



The  
University  
Of  
Sheffield.

Safety  
Services.

## Guidance for Door-guards

Please note that this procedure is only used during normal working hours.

Individual Heads of Department are responsible for initiating arrangements to ensure that a guard is placed at each external door to prevent anyone from entering the building until authorisation is received that it is safe to do so.

The above notwithstanding:

- Where buildings are occupied by more than one department, liaison will be required to ensure that appropriate arrangements are made for each door to be guarded.
- Door-guarding is only required at exits where there is the possibility of people gaining access to the building during the course of an evacuation or before re-occupation is allowed. Doors that close automatically and re-secure need not be guarded.
- At some buildings it may be possible for a one person to supervise more than one door.

### Actions for Door-guards

1. Go to your assigned position as soon as you can after the alarm sounds. NB: If you also act as a fire marshal please refer to the 'Guidance for Fire Marshals' document.
2. If the fire is in the immediate vicinity of your assigned position then retreat to a safe distance (if necessary to the assembly point).
3. Advise anyone wishing to enter before the 'stand down' is given that it is unsafe to do so. Do not put yourself at risk of personal injury by physically restraining anyone who insists on entering the building.
4. Inform the Fire Service if anyone enters the building before the 'stand down' is given.
5. Make a note of the details of anyone who enters against your instructions and pass the details on to Safety Services.
6. Advise anyone who is loitering to move away to the assembly point.
7. You will be advised by either a member senior member of departmental staff or a member of the Safety or Security staff when it is safe to re-enter the building.
8. Check that the door is re-secured when you receive the message that it is safe to re-enter.
9. There is nothing unsafe about people re-entering the building via the fire exits but bear in mind that security arrangements within some buildings mean that this is not a practical option.