FALKIRK COUNCIL

FIRE SAFETY

AT WORK

POLICY

**APPENDIX 3**

**FIRE EVACUATION**

**Example of a Fire Evacuation – Marshalling Officer Checklist**

**Responsibilities:** The main duty of the Marshalling Officer(s) is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall.

The Marshalling Officers shall:

1. Position themselves at their assigned fire evacuation assembly point.
2. Take reports from the Fire Evacuation Officers that their sector of the building has been evacuated.
3. Report to the Fire Marshall when all areas have been reported as clear by the Fire Evacuation Officers along with any information received on the location, cause and seriousness of the fire/incident. Report on any persons using a safe refuge also the location of that refuge.
4. Await further instructions from the Fire Marshall.

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| Date of evacuation: | Time fire alarm sounded | Time contacted Fire Marshall | Location/details of fire (if known) |
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| Fire Evacuation Officer | Deputy(ies) | Are all rooms evacuated? | Do you know of any personnel in refuge areas? | Do you have any details re. the location of the fire? | Time report received |
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