

Fire Evacuation Plan

9 Scott Street Bellerive TAS 7018

Updated: 16 August 2017

Contents

Building Description	3
Common Area Building Features	3
Offices:	3
Residential Apartments:	3
Short Stay Apartments:	4
Emergency Alerts	5
Offices:	5
Residential Apartments:	5
Short Stay Apartments:	5
Chief Warden and Warden Roles and Responsibilities	6
Offices:	6
Residential Apartments:	6
Short Stay Apartments:	6
Assembly Area	7
Alerting Building Occupants to Fire Evacuation Plan Prior to an Emergency:	8
Offices:	8
Residential Apartments:	8
Short Stay Apartments:	8

Building Description

The building on 9 Scott Street in Bellerive consists of two office spaces, one long term rental apartment, and five short stay rental apartments, being spread over three levels. There is also a lift at the rear of the building, three foyer/stairwells and a shared covered car park at the rear ground level of the block.

Common Area Building Features

The common stairs, lobbies and car park are fitted with smoke alarms which are connected to the Tasmania Fire Service. In the event that any these alarms are activated, building occupants are to evacuate the building via the stairs to the ground level, then move to the to the Assembly point in the PCYC car park on the opposite side of Scott Street. All offices, apartments, common areas and the carpark are fitted with a fire sprinkler system which is connected to the Tasmania Fire Service. In the event of any sprinkler being activated, building occupants are to evacuate the Building as above. In the event of fire, the Fire Service **must be contacted on "000"** to inform them of the fire or emergency.

The building consists of three distinct areas, each zoned separately, and not all owned by the one entity. Throughout this plan, which combines the emergency action plan for all three, they will be referred to as:

1. Offices
2. Residential Apartment, and
3. Short Stay Apartments

Offices:

The offices are owned by Stuart Bale and Mark Hudson from Financial Wealth Advisers, and their financial planning business is operated from the two office spaces comprising the ground floor at the above address.

The office space consists of four offices, a reception area, staff room, meeting room and toilets. There is a total of five staff, including directors. Hours of operation are 9.00 am to 5.00 pm, weekdays.

The offices are fitted with local alert smoke alarms which are **not** connected to the Tasmania Fire Service. The building is also fitted with a fire sprinkler system, which is connected to Tasmania Fire Service.

Appropriate building regulations have been adhered to with regard to fire walls, fire doors and windows.

Residential Apartment:

The long term residential apartment (3/9 Scott Street) is located on the first floor above the ground floor offices. It is owned by the Scott Street Trust. There is only one apartment which comprises open plan living/dining and kitchen, two bathrooms, front and rear stair wells, front and rear external decks, and two bedrooms. Approximate number of occupants is 2.

The apartment is fitted with local alert smoke alarms which are **not** connected to the Tasmania Fire Service. In the event of activation in a non emergency event (eg burnt toast) the tenants are to open external doors and windows to allow the smoke to escape and

re-set the alarm when clear. The building is also fitted with a fire sprinkler system, which **is** connected to Tasmania Fire Service.

Short Stay Apartments:

Apartments 5/9, 6/9, 7/9 and 8/9 Scott Street are owned by the Scott Street Trust and are being let out as short term holiday accommodation. Each apartment has open plan living/dining/kitchen area with two bedrooms and one bathroom, and an external deck, accommodating up to six guests in each (maximum of 24 guests). Apartment 4/9 is also short term accommodation and comprises of three bedrooms and can accommodate up to 10 guests. The business is called Kangaroo Bay Apartments, and bookings can be made on line via the website <http://kangarobayapartments.com.au/>. There are no reception staff on site.

The short stay apartments are spread over three levels at the rear of the building, and apartment 4 is located on the first floor at the front of the building:

- Ground Floor: a common foyer and stair/lift well, and ground floor car park.
- First Floor: a common foyer and stair/lift well, and three apartments.
- Second Floor: a common foyer and stair/lift well, and two apartments.

The apartments are fitted with local alert smoke alarms which are **not** connected to the Tasmania Fire Service. In the event of activation in a non emergency event (eg burnt toast) the guests are to open external doors and windows to allow the smoke to escape and re-set the alarm when clear. The building is also fitted with a fire sprinkler system, which is connected to Tasmania Fire Service.

Emergency Alerts

Offices:

On becoming aware of a fire or emergency, staff or other occupants must raise the alarm (telephone 000) and where possible notify the Chief Warden. Where appropriate and safe to do so, they should also alert other building occupants.

In the event of fire alarms being activated in any common area of the building, the alarm system will alert all building occupants to evacuate, and send an emergency call through to the Tasmania Fire Service.

Residential Apartments:

On becoming aware of a fire or emergency, tenants or other occupants must raise the alarm (telephone 000), and where appropriate and safe to do so, should alert other building occupants.

In the event of fire alarms being activated in any common area of the building, the alarm system will alert all building occupants to evacuate, and send an emergency call through to the Tasmania Fire Service.

Short Stay Apartments:

On becoming aware of a fire or emergency, tenants or other occupants must raise the alarm (telephone 000), and where appropriate and safe to do so, should alert other building occupants.

In the event of fire alarms being activated in any common area of the building, the alarm system will alert all building occupants to evacuate, and send an emergency call through to the Tasmania Fire Service.

Chief Warden and Warden Roles and Responsibilities

Offices:

The Chief Warden will be the most senior person on site and all remaining staff must be aware of the Chief Warden's Roles and Responsibilities. During an emergency or evacuation, the Chief Warden shall wear a white helmet and orange vest, stored in the reception area.

On becoming aware of an emergency the chief warden will:

- Alert others and raise the alarm verbally,
- Assist anyone in immediate danger, *but only if safe to do so*,
- Commence an evacuation and ensure all staff and visitors are assisted to leave via the nearest safe EXIT to the assembly area in the PCYC car park on the opposite side of Scott Street,
- Ensure the Tasmania Fire Service is notified on **000** and provided with details of the emergency,
- Ensure a search of all areas is conducted to check that all persons have evacuated,
- Search rooms closest to the danger first working your way back to the safer areas but only if safe to do so,
- Ensure all doors and windows are closed as you go but only if safe to do so,
- Extinguish any small fires but only if they have been trained and it is safe to do so,
- When the fire brigade arrives, brief the fire officer on the status of the emergency and advise if all staff and visitors have been accounted for, and
- Ensure that no person re-enters the building until the all clear has been given by the fire officer.

Wardens shall be appointed for the following areas when in use: bathroom, meeting room, kitchen, offices, and reception area. The appointed warden must be aware of their roles and responsibilities. On becoming aware of an emergency a warden will:

- Commence an evacuation if the circumstances warrant it or on notification from the Chief Warden.
- Turn off music and turn house light/s on. *(If applicable)*
- Assist all guests to leave via the nearest safe EXIT.
- Search all areas and rooms to ensure all persons have evacuated.
- Close all doors and windows *if safe to do so*
- Secure all exits to prevent re-entry of the building.
- Report to the Chief Warden when evacuation is completed.

Residential Apartments:

Not applicable. No Chief Warden or Warden required.

Short Stay Apartments:

Not applicable. No Chief Warden or Warden required.

Assembly Area

The assembly area for **ALL** occupants of 9 Scott Street, is the PCYC car park on the opposite side of Scott Street. This has been selected as it is close and in clear view of 9 Scott Street, while being far enough away to prevent injury to those who have been evacuated from the building.



9 Scott Street



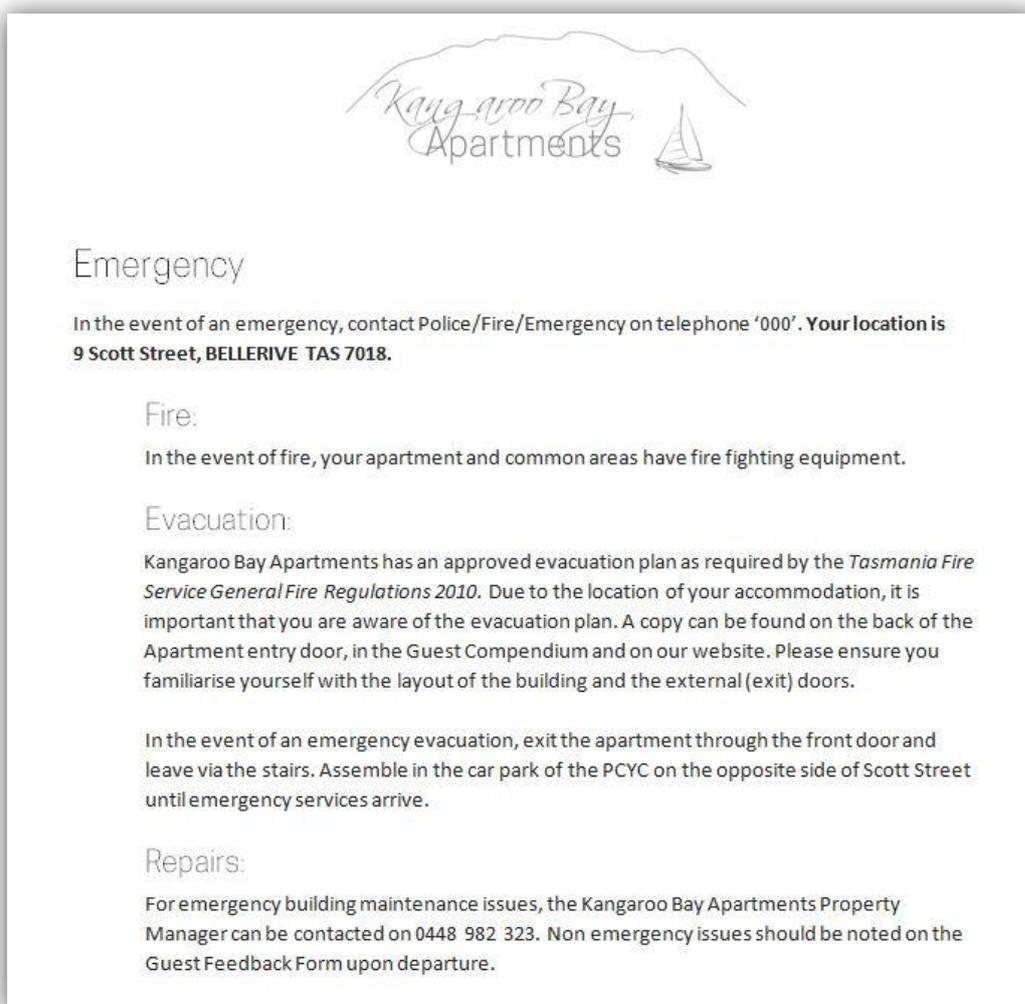
Evacuation Point - PCYC Car Park, Scott Street

Alerting Building Occupants to Fire Evacuation Plan Prior to an Emergency:

Offices: All current staff have been advised of the Fire Evacuation Plan via staff meeting. All future staff will be made aware at induction.

Residential Apartment: As part of the new tenant introduction process, the tenant will be provided a copy of the Fire Evacuation Plan. The tenant will be verbally familiarised with the evacuation procedures for the property and the written document will be provided in hard copy along with the Lease Agreement.

Short Stay Apartments: Upon check in at Kangaroo Bay Apartments, guests are given access to a Guest Information Compendium in each apartment, which contains a copy of the fire evacuation plan. There is also a sign on the back of each apartment entry door and inside the entry door in the foyer that indicates action in the event of a fire. This information is also available to guests prior to check in on the Kangaroo Bay Apartments website. Below is an excerpt from the Guest Information Compendium:



EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

LEAVE IMMEDIATELY THROUGH YOUR APARTMENT DOOR AND EXIT VIA THE STAIRWELL TO THE LOWER LEVEL, THEN UP THE DRIVEWAY TO THE ASSEMBLY AREA



GO TO THE ASSEMBLY AREA LOCATED AT:

The PCYC car park on Scott Street (opposite this building)

- Ensure that emergency services (Tasmania Fire Service) have been called on "000" from outside the building
- Pass on any relevant information to the responding officer.
- Do not re-enter the building until the all clear has been given by the officers in charge of the emergency.

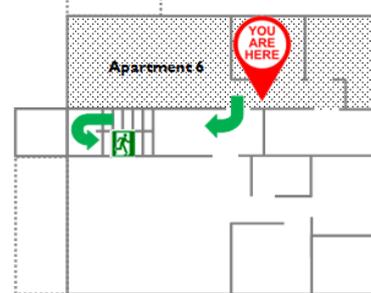
EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

LEAVE IMMEDIATELY THROUGH YOUR APARTMENT DOOR AND EXIT VIA THE STAIRWELL TO THE LOWER LEVEL, THEN UP THE DRIVEWAY TO THE ASSEMBLY AREA



GO TO THE ASSEMBLY AREA LOCATED AT:

The PCYC car park on Scott Street (opposite this building)

- Ensure that emergency services (Tasmania Fire Service) have been called on "000" from outside the building
- Pass on any relevant information to the responding officer.
- Do not re-enter the building until the all clear has been given by the officers in charge of the emergency.

EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

LEAVE IMMEDIATELY THROUGH YOUR APARTMENT DOOR AND EXIT VIA THE STAIRWELL TO THE LOWER LEVEL, THEN UP THE DRIVEWAY TO THE ASSEMBLY AREA



GO TO THE ASSEMBLY AREA LOCATED AT:

The PCYC car park on Scott Street (opposite this building)

- Ensure that emergency services (Tasmania Fire Service) have been called on "000" from outside the building
- Pass on any relevant information to the responding officer.
- Do not re-enter the building until the all clear has been given by the officers in charge of the emergency.

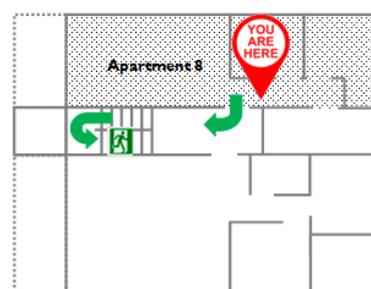
EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

LEAVE IMMEDIATELY THROUGH YOUR APARTMENT DOOR AND EXIT VIA THE STAIRWELL TO THE LOWER LEVEL, THEN UP THE DRIVEWAY TO THE ASSEMBLY AREA



GO TO THE ASSEMBLY AREA LOCATED AT:

The PCYC car park on Scott Street (opposite this building)

- Ensure that emergency services (Tasmania Fire Service) have been called on "000" from outside the building
- Pass on any relevant information to the responding officer.
- Do not re-enter the building until the all clear has been given by the officers in charge of the emergency.