Tick

Identify yourself as Fire Marshal to Reception via Radio

Put on your High Visibility Jacket

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

* **Deputy Fire Marshal**

Issue with a Fire Evacuation Check sheet and send to the muster

point on the grassed area at the front of Poole House to liaise with the Fire Wardens.

* **Receptionist / Radio Operator**

To liaise with Fire Marshal via the radio and contact Emergency

services if instructed.

* **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. Poole House Front Entrance
2. PG10 Corridor
3. PG18 Corridor
4. Poole House Rear Exit (by photo booth)

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.

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