

# YOUR COMPANY NAME

## **Duties of the Office / Establishment Fire Co-ordinator**

1. To ensure the Fire/Emergency Plan is kept available and up to date
2. To ensure that the requirements of the plan are implemented.
3. To ensure that all fire fighting equipment is checked and serviced and that Fire Exits and Escape Routes are checked to ensure they are kept clear at all times.
4. To ensure that nominated fire personnel are adequately trained and details recorded.
5. To ensure emergency procedures are displayed and fire exit routes clearly marked.
6. To arrange an establishment fire drill at least every six months.
7. In the event of a fire or other emergency evacuation, to assume overall control of an evacuation of the establishment, with Fire Marshals reporting to them at the assembly point.
8. To liaise with the local fire brigade, reviewing the status of the fire certificate and the requirement for carrying out mandatory Fire Risk Assessments.

## **Duties of the Fire Marshals**

1. To assist the fire safety co-ordinator in fire drills
2. On discovering a fire, ensure the fire alarm is sounded, and then alert reception or the central point of contact to ensure the emergency services are called.
3. On hearing a fire alarm, ensure that the floor is completely evacuated (including checking toilets, storerooms or any other special areas in your zone of responsibility) and that employees and visitors proceed in an orderly manner to the assembly point.
4. Tell persons evacuating building to use the closest fire exit and NOT TO USE THE LIFT.
5. Only if it is safe to do so, tackle the fire using the appropriate extinguisher but DO NOT take any personal risk. The evacuation of building/structure is of paramount importance.
6. Only if it is safe to do so, check and ensure all windows and doors are closed to limit fire spread.
7. Once outside at the assembly point, remind your charges not to re-enter the building. Contact the establishment Fire Co-ordinator to advise that all occupants have been evacuated and give any further relevant information on the status of the fire.
8. Obey all instructions given by the establishment Fire Co-ordinator.