

# Fire Marshal Duties

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| <b>Clinic name:</b> | <b>Clinic address:</b> |
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| <b>Fire Marshal:</b> |  |
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The appointed Fire Marshal is responsible for assisting with fire evacuations and safety procedures. Duties involve calling emergency services, safely guiding people outside towards the muster point, and accounting for all staff and patients who were inside the clinic.

Clinic staff should familiarize themselves with the posted evacuation plan to assist the Fire Marshal in promptly and efficiently directing evacuees to the designated muster point.

## If fire alarm sounds:

1. Instruct all persons in the clinic to evacuate the space and meet outside at the muster point. Check the washrooms and ask staff to help any disabled persons relocate outside. If your safety is at risk, leave the building immediately and notify emergency personnel that you were unable to help evacuate the building.
2. When clinic evacuation is complete, report to emergency services if anyone is left in the building or in an area of refuge.
3. Remain at the muster point to ensure occupants do not re-enter until “all-clear” is given by the fire department or emergency services.

**For evacuation drill purposes:** When the alarm stops ringing or you hear an all-clear announcement given by the Fire Marshal, staff and patients may re-enter the clinic.

## Disability Assistance:

### Visually impaired persons

- Tell the person the nature of the emergency and offer to guide them.
- As you walk, tell the person where you are and advise them of any obstacles.
- When you have reached safety, orient the person to where they are.
- Ask if any further assistance is needed. Do not leave them alone until further assistance/backup arrives.

### Mobility impaired persons (if building clinic has stairs)

- Wheelchair users and those unable to descend the stairs unassisted should stay in the area of refuge\* or stairwell until they are assisted by fire personnel.
- If you have a mobility impairment but can get down the stairs unassisted, wait in the area of refuge or stairwell until clear to proceed.
- A staff member must be designated to inform fire personnel that someone is in the area of refuge if applicable, and another staff member should be designated to stay with the person in the area of refuge until fire personnel arrive.

\* **Area of refuge:** A place in a building designed to hold occupants during a fire or other emergency when evacuation may not be safe or possible. For example, a person uses a wheelchair and cannot navigate stairs to exit the building during an emergency. Use of an elevator is prohibited during a fire. Occupants must wait here until they are rescued by emergency services.

**Insert clinic floor plan and surrounding site showing the location of muster point outside.**