**Fire Safety Management Plan**

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| Building Information | |
| **Building Location & Name:** |  |
| **Building Owner:** |  |
| **Building Occupier:** |  |
| **Building Manager:** |  |
| **Building Construction:** |  |
| **Floor Area:** |  |

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| --- | --- | --- | --- | --- |
| Allowable Number of Occupants | | | | |
| **Bedroom** | **Room Size** | **Area in m2** | **Max No of occupants (2.5m2/person)** | **900mm travel path**  **(Yes or No)** |
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| **Total number of occupants:** | | |  |  |

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| Proposed Maintenance Schedule Prescribed Fire Safety Installations | | | | |
| **Installation** | **Start Date** | **Test** | **Frequency** | **Competent Person** |
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| A performance solution is used within this building to satisfy the Performance Criteria of the applicable building code. Details of the performance solution are |
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| Fire and Evacuation Plan |

Delete this text box and insert here a copy of the relevant documents.   
An example is available at [www.qfes.qld.gov.au/planning-and-compliance/budget-accommodation-buildings](https://www.qfes.qld.gov.au/planning-and-compliance/budget-accommodation-buildings).

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| Proposed Training Program |

## Initial Instruction

The Manager or the manager’s agent will instruct residents when they take up residence (and at least every 12 months while in residence), and workers (if there any workers within the accommodation building) at the time they commence employment concerning the action to be taken by them in the event of fire threatening the building in order to ensure their own & other persons safety, and in particular;

* The procedure to follow in an emergency
* The location of emergency exits
* The paths of travel to exits
* The location of fire fighting equipment
* The method of raising the alarm if the smoke alarms do not activate
* The location of the assembly area

## Permanent Employees

1. Permanent Employees (workers) must receive instruction within 1 month of commencing work, and repeated at intervals of no more than 12 months.
2. The instructions given are the procedure to be followed in the event of fire, means of escape from the building in the event of fire and the location and method of operation of fire fighting equipment and fire alarms or equipment for warning of fire. In addition workers who have persons in their care or custody are to be instructed on conducting those persons to a safe place outside the building in the event of fire, where they are marshaled, each person is accounted for, and the manager and fire service officers are informed of any missing persons.
3. A record of worker instruction will be retained with the original Fire Safety Management Plan.

## Yearly Evacuation Training

An evacuation practice will be carried out at intervals of not more than 12 months in order to practice the fire and evacuation plan for the building. A record of each evacuation will be retained with the Fire Safety Management Plan.

## Fire and Evacuation Plan – Signage

Copies of the Emergency Evacuation Procedure shall be conspicuously displayed in common areas of the building to allow residents to become familiar with the fire and evacuation procedures.

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| List of Prescribed Fire Safety Installations |

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| **Smoke Alarms - Installed in accordance with A1 of the Fire Safety Standard** | | | |
| Date installed | Installed by | Brand name | Model no. |
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| --- | --- | --- | --- |
| **Emergency Lighting - Installed in accordance with A2 of the Fire Safety Standard** | | | |
| Date installed | Installed by | Brand name | Model no. |
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| **Exit Signage - Installed in accordance with A7 of the Fire Safety Standard** | | | |
| Date installed | Installed by | Brand name | Model no. |
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| --- | --- | --- | --- |
| **Fire Extinguishers - Installed in accordance with A8 of the Fire Safety Standard** | | | |
| Ext. no. | Date installed | Brand name | Extinguisher type |
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| **Fire Hose Reels - Installed at the time of building construction** | | | |
| Date installed | Installed by | Brand name | Model no. |
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| Building Plans |

Delete this text box and insert here a copy of the building plans.

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