

Fire and Evacuation Plan

For Low Occupancy Buildings

**Co. Habitat
Co-Working Space**

**Level 1
33-35 Palmer Street
South Townsville, QLD 4810**



Building Information	
Building Name:	Townsville Transit Centre
Address:	Level 2, 33-35 Palmer Street, South Townsville QLD
Building Owner:	A.C.P. Properties (Townsville) Pty Ltd
Address:	72 Pritchard Road, Virginia QLD 4014
Phone Number:	(07) 3177 8801
Email:	reynoldscampbell@bigpond.com.au
Building Occupier:	JPR Capital Pty Ltd T/A Co. Habitat Co-Working Space 4810
Address:	Level 2, 33-35 Palmer Street, South Townsville QLD
Phone Number:	(07) 4767 7234
Email:	josh@cohabitat.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Mr J Roberts – Company Directory JPR Capital Pty Ltd

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Mr J Roberts	01/07/2020
Phone Number:	(07) 4767 7234 / 0437 114 235	
Email:	josh@cohabitat.com.au	

Fire & Evacuation Plan Annual Review		
Date of Next Review	Reviewed by	Changes made?
01/04/2026	Mr J Roberts	Yes

Evacuation Coordination Procedures	
Commencement Date:	01/07/2020
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 or safely positioned in Fire Well.

Emergency Evacuation Procedure

In the event of discovering a fire, hazardous material emergency or critical situation, occupants are to raise the alarm with Co. Habitat staff before evacuating the building.

After an alarm has been raised, occupants should read the Evacuation Plan Map most available to them, directing them to the closest Emergency Exit.

Co. Habitat members will be responsible for the safe evacuation of any of their guests as well as helping to direct members of the public that may be in the space at the time.

Members will also be required to assist Co. Habitat staff by checking rooms on their immediate evacuation path, members are not required to check rooms outside of their path. Once at the Assembly Point, members will text Fire Coordinator to notify the rooms they checked were cleared of people.

Members or guests living with a disability will be aided by staff and members to the Assembly Point where necessary. If aid is immediately unavailable, those with any form of disability restricting the use of stairs should make their way to the closest Fire Exit and wait on a landing until Fire and Emergency Services can assist in evacuation (Fire Exit across from male bathroom has a landing suitable for wheelchair assembly). Please notify site manager via text or phone call as to which Fire Exit you are waiting in. Once safely positioned inside fire well, they are to notify Chief Fire Warden on 0437 114 235.

When evacuating the building, doors are to be pulled closed to help minimize spread of fire. DO NOT lock doors while evacuating as this will impede emergency crews performing their duties.

Having evacuated the building, occupants should at a safe distance, walk around the outside of the building to the Assembly Point located at the rear of the car park. The Safe Assembly Point is indicated by a large green sign with white writing.

When all members and guests are at the Assembly Point, Fire Coordinator to call or delegate calling of Triple Zero to notify of fire or emergency.

Method of operation of firefighting equipment and manually operated fire alarms

Co. Habitat has been fitted with Hose Reels, Fire Extinguishers and a Fire Blanket. Fire Hoses are to be used on fires involving wood, paper and textiles only. Fires Extinguishers can be used on fires containing wood, paper, textiles and electricity. The Fire Blanket is to be used for small fires located in the kitchen or if a persons clothes have caught on fire.

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.
4. Ensure back is to egress of room when using fire hose.

Fire Extinguisher

1. Lift Extinguisher off bracket.
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.
6. Ensure back is to egress of room when using extinguisher.

Fire Blanket

1. Pull down on blanket tabs.
2. Hold tabs toward yourself to protect your hands.
3. Walk slowly towards the fire and stretch out your arms in front of you.
4. Place blanket over entire fire, do not through blanket.
5. As the blanket touches the top of the bench, top or surface, place the blanket over the fire to smother.

Procedures for giving fire and evacuation instructions

All Co. Habitat staff and members are to be trained in General Evacuation instructions (Points 1-5) and First Response Evacuation instructions (Points 2-7) as per legislation within 2 days of starting operation at Co. Habitat.

Co. Habitat members will be issued a physical copy of this Evacuation plan upon commencing membership.

Training to be refreshed annually.

Co. Habitat to run annual Evacuation Drills.

Relevant 'Building Approval' Documents

Stephen Campbell of A.C.P. Properties (Townsville) is finalising C.o.C. document.

Fire Safety Installation Checklist

This list may be used to document the fire safety installations in the building if, following a written request, relevant approval documents cannot be obtained from your Local Government, building certifier or other approval agency. It must be retained with the other approval documents as required in Section 25 of the *Building Fire Safety Regulation 2008*.

Fire Safety Installation	Installed?	
	YES	NO
Air Handling Systems		
Access panels through fire rated construction		
Emergency lifts		
Emergency lighting	Y	
Emergency power supply		
Emergency warning and intercommunication systems	Y	
Exit Signage	Y	
Fire control centres	Y	
Fire curtains		
Fire dampers		
Fire detection/ Alarm system	Y	
Fire doors	Y	
Fire extinguishers	Y	
Fire hose reels	Y	
Fire hydrants	Y	
Fire Mains		
Fire pumps		
Fire hydrant booster assembly	Y	
Fire sprinklers		
Fire sprinkler booster assembly		
Fire shutters		
Fire windows		
Protection of penetrations through fire rated construction		
Other features ¹		
Smoke and heat venting systems		
Smoke exhaust system		
Smoke doorsets		
Solid core doors		
Special Automatic Suppression Systems (Gas, Powder etc.)		
Stairwell pressurisation systems		
Structural fire protection		
Systems required to have a fire resistance level		

¹ Other features – Includes additional fire safety installations or conditions that are required under the buildings alternative solution of the *Building Act 1975* or *Building Code of Australia* clauses E1.10 and E2.3.

Additional Information to assist you in completing this Section:

What approval documents does QFES require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFES requires the following:-

- Certificate of Classification; and
- A list of fire safety installations within the building.

For buildings built with Alternative Solutions from 1 July 1997 onwards: QFES requires the following:-

- Certificate of Classification;
- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFES requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFES will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier); and
- A list of fire safety installations within the building.

For Crown buildings QFES requires the following:-

- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.

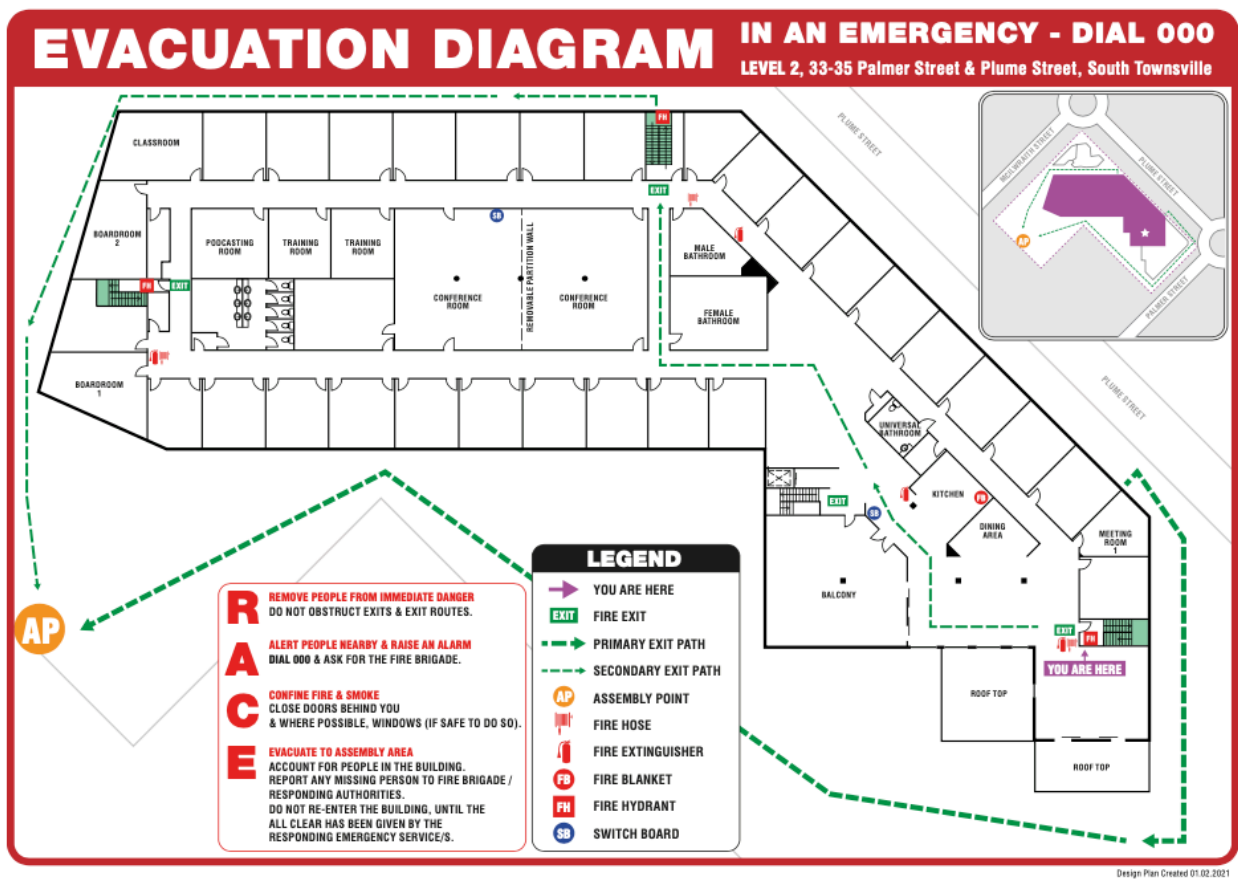
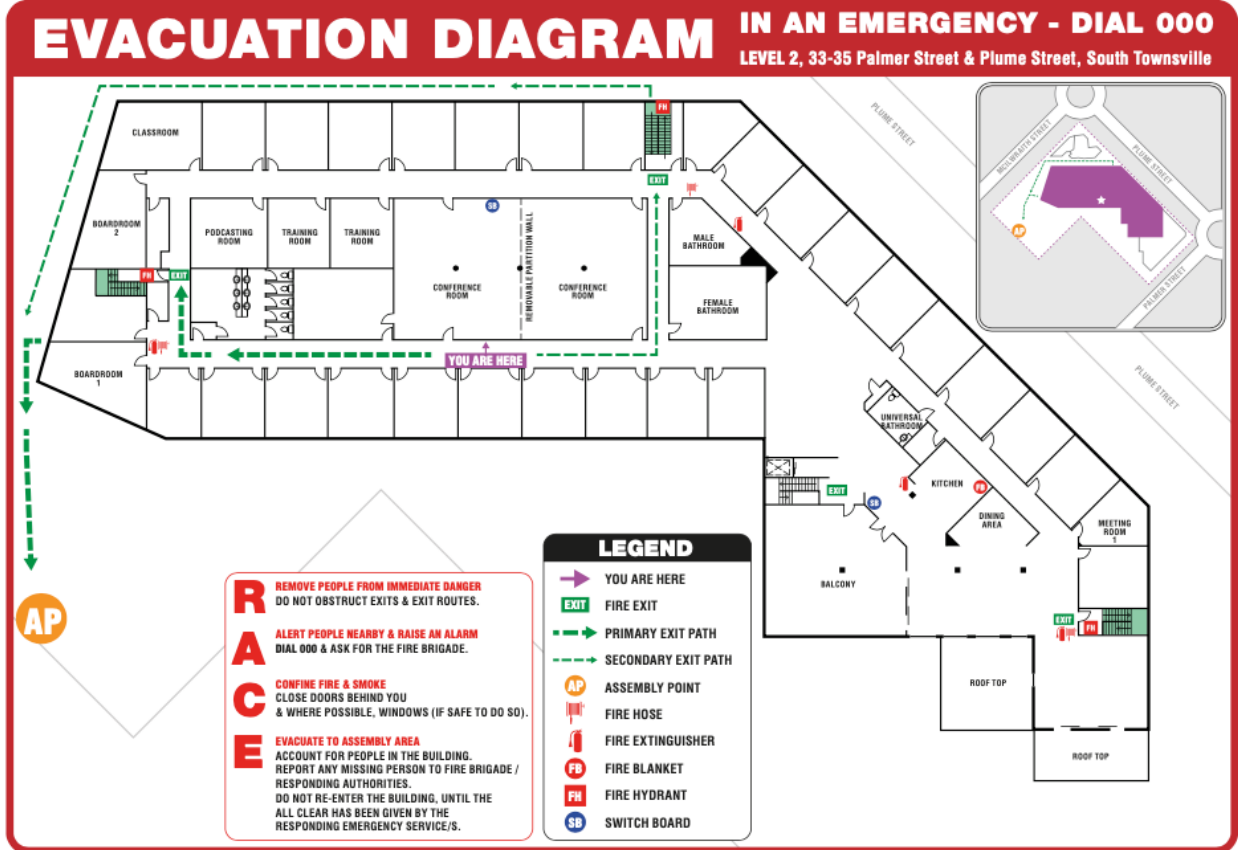
Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification for the building in a conspicuous place in the building.

Fire Safety Management Procedure – Alternative Solutions

Alternate Solution Not Applicable

Evacuation Sign and Diagram

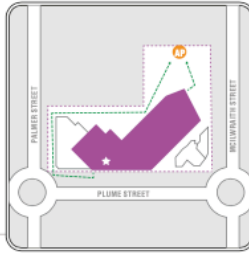


EVACUATION DIAGRAM

IN AN EMERGENCY - DIAL 000

LEVEL 2, 33-35 Palmer Street & Plume Street, South Townsville

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER
DO NOT OBSTRUCT EXITS & EXIT ROUTES.
- A** ALERT PEOPLE NEARBY & RAISE AN ALARM
DIAL 000 & ASK FOR THE FIRE BRIGADE.
- C** CONFINE FIRE & SMOKE
CLOSE DOORS BEHIND YOU
& WHERE POSSIBLE, WINDOWS (IF SAFE TO DO SO).
- E** EVACUATE TO ASSEMBLY AREA
ACCOUNT FOR PEOPLE IN THE BUILDING.
REPORT ANY MISSING PERSON TO FIRE BRIGADE /
RESPONDING AUTHORITIES.
DO NOT RE-ENTER THE BUILDING, UNTIL THE
ALL CLEAR HAS BEEN GIVEN BY THE
RESPONDING EMERGENCY SERVICE/S.



- LEGEND**
- YOU ARE HERE
 - FIRE EXIT
 - PRIMARY EXIT PATH
 - SECONDARY EXIT PATH
 - ASSEMBLY POINT
 - FIRE HOSE
 - FIRE EXTINGUISHER
 - FIRE BLANKET
 - FIRE HYDRANT
 - SWITCH BOARD

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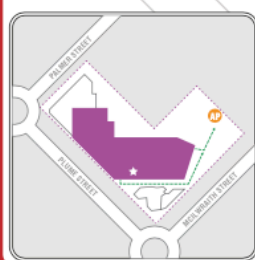
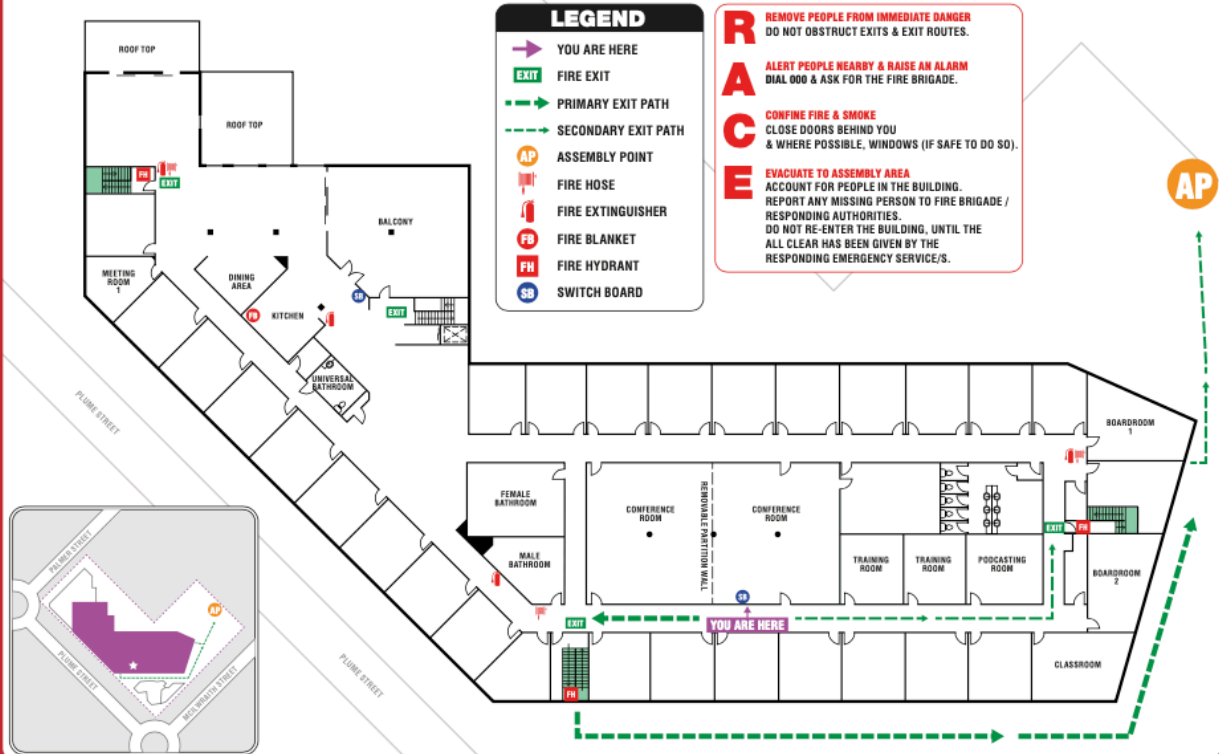
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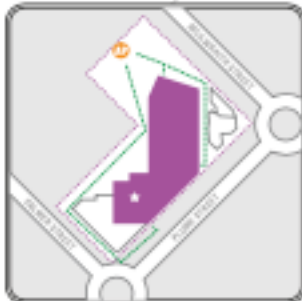


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PROCEED TO
ASSEMBLY POINT
AT REAR OF
PROPERTY
(SEE INSET MAP)

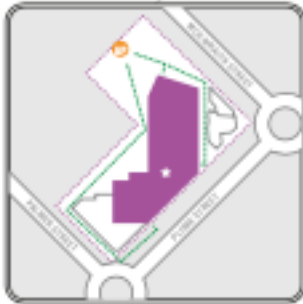


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(SEE UNIT MAP)



Design Plan: Cwebb01.03.2021