning system.
  - Alert the Fire Brigade by phoning **000 (Triple Zero)**
  - Call the designated Fire Warden
  - Whenever possible, two people should be used to unroll a hose reel, that is, one to control the nozzle and one to ensure the hose runs off the reel freely and is not caught around doors or corners.
- 
- Before using the fire hose reel, ensure that the water is TURNED ON before proceeding to the fire. There is a stopcock lever at the base of the hose reel (some will not let the nozzle out until this is done)
  - Check the water is capable of being turned on and off at the nozzle. Ensure the nozzle or jet is in the closed position
  - Pull on the hose, the reel should unwind as it feeds out the hose
  - Direct the stream of water at the base of the fire.

**Warning:** There is an unlimited supply of water to the hose reel. You should not continue fighting a fire if it increases in size, or for a long period of time. You must stay aware of your surroundings and conditions.

Using a fire hose reel on the wrong class of fire can make the situation worse and/or possibly endanger yourself and those around you. Do NOT use on electrical fires, water will conduct electricity.



## **Heat/Smoke Detectors – linked to the FIP**

At MODA MELTON these are devices without an audible alarm function, and are connected to the Fire Indicator Panel (FIP). They are located in the common property.



## **The Fire Indicator Panels**

A Fire Indicator Panel (FIP) is an electric panel that is the controlling component of a fire alarm system.

The panel receives information from environmental sensors designed to detect changes associated with heat / fire.

It monitors the operational integrity of these sensors and provides for automatic control of equipment, and transmission of information necessary to prepare the facility for the arrival of fire-fighting personnel.

In general, a fire alarm system is either classified as

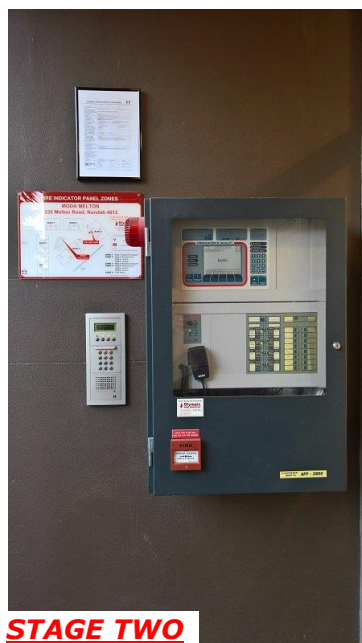
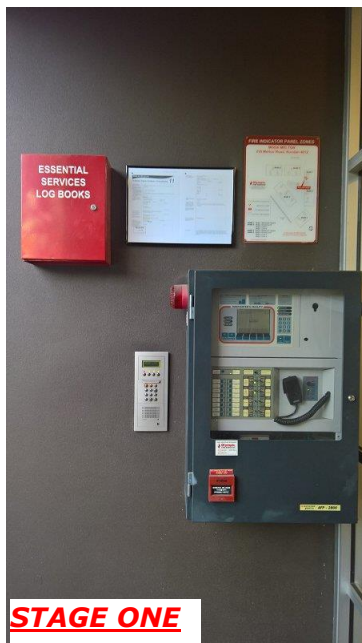
- A) automatically activated,
- B) manually activated,
- C) or both.

Automatic fire alarm systems can be used to

- notify people to evacuate in the event of a fire or other emergency,
- to summon emergency services, and
- to prepare the structure and associated systems (e.g. sprinklers, smoke doorsets, fire shutters) to control the spread of fire and smoke.

**The FIRE INDICATOR PANEL at MODA MELTON is not direct to the Emergency Services. It is a Local Alarm only.**

***Residents should still call 000 (Triple Zero) for Emergency Services to ensure they are on the way and to give any extra information about the event.***





## Manual Call Points

A Red Manual Call Point (also known as a break glass alarm) is located at the front of each of the three, Fire Panels at MODA MELTON. It will activate the fire alarm in the two respective buildings.



Ensure the fire service is called on **000 (Triple Zero)** to notify them of the type and severity of the fire. Pressing a Manual Call Point will set off the Fire Alarm indicating to building occupants that a fire, or other emergency exists within the building.



## Fire Hydrants

A hydrant used by Fire Fighters ONLY, to access water directly from the main, equipped with a fire hose connection for use in the event of a fire. It consists of a barrel, connections for hose and a valve assembly.

There are 4 different levels of maintenance to fire hydrants and associated pumping systems. These levels and their frequencies are as follows:

- (a) Level 1 -- 6 Monthly
- (b) Level 2 -- Annual
- (c) Level 4 -- 5 Yearly

The maintenance requirements of this four-level program are extensive and complete details can be found in AS 1851.4.



A 6 monthly hydrant inspection shall consist of:

- Hydrant valves accessible.
- Hydrant leaks visible all valves.
- Hose supply fitted
- Hose fittings and blanking caps.
- Access to cabinets available, cabinet in good repair
- Tank level visible where applicable
- Valves set and secure.
- Isolation operation available.

**Five yearly flow testing & servicing** of your hydrants & hydrant booster systems. This is when the booster system is required to be overhauled and the most hydraulically disadvantaged fire hydrants have their water supply readings taken.



## **Fire Doors**

A fire door is a door with a fire-resistance rating used as part of a passive fire protection system to reduce the spread of fire or smoke between compartments and to enable safe egress from a building.



### How can you tell if a door is a fire door?

1. All fire doors have self-closing hardware. If any door has an automatic closer, it is likely a fire door.
2. All fire doors should have a label or tag indicating the fire resistance rating of the door. The tag will list the manufacturer, UL listing number, and fire rating in hours or minutes. The tag can usually be found on the inner leaf of the door (hinge side), about 1/4 of the way down from the top.
3. Wire glass - Any door that has an approximate 25cm x 25cm wire glass window is more than likely a fire door.
4. Fire doors are typically located in stairways, laboratories, mechanical rooms, storage rooms, and at building fire separations (also known as horizontal exits.)



Remember that closed fire doors not only help prevent the spread of smoke and fire, they can also help deter theft and other crimes of opportunity as well. A fire-resistance rating typically means the duration for which a passive fire protection system can withstand a standard fire resistance test. This can be quantified simply as a measure of time, or it may entail a host of other criteria, involving other evidence of functionality or fitness for purpose.



## EMERGENCY COLOUR CODES

*When an emergency signal sounds, it will normally be accompanied by an announcement. This might include a code, indicating what type of emergency is occurring. The Australian Standard (AS3745 – 2010) specifies colour codes relating to the various types of emergencies to enable instant recognition.*

Emergency codes and colours

| Emergency  | Colour |
|--|--------|
| Fire/smoke   | Red    |
| Medical emergency  | Blue   |
| Bomb threat  | Purple |
| Internal emergency<br>(Failure or threat to essential services or hazardous substances; illegal occupancy) | Yellow |
| Personal threat<br>(Armed or unarmed persons threatening injury to others or themselves)                   | Black  |
| External emergency (action determined by external authority)   | Brown  |
| Evacuation   | Orange |

## OTHER TYPES OF EMERGENCIES

*The following instructions can be used 'as is' or they can be adapted or expanded to cover additional situations as necessary.....*



### **FLOOD**

- Don't panic
- If time permits, place essential items up high
- Turn off power – do not touch electrical appliances if wet or standing in water. Unplug only if safe to do so
- Anchor all items that may float
- Listen to radio for location/ route and time for evacuation
- Take instructions only from your QLD State Emergency Services on **132 500**
- Don't use water unless boiled
- Don't use food or fluid contaminated by flood water
- Wear strong shoes if wading in flood water
- Beware of snakes and spiders seeking refuge
- Know your local flood evacuation plan and the history of local flooding
- Follow evacuation directions



### **IMPACT/ACCIDENT**

- Don't panic
- Assess if any need for first aid to be administered
- Telephone police/ ambulance on **000 (Triple Zero)**
- Evacuate the building that has structural damage
- Observe the following precautions:
  - Do not attempt to move impact vehicle/ object
  - Do not attempt to move victims unless their lives are at risk
  - Await qualified first aid personnel or emergency service members
  - Do not re-enter structurally damaged buildings without local council or local authority approval



### **LIGHTNING STRIKE**

- Don't panic
- If the power is interrupted, locate emergency forms of light e.g. Torches
- Turn off electricity and turn off gas supply if pilot light is extinguished
- Do not use the telephone until the storm has abated
- If there is structural damage, call QLD State Emergency Services



## MODA MELTON APARTMENTS - FIRE & EVACUATION PLAN

on **132 500**

- Notify senior staff members
- Have electrical wiring checked by a qualified electrician before normal supply is resumed

*For actions to be taken in the event of a cyclone see instructions in the telephone directory.*



### **CHEMICAL SPILL**

- Don't panic
- Read Material Safety Data Sheets (MSDS) and follow emergency procedure identified
- Telephone Fire services direct on **000 (Triple Zero)**
- Notify senior staff members
- Notify WHSO
- Prepare to evacuate
- Observe the following precautions:
  - Do not let chemical come into contact with skin, eyes or mucous membranes
  - Do not let toxic fumes be inhaled
  - Do not flush toxic chemicals down storm water drains
  - Do not re-enter premises without Emergency Services approval



### **EXPLOSION**

- Stay calm – don't panic
- Check immediately for any injured persons or structural damage, if safe to do so
- Raise alarm
- If necessary, turn off electricity supply at mains, gas supply at mains, water supply
- Do not negotiate with the offender(s) or delay activities
- Mentally note a full description of all participants
- Do not volunteer any information
- Telephone police direct on **000 (Triple Zero)** when able to do so safely
- Notify senior staff/ administration
- Do not touch anything handled by the offender(s)
- If drugs are involved, then notify state authorities.



## **ROBBERY**

- Try to remain calm
- Obey the offender(s) demands and follow their requests exactly
- Do not be heroic – complete commands slowly and deliberately, in view if possible
- Try to record demands / directions given during a Robbery
- Try to record your own description of the offender(s)
- Do not consult with others until you have written all that you can recall.

Your name \_\_\_\_\_ Date \_\_\_\_\_

*Sex (Male / Female)*

*Names or nicknames used*

*Approximate age*

*Complexion (fair / dark)*

*Accent / Nationality*

*Posture (erect/stooped)*

*Walk (quick/ springy)*

*Hair colour, straight/ wavy*

*Eyes (colour)*

*Ears (colour)*

*Nose (size)*

*Lips (size)*

*Teeth (good)*

*Voice (clear)*

*Approximate weight*

*Build (thin/ solid)*

*Eyes - glasses /colour*

*Approximate height*

*Moustache/ beard*

*Clothing at the time*



## **BOMB THREAT**

*When a bomb threat is received it should always be taken seriously.*

### **VIA THE TELEPHONE**

Recipients of telephone threats should attempt to remain calm and obtain as much information as possible about the caller, recording the exact message if possible. Generally speaking, the callers do provide considerable information either knowingly or unknowingly.

It should be noted that these callers will attempt to verbally abuse you. Attempt to discreetly notify others of your caller.

Remain calm and try to hold the caller in conversation for as long as possible to enable you to become as familiar with this person as possible. Ask as many questions contained in the Bomb Threat Check List as possible. If available, use a check list to record information.

*Do not hang up the phone on completion of the call.* Some modern telephone systems have the ability to keep a line open enabling a trace to be made to the place or origin.

### **Chief Warden DUTIES (Bomb Threat)**

On receiving notice of a bomb threat the Chief Warden will:

- notify the Police by telephone – dial **"000" (Triple Zero)**
- evaluate the level of threat;
- contact Wardens via mobile phone (if available) to arrange a meeting point and instigate search procedures (refer to search procedures);
- order a shut-down of services such as gas and fuel if necessary.
- cease all movement *into* the building.
- do not use two-way radio equipment for communications.
- ensure specific search of escape routes, immediate exterior of the building, car park and assembly area; and evacuate the building if necessary, using normal evacuation procedures unless the evacuation route needs to be changed to avoid suspected location of the threat.
- do not close doors and windows

### **Warden DUTIES (Bomb Threat)**

On receiving notice of a bomb threat from the Chief Warden, he/she will aid in carrying out a search, keeping in mind to:

- remain calm
- confine all messages to the search party
- not wear safety helmets
- search the entire building including storerooms, toilets etc. & fire exits.

- notify the Chief Warden by telephone, or in person, once the search is completed or a suspicious object has been found (refer search procedures)
- Do not touch any object that appears suspicious.

### **SEARCH PROCEDURES (Bomb Threat)**

Concentrate initially upon the room or area, designated in the bomb threat and observe the following procedure:

VISUALLY search from floor level to waist height, e.g. under and on chairs, tables and cabinets. Start and finish at a common point;

VISUALLY search from waist to ceiling height, e.g. light fittings, behind drapes, window ledges, wall decorations, tops of cupboards.

If no particular area has been specified in the bomb threat, concentrate initially on areas accessible to the public, starting at the lowest level within the building.

### **If a suspicious object is found: (Bomb Threat)**

- do not remove the object;
- evacuate area around object (if considered appropriate); and
- inform the Chief Warden immediately



### **CIVIL DISOBEDIENCE**

If any demonstration, politically motivated or otherwise, is directed at one of the businesses, the following procedure should be implemented.

- Secure the building by locking doors to tenancies to prevent demonstrators entering the building.
- Dial **000 (Triple Zero)** and ask for the Police, giving as much information as possible as to the circumstances of the situation.
- Contact the Chief Warden and inform him/her of the situation, who if appropriate may:
  - ⇒ call security company if applicable; and/or
  - ⇒ isolate the particular area under threat.
- Remain calm and await arrival of the Police and/or security.

The possibility of a medical emergency has to be considered during the course of a normal day.

Although not directly related to the operation of the building, Management and staff must be prepared to take appropriate steps to assist the ill or injured.

## MEDICAL EMERGENCIES

If any person is made aware of a medical emergency, they should follow the following procedures:

Dial **"000" (Triple Zero)** and advise ambulance of details of the injured person  
Have someone remain with the injured person until help arrives.  
Despatch a trained first aider to the scene, if available.  
Based on their training, the first aider should render assistance to the injured and make them comfortable.  
If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.  
The first aider will remain with the injured person until arrival of the ambulance  
Ensure responding emergency services personnel have a clear path of access to the injured person.

Cardiopulmonary resuscitation (CPR) is a combination of mouth-to-mouth resuscitation and chest compressions that delivers oxygen and artificial circulation to a person whose heart has stopped. This is referred to as being in 'cardiac arrest' (caused by a heart attack). CPR can be life-saving first aid.

# Call triple zero (000) in an emergency

ask for ambulance, stay with the person and resuscitate



## 1 Check for Danger

Ensure safety for yourself, bystanders and casualty. If safe, remove casualty from water as soon as possible.



## 2 Check Response

Can you hear me?  
Open your eyes.  
What's your name?  
Squeeze my hand.



## 3 Send for help NOW call triple zero (000)

Phone for an ambulance. Remain calm while answering the questions:  
- exact location of the incident  
- phone number you are calling from  
- what has occurred.  
Follow the instructions from the ambulance service.



## 4 Clear Airway

If water or vomit is present in mouth, roll casualty on side, tilt face downwards and clear mouth with your fingers.



## 5 Check for normal Breathing

Look and feel for rising and falling chest.  
Listen and feel for breath sounds.  
If the patient is not breathing normally, commence resuscitation.

## 6 Start Compressions

**Adults** – place heel of hand in centre of chest. Place other hand on top of first.  
**Children 1 – 8 years** – place heel of hand in centre of chest.  
**Infants <1 year** – place 2 fingers in centre of chest. Compress 1/3 depth of chest. Compress 30 times.



## 7 Position the airway

**Adults and children** – tilt head backward. Place one hand on the forehead and use the other hand to lift the chin.  
**Infants <1 year** – do not tilt head. Place one hand on the forehead and use the other hand to support the chin.



## 8 Start breaths

**Adults and children** – seal nose and give 2 breaths into mouth.  
**Infants <1 year** – give 2 breaths into mouth and nose. Watch for chest to rise.



## 9 Repeat breaths & compressions

Repeat 30 chest compressions and 2 breaths. Continue until ambulance arrives or person regains consciousness or it becomes impossible for you to continue.



## 10 Attach a Defibrillator as soon as available. Follow the prompts

If injured person shows signs of recovery, roll onto side and check if they are breathing. Reassure the person and bystanders.



Learn first aid. Contact [www.ambulance.qld.gov.au](http://www.ambulance.qld.gov.au) or 13 QGOV (13 74 68).

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Queensland Government

**Fire Safety Management Annual Plan Review**

*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

*Changes made:* \_\_\_\_\_

*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

*Changes made:* \_\_\_\_\_

*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

*Changes made:* \_\_\_\_\_

*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

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*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

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*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

*Changes made:* \_\_\_\_\_

*Reviewed by* \_\_\_\_\_ *Date of Review* \_\_\_\_\_

*Changes made:* \_\_\_\_\_

**Samples of onsite Evacuation Diagrams**

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***If you cannot extinguish, or control the fire, close the door and evacuate via the nearest, safe exit.***

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