

CATHEDRAL PLACE
Fortitude Valley, QLD 4006

FIRE AND EVACUATION
PROCEDURES

www.cathedralplaceonline.com.au



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*SECTION 1**EMERGENCY TELEPHONE NUMBERS*

| | |
|-----------------------------|-----------|
| POLICE | 000 |
| AMBULANCE | 000 |
| FIRE BRIGADE | 000 |
| ENERGEX | 136262 |
| COUNCIL (WATER) | 3403 8888 |
| POISONS INFORMATION | 131126 |
| NATURAL GAS SUPPLY (ORIGIN) | 132461 |
| HOSPITAL (ROYAL BRISBANE) | 3636 8111 |
| STATE EMERGENCY SERVICE | 3403 8888 |

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Introduction

2.1 Emergency procedures are established for the overall protection and control of building occupants in the event of an emergency. The emergency procedures detail actions to be taken during the initial stages of an emergency, prior to the arrival or in fact on arrival of the appropriate emergency service. Emergency procedures provide guidelines to staff that are responsible for the safety of occupiers. In the event of an emergency they establish procedures to evacuate all personnel from the building and to prevent injuries, possible fatalities and damage to property. Emergency procedures (for fire) are also established to meet the requirements of Part 2 of the Queensland Building Fire Safety Regulation 1991 and Australian Standard AS 3745.

2.2 It is important that the procedures contained in this manual are actively supported and adopted by management, staff, occupants, and guests. *Building owners and management are reminded of their legal obligations to provide instruction and record of training for all employees, and to ensure a building evacuation control plan is implemented for the safety of all occupants of a building. It is the responsibility of management to identify hazards, put in place a risk management safety program and provide appropriate training for all key personnel.*

Aim

- 2.3 The aim of these procedures is to outline;
- * the roles and responsibilities of the Emergency Control Organisation (ECO) and
 - * the procedures to be followed in the event of an emergency.
-

SECTION2 EMERGENCY PROCEDURES-GENERAL INFORMATION *con't*

Types of Emergencies

2.4 The types of emergencies addressed in this manual are :-

- a. Fire,
- b. Smoke,
- c. Bomb Threat,

Other Emergencies may include

- d. Gas Leak
- e. Cyclone/Severe Storm/Flood,
- f. Civil Disorder,
- g. Fire in an adjacent building,
- h. Breakdown of Building Services,
- i. ; Structural Failure, or
- j. . On direction of an Emergency Service.

For these other emergencies the EGO will contact the Authority having Jurisdiction, as detailed in the Emergency Telephone Index, and follow instructions issued by the Officer of the relevant Authority.

Emergency Control Organisation

2.5 Cathedral Place has limited personnel available to carry out the additional duties of emergency controllers responsible for the safety of guests. To ensure some form of discipline and organisational rationale during an emergency! duties and responsibilities need to be defined. The ECO for the Cathedral Place consists of:

- a. Chief Warden — Caretaker, Cathedral Place Caretaking
- b. Deputy Chief Warden (s)- Committee Members, Community Body Corporate

SECTION 2 EMERGENCY PROCEDURES- GENERAL INFORMATION *con't*

Duties Of The ECO

2.6 Duties of Emergency Controllers are as follows:

- a. Chief Warden – is responsible for the implementation and overall control of an emergency situation, until relieved by an officer of the appropriate emergency service.
- b. Deputy Chief Warden – is responsible for the implementation and overall control of an emergency situation, until relieved by either the Chief Warden or an officer of the appropriate emergency service.

Emergency procedures Exercises

2.7 Emergency Procedures Exercises are an integral part of the overall safety procedures. They are conducted not only to test the readiness of the Emergency Control Organization but to familiarize building occupants with the procedures to be adopted in the event of an emergency that may necessitate evacuation. Evacuation exercises should be conducted once every twelve months. The inconvenience to people to participate in an evacuation exercise is outweighed by the advantages.

.General

3.1 Fire is the most likely situation that would necessitate the implementation of emergency procedures. It is imperative that all personnel be removed from the immediate fire area. The following procedures are to be adopted by staff in the event of a fire:

Fire Alarm Sounding

3.2 On hearing a fire alarm (Beep – Beep - Beep) sounding the following actions are to be implemented:

- ECO move to the Master Emergency Control Point (MECP). Remain calm, walk in an orderly fashion, and don't run.
- Switch Emergency Warning & Evacuation System (EWES) to MANUAL Control. This will stop the "Beep – Beep – Beep" sound.
- Identify the Alarm Zone on the Fire Indicator Panel (FIP).
- Investigate the Alarm Zone.
 - If a Fire is Detected:
 - attempt to extinguish (only if safe to do so)
 - Advise occupants of the situation by making a PA announcement.
 - switch EWES to evacuate mode (Whoop – Whoop- Whoop)
 - commence immediate evacuation
 - ensure fire brigade is responding {dial 000}
 - search toilets, and common areas to ensure all occupants have evacuated the building.
 - meet and brief the fire brigade
 - do not re-enter the complex until directed to do so by the fire brigade

Fire Alarm Sounding Cont.

- If no fire is Detected/False Alarm:
 - meet and brief the fire brigade
 - once the FIP has been reset turn the EWES back to Auto

Discovery of Fire

3.3... If a fire is discovered by either visual sight or reported by a tenant, the following actions are to be implemented:

- immediately ring the fire brigade
- operate a manual call point (break glass, push button)
- attempt to extinguish (only if safe to do so)
- commence immediate evacuation
- direct traffic to allow for occupants to safely proceed to assembly area.
- Search toilets, and common areas to ensure all occupants have evacuated the building.
- meet and brief the fire brigade
- do not re-enter the complex until directed to do so by the fire brigade

General

- 4.1 Prevention of fire is as important as the development of an efficient means of fighting it, and to this end all occupants should be acutely aware of the need to avoid dangerous practices and know the location of equipment installed to detect /extinguish fires.

Fire Protection Equipment

- 4.2 Fire protection equipment installed within the building consists of:
- a) Master Emergency Control Point (MECP) is located in the Fire Control Room. The MECP consists of the Fire Indicator Panel (FIP) and the Emergency Warning and Evacuation System (EWES). The MECP covers all parts of the complex.
 - b) Fire Indicator Panel is the host for all fire detectors manual call points and sprinkler system and is interconnected to the EWES. On the activation of a detector or MCP the fire bell will sound, the alarm will be relayed to the fire brigade and the EWES will automatically go into all rt mode.
 - c) Thermal and Smoke Detectors have been installed throughout the building and are connected to the FIP. Detectors are ceiling mounted and operate by either detecting visual particles of combustion (smoke detectors) or heat (thermal detectors).

SECTION 4**FIRE PROTECTION con't**

- d) Manual Call Points are located in strategic locations throughout the complex and are connected to the FIP.
- e) Emergency Warning and Evacuation System consists of speakers/horns which relay tones (alert and evacuation) and verbal messages. The system operates automatically, or may be operated manually.
- f) Fire Hose Reels and Extinguishers Dry Chemical Powder (DCP) and 36 metre fire hose reels are installed throughout the complex. All staff is to ensure they are aware of the location of fire equipment and how to operate the equipment.

Fire Prevention

4.3 Staff should be encouraged to take note of, and to bring to the attention of the Cathedral Place Management

- a) Any accumulation of litter which may increase the danger of fire,
- b) Incorrect storage or use of flammable liquids,
- c) The placement of furniture, decoration, equipment or any other item which might impair access to the fire exits,
- d) Missing, defective or discharged fire extinguishers,
- e) Persons smoking in non-smoking designated areas.
- f) Passages that are not kept free from obstruction.
- g) Fire escapes that are not kept clear at all times.

SECTION 4**FIRE PROTECTION *con't***

Weekly Testing of the Emergency Warning and Evacuation System

4.4 The following routine procedure is to be carried out by the Chief Warden during the weekly test of the EWES:

- * Unlock the Emergency Communication Panel and turn the control key to the <MANUAL> position.
- * Push the <ALL PA> Switch and broadcast the following message.

ATTENTION THIS IS THE CHIEF WARDEN

...

THE WEEKLY TEST OF THE AUDIBLE ALARM SYSTEM WILL BE CONDUCTED SHORTLY. CARRY ON DUTIES AS USUAL DURING THE TEST.

YOU WILL HEAR TWO TONES DURING THE TEST. THE FIRST IS THE ALERT TONE. THE SECOND IS THE EVACUATE TONE.

- * Wait about five seconds then broadcast:

THIS IS THE ALERT TONE.

- * Sound the Alert Tone by placing ALL ALERT switch to on.

THIS THE EVACUATION TONE. THIS IS A TEST ONLY. ■ REPEAT, THIS IS A TEST ONLY. PLEASE CARRY ON DUTIES AS USUAL.

- * Sound the Evacuation Tone by placing the Evacuation ALL CALL switch to on.
-
-

SECTION 4**FIRE PROTECTION *con't***

- * Allow the evacuation tone to sound about six times, then push the '<ALL PA>' key. The '<ALL EVAC>' light will go out.
- * Broadcast the following message:

THAT COMPLETES THE TEST. THANK YOU.

- * Immediately release the PA microphone button and push the '<ALL OFF>' key.
On completion of the test RETURN THE CONTROL KEY TO THE '<AUTOMATIC>' POSITION -THIS IS MOST IMPORTANT- and lock the cabinet.
-

SECTIONS**BOMB THREAT PROCEDURES**

General

- 5.1 A Bomb Threat is an emergency which may ultimately require the evacuation of a building or buildings. All threats are to be treated seriously.

Receiving a Bomb Threat

- 5.2 A bomb threat may be received in a number of ways:-
- a) A suspicious package through the mail,
 - b) By written message, delivered through the mail or messenger, or
 - c) By telephone.

Notes:

1. The telephone call is the most frequently used method and the most likely to be encountered by building occupiers.
2. In a majority of cases, such a call would be received by the receptionist at the main switchboard. However, where direct dialing is available, calls could be received by individuals.

SECTIONS**BOMB THREAT PROCEDURES *con't***

Procedures When A Bomb Threat Is Received

- 5.3 Receptionists, or anyone answering outside calls, on receiving a bomb threat should observe the following:-
- a) Keep calm,
 - b) Keep the caller on the line as long as possible (DO NOT HANG UP),
 - c) Use the bomb threat check list provided,
 - d) Obtain as much detail as possible about the bomb and its location,-
 - e) Listen carefully for any background noises, speech mannerisms, accents, etc., that might give a clue to the age, sex and location of the caller,
 - f) Do not discuss the call with others (prevent panic),
 - g) Immediately after the bomb threat, contact Cathedral Place Management and notify the Police,
 - h) Complete the bomb threat report form and hand the bomb threat check list and the report form to Management who will hand it to the Police on their arrival.
-
-

The Search

5.4 Centre Management staff could be asked to search a designated area of the complex.

The following information is provided for general guidance:-

- a) Assemble and brief all staff.
- b) Call Police.
- c) Begin the search, to include initially the entrance foyer, waiting area's, reception area, rest rooms, canteens, tea rooms, toilets, fire cabinets and fire stairs etc., then search within remaining rooms/floors.
- d) To avoid irrational behavior, advise guests "that a situation has developed that will necessitate evacuation". Use the PA system for announcements.

Note: Remember you are looking for something that does not belong where it is and it does not fit into the surroundings. If you find anything that arouses your suspicion – DO NOT TOUCH IT!

DO NOT MOVE IT!

Report find immediately to the Management/Police.

Follow all instructions from the Centre Management Correction and/or Police.

If a general evacuation is ordered you will proceed in the same way as for a fire evacuation.

SECTION 5

BOMB THREAT CHECK LIST

Place this card under your telephone

QUESTIONS TO ASK:

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

EXACT WORDING OF THREAT:

ACTION:

Report call immediately to Police 000 and Emergency Controller on telephone.

Phone **Number:** -----

CALL TAKEN:

Date: ___/___/___ Time: _____

Duration of call: -----

Number called: -----

BOMB THREAT REPORT

CALLERS VOICE:

Accent (specify): -----

Any impediment (specify) -----*

Voice (loud, soft, etc.): -----

Speech (fast, slow, etc): -----

Diction (clear, muffled): -----

Manner (calm, emotional, etc): -----

Did you recognize the voice? -----

If so, who do you think it was? -----

Was the caller familiar with the area? -----

THREAT LANGUAGE:

Well spoken: -----

Incoherent -----

Irrational: -----

Taped: -----

Message read by caller: -----

Abusive: -----

Other: -----

BACKGROUND NOISES:

Street Noises: _____ House noises: _____

Aircraft: -----

Voices: _____ Local Call: _____

Music: _____ Long Distance: _____

Machinery: _____ STD: _____

Other: -----

OTHER:

Sex of caller: -----

Estimated age: -----

RECIPIENT:

Name (**print**): -----

Telephone number: -----

Signature: -----

SECTION 6**EVACUATION PROCEDURES FOR OCCUPANTS**

General

- 6.1 In the event of an emergency situation such as fire all occupants must follow the directions of Cathedral Place Management.

Evacuation Alarm

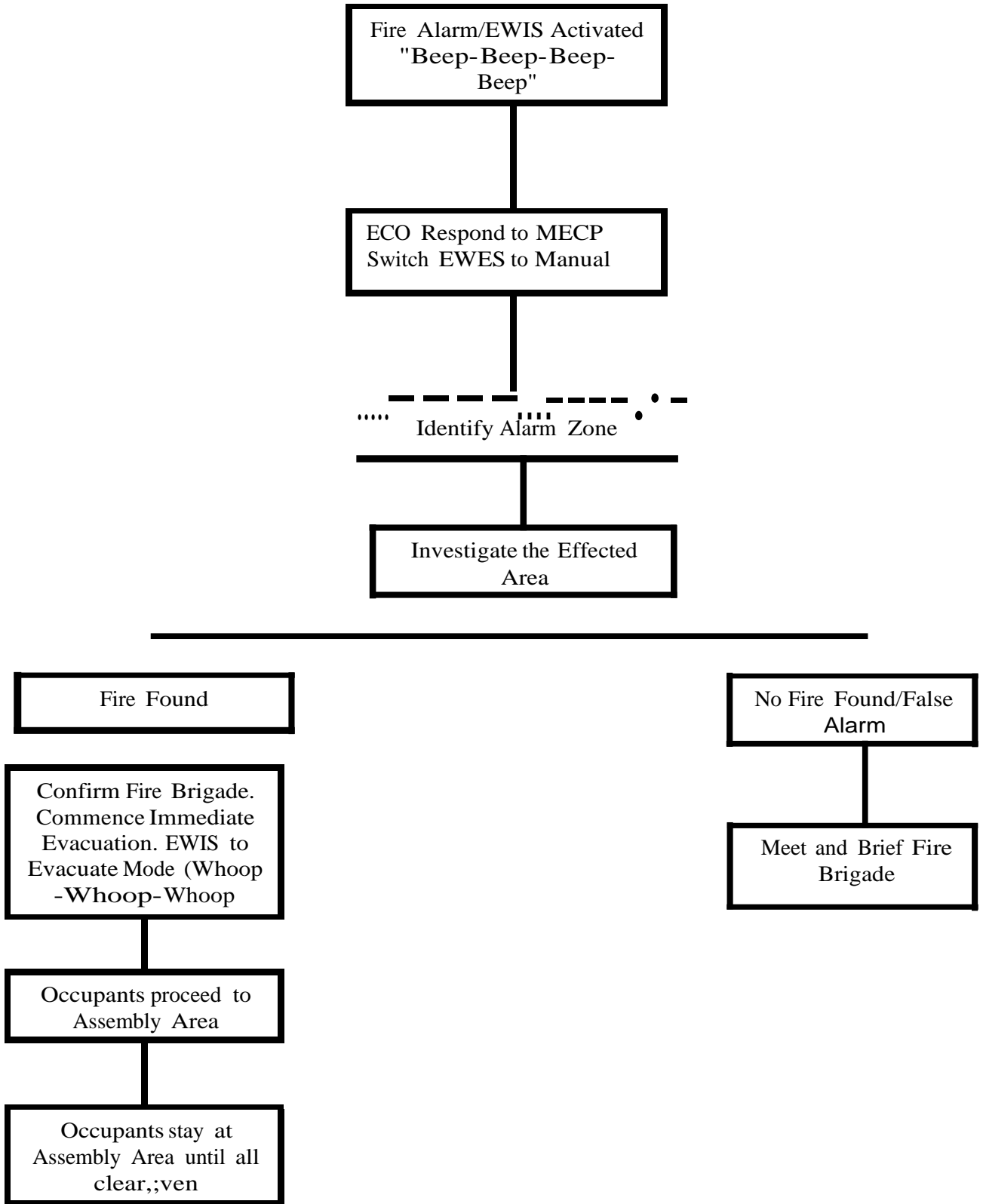
- 6.2 Should the evacuation alarm be sounded all building occupants are to evacuate and report to the designated Evacuation Assembly Area.

Evacuation Assembly Area

- 6.3 The designated evacuation assembly area for Cathedral Place is Centenary Place
-

FIRE ALARM ACTIVATION






FLOWCHART



Fire Protection Association Australia

Portable Fire Extinguisher Guide

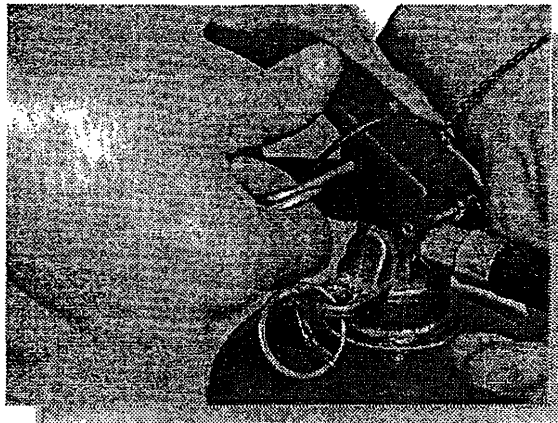
Fire Protection Association Australia Website
www.fpa.com.au

| Fire Protection Association Australia | | CLASS A | CLASS B | CLASS C | CLASS E | CLASS F | CLASS D |
|---|-------------------|-----------------------|---------------------------------|-----------------|----------------------------------|-----------------------|--|
| Two colour schemes for fire extinguishers exist PRE 1999 FROM 1999 | EXTINGUISHANT | Wood, Paper, Plastics | Flammable & Combustible Liquids | Flammable Gases | Electrically Energised Equipment | Cooking Oils and Fats | CLASS D For fire involving combustible metals use special purpose extinguisher |
|  | WATER | YES | NO | NO | NO | NO | Dangerous if used on oil flammable liquid, energised electrical equipment and cooking oils/fat fires |
|  | WET CHEMICAL | YES | NO | NO | NO | YES | Dangerous if used on energised electrical equipment |
|  | FOAM | YES | YES | NO | NO | NO | Dangerous if used on energised electrical equipment |
|  | POWDER | NO | YES | YES | YES | LIMITED | It is a BE or ABE unit as |
| | | YES (A-E) | YES (ABE) | YES (ABE) | YES (ASE) | NO (ABE) | Look carefully at the extinguisher to determine if the capability is different |
|  | CARBON DIOXIDE | LIMITED | LIMITED | LIMITED | YES | LIMITED | Not suitable for outdoor use |
| | VAPORISING LIQUID | YES | LIMITED | LIMITED | YES | NO | Check the characteristics of the extinguisher |

E. Fire Extinguishment

Most fires start as small out breaks which can be put out using a fire extinguisher. Watch out though, if the fire is spreading quickly from where it started, don't endanger yourself. When investigating a fire always be accompanied. Grab a fire extinguisher ready for use. Only attempt to extinguish a fire if it is safe to do so and check that you have a clear exit to your back.

To operate most portable fire extinguishers, firstly check the gauge and then pull the pin on the handle.



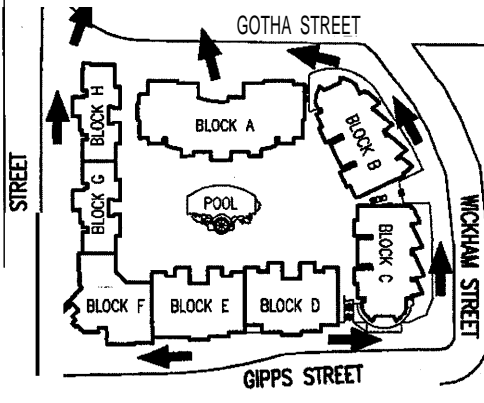
Aim the extinguisher nozzle at the base of the flames. Squeeze the trigger while holding the extinguisher upright.

Sweep the extinguisher from side to side, covering the area with extinguishing agent. Remember that a fire extinguisher discharges for only a short period.

Familiarise yourself with a reference guide indicating different fire extinguishers and common classes of fire. Fire classes are identified according to the materials burning.



KEYPLAN



EVACUATION P-ROCEDURES

REMOVE PEOPLE
from immediate danger to a place of safety 11

ALERT
staff and visitors

[B]
MCP 000

CONFINE FIRE AND SMOKE
close windows and doors (if safe)



EXTINGUISH
and control the fire (if safe to do so)



CATHEDRAL PLACE FIRE & EVACUATION PROCEDURES FOR OCCUPANTS

- 1) The responsibility for fire and evacuation procedures for Cathedral Place rests with the Cathedral Place Management.
- 2) Upon activation of a Fire Alarm in Cathedral Place, you will hear an audible alarm (with a '*BEEP BEEP BEEP*' sound) and a ringing bell.
- 3) Cathedral Place Management will respond and investigate the Fire Alarm.
- 4) Should it be deemed necessary to evacuate Cathedral Place a public address announcement will be made advising of the situation, followed by the sounding of the evacuation alarm.
- 5) Upon hearing the evacuation alarm (with a '*WHOOOP WHOOOP WHOOOP*' sound) all occupants are to evacuate their building via the designated EXITS and assemble at the Evacuation Assembly Area.
- 6) The evacuation assembly area is Centenary Park.
- 7) Retail and commercial tenants / owners are responsible to evacuate members of the public and staff if so required.

Your assistance in this matter is required to ensure a safe and orderly evacuation is conducted in the event of an emergency, and to discharge responsibilities in accordance with Queensland Building Fire Safety Regulations.

F. Avoid Fire Hazards

The best way to prevent fire is to be on the lookout for possible fire hazards.

Obey "No Smoking" signs.



Keep work areas clear of accumulated paper and rubbish. Empty bins at least once a day.

Good housekeeping means fire doors and stairways remain clear at all times.