The Bayfordbury SLC Fire Plan

Alarm Activated

Fire Marshal puts on Jacket, collects clipboard and makes way to the assembly point

Fire Wardens put on jacket, sweep and clear areas and leads evacuees to assembly points. Report clearance to the Fire Marshal*

Security Activated

Securitas Monitoring Station Activated

Securitas Monitoring Station call the Fire Brigade

Security On Scene

Brigade on scene and liaise with Security and Fire Marshal

No Fire Discovered

Fire Discovered

Security liaise with Control and Fire Marshal to give all clear

All Clear Given by Brigade

Fire Marshal and security co-ordinate re-entry to building

**Staff Re-enter
Students Re-enter
Fire Marshal Re-enters**
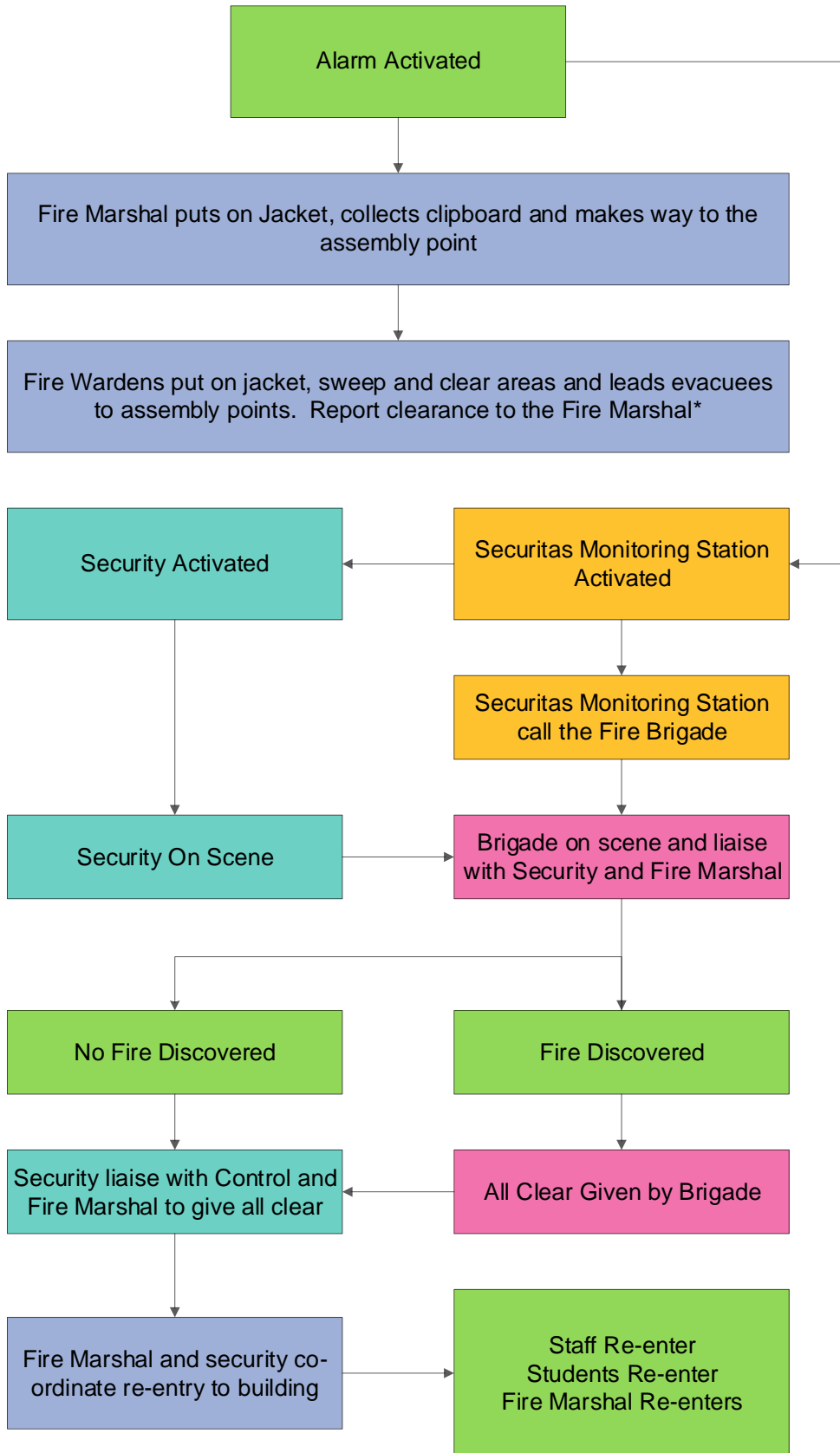
* If alarm activation is obviously false e.g. burnt food, accidental MCP use, Fire Marshal can call the Securitas monitoring station to enable the Fire Brigade to be stood down. Fire Marshal must check the fire panel for activation location to ensure a fire is not present in another part of the building before calling the monitoring station.