



Evacuation Coordinator Information

The role of the Evacuation Coordinator is to:

Gather information from Fire Marshals on:

- Parts of the building confirmed as being evacuated.
- Any persons who remain in the building, including the location and disabled persons.
- If seen, the location of smoke or fire.

Fire Marshals should approach the attending Evacuation Coordinator and/or Security Officer and give this information to them as soon as possible.

The Evacuation Coordinator will need the following information from each Fire Marshal:

- Name
- Designated area.
- Report e.g.,:
 - Area evacuated, or
 - There is a disabled person in location....., or
 - Name, in location refuses to evacuate, or
 - You have seen fire, or smoke, in location , or
 - You were in another area of the building (or in another building) and have not been able to make any checks.

On hearing the fire alarm, proceed immediately to the building's main entrance and take the following action:

- 1) Receive reports from the Fire Marshals and complete the fire drill evacuation report or (floor plan check sheet where appropriate for larger buildings) to establish the status of the evacuation.
- 2) Liaise with the Security and Fire Service regarding areas checked and thought to be completely evacuated as well as areas that have not been checked because of absent Marshals.
- 3) Report any problems encountered during evacuation e.g., persons refusing to leave, location of anyone disabled.