Tick

Identify yourself as Fire Marshall to Reception via Radio

Put on your High Visibility Jacket

Appoint **essential** staff:

* **Deputy Fire Marshall**

Issue with a Fire Evacuation Check sheet and send to the muster

point in the semi circle to liaise with the Fire Wardens.

* **Refuge / Fire Panels (Panels through side door)**

One person to monitor both the refuge and Fire panel and to

communicate activity to the Fire Marshall

* **Evac Chair**

If an evacuation from a refuge point is necessary. See Emergency

Personnel List

* **Investigation of Alarm**

If safe to do so, send two staff to enter the building and investigate the cause of the fire alarm (one is normally a BU electrician)

* **Manning of Fire Exits (see map)**
1. Front Entrance x 2 doors

Appoint **desirable** staff where possible:

* **Way Finder**

A person may be required to assist to move any evacuees exiting the fire exits at the rear of the building to the Muster Point in the Semi Circle.

Liaise with Deputy Fire Marshall - have all personnel evacuated?

Report Fire status to Reception - are the Fire Brigade needed?

Radio Fire Evacuation Personnel advising that staff can now enter the

building.

Request a Maintenance colleague to reset the Fire Panel

Advise Reception that the Fire Evacuation is now complete

Send paperwork to Fire Officer in S501