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 Car Park 5 to liaise with the Fire Wardens.

* **Refuge / Fire Panels / Front Entrance(Panels in Entrance)**

One person to monitor the Refuge and Fire panel and to communicate

activity to the Fire Marshall whilst restricting re-entry to the building.

* **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. Nursery Evacuation – if it is raining the children congregate in the rear of the nursery and if it is dry on the garden at the rear of the nursery.
2. Side Door

Appoint **desirable** staff where possible:

N/A

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