Tick

Identify yourself as Fire Marshal to Reception via Radio

Put on your High Visibility Jacket

Appoint **essential** staff, additional radios available behind reception:

* **3 x Deputy Fire Marshals**

Issue with a Fire Evacuation Check sheet and send to one of the

muster points below:

1. Grassed Area at the Front of Poole House
2. Front Visitors Car Park
3. Semi Circle
* **Refuge / Fire Panels (Panels in PG01)**

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

communicate activity to the Fire Marshal

* **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. Thomas Hardy Suite Front Entrance
2. Rear Entrance by SUBU Shop
3. Lecture Theatres Front Entrance
4. SUBU / SportBU Rear Evacuation Stairs
5. SportBU Front Entrance
6. Link Corridor Exit Door

Appoint **desirable** staff where possible:

* **Emergency Pass Door**

A person may be required to keep the Emergency Pass Door open for essential fire emergency staff to gain access to Reception.

* **Atrium**

One person to man the three fire exits in the catering end of the atrium area

Liaise with Deputy Fire Marshal - 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