Fire Marshalls

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The University uses a system of voluntary Marshalls to perform the following functions:

* Ensure that all occupants have heard the alarm signal and are evacuating the building.
* Ensure that the location of anyone unable, such as disabled persons in fire refuges or unwilling to evacuate on hearing the alarm signal, is reported to an Evacuation Coordinator or Security Officer.
* Provide Evacuation Coordinator, Security Officer or Emergency Services with details of any areas of a building which are NOT known to be evacuated.

**DUTIES OF FIRE MARSHALS:**

On hearing the alarm:

1. Wear waistcoat if possible (but do not waste time searching for it).
2. Check that all rooms in your designated area (an area in close proximity to your work station) have been, or are being, evacuated and that all doors are closed to limit the spread of fire or smoke.
3. Note the name and location of anyone unable, or unwilling, to evacuate the building (see note – Disabled Persons).
4. Leave the building by the nearest available exit and report to the Evacuation Coordinator (see note on reporting).
5. Assist other Marshalls in keeping people clear of entrances to the building, directing them to their fire assembly point, and await further instructions.

**Notes:**

* Fire Marshalls are not fire fighters. Do not put yourself at risk in carrying out these duties.
* Do not enter any room or corridor where there is evidence of fire or smoke. If you do see smoke or fire, report the location to the Evacuation Coordinator or attending fire officer.
* Before opening any door to a room which does not have a glass panel (so you can’t see inside the room for fire), check if the door handle is hot. DO NOT OPEN ANY DOOR IF THE DOOR HANDLE IS HOT. Report the location to the evacuation Coordinator or attending fire officer.
* If you are in another area of the building when the alarm sounds, do not attempt to return to your designated area. Leave the building by the nearest available exit and report to the Evacuation Coordinator.

**Disabled Persons**

If you find a disabled person who is unable to evacuate the building using an evacuation lift direct them to the fire refuge point ***or if this is not possible:***

1. Try to ensure that there is at least one, preferably two, fire doors between the person and any sign of smoke or fire.
2. Tell the person to remain in that location, assure them that their location will be reported to Emergency Services and their rescue will be the first priority.
3. In the event of a drill exercise, tell the person that it is a drill and that they are in no danger.

***An evacuation lift will be fitted with a control panel and speaker grill next to it and be signed as an evacuation lift. If there is any problem with using the evacuation lift such as a fire detector triggered in the lift lobby area the lift will automatically not be made available and fire refuges should be sought.***

**Reporting**

The Evacuation Coordinator will need the following information:

* Your designated area.
* Your name.
* Your 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.

**Evacuation Checks**

You are ***not*** required to make a detailed search of the rooms in your designated area. Look into each section of a partitioned room. (in the case of opposite sex toilets, a bang on the door and a shout of "Fire Alarm" is sufficient).

**Refusal to Evacuate**

***Do not delay your own evacuation by arguing with anyone who refuses to evacuate. Advise them that the alarms are sounding and that their location will be reported. Report their name (if known), location and any reason they have given for refusing to evacuate, to the Evacuation Coordinator.***