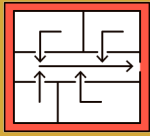


The Fire Marshal Role



Plan with colleagues which areas you will check if there is an emergency evacuation whilst you are in the role.



Make sure that all fire exits are unobstructed.



If the alarm sounds, put on your high-visibility vest, so you are identifiable.



Make sure the evacuation is undertaken safely and effectively without putting yourself or others at risk.



Shut windows, if safe to do so.



If fire doors are wedged open, shut the doors as you leave.



Check your area is clear, including shared facilities such as kitchens, toilets and meeting rooms.



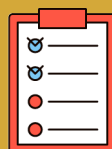
Visitors should be accompanied by staff out of the building.



Don't use the lifts, use the nearest stairs to descend to the ground floor and leave the building.



On arrival at the designated assembly point, tell the Assembly Point Coordinator that your area is clear of people.



Make a note of anyone who needed to stay behind in a refuge area and tell the Assembly Point Coordinator.



Wash your hands on reentering the building, using the facilities on your floor.