

---

# Fire and Evacuation Plan

---

Broadwater Road  
Uniting Church

---

Jan 2017

---

Building Information	
<b>Building Name:</b>	Broadwater Road Uniting Church Centre
<b>Building Address:</b>	481 Broadwater Road, Mansfield

Building Owner:	
<b>Owner Name:</b>	Uniting Church in Australia, Queensland Synod
<b>Owner Address:</b>	60 Bayliss St Toowong, 4066
<b>Owner Phone Number:</b>	3377 9777
<b>Owner email:</b>	

Persons responsible for administering the building's Fire and Evacuation Plan	
Ross Cook	
Col Smith	
Ian Ketchion	

Persons responsible for giving General and First Response Evacuation Instruction Fire and Evacuation Instructors			
	Name:	Phone Number:	Email:
<b>Fire and Evacuation Instruction</b>	Ross Cook	3849 4338 0422 049820	ross.cook@bruc.org.au
<b>General Instruction</b>	Ross Cook	3849 4338	ross.cook@bruc.org.au
	Chief Warden or Deputy Chief Warden (see table below)		
<b>First Response Instruction</b>	Ross Cook	3849 4338	ross.cook@bruc.org.au
	Chief Warden or Deputy Chief Warden (see table below)		

Evacuation Coordinators		
<b>Commencement Date:</b>	25 May 2009	21 Dec 2014
<b>Name:</b>	Ross Cook	Bev Mitchell
<b>Phone Number:</b>	3849 4338, 0422 049820	07 3849 8548
<b>Email:</b>	<a href="mailto:ross.cook@bruc.org.au">ross.cook@bruc.org.au</a>	mguca@ozemail.com.au

Persons Responsible for carrying out evacuation coordination procedures				
Name:	Role:	Phone:	Email:	Start Date
Bev Mitchell	Chief Warden	3849 8548	mguca@ozemail.com.au	21 Dec 2014
Ross Cook	Deputy Chief Warden	0422049820	ross.cook@bruc.org.au	27 May 2009
Anne MacKay	Deputy Chief Warden	3349 3747		28 May 2009
Desleigh Cook	Deputy Chief Warden	0419676661	desleigh.cook@outlook.com.au	27 Mar 2010

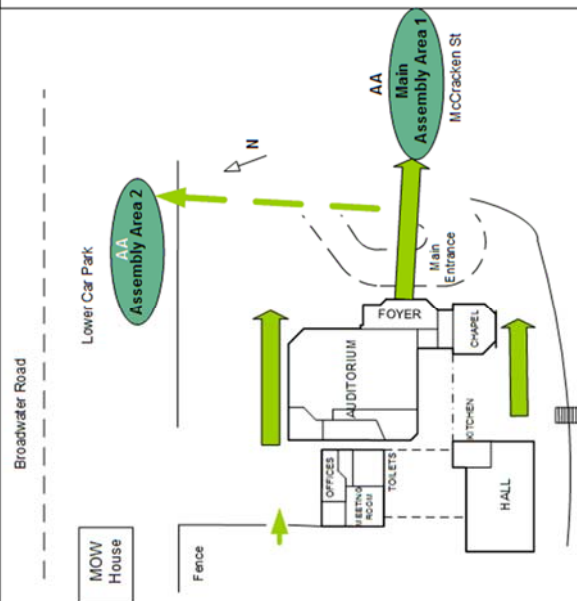
<b>Fire and Evacuation Plan annual review</b>		
<b>Reviewed by:</b>	<b>Date:</b>	<b>Changes made:</b>
Ross Cook	27 May 2009	Amended to comply with Building Fire Safety Regulation 2008
Ross Cook	28 Sep 2009	Change of Evacuation Coordination personnel
Ross Cook	20 Mar 2010	Change of Evacuation Coordination personnel
Ross Cook	1 Jan 2015	Review, change of Evacuation Coordination personnel
Ross Cook	3 Feb 2015	Change of responsible persons
Ross Cook	4 Aug 2015	Review. Add 2 <sup>nd</sup> Evac Coordinator details
Ross Cook	2 Jan 2017	Annual review

<b>Evacuation Coordination Procedures</b>	
<b>Commencement Date:</b>	27 May 2009
<b>Evacuation Coordinator</b>	The Evacuation Coordinator shall be the Chief Warden. If the Chief Warden is not present, the Evacuation Coordinator shall be the next Deputy Chief Warden listed. If no Deputy Chief Warden or Warden is on site, the Evacuation Coordinator shall be any person who has responsibility for an activity in progress at the Centre.
<b>Procedure:</b>	In the event of a fire, occupants should evacuate the building and gather at the designated assembly area. If a fire is discovered, call out "fire" and ensure all persons are evacuated safely from premises, doors are closed and that no one enters the building. If there is any doubt regarding whether there is a fire or emergency situation, the Fire Service should still be called.
<b>Procedure for contacting fire service:</b>	Phone 000 from the phone in the office. If this is not safely accessible, call with a mobile phone. If unable to access the phone in the office passageway and no mobile phone is available, request a neighbour to contact 000.
<b>Persons with special needs:</b>	Ensure that everyone is out of the building. Parent Support Group leader or Boys Brigade Leader is to ensure all children in their care are evacuated immediately the leader becomes aware of an emergency.
<b>Checking that all persons have been evacuated</b>	Attendance registers to be taken to the assembly area and names checked. Inform Evacuation Coordinator of the number of persons evacuated or persons not accounted for. Evacuation Coordinator is the last person to leave after checking that no person is in the building.
<b>Inform Evacuation Coordinator</b>	Meet Fire Service on arrival and provide as much information as possible.

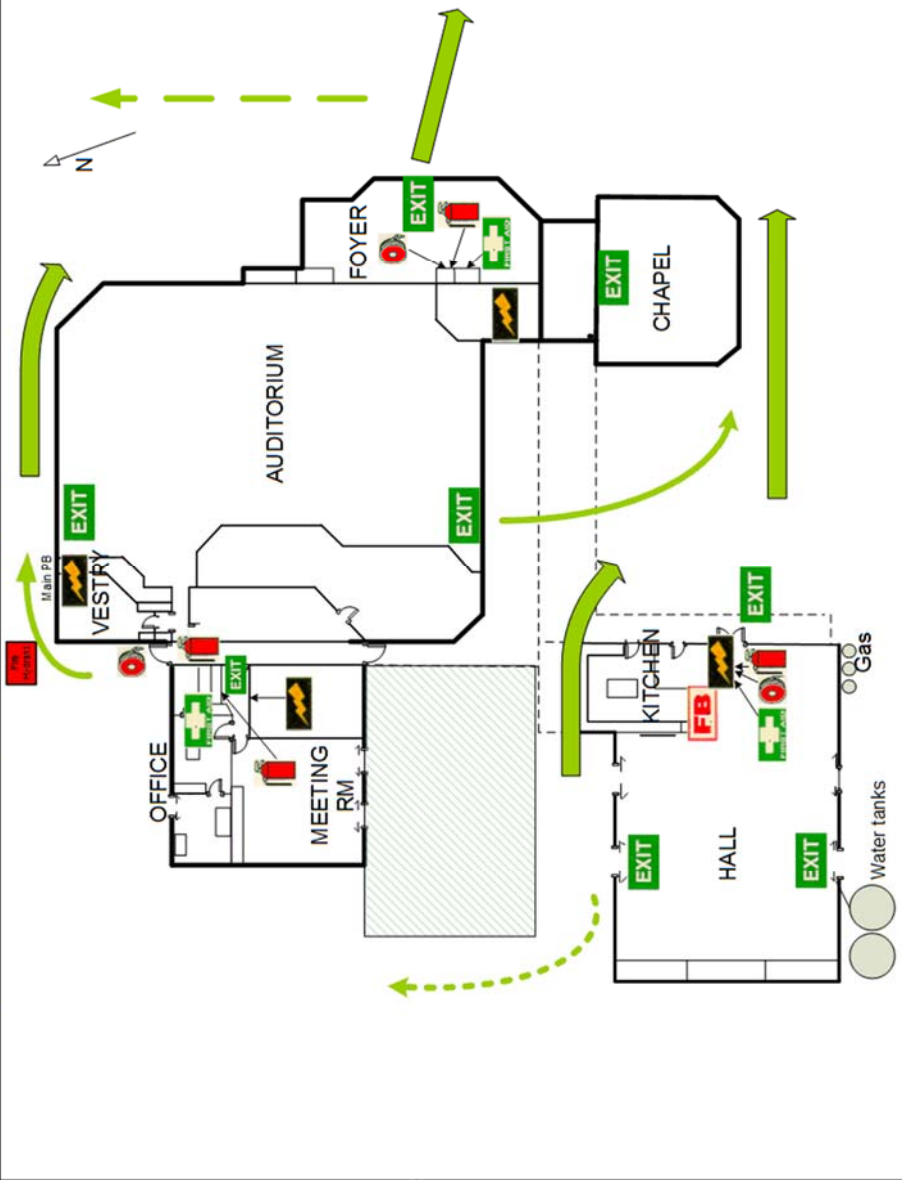
**Evacuation Sign and Diagram**

**EMERGENCY EVACUATION PROCEDURE**

**BROADWATER ROAD UNITING CHURCH** 481 Broadwater Road, Mansfield, 4122, Opposite Mansfield High School



Key Plan



**Mobility & sight impaired persons**  
on hearing the fire alarm should evacuate immediately assisted by a nominated person.

**FIRE FIGHTING EQUIPMENT**  
Installed in this building are:  
**Dry Powder Extinguishers (red with white band)**  
Check the Extinguisher label for instructions.  
Under no circumstances should you use water on or near live electrical equipment.

**LEGEND**

	EXIT SIGN		FIRE BLANKET
	PATH OF EXIT		HOSE REEL
	MAIN EXIT PATH		SWITCH BOARD
	ALTERNATE PATH		FIRST AID
	ASSEMBLY AREA		EXTINGUISHER

**IN CASE OF FIRE**

**REMOVE PEOPLE**  
IF IN DANGER TO THE ASSEMBLY POINT

**ALERT THE FIRE SERVICE**  
CALL FIRE BRIGADE ON 000 AND ALERT NEARBY RESIDENTS

**CONFINE FIRE & SMOKE**  
TURN OFF ELECTRICAL APPLIANCES & CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

**EXTINGUISH**  
AND CONTROL THE FIRE (IF SAFE TO DO SO)

**Relevant Building Approval Document**

**BRISBANE CITY COUNCIL  
CERTIFICATE OF CLASSIFICATION**

DATE 14 April, 1993

CERTIFICATE NO 170 JD

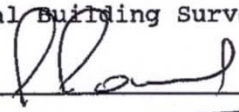
This is to certify that the Council has approved the building for use as a building of the class or classes detailed below, as required by By-Laws 6.3 and 6.4.

<b>Full Address of Building Work</b> 469 BROADWATER ROAD, MANSFIELD
<b>Owner's Name</b> THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST
<b>Owner's Address</b> PO BOX 675 MOUNT GRAVATT QLD 4122
<b>Real Property Description</b> Lot 3/4 on Registered Plan Number 69870 Parish of Bulimba

<b>Storey or Portion of Building - Classification</b> Entire Building - Class IX(b)
--

<b>Remarks</b>  This Certificate cancels 295/JC
---

NOTE: The use of the above building or any portion thereof for a purpose in contravention of this certificate is an offence against the Building Act 1975.

Principal Building Surveyor  


## Procedures for giving fire and evacuation instructions

### For new employees:

On day one of induction for any new employee, General Evacuation Instructions and First Response Evacuation Instruction shall be given by the Chief Warden or a Deputy Chief Warden or the Fire and Evacuation Instructor.

### Existing employees:

General Evacuation Instructions and First Response Evacuation Instructions will be given annually by the Fire and Evacuation Instructor.

### Responsible person – evacuation coordination procedures:

Members of the Emergency Control Organisation will receive evacuation coordination procedures within the month prior to taking on this role and annually after that and within one month of any changes to the procedure or personnel. Evacuation coordination procedures will be given by the Fire and Evacuation Instructor.

All instruction is to be recorded and stored in the Emergency Procedures folder.

## Method of operating firefighting equipment

### Fire Extinguishers

1. Select appropriate extinguisher for 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 handle and operate extinguisher in a sweeping motion

### 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.
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.

## Emergency Evacuation Procedure

The evacuation procedure embraces the following steps:

1. Life Safety - The safety of any person near the vicinity of the emergency is ensured.
2. Call the relevant emergency service.
3. Evacuate all occupants to an Assembly Area.
4. Attempt to control or eliminate emergency.

After being advised of an emergency, a building occupant under the instruction from the Warden will:

- Evacuate from the immediate danger area, using the designated fire exit and defined exit paths
- Proceed to the assembly point
- Assist the warden if requested to do so, with evacuating occupants from the immediate danger area using the designated emergency exit
- On evacuation of an area, wardens will ensure all occupants have been accounted for (check toilets, blind passageways, etc)
- Upon complete evacuation of the area, Fire Wardens will report to the Chief Warden to give the all clear.