

3.7 FIRE ORDER NOTICES REQUIRED IN ALPINE AREAS

BCA: G4.9

PURPOSE

A fire order notice is provided to alert occupants to the method of operation of the alarm system, location of fire-fighting equipment, location of exits, and the procedures for evacuation of the building.

REQUIREMENTS

Every Class 2, 3 or 9 building within an alpine area must display a notice that is clearly marked **FIRE ORDERS** in a suitable location near main entrances and on every storey.

A fire order must include information on:-

- Operation of fire alarm system
- Location of fire-fighting equipment
- Location of exits
- Procedures for evacuation of the building.

METHOD OF OPERATION

To ensure notices are operational and effective, they must not be obstructed or altered in any way.

It is the responsibility of the owner to ensure that all signage is maintained in an efficient condition and kept functional and clear of obstruction.

MAINTENANCE CHECKS

It is recommended that the relevant building surveyor should require an annual inspection of signage. The owner may delegate this function to another person or body where necessary or appropriate.

It is recommended that in carrying out the required inspections, the following point should be covered:-

- Ensure no obstruction or removal of the signage has occurred.

MAINTENANCE RECORDS

A log book must be kept to record:-

- a) The date the inspection was carried out; and
- b) Any problems encountered during the inspection; and
- c) The name, designation and signature of the person carrying out the inspection.

A log sheet to record this information is provided in Appendix C of this manual.