

Fire marshal responsibilities

A checklist for fire marshals and fire wardens

The Fire Safety Order requires enough competent people to carry out the evacuation procedures. This is what that job looks like in practice. Always follow your own fire safety and evacuation plan.

Service / area	Completed by	Date

Day to day

- Escape routes, corridors and exits kept clear.
- Fire doors closing properly, never wedged open.
- Hazards reported: damaged equipment, overloaded sockets, blocked exits, substances stored badly.
- You know where the fire-fighting equipment is, and which type suits which fire.
- You know who needs help to leave, and what their evacuation plan says.

Regular checks

- Fire alarm systems working.
- Emergency lighting working.
- Faults in systems and equipment recorded.
- Escape routes clear, floor in good condition.
- Fire escapes open easily.
- Automatic fire doors close correctly.
- Fire exit signs in the right place.

When the alarm sounds

1. Raise the alarm, and make sure 999 has been called.
2. Follow the plan: full or zonal evacuation.
3. Sweep your area as the plan sets out, marking rooms as checked.
4. Help the people whose plans say they need it, with equipment you are trained to use.
5. Get to the assembly point and check everyone is accounted for.
6. Report to the fire service: anyone missing, where the fire is, any hazards.
7. Nobody re-enters until the fire service says it is safe.

Drills, training and records

- New staff trained when they start; everyone told about new risks.
- At least one fire drill a year, with the results recorded.
- Drill results kept with the fire safety and evacuation plan.
- Fire risk assessment written down and reviewed regularly.

Getting people out comes first. Only tackle a small fire if you are trained, your way out is clear, and it is safe.