

FIRE & EVACUATION PLAN



**Sunshine Coast Netball Association Building
108 Fisherman's Road
Maroochydore Qld 4558**

Building Information	
Building Name:	Maroochydore Multi Sport Complex
Building Address:	108 Fisherman's Road, Maroochydore Qld 4558
Building Owner:	Sunshine Coast Council
Owner Address:	Locked Bag 72, Sunshine Coast Mail Centre, Qld 4560
Owner Phone Number:	07 54377666
Email :	
Building Occupier:	1. Sunshine Coast Netball Association – Netball Building
Occupier Address:	108 Fisherman's Road, Maroochydore Qld 4558
Occupier Phone Numbers:	1. Sue Le Busque – 5451 0416
Body Corporate:	N/A
Address:	N/A
Building Classification:	
Building Construction:	Concrete
Floor Area:	

Persons responsible for administering the Building's Fire and Evacuation Plan
Contact Stacey Sherriff – Team Leader Multi Sports Complexes & Aquatic Centres 0409 761 216

Fire Safety Adviser	
Name:	Peter Aitken
Phone Number:	0438 100 360
Email :	peter.aitken@sunshinecoast.qld.gov.au
Brief description of qualification held:	Fire Safety Adviser
Registered training organisation that issued the above qualification:	QFES
Date qualification issued:	06/2019

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Dates for Instruction
Name:	Building Tenant	
Phone Number:		
Email:		

Evacuation Coordinator	
Commencement Date:	10.03.2020
Name:	Building Tenant
Phone Number:	
Email:	

Persons responsible for carrying out the Evacuation Coordination procedures (<i>Responsible Persons</i>)			
Name:	Phone Number:	Email:	Commencement Date:
Building Tenant			

Fire & Evacuation Plan annual review		
Reviewed By	Date of Review	Changes made?
Peter Aitken	10.03.2020	Updated tenant information

Review of Managing Entities & Secondary Occupiers' Fire & Evacuation Plans				
Evacuation Coordination procedures* (checked against each plan?)	Date of Review	Name of Reviewer	Changes made?	Workers advised?
N/A				

Evacuation Coordination procedures	
Commencement Date:	10.03.2020
Procedure for using communication devices.	<p>In the event of a fire or other emergency the tenant will advise people of the situation by calling out FIRE, FIRE, FIRE and advising them to evacuate through the nearest exit.</p> <p>The tenant will monitor the evacuation process and direct people to the designated evacuation point – see the diagram attached below.</p>
Procedure for contacting fire service	<p>The tenant will call 000 and ask for the fire service.</p> <p>Provide details of the fire or other emergency and the building address:</p> <p style="text-align: center;">Maroochydore Multi Sport Complex Fisherman's Road, Kuluin Qld 4558</p>
Persons with special needs	Staff to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	The Tenant is to complete a sweep through search of the building to check if all occupancies have evacuated the building closing any doors behind then as the go.
Inform the evacuation coordinator for the building.	<p>Meet the fire service on arrival; provide as much information as possible.</p> <p>The person in control of the emergency must call the Council's Customer Service Centre on Phone: 54757272 as soon as possible and request a representative to immediate attendance to the site.</p>

Emergency evacuation procedure

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

In the event of the fire, staff will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the assembly area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

In the event of a fire being located, or hazardous material emergency staff, will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so –
If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:
 - *You have not been trained or instructed in using a fire extinguisher*
 - *You don't know what's burning*
 - *The fire is spreading rapidly*
 - *You don't have the proper equipment*
 - *You find your back to an exit*
 - *The fire might block your means of escape*
 - *You might inhale toxic smoke*
 - *Your instincts tell you not to do so*

If the first attempts to put out the fire do not succeed, evacuate the building immediately

Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

Method of operation of fire fighting 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 handles 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 (if fitted with a nozzle release lock).
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.

Procedure for instructions to workers

For new employees:

- On day one of induction for any new employee the Leaser will give **General Evacuation Instructions** and **First Response Instruction**.
- This instruction is to be recorded.
- **NOTE** The BFSR require general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

Existing employees

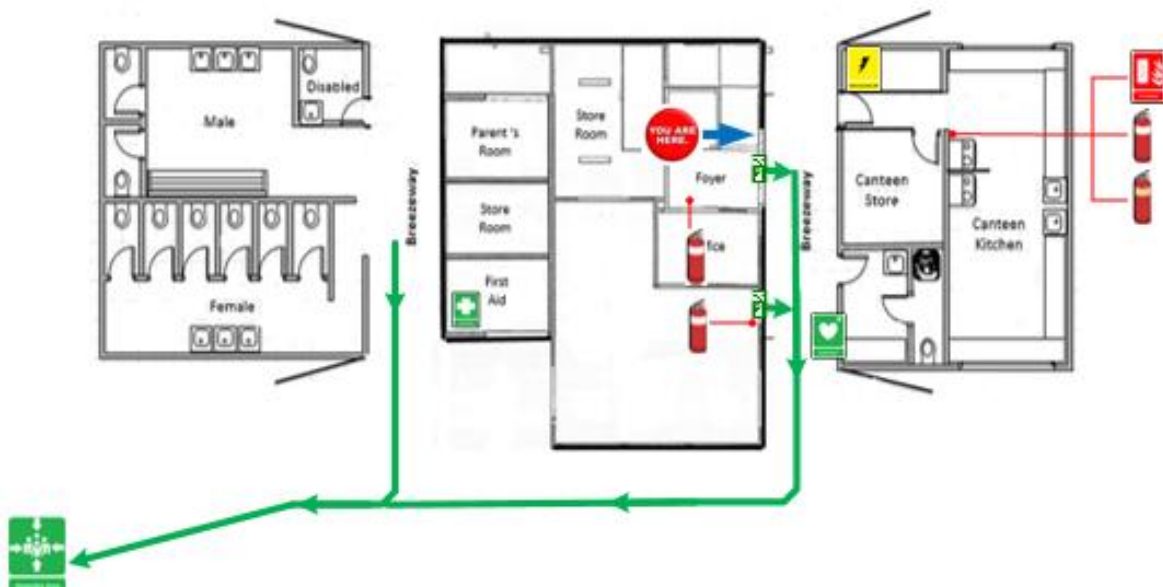
- **General Evacuation Instructions** will be given annually and **First Response Instruction** bi-annually.
- Instruction will be given by the Leaser and recorded.

Responsible person – evacuation coordination procedures:

- Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that.
- Evacuation coordination procedures will be given by the Leaser and recorded.

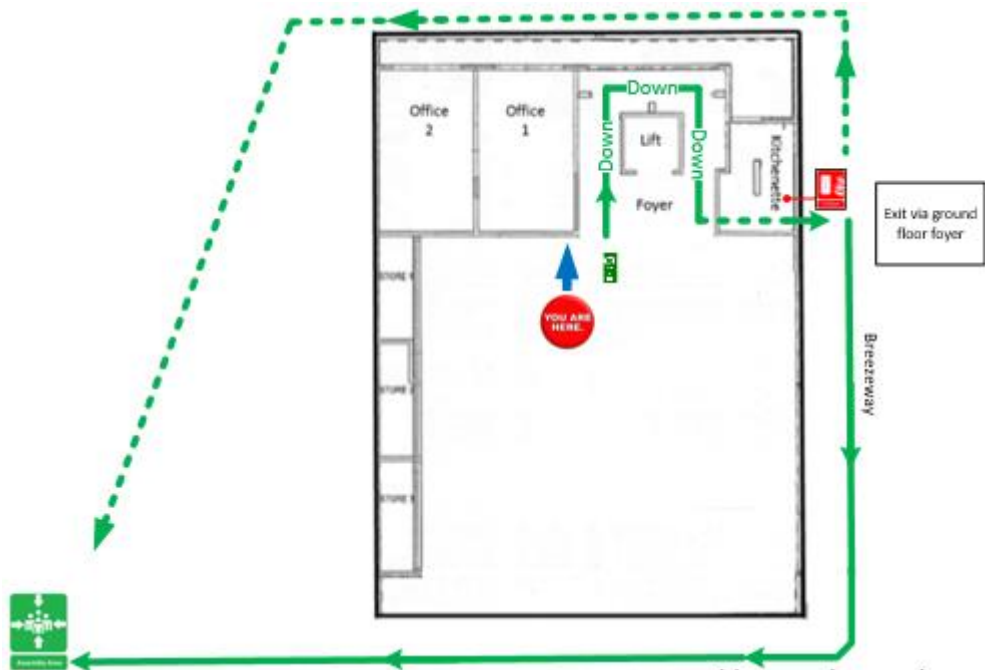
Sunshine Coast Netball Association Building

Ground Floor



Sunshine Coast Netball Association Building

First Floor



Emergency Evacuation Assembly Point

