

FIRE & EVACUATION PLAN

PARADISE LOST



For High 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 radio communication and 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 hearing the fire alarm - to 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:	Benelong Building	
Building Address:	3033 Surfers Paradise Boulevard, Surfers Paradise 4217	
Building Owner:	Orb Holdings	
Owner Address:	4/29 Clarence Street Coorparoo 4151	
Owner Phone Number:	0733240233	
Email :	office@propertyprojects.net	
Building Occupier:	Paradise Lost	
Occupier Address:	3033 Surfers Paradise Boulevard, Surfers Paradise 4217	
Occupier Phone Number:	0419530829	
Email:	george.goulburnbar@gmail.com	
Body Corporate:	N/A	
Address:	N/A	
Building Classification:	Class 9B Tenancy (Benelong Building – Class 6 Building)	
Building Construction:	3 levels with basement / Masonry walls / Timber & carpet floors	
Floor Area: Building	Level 1 – 1040 sq.m	Level 2 – 729 sq.m
Floor Area: Paradise Lost	Level 1 – 495 sq.m	Level 2 – 255 sq.m

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

C. Jordine – Mobile: 0414798779

Fire Safety Adviser

Name:	C. Jordine	
Phone Number:	0414798779	
Email :	ozfire@iprimus.com.au	
Brief description of qualification	Fire Safety Adviser Course	
Registered training organisation that issued the above qualification:	Deltra Australia	
Date qualification issued:	3 December 2008	

Person responsible for giving General & First Response Evacuation Instruction

	Fire and Evacuation Instructors	Dates for Instruction
Name:	C. Jordine / G. Zurcas	20 March 2009 – Main staff members
Phone	0414798779	G. Zurcas: Train all new staff employed
Email:	ozfire@iprimus.com.au	

Evacuation Coordinator

Commencement Date:	20 March 2009
Name:	George Zurcas
Phone Number:	0419530829
Email:	george.goulburnbar@gmail.com

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

Name	Phone Number	Email	Commencement Date
George Zurcas	0419530829	george.goulburnbar@gmail.com	20 March 2009

Fire & Evacuation Plan annual review

Reviewed By	Date of Review	Changes made?
Due for review on 24 March 2010		

Review of Managing Entities & "Secondary Occupiers" Fire & Evacuation Plans

Evacuation Coordination procedures* (checked against each plan)	Date of Review	Name of Reviewer	Changes made?	Workers advised?
Plans are being designed by Orb Holdings and are not finalised.	N/A	N/A	N/A	N/A

Evacuation Coordination procedures

Commencement Date:	20 March 2009
Procedure for using communication devices.	In the event of a fire or other emergency the duty manager will: 1) Radio security / staff and inform them of situation. 2) Place Emergency Warning System directly in evacuation mode.
Procedure for contacting fire service	Dial "000" and provide details of incident and building address Paradise Lost Night Club 3033 Surfers Paradise Boulevard, Surfers Paradise
Persons with special needs	2 staff members to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	Duty manager is to take a copy of the daily staff roster to the assembly area.
Inform the evacuation coordinator for the building.	Inform the evacuation coordinator of number of persons evacuated, or persons not accounted for. Meet the fire service on arrival; provide as much information as possible.

Additional Information:

- Manual call points are installed within the building and are **connected to the Fire Brigade**. Break the glass and then ring 000; to notify them of the type and severity of the fire
Remember: When the fire alarm in the building is activated this will contact the Fire Service.
- 2 staff members must be available to evacuate persons with a disability or other impediment. Proceed to the person's area on activation of the alarm and assist them to evacuate safely from the building to the assembly area.

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Emergency evacuation procedure

In the event of an alarm activation:

Duty manager with radio, report to fire alarm panel on ground floor.

- Notify staff to investigate the alarm situation and zone area that activated if possible. (Note: 003 key will be required to open fire alarm panel door)
- Upon investigation an accidental / malicious false alarm is discovered – isolate bells and the warning system. Do not reset the panel
- Remember if you can not 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:

Occupants should evacuate the building and gather at a 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.
- 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.

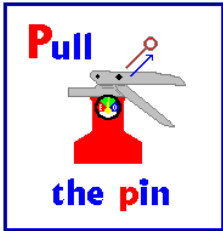

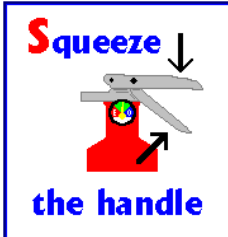

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Method of operation of fire fighting equipment

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

1. 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.
2. 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).
3. 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.



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Procedure for instructions to workers

For new employees:

- On day one of induction for any new employee the Evacuation Co-ordinator (Mr G. Zurcas) will give **General Evacuation Instructions** and **First Response Instruction**.
- Mr. G. Zurcas will receive an instruction session from the Fire Safety Adviser (Mr. C. Jordine) for delivery to new employees.
- 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 Safety Adviser (Mr C. Jordine) 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 Evacuation Co-ordinator (Mr G. Zurcas) and recorded.
- Mr. G. Zurcas will receive an instruction session from the Fire Safety Adviser (Mr. C. Jordine) for delivery to nominated staff.

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Building Fire Safety Installations – Paradise Lost

- Detectors linked to Building Fire alarm panel (connected to Fire Brigade)
- Fire Doors
- Exit Lighting
- Emergency Lighting
- Fire Hosereels
- Fire Extinguishers
- Air handling system connected to the fire alarm panel