

Fire Marshal's role in an Evacuation (Drill)

1. CALLING THE FIRE SERVICE - If unscheduled

Phone 999 and ask for the Fire Service. Once through to the operator it is important to speak clearly, state the nature of the emergency and give the full postal address, which should be always kept visible in the office; do not hang up until the address has been confirmed.

2. Record time at start – (if during a drill)

3. Record whether alarm or other alert used
4. Collect: Hi-vis jacket, Evac bag, phone & tablet
5. Ensure all rooms have been alerted via Walkie Talkie system
6. Assist as priority any person still left in building

Babies, Den, Cabin, Garage, Top Office, Toddlers, Pre School then,
Kitchen, Front office, All weather garden, Big Garden
(if you're joined by a colleague, you can split this)

Fire Marshal 1 - Babies, Den, Cabin, Garage, Top Office, Big Garden

Fire Marshal 2 - Toddlers, Pre School then, Kitchen, Front office, All
weather garden

7. Start final sweep: work through building in this order:
8. Join everyone else at muster point
9. Check staff and children headcounts all done

Are all rooms accounted for? Included kitchen and site maintenance staff? Visitors?

Check and record finish time

On returning to the building, please close all Fire Exits