**Fire and Evacuation Plan**

**For Low Occupancy Buildings**

**Vise House**

**7 Pioneer Crescent Buderim**

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| Building Information |
| **Building Name:** | Vise House |
| **Address:** | 7 Pioneer Crescent Buderim Qld 4556 |
| **Building Owner:** | Buderim War Memorial Community Association |
| **Address:** | 50 Burnett St, Buderim 4556 |
| **Phone Number:** | (07) 5477 0944 |
| **Email :** | bwmca10@bigpond.com |
| **Building Occupier:** | Buderim Historical Society |
| **Address:** | PO Box 769 Buderim QLD |
| **Phone Number:** | (07) 5450 1966 |
| **Email:** | bhsinc4556@optusnet.com.au |

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| Persons responsible for administering the Building’s Fire and Evacuation Plan |
| Mr Kevin Briggs President |

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| Person responsible for giving General & First Response Evacuation Instruction |
|  | **Fire and Evacuation Instructors** | **Date of Instruction** |
| **Name:** | Jon Karas | 16 Jan 2023 |
| **Phone Number:** | 0499 787 050 |  |
| **Email:** | Jon.Karas@qfes.qld.gov.au |

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| Fire & Evacuation Plan Annual Review |
| **Date of Review** | **Reviewed by** | **Changes made?** |
| January 2023 | Mr Kevin Briggs and BHS Management Committee | President’s nameFire blanket availableIf electrical fire, turn off power at mainAnnual fire and evacuation instruction & practice. |

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| 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 |

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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 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.

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| Method of operation of firefighting equipment and manually operated fire alarms |

**Fire Extinguishers**

1. Remove fire extinguisher from bracket (both extinguishers are 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.

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| 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 Vise House; 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.

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| 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 instillations within the building:

Photoelectric smoke alarm x 1

Fire extinguishers x 2

Evacuation Signs and Diagrams at Fire Exits.

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| Fire Safety Management Procedure – Alternative Solutions |

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| **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
* An annual fire and evacuation instruction and practice is conducted and documented
* Limitations on the use of finishes with fire hazard properties as defined under the BCA
* No hazardous materials are to be stored in Vise House. 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 and volunteers
* 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 Vise House or grounds.
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| Evacuation Sign and Diagram |

The two Evacuation Signs and Diagrams are in a separate file (attached).

Evacuation Sign and Diagram Vise House 2020.docx