



The
University
Of
Sheffield.

Safety
Services.

Guidance for Fire Marshals

The following duties only apply during normal working hours and with the proviso "if safe to do so". Nobody is expected to put themselves at any risk of harm.

1. When the alarm sounds, switch off equipment, close windows and doors and evacuate by the nearest available exit – in other words, do everything which you normally should do. If you are in charge of a class, your duty will be to look after their safety and escort them all out via the nearest fire exit and direct them to the assembly point.
2. Fire Marshals should work together to ensure that all occupants leave the building and move promptly to the identified Assembly Point. It may be necessary for one Fire Marshal shall act as the Building Representative at the main entrance and act as the point of liaison with the Fire Service. (Building Representative is defined in the 'Re-entry Procedure' document).
3. Anyone known not to have evacuated must be reported to the Building Representative or directly to the Fire Service.
4. If available for Fire Marshal duties, pick up your high-vis vest on the way out if possible and put it on. As you leave the building encourage people to evacuate, paying particular attention to unsupervised areas. If necessary reassure people on staircases that they ARE protected from the fire whilst queuing to get out.
5. Once outside, direct people away from the building and towards the Assembly Point.
6. When everyone has been cleared away from the immediate vicinity, ensure sufficient door-guards are in place.
7. If not required as a door-guard and evacuees are moving away from the exits well then continue on to the assembly point encouraging others as you go.
8. When re-entry is permitted by the Fire Service, a message should be conveyed by the Building Representative to the door guards and the Fire Marshals and to those at the Assembly Point. It would be useful if Fire Marshals could try to manage returning evacuees to avoid them completely blocking the entrance.
9. If you have difficulty with any individuals, try to get names or other details, pass these on to the Porters or Safety Services, who will then pursue disciplinary action against individuals who deliberately disregard safety procedures.

REMEMBER:

- **No one expects you to do anything which will put you at risk**
- **Your priority is ALWAYS to get out of the building safely**
- **It would be greatly appreciated if you could continue to act as Fire Marshal once safely out of the building encouraging people to the Assembly Point.**