



Fire System Maintenance and Emergency Procedures

As building owner ACT Property Group are responsible for the maintenance, upkeep and compliance of the fire systems and equipment within our individual buildings and tenancies. We achieve this with the implementation of a scheduled maintenance program which ensures testing and inspection of sites is conducted at set intervals through the course of the year. Our panel contractors who conduct these works are highly experienced and qualified in this field.

As well as ensuring fire systems are to standard within our buildings we also have a duty of care to inform and educate our tenants of the importance of having an emergency evacuation program developed specifically to suit the individual tenancy. ACT Property Group values the safety and wellbeing of all tenants, and we encourage those who do not have procedures in place to consider developing one for their work environment.

Emergency procedures take into consideration such factors as the use and characteristics of the building, structures and workplaces, appropriateness and adequacy of physical facilities, human resources, persons with disabilities and communication systems for all envisaged emergencies.

We recommend our tenants fulfill the following:

- Provision of fire warden/s for given tenancies and/or building
- Emergency evacuation plan/diagram clearly displayed in tenancy and common areas
- Designated emergency evacuation outdoor assembly area
- Staff seek formal training from fire and emergency training provider/s
- Conduct emergency evacuation exercises (Minimum 1 per year)
- A staff member has current first aid certificate
- Emergency contact information easily accessible to all staff

Useful Websites and References:

www.firebrigade.act.gov.au

www.ferst-training.com.au

www.first5minutes.com.au

www.trimevac.com.au

www.fire-direct.com.au

Additional reference:

Australian Standard (AS 3745-2002) – *'Emergency control organisation and procedures for buildings, structures and workplaces'*.

Please do not hesitate to contact ACT Property Group on (02) 6213 0700 for further information as we will gladly assist with any queries you may have on this subject matter.