

FIRE MARSHALL DUTIES

Overall Responsibility: Ensure swift and safe evacuation of everyone on the premises if fire alarm sounds.

Effectuated throughout by:

1. Knowing where all fire exit routes and fire alarm buttons are in each room.
2. Ensuring one person designated as the Fire Marshall at least is always present.
3. Ensuring exit routes not blocked by chairs or other obstacles.
4. Identifying everyone who may have difficulty leaving the building and putting in place measures to ensure their safe evacuation.
5. Keeping a charged mobile phone available.

When Fire alarm sounds:

1. Phone 999 immediately ["Morris Hall, Bellstone, SY1 1JB"].
2. Instruct people to leave by nearest fire exit and leave personal belongings.
3. Direct everyone to assemble **outside *The Exchange Public House* on corner of Bellstone and St John's Hill (SY1 1HU); this is the 'Assembly Point'.**
4. Check all rooms and toilets, shutting doors once they are empty, on your way to the Assembly Point.
5. Report details of the evacuation to the person in charge/fire officer at the Assembly Point.

You may appoint others to assist, but **responsibility remains with you always as the designated Fire Marshall.**

Important information for the Fire Marshall:

- The Fire Exits are marked by standard Green signs and will be illuminated automatically on battery if the power supply fails.
- There are fire alarm activation/trigger points in each room. If these are activated, then an alarm will sound throughout.
- The alarm system is not linked to the Fire Station.
- The small black plastic alarm keys must not be moved.
- In the main hall the exit is by a single door to the outside adjacent to the stage area on the north side. This exit is not suitable for wheelchairs. The other exit for the main hall is the usual entrance double doors which access the foyer which in turn accesses the front door lobby and the outside.
- In the kitchen there is a fire exit door to the outside on the west side as well as the access door to the entrance foyer.
- The Lake Room has only one exit – to the entrance foyer.