



FIRE SAFETY ASSESSMENT and THE EMERGENCY PLAN

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THE 4 PILLARS of EMERGENCY PLAN ASSESSMENT

1. Responsibilities
2. Regulations & Standards
3. Design & Assessment
4. Inspection & Verification



1. RESPONSIBILITIES

Emergency Plan

- PCBU/Building Management/FM/EPC
- Fire Engineers: FER Stipulations
- Emergency Plan Designer
- Fire Safety Assessor
- Regulator: WHS & EPA – Enforcement



2. REGULATIONS & STANDARDS

EPA Act & Regulation

- Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
 - Part 10 Fire Safety
 - Clause 81 Essential fire safety measures to be maintained
 - Clause 81A Essential fire safety measures to be inspected, tested, and serviced – AS1851-2012 (2026)

2. REGULATIONS

NSW Government

- Work Health & Safety Regulation
- Clause 43
 - (1) Emergency Plan prepared
 - (a) Emergency procedures
 - (2) Maintain the plan
 - (4) Must implement the emergency plan in an emergency



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2. REGULATIONS & STANDARDS

Fire Safety Schedule & Annual Fire Safety Statement

- Emergency Plan: Not an EFSM under the EPA
- Typically added as a Performance Solution in a FER
- What is a Standard of Performance?
 - Work Health & Safety Regulation – Clause 43
 - AS3745-2010 Planning for Emergencies in Facilities
 - AS4083-2010 Planning for Emergencies – Health Care
 - Fire Engineered Report – Other stipulations



2. REGULATIONS & STANDARDS

Maintenance

- AS1851-2012 Routine Service of Fire Protection Systems & Equipment
 - Section 14 – Emergency Planning in Facilities

Guides

- Safework Australia/NSW etc: Emergency Plan Fact Sheet
- FPAA IB-20 Emergency Plans – when are they required?
- FPAA Technical Committee

3. DESIGN & ASSESSMENT

Design: Emergency Plan

- The Emergency Plan is owned by the PCBU not the Emergency Plan Consultancy.
- The Emergency Plan is designed to meet the needs of the client, hazards, type of business etc
- Designed to pass an assessment



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3. DESIGN & ASSESSMENT

Design: Emergency Plan

- Emergency Response Procedures Manual
 - Site specific
 - State specific: NSW, Queensland etc
 - Hazards determined by the PCBU/EPC included
- AS3745: Look at sections Code Red, Purple, Black, Yellow etc
- Evacuation Diagrams

3. DESIGN & ASSESSMENT

AS1851-2012 Baseline Data

- Clause 1.5.4 Data derived from the approved design & commissioning
- Basis of subsequent comparison
- Clause 1.8 Baseline Data
- Baseline data is necessary to establish the performance benchmark of the fire protection system or equipment.

3. DESIGN & ASSESSMENT

Commissioning – Alert Phase

- Baseline Data Established
- Review FER: Any evacuation modelling or calculate!
- Time to Emergency Station (30sec)
- Floor examination (90sec) = 2 min mark
- Staging Area & ready
- Cascade time – Typical 3 min from Alert to Evacuation

3. DESIGN & ASSESSMENT

Commissioning – Evacuation Phase

- Evacuation: Time to evacuate 1 sec per step
- Landing to Landing (25 sec)
- Highest floor to exit: Floors x 25 seconds to max 30s or
- Single storey furthest point to an exit
- Open space to Assembly Area
- Design: Baseline benchmark theory
- Assessment: Baseline benchmark practical.

3. DESIGN & ASSESSMENT

Assessment Ongoing

- Compare evacuation times to baseline then
- Compare each evacuation against the last response exercise.
- Data needs to be available & recorded.

3. DESIGN & ASSESSMENT

AS3745-2010

Standard of Performance: All “SHALLS” apply

- EPC
- Emergency Plan:
- Emergency Response Procedures
- ECO
- Training
- Review & Maintenance

3. DESIGN & ASSESSMENT

Training

- Designed to the site emergency response procedures
- EPC
- ECO
- Occupants
- Competency (Should) PUAFER005 ECO, PUAFER006 CW
- Requirements of the FER

3. DESIGN & ASSESSMENT

Assessment: AS1851-2012 Maintenance

- Six-monthly: Section 14 Table 14.4.2
- Yearly: Section 14 Table 14.2.2 & 14.4.3
- EP Consultant: Responsible for the maintenance of the Plan
- Carry out the schedule
- Item 1.4 ECO – Test the ECO for relevance to facility, initiate an alarm , check response compliance to emergency procedures. **WHAT is a TEST?**

3. DESIGN & ASSESSMENT

Assessment: AS1851-2012 Maintenance

- Item 1.7 ERP – Inspect the procedures test relevancy to facility **OR**
- Nominated incident covered by emergency procedures conduct evacuation exercise (Fire, Shelter, Lockdown etc)
- FSA: Review the schedule and data above
- FSA: Witness Item 1.7

4. INSPECTION & VERIFICATION



Fire safety statement (AFSS).

The statement confirms that an accredited practitioner (fire safety) has: -

- Assessed
- Inspected
- Verified
- The performance of the Emergency Plan fire safety measure that applies to the building.

4. INSPECTION & VERIFICATION

Assessor

- Review the emergency response procedures
- Are hazards included that are applicable?
- Is the manual site specific & state specific?
- Has maintenance been conducted to AS1851?
- AS1851 records sighted and verified?
- Emergency response exercise reviewed against the baseline data.



CONCLUSION

- PCBU: Understand your responsibility
- Designer: Understand your duty
- Assessor: Do the hard work once!

Industry & Assessors – Improving the Emergency Plan

- Not just ticking the box

Remember Life Safety & Property Protection

THANK YOU

The 4 Pillars of the Emergency Plan

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