

# **CLYC FIRE MARSHAL RESPONSIBILITIES**

It must be emphasised from the outset that the primary role of a fire marshal is to ensure, as far as practicable, the safety of occupants and their orderly evacuation from the building in case of fire. It is not the primary role of a fire marshal to tackle a fire.

## **DUTIES OF A FIRE MARSHAL**

Familiarise themselves with the area for which they have responsibility

Identify means of egress and alternative means of escape

Identify location of break glass points and firefighting equipment

Ensure staff are conversant with emergency evacuation procedures

Ensure that escape routes and emergency exits are kept clear

Ensure that any hazards are removed or reported to relevant person

Identify any person who will require special assistance during an evacuation

## **ON HEARING THE FIRE ALARM**

Ensure that all occupants in your designated area are aware that an evacuation is necessary

If safe to do so isolate any machines, appliances, utilities or processes

Direct everyone to the nearest exit or escape stairway

Ensure evacuation is orderly

If safe to do so make a thorough search of designated area to ensure that no persons remain

Ensure that special assistance is given to disabled persons and other persons in need of special care

Ensure that all doors are closed during the evacuation

Report to relevant assembly point

Confirm at the assembly point that all persons are accounted for

Liaison with NIFRS operational crews in attendance