

FIRE & EVACUATION PLAN

ATLANTIS WEST



- This Fire and Evacuation Plan is intended to provide compliance with the Building Fire Safety Regulations 2008, it does not necessarily comply with other legislation or requirements.
- The procedures can only be implemented with suitable communication devices and sufficient staff to carry out the functions as described in this document.
- In the event of no Evacuation Coordinator on site, occupants that are physically able **MUST** be aware of their responsibility upon hearing the fire alarm – evacuate the building via the nearest exit and proceed to the assembly area.
- **When the fire alarm in the building is activated this will contact the Fire Service.**
- **After hours: Security will assist management with any alarm investigation**
- **Remember: I C E - Investigate Communicate Evacuate (if required)**
- Do not place yourself in danger - Remain calm and do not panic.
- Remember– **“Emergencies take priority”** over all other activities
- If a confirmed fire – **Call 000 and notify the fire brigade**
- The procedures are designed to be a flexible guideline only which can be adapted and changed to suit any emergency or unanticipated situation.

REMEMBER: SAFETY OF PEOPLE IS THE PRIORITY – NOT THE BUILDING

ATLANTIS WEST

Building Information

Building Name:	Atlantis West
Building Address:	2 Admiralty Drive, Paradise Waters 4217, Queensland
Building Phone Number:	07 5591 3111
Building Email:	manager@atlantiswest.com.au
Building Manager:	Building Manager - Peter & Leanne Adamson
Building Manager Address:	2 Admiralty Drive, Paradise Waters 4217, Queensland
Manager Phone Number:	0419 648 101
Manager Email:	manager@atlantiswest.com.au
Body Corporate:	Body Corporate Services
Body Corporate Address:	Level 1, 5 Hicks Street Southport 4215. Queensland
Body Corporate Phone:	07 5509 6666
Body Corporate Email:	Lesley.fisher@bcssm.com.au
Building Classification:	Class 2 / 7
Building Construction:	36 Levels / concrete construction / 2 basement levels

Persons responsible for administering the Building's Fire and Evacuation Plan

Building Manager - Peter & Leanne Adamson

Fire Safety Adviser

Name:	Simon Pilic
Phone Number:	07 5531 1099
Email:	service@dayshelf.com.au
Brief description of qualification held:	Fire Safety Adviser Skill Set
Registered training organisation that issued the above qualification:	Deltra
Date qualification issued:	10 th June 2022

Evacuation Coordinator

Commencement Date:	18 April 2017	18 April 2017
Name:	Building Manager	Security Officer (After Hours)
Phone Number:	0419 648 101	0417 004 702
Email:	manager@atlantiswest.com.au	manager@atlantiswest.com.au

Person responsible for giving General & First Response Evacuation Instruction

	Fire and Evacuation Instructors	Dates for Instruction
Name:	Dayshelf Fire	6/02/2024
Phone:	07 5531 1099	
Email:	service@dayshelf.com.au	

ATLANTIS WEST

Persons responsible for carrying out the Evacuation Coordination procedures (Responsible Persons)

Name	Phone Number	Email	Start Date
Building Manager	0419 648 101	manager@atlantiswest.com.au	18 April 2017
Security Officer	0417 004 702	manager@atlantiswest.com.au	18 April 2017

Fire & Evacuation Plan annual review

Reviewed By	Date of Review	Changes made?
Simon Pilic	6/02/2024	No

Evacuation Coordination Procedures

Commencement Date:	18 April 2017
Procedure for using communication devices.	In the event of a fire or other emergency the Evacuation Coordinator can communicate with staff using portable radios
Procedure for contacting fire service	If a confirmed fire dial "000" and provide details of incident and building address
Persons with special needs	If available 2 staff members to assist any persons with special needs to evacuate if in immediate danger. <i>(See page 8 for more info)</i> If applicable there is a list of building occupants that require assistance in the fire alarm panel and at reception.
Checking that all staff / contractors have been evacuated	Evacuation Coordinator is to take a copy of the daily staff roster / contractors sign in book to the assembly point and monitor evacuation progress.
Inform the evacuation coordinator for the building.	Inform the evacuation coordinator of any persons not accounted for. This information will be relayed to the fire service on their arrival.

ASSEMBLY AREA

Grassed area at the front of the building



ATLANTIS WEST

CONTENTS

1.0	INTRODUCTION	5
2.0	TYPES OF EMERGENCIES	5
3.0	EMERGENCY EVACUATION PROCEDURE	6-7
4.0	MOBILITY IMPAIRED GUIDELINES	8
5.0	USE OF FIRE EXTINGUISHERS	9
6.0	USE OF HOSEREELS	10
7.0	BASIC MANAGEMENT OF BOMB THREATS	11
7.1	INCIDENT RESPONSE FOR BOMB INCIDENTS	11
7.2	BOMB MANAGEMENT SAFETY POINTS	11
8.0	GENERAL SAFETY REQUIREMENTS	12
9.0	CONCLUSION	12
10.0	PROCEDURE FOR INSTRUCTION TO PRESCRIBED PERSONS / WORKERS	13
11.0	BUILDING FIRE SAFETY INSTALLATIONS	14
12.0	FIRE AND EVACUATION PRACTICE	15
13.0	FIRE AND EVACUATION INSTRUCTION RECORD	16
14.0	OCCUPIER'S STATEMENT	17
15.0	EVACUATION SIGN AND DIAGRAM	18

ATLANTIS WEST

1.0 Introduction

The objective of this fire and evacuation procedure manual is to familiarise all members of the building with the emergency procedures in place to facilitate a safe, orderly and timely evacuation of building occupants when necessary.

Whilst fire is the principle reason for the implementation of an evacuation plan, other instances e.g. gas leak, extreme climatic conditions, bomb or terrorist scare may well necessitate evacuation of the premises.

It is of vital importance that all occupants are familiar with the procedure. In the event that any part of this procedure is unclear, please contact the Evacuation Coordinator.

2.0 Types of Emergencies

Either a partial or full evacuation may be required as a result of any of the following emergency situations where there is a real or potential risk to safety:

- Fire or explosion
- Gas or fuel leak
- Structural fault
- Bomb threat
- Civil disorder
- Terrorist threat
- Under direction of emergency authorities

ATLANTIS WEST

3.0 Emergency evacuation procedure

In the event of an alarm activation:

- Report to fire alarm panel and attempt to investigate the alarm situation and zone area that activated if possible.
- ***If the lift motor room alarm has activated*** - The Evacuation Coordinator will ground the lifts at reception using the fire service lift key.
- If there is only 1 person available remain at the fire panel to meet the fire brigade.
- Upon investigation an accidental / malicious false alarm is discovered – If required the Evacuation Coordinator can isolate bells and the warning system. Do not reset the panel.
- Remember if you cannot access a zone to investigate an area be prepared to evacuate if signs of smoke or fire are evident. Do not isolate bells / warning system
- Meet the Fire Service and advise them of any information relevant to the alarm or emergency.

In the event of fire, or hazardous material emergency:

- All building occupants that are physically able should evacuate the building and gather at the predetermined assembly area.

Assembly Area: Grassed area at the front of the building

- Do not obstruct emergency vehicles and staff.

In the event of a fire, the evacuation coordinator if on site:

- Report to fire alarm panel and attempt to investigate the fire situation.
- If there is only 1 person available remain at the fire panel to meet the fire brigade.
- Ensure the lifts are grounded by operating the fire service lift key control.
- Gather any relevant information from occupants as they evacuate
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called – **Call 000**.
- Co-ordinate the safe evacuation of occupants from the building.
- If safe to do so - attempt to extinguish or contain the fire. Do not endanger yourself.
- Account for all staff members and contractors at the assembly area.
- Ensure that staff and patrons of the commercial tenancy outlets are informed if there is a confirmed fire situation.
- Gather information from occupants at the assembly area if a person is reported missing.
- Attempt to control occupants from re-entering the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

ATLANTIS WEST

3.0 Emergency evacuation procedure (cont.)

In the event of a fire being located, or hazardous material emergency, staff will:

- Co-ordinate the evacuation of the building – alerts all occupants without further compromising life and assists those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so.
- **Do not fight the fire if the following conditions exist:**
 - You have not been trained or instructed in using a fire extinguisher
 - You don't know what's burning
 - The fire is spreading rapidly, or you may inhale toxic smoke
 - The fire might block your means of escape
 - Your instincts tell you not to do so
- If the first attempts to put out the fire do not succeed, evacuate immediately
- Meet the Fire Service and inform them of the situation.
- If the fire has been extinguished the Fire Service will still attend.

Use of Lifts

- No residents should evacuate from the building via lifts – **Use fire exit stairs if physically able.**
- Consideration must be given to “In unit protection” for persons that are not physically able to evacuate via the stairs and are not directly threatened by the fire situation. Remain in the unit with the door closed.

If people use the lifts for alarm investigation - Remember:

- Only take lifts to the floor below the level in alarm and then walk up via the fire exit stairs.
- Do not use the lifts if the alarm in the lift motor room has activated
- If by yourself remain at the fire alarm panel so you can liaise with the fire brigade who will then do the alarm investigation.

Private Unit Hard-wired / Battery Operated Smoke Alarms

- Evacuation Coordinator if on site should be notified of any prolonged smoke alarm activation.
- Building occupants attempt to investigate the smoke alarm situation.
- Remember if you cannot notify the unit occupant to investigate the situation be prepared to evacuate if signs of smoke or fire are evident.
- Evacuation Coordinator to meet the Fire Service and advise them of any information relevant to the alarm or emergency.

ATLANTIS WEST

4.0 Mobility Impaired Guidelines

Management will ensure there is a list of permanent building occupants that require assistance in the fire alarm panel.

For mobility impaired residents: The procedures detailed below should be followed in the event of an alarm / fire situation within the building.

Alarm activation in the building

- If you hear the fire alarm and there are no signs of fire / smoke in your unit, remain in your unit with the fire door closed.
- Never wedge your front unit fire door open it is designed to provide a safe compartment for you to remain in.
- If there is ever smoke entering your unit from under the door – place a rolled damp towel at the base of the door and remain in your unit. **Call 000** to notify the fire brigade.
- Call reception and advise them of your location and situation
- **Remember:** When there is an alarm / fire at the building the fire brigade has responded and will be on site very quickly.

If there is ever a fire / smoke situation inside your unit

- Remove yourself outside to the foyer ensuring the fire door closes behind you and sit on the ground near the fire exit. Do not enter the exit stairwell at this stage.
- Do not use the lifts unless directed to by the fire brigade officers
- If for any reason, there was smoke present in this foyer area you would then enter the fire stairs and sit on the landing over to one side.
- If you have a mobile phone - **Call 000 to notify the fire brigade** and then call reception and advise them of your location and situation
- Do not attempt to walk down the stairs – The fire brigade officers will assist you when they arrive on scene.

ATLANTIS WEST

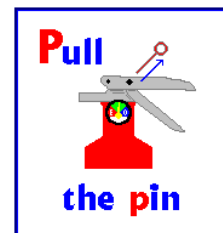
5.0 Method of operation of fire fighting equipment – Fire Extinguishers

- Remove extinguisher from bracket and check pressure gauge.
- Proceed to fire & operate extinguisher.
- Ensure door or exit is directly behind you before operating extinguisher.

It is easy to remember how to use a fire extinguisher if you remember the acronym, “**PASS.**”

Pull the pin

This will allow you to discharge the extinguisher.



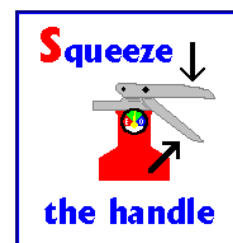
Aim at the base of the fire

Hit the fuel...if you aim at the flames, the extinguishing agent will pass right through
(Approximately 2 - 3 metres safety distance)



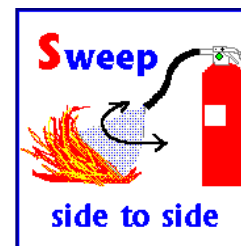
Squeeze the top lever

This depresses a button that releases the pressurized extinguishing agent.



Sweep hose from side-to-side

Until the fire is completely out.
Start using the extinguisher from a safe distance away and then slowly move forward.



ATLANTIS WEST

6.0 Method of operation of fire fighting equipment – Hose Reels

- Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.
- To release the hose reel, turn the valve on this will charge the hose and release the nozzle (If fitted with a nozzle release lock).
- The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.



ATLANTIS WEST

7.0 Basic Management of Bomb Incidents

There is no set procedure for bomb threats: all threats will differ with location, time of day & motive. With a properly developed strategy, your organisation can safely manage the situation.

7.1 Incident Response for Bomb Incidents

If a suspicious object is found:

- **DO NOT TOUCH**
- **EVACUATE PEOPLE AWAY FROM THE INCIDENT VIA EXITS**
- **SECURE THE AREA**
- **INFORM EVACUATION COORDINATOR**
- **INITIATE EVACUATION (PARTIAL / FULL)**
- **INFORM POLICE (DIAL “000”)**

7.2 Bomb Management Safety Points

- Assembly Area and exit stairwells / paths must be searched and given “All Clear” before occupants evacuate.
- Consideration must be given for an alternate assembly area if there is any suspicious objects or vehicles at assembly area – Possible secondary explosion risk
- Any suspect mail items should be treated as suspicious and the Evacuation Coordinator notified immediately. Avoid unnecessary handling as this could damage valuable evidence.
- Any telephone threats – complete a bomb threat checklist sheet and do not hang up the phone.
- Do not use radios / mobile phones and any other communication device in the immediate vicinity of possible improvised explosive devices (IED)

REMEMBER: Treat all threats as serious until proven otherwise

ATLANTIS WEST

8.0 General Safety Requirements

It is recommended that you examine your premises on a continuous basis to ensure that:

- Corridors, aisles and walkways remain clear of obstructions
- Exit doors remain clear and unlocked whilst the premises are lawfully occupied
- Fire fighting equipment is available, serviceable and accessible
- Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises
- Extra care be taken with the use and maintenance of cooking equipment

9.0 Conclusion

- It must be understood that all of the procedures and guidelines that are explained within this manual are intended as a guide only.
- Obviously, every emergency encountered will be different, requiring varied procedures.
- Having a thorough knowledge of these procedures, good local building knowledge and using common sense will assist in ensuring the safety of all staff and patrons and also greatly assist the emergency services upon arrival.

ATLANTIS WEST

10.0 Procedure for instructions to prescribed persons / workers

Prescribed persons:

- Management must provide adequate instructions to prescribed persons.
- At any given time a person is a prescribed person if during the past three months there have been at least two weeks in which the person worked, resided or visited the building for a total period in each week of at least 10 hours.
- Persons working in the building for less than the prescribed time must receive general evacuation instruction.

For new employees:

- On day one of induction for any new employee the building manager, will give **General Evacuation Instructions** and **First Response Instruction**.
- This instruction is to be recorded.

The Building Fire Safety Regulations 2008 require general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

Existing employees:

- **General Evacuation Instructions** will be given annually and **First Response Instruction** bi-annually.
- Instruction will be given by the building manager and recorded.

Responsible person – evacuation coordination procedures:

- Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that.
- Evacuation coordination procedures will be given by the Fire Safety Adviser and recorded.

ATLANTIS WEST

11.0 Building Fire Safety Installations

- Fire Indicator Panel connected to QFES
- Sprinkler System
- Fire Pump Set
- Exit Lighting
- Emergency Lighting
- Fire Doors
- Mechanical Ventilation System
- Fire Hydrants
- Hydrant Booster System
- Sprinkler Booster System
- Fire Hose Reels
- Fire Extinguishers

ATLANTIS WEST

12.0 Fire and Evacuation Practice

Practice Evacuations Guidelines

- 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**.

BUILDING NAME: Atlantis West

ADDRESS: 2 Admiralty Drive, Paradise Waters 4217, Queensland

PART OF BUILDING INVOLVED IN EVACUATION: All Levels

Date	Time evacuation commenced	Time evacuation Completed	Action required	Name of person conducting evacuation
6/02/2024	11.00am	11.10am	See below	S. Pilic

Evacuation Exercise Summary:

- Building management and staff had a very good understanding of their responsibilities during a fire emergency
- Building management provided the opportunity for an evacuation exercise to the building occupants.
- 8 building residents evacuated from the building.

Action Required:

- In 12 months provide another evacuation exercise for compliance with the Building Fire Safety Regulation 2008.

EVACUATION COORDINATOR FOR BUILDING: Building Manager

EVACUATION CONDUCTED BY: S. Pilic

DUE DATE FOR NEXT ANNUAL EVACUATION EXERCISE: 6/02/2025

ATLANTIS WEST

13.0 Fire and Evacuation Instruction Record

Instruction Guidelines

- 1) **General evacuation instructions** must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- 2) **First response evacuation instructions** must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- 3) **Evacuation coordination procedures** must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- 4) **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
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.

BUILDING NAME: Atlantis West

ADDRESS: 2 Admiralty Drive, Paradise Waters 4217, Queensland

DATE: 6/02/2024

Name of Person Trained	Work Location	Instruction Given (Use numbers listed in the above points as indication)											Instructor
		1	2	3	4	5	6	7	8	9	10	11	
Peter Adamson	Manager	x	x	x	x	x	x	x	x	x	x	x	S. Pilic

See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.

ATLANTIS WEST

14.0 Occupier's Statement

Name of Building:	Atlantis West			
Address:	2 Admiralty Drive, Surfers Paradise			
Statement Date:	From:		To:	
Prescribed fire safety installation²	Nominated Australian Standard or relevant maintenance requirements ³	Yes/No	Was a <i>critical defect</i> notice ⁴ issued during the period covered by this statement (Yes/No)	Date of rectification of <i>critical defect</i> ⁴
Air Handling Systems	MP6.1 & 1851 – 2012	Yes	No	N/A
Emergency Lifts	N/A	Yes	No	N/A
Emergency Lighting	2293.2	Yes	No	N/A
Emergency Power Supply	N/A	Yes	No	N/A
Emergency Warning & Intercommunication System ⁵	MP6.1 & 1851 – 2012	No	N/A	N/A
Exit Signage	2293.2	Yes	No	N/A
Fire Detection/Alarm System	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Doors	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Extinguishers	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Hose Reels	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Hydrants	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Mains	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Pumps	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Hydrant Booster Assembly	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Sprinklers	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Sprinkler Booster Assembly	MP6.1 & 1851 – 2012	Yes	No	N/A
Fire Shutters	MP6.1 & 1851 – 2012	No	N/A	N/A
Fire Control Centres	MP6.1 & 1851 – 2012	No	N/A	N/A
Other features ⁶ (provide details)	N/A	No	N/A	N/A
Smoke and heat venting systems	MP6.1 & 1851 – 2012	No	N/A	N/A
Smoke doorsets	MP6.1 & 1851 – 2012	No	N/A	N/A
Solid core doors	MP6.1 & 1851 – 2012	Yes	No	N/A
Special Automatic Suppression Systems	MP6.1 & 1851 – 2012	No	N/A	N/A
Stairwell pressurisation systems	MP6.1 & 1851 – 2012	Yes	No	N/A

I _____ as an authorised person on behalf of _____⁷
(Full Name) (Name of Organisation)

Declare the above listed prescribed fire safety installations have been maintained during the period covered by this statement in accordance with this code and as specified,

_____ on _____
(Signature) (Date)

1. 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.
2. Note: delete *prescribed fire safety installations* that are not installed in/for the building.
3. For example, in accordance with manufacturer's instruction manual date day/month/year or in accordance with the building's *certificate of classification*.
4. Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
5. This is also known as sound systems and intercommunication systems for emergency purposes.
6. Includes additional *fire safety installations* or conditions that are required under the building's alternative solution of the Building Act 1975 or BCA clauses E1.10 and E2.3
7. If the owner is signing or the *occupier* is not employed by a body corporate the "name of organisation" section does not need to be complete.

