

FIRE & EVACUATION PLAN

JAKAMAMA RESTAURANT



For Low Occupancy Buildings

Note:

- 1) This Fire and Evacuation Plan is intended to provide compliance with the Building Fire Safety Regulations 2008 and does not necessarily comply with other legislation or requirements.
- 2) The procedure can only be implemented with sufficient staff to carry out the functions as described in this document.
- 3) In the event of reduced staffing, occupants MUST be aware of their responsibility upon responding to a fire situation - Evacuate the building via the nearest exit and proceed to the assembly area and await the Fire Service.

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Building Information

Building Name:	Sierra Grand
Building Address:	2643 Gold Coast Highway Broadbeach 4218
Building Owner:	Sierra Grand Pty. Ltd.
Owner Address:	Po Box 1298 Broadbeach 4218
Owner Phone Number:	0755046221
Email :	N/A
Building Occupier:	Jakamama Restaurant (Macky Law – Restaurant Owner)
Occupier Address:	Shop 3: Sierra Grand, 2643 Gold Coast Highway Broadbeach
Occupier Phone Number:	0421168168
Email:	macky1@live.com.au

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

Macky Law – Restaurant Owner

Person responsible for giving General & First Response Evacuation Instruction

	Fire and Evacuation Instructors	Date of Instruction
Name:	Macky Law	6/4/2009
Phone Number:	0421168168	
Email:	macky1@live.com.au	

Evacuation Coordinator

Commencement Date:	7/4/2009
Name:	Daily Restaurant Manager
Phone Number:	55390888
Email:	macky1@live.com.au

Fire & Evacuation Plan annual review

Reviewed By	Date of Review	Changes made?
Macky Law	Due 7/4/2010	

Evacuation Coordination Procedures

Commencement Date:	7/4/2009
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Dial "000" and provide details of incident and building address
Persons with special needs	2 staff members to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	Evacuation Co-ordinator is to take a copy of the daily staff roster to the assembly area.

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Emergency evacuation procedure

In the event of fire, or hazardous material emergency:

Occupants should evacuate the building and gather at the predetermined assembly area.

In the event of a fire, staff will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants and staff at the assembly area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

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

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- If the fire is in the kitchen isolate the main gas supply shut-off
- Attempt to extinguish the fire if safe to do so.
If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:
 - ***You have not been trained or instructed in using a fire extinguisher***
 - ***You don't know what's burning***
 - ***The fire is spreading rapidly 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 on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

Additional Information:

- There are 2 Fire cabinets outside the entrance of Jakamama restaurant that have hoses and extinguishers for use by staff if required
- 2 staff members must be available to evacuate persons with a disability or other impediment. Proceed to the person's area on report of an emergency situation and assist them to evacuate safely from the building to the assembly area.
- Ensure all staff is aware of the location and operation of the main gas shut-off

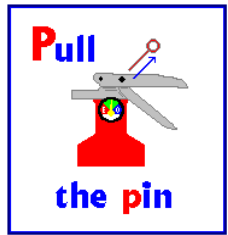



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Method of operation of fire fighting equipment

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.**”

<p>Pull the pin</p> <p>This will allow you to discharge the extinguisher.</p>	
<p>Aim at the base of the fire</p> <p>Hit the fuel...if you aim at the flames, the extinguishing agent will pass right through (Approximately 2 metres safety distance)</p>	
<p>Squeeze the top handle</p> <p>This depresses a button that releases the pressurized extinguishing agent.</p>	
<p>Sweep hose from side-to-side</p> <p>Until the fire is completely out.</p> <p>Start using the extinguisher from a safe distance away and then slowly move forward.</p>	

“REMEMBER - SAFETY OF PEOPLE IS THE PRIORITY NOT THE BUILDING”

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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.



Fire Blanket



- Turn off the heat source either on the stove or at gas supply / switchboard (electrical stove)
- Use a fire blanket to smother fires in cooking fat or to wrap around people if their clothes catch alight
- Place (Do not throw) the fire blanket on the burning oil
- Turn the burner off and leave the blanket for at least 15 minutes
- Dial "000" to call the fire brigade if required

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Procedure for instructions to workers

For new employees:

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

NOTE 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 Fire and Evacuation Instructor, Mr. Macky Law 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 and Evacuation Instructor, Mr. Macky Law and recorded.

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Building Fire Safety Installations – Jakamama Restaurant

- Fire Door
- Exit Lighting
- Emergency Lighting
- Sprinkler Heads (Connected to Sierra Grand main fire panel)
- Fire Extinguishers / Fire Blanket