

FIRE EVACUATION PROCEDURE RECEPTION

Fire Marshall One (First to Grab Fire Bag)

1. Grab the Fire Bag, which will contain cards, high vis, foil blankets and megaphone.
2. Nominate your Fire Marshals into One (Yourself) and Two (your other person on duty). Ensure you have a radio and give a radio and the Fire Bag to Fire Marshall Two. Distribute Cards. PUT ON YOUR HI-VIS. You should be in orange, others in Yellow.
3. As Fire Marshall One, go to fire panel, see which zone fire alarm has sounded in.
4. Send Fire Marshall 2 to the area to investigate.
5. Should there be a fire as alerted by Fire Marshall 2, call the Fire Brigade, and alert the Hotel Manager if there is a fire. Fire Marshall should be evacuating near guests and sending them to closest evacuation point.
6. Contact Foxtail and Plumicorn to state what is happening, ask them to turn their radio on to channel 1.
7. Delegate members if possible for one to be at main entrance by the road pathway, and one at the entrance near foxtail. This can be a member of staff at Foxtail, so they can guide the fire brigade where to go. Brief all staff which route to take as per the fire plan. THEY ALSO NEED A RADIO.
8. NIGHTS ONLY - Send people from Evacuation Point into Hotel Lobby.
9. DAYTIME - Send someone in a HIVIS to the evacuation point where they can guide guests to Hotel Lobby

If no fire, silence and reset the alarm and radio Fire Marshall Two with this information

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Fire Marshall Two

1. You are nominated by Fire Marshall One
2. Grab a Radio and take the Fire Bag from Fire Marshall One
3. Head to The Fire Alerted area. Ensure you have your HI-VIS and radio.
Take a buggy with the fire extinguisher/first aid kit.
4. Investigate the area (if safe to do so) and report back to Fire Marshall One.
5. Listen to further instruction from Fire Marshall One, be prepared to call 999. Communicate to Guests with what is happening, if a resident send back to their room if safe to do so and note down their names.
6. Evacuate people to the nearest fire point they need to be at. (Nights - ALWAYS SEND TO CAR PARK).
7. Await further instructions from Fire Marshall One, you may need to guide the fire service.

If no fire, Fire Marshall One will say so and ask you to return.