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Liverpool Hope University

GUIDANCE FOR FIRE MARSHALS



Guidance For Fire Marshals

Fire Marshals are an important part of the University's Fire Strategy. Their role in an emergency helps to ensure an effective evacuation.

Despite the importance of this role, always remember your safety is a priority. Nobody is expected to put themselves at any risk of harm.

This guide outlines the procedures that should be followed during an evacuation and the location of the University's emergency assembly points.

In the event of fire or smoke

- Raise the alarm by activating your nearest fire alarm call point.

Campus Services will be notified of the activation by means of the fire alarm system and will respond to your building as soon as possible.

Campus Services will call Merseyside Fire and Rescue Service if a real fire event is confirmed.

- Familiarise yourself with the location of fire alarm call points throughout the building you're based in.
- Familiarise yourself with the location of the emergency assembly points across the campus.

When a continuous fire alarm sounds

1. React to a continuous sounding alarm. The building should be evacuated regardless of any known cause or belief of false alarm.

A sounding of short duration of around a few seconds is an alarm test and does not require evacuation.

2. Lecturers should act as Fire Marshals for the Lecture Theatre or teaching space that they are teaching in when the fire alarm sounds and take responsibility for their cohort, ensuring they move to the designated fire assembly point.
3. If available, pick up and put on your hi-visibility vest and begin to sweep your assigned floor or area for any occupants. You should attempt to close any windows and doors in passing but not delay your own escape.
4. Try not to forget to check any toilets, locker rooms or changing areas on your way out of the building.

5. Remember a Fire Marshal will usually travel in the opposite direction to exit routes and will be the last person to leave their floor or building.
6. Fire Marshals should encourage occupants to move quickly out of the building using the nearest emergency exit routes, there may be more than one route available. You should familiarise yourselves with all available exit routes from your building.
7. On completing your sweep, encourage staff and students to move away from the building entrance to the nearest emergency assembly point.
8. If there are any persons unaccounted for, or that have refused to leave the building, report them to the attending Campus Operative or directly to the FireService. Report any information about the fire that you may have observed while sweeping, such as source and location.

If you encounter a person who refuses to leave, first request politely and firmly that everyone must leave. If they refuse to co-operate, note their location and continue to evacuate. Don't delay and compromise your own health and safety.

9. Fire Marshals may find it useful to position themselves a short distance from the buildings main entrance to stop anyone entering the building until the fire alarm investigation has concluded and the 'All Clear' has been given.
10. If there is more than one Fire Marshal for a given area or building, it's useful to spread out and wait along the route to the nearest assembly point, to help control and communicate to assembled staff and students.
11. As part of the role of a Fire Marshal you are not expected to operate fire-fighting equipment unless you have been trained to do so.

Refuge Areas and PEEPs

All staff and students with mobility difficulties should have a Personal Emergency Evacuation Plan (PEEP) in place. These plans set out the processes to follow in the event of an emergency evacuation.

Those with a PEEP will know how to evacuate safely and in most cases this will involve waiting for assistance at an assigned refuge area. Certain people such as tutors or support workers may be involved in the evacuation process too and this is detailed and made available to those persons involved with the PEEP.

Staff receiving disabled visitors are expected to direct guests to the nearest refuge area to await assistance during an evacuation.

You should familiarise yourself with the nearest refuge areas. These areas are designed to provide a place of relative safety for disabled persons before being assisted to a final exit. Each refuge area has direct two way communication link to the Security Lodge to provide reassurance and confirmation of the next stage of the evacuation.

As a Fire Marshal you are not expected to assist with the physical evacuation of disabled staff, students or visitors, Campus Operatives are trained to carry out this role.

During your sweep of the building you may need to briefly liaise with tutors and support workers who may be assisting and directing any persons with mobility and or health issues to gain access to a refuge area in the building.

Upon leaving the building Fire Marshals should be able to confirm to the investigating Campus Operative if someone is in need of assistance at a refuge area.

Waiting for the ‘All Clear’

Once Campus Operatives have arrived to investigate the cause of the fire alarm activation, the alarm will often be silenced to allow clear radio communication between Campus Operative’s and the Security Lodge.

The silencing of the alarm is often mistaken as a sign that it is safe to re-enter the building.

As a Fire Marshal you should not permit anyone to re-enter the building until expressly informed by a Campus Operative or the Fire Service that it is safe to do so. Under some circumstances, it may take some time before this is confirmed.

The sounding of an air horn or klaxon is also used to confirm the ‘All Clear’ for larger buildings.

When You Return To Your Work Area

To complete your Fire Marshal training, you will need to;

- Work out the area you will be responsible for sweeping.
- Get to know the layout of the area you’ll be sweeping, including all available fire exits, evacuation routes and refuge points.

- Discuss with other Fire Marshals within the building the areas you will cover between you.
- Let others within your department know you are a Fire Marshal, at the next department/ team meeting.
- Continue to be vigilant - look out for any fire risks as they arise e.g. blocked fire exits, build-up of combustible items, broken/ defective fire doors etc.

Summary

During an evacuation;

1. Be visible once the alarm sounds. Be confident and assured when asking people to leave.
2. Check your area carefully.
3. Move everyone away from the building to the assembly point.
4. Report anyone missing, unaccounted for or using a refuge area.
5. Wait for the 'All Clear'.

University Emergency Numbers

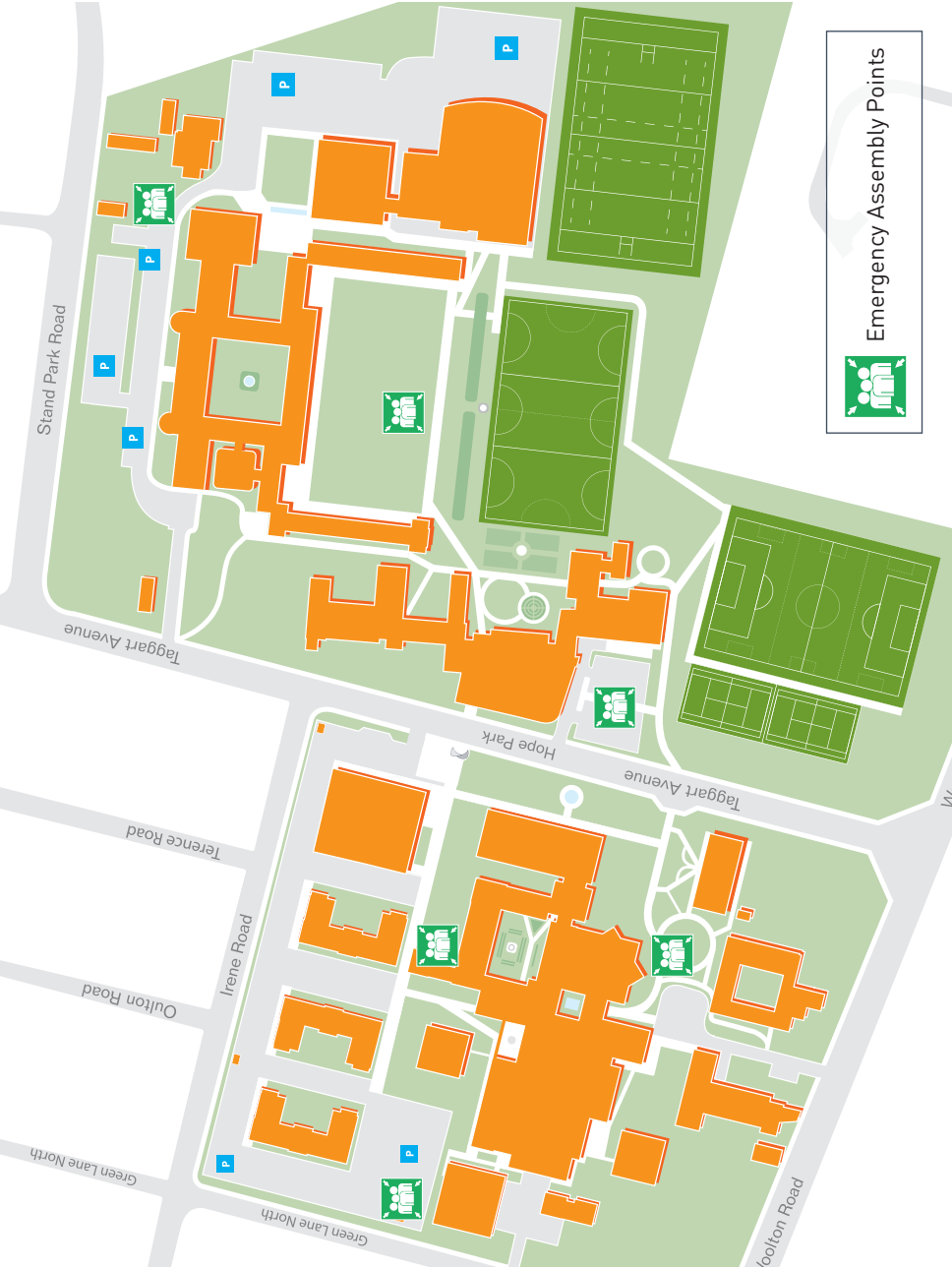
0151 291 3800 if at Hope Park,

0151 291 3700 at the Creative Campus or

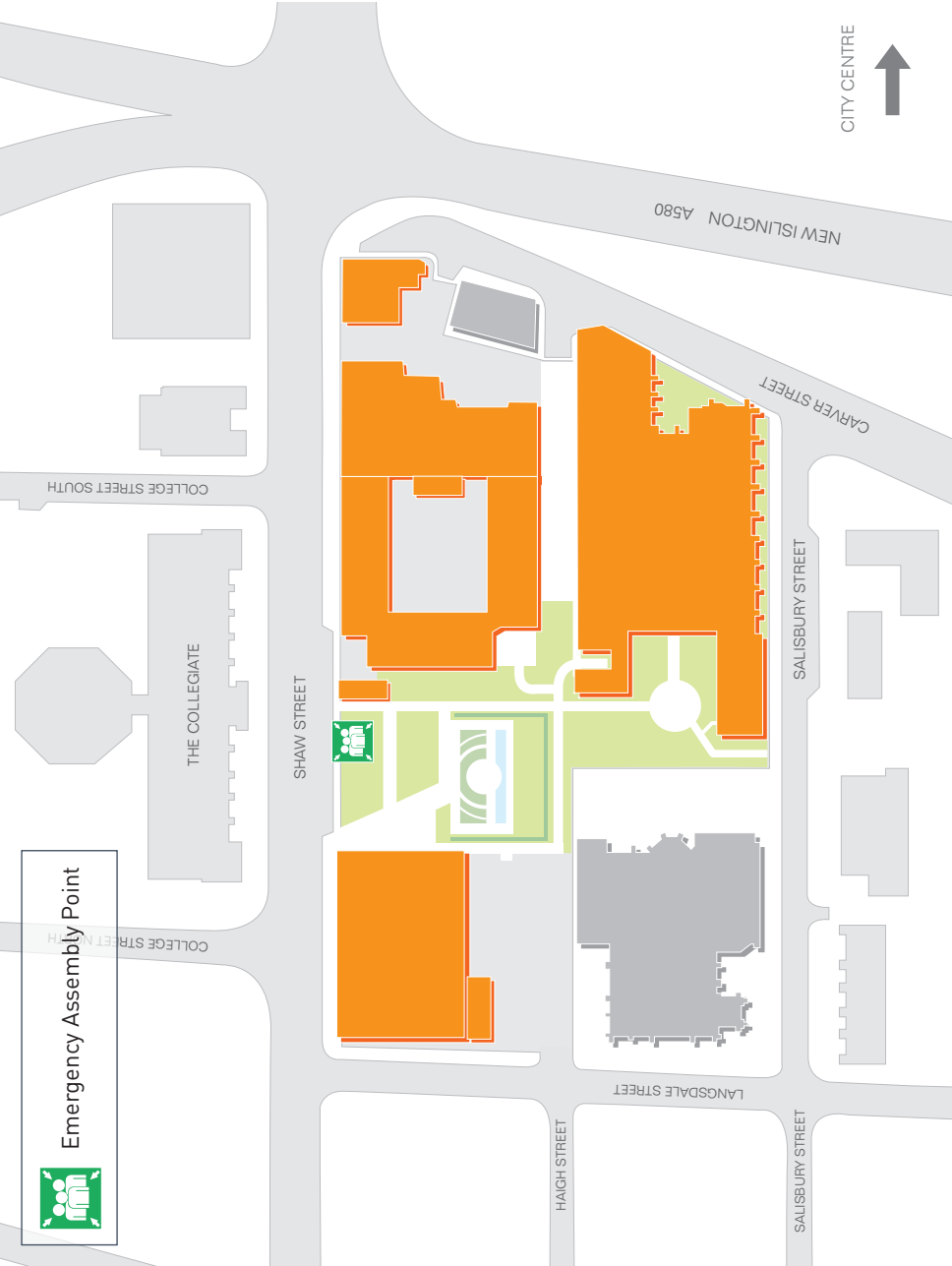
0151 727 3095 at Aigburth Park.

Any feedback or queries raised following an evacuation can be directed to the University Health and Safety Advisor.

Emergency Assembly Points (Hope Park)



Emergency Assembly Points (Creative Campus)





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For more information please contact:

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