Fire Evacuation Marshal

The Fire Safety Management Standards\(^1\) require all Heads of Department to appoint suitable and sufficient numbers of staff to act as Fire Evacuation Marshals (FEMs). Staff nominated to perform the role of FEM receive formal training on commencing the role which is then periodically refreshed in line with legislative requirements. The frequency with which refresher training is undertaken is dependent upon the type of building occupied and the departmental activities carried out therein. It can range between two and four years.

**Overview**

The primary duties of Fire Evacuation Marshals are:

- To take appropriate action if a fire occurs, i.e. raise the alarm
- To take appropriate action on hearing the fire alarm
- To assist in maintaining a ‘fire safe’ environment for staff, students and visitors in their departmental areas, by carrying out routine checks of fire precautions and fire safety management standards

For

Staff who are appointed by their Head of Department to be trained as Fire Evacuation Marshals.

**Aim**

To enable Fire Evacuation Marshals (FEMs) to carry out their duties competently by providing them with the necessary knowledge and skills.

**Scope**

**Part 1** Basic Fire Safety eLearning Module

This module, available via UCL Moodle, provides background information on fire prevention, protection, legislation and safety. This e-learning is designed for all staff and forms the foundation of knowledge on which the FEM e-learning builds. Please see further details including how to enrol.

**Part 2** FEM eLearning Module

This module covers the role of the FEM. It comprises short presentations covering general information on fire safety management at UCL, emergency procedures, checks on fire precautions and use of extinguishers. Please see details below on how to enrol.

**Part 3** Toolbox Talks

To supplement and enhance the e-learning modules, FEMs will receive periodic face-to-face instruction and information from the UCL Fire Safety Team. Toolbox Talks (details of which are publicised to Departmental Safety Officers and FEMs) take place following each building fire evacuation drill and risk assessment, to build on localised fire safety knowledge and information.

**Accessing the training**

You will need your UCL user ID and password to log into UCL Moodle. This is the same username and password you use to access your UCL email.

Enter ‘Fire Evacuation Marshal’ in the search box on the ‘My home’ page, click on the course title and click the ‘Enrol me’ button under the self-enrolment section.

For further information or assistance please contact Safety Services on 020 3108 8592 or UCL ext. 58592 or email safetytraining@ucl.ac.uk

\(^1\) UCL Management of Fire Safety Standard Rev.6. January 2014
http://www.ucl.ac.uk/estates/maintenance/fire/documents/UCLFire_MI_01.pdf