

Fire and Evacuation Plan

For Low Occupancy Buildings

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

**Pioneer Cottage
5 Ballinger Crescent Buderim**



Building Information	
Building Name:	Pioneer Cottage
Address:	5 Ballinger Crescent Buderim Qld 4556
Building Owner:	Buderim War Memorial Community Association
Address:	50 Burnett St, Buderim 4556
Phone Number:	(07) 54770944
Email :	bwmca10@bigpond.com
Building Occupier:	Buderim Historical Society
Address:	PO Box 769 Buderim QLD
Phone Number:	(07) 54501966
Email:	bhsinc4556@optusnet.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Mr David Wood President

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Jon Karas	Oct/Nov 2017
Phone Number:	0499787050	
Email:	Jon.karas@qfes.qld.gov.au	

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
April 2019	Mr David Wood and BHS Management Committee	Address of BWMCA Fire alarms checked 4 monthly

Evacuation Coordination Procedures	
Commencement Date:	01/04/2018
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Ring 000
Persons with special needs	Ensure everyone is out of the building. If safe to do so, evacuate persons with special needs via the ramp.

Emergency Evacuation Procedure

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at the Emergency Assembly Area. Person on Duty ensures all volunteers, visitors and workers have removed themselves from the building and meet at the Emergency Assembly Area on the lawn outside the fence at the rear of Pioneer Cottage, between the Cottage and Vise House.

Method of operation of firefighting equipment and manually operated fire alarms

Fire Extinguishers

1. Remove extinguisher from bracket (each extinguisher is suitable for any type of fire).
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Procedures for giving fire and evacuation instructions

1. If you see SMOKE, FLAMES or hear the FIRE ALARM, alert other occupants immediately.
2. If safe, close any windows and doors to confine the fire.
3. Follow the signs to locate and leave through the nearest emergency exit and proceed to the Assembly Area.
4. TELEPHONE 000 and notify the Fire Service of your location and the location of the fire.
5. Calmly follow the instructions given by staff or the attending Fire Officers. The person in charge of the building will account for all occupants and report persons missing to Fire Officers. Do not re-enter the building until you are told it is safe to do so by the person in charge or Fire Officers.

The above instructions appear on Evacuation Signs and Diagrams at both exits to Pioneer Cottage and at the top of the stairs; are included in the Visitor Guide Book provided on commencement of new volunteers; and are included in the annual fire emergency evacuation training for volunteers.

Relevant 'Building Approval' Documents

As this building was built prior to 1 July, 1997, a Certificate of Classification or Certificate of Approval have been requested from Sunshine Coast Council.

Fire safety installations within the building:

Photoelectric smoke alarm x 3

Fire extinguishers x 3

Evacuation Signs and Diagrams at Fire Exits and at top of the stairs

Fire Safety Management Procedure – Alternative Solutions

Fire Safety Management Procedure

Buderim Historical Society Management Committee ensures that:

- A 6 monthly check of fire extinguishers is undertaken; fire alarms are checked 4 monthly
- Limitations on the use of finishes with fire hazard properties as defined under the BCA
- No hazardous materials are to be stored in Pioneer Cottage. Provision is made for storage of paint and other hazardous materials in a locker attached to the outside toilet
- All of the building's final exit doors shall be unlocked before it is opened for visitors
- Evacuation strategies or procedures, are stated in the Fire and Evacuation Plan and detailed in instructions to Visitor Guides and persons hiring the facility
- Evacuation routes shall be kept clear of fittings and furnishings or be kept sterile to allow easy egress
- No maintenance or cleaning shall be carried out while visitors are present in Pioneer Cottage or grounds.

Evacuation Sign and Diagram

The Evacuation Signs and Diagrams are two separate files (attached).

[Evacuation Sign and Diagram Pioneer Cottage upstairs 2018.docx](#)

[Evacuation Sign and Diagram Pioneer Cottage downstairs 2018.docx](#)