Edinburgh Napier
UNIVERSITY

**Edinburgh Napier University
Health & Safety**

Duties of Senior Fire Co-ordinators

Overall control of the evacuation

✔ leave the building by the nearest exit

✔ proceed to main entrance and first person dons high visibility jacket and assumes the role of Senior Fire Coordinator **(all others to assume fire warden duties outside building)**

✔ liaise with the Fire Wardens, gather information:
  - location of fire
  - persons still in building
  - unaccounted persons
  - disabled persons who may be in the building

✔ ensure all persons are ushered by the Fire Wardens to recognised fire assembly points

✔ request security to gather information from the fire panel and access the hazardous database

✔ Senior Fire Coordinator to monitor the two way communications panel

✔ liaise with emergency services on their arrival and pass on relevant information:
  - fire location
  - location of hazardous or flammable materials from the hazardous database
  - unaccounted persons or disabled persons still in building
  - liaise with rescue team in conjunction with the emergency services

✔ on completion of incident Security staff will reset the fire panel

✔ ONLY the Senior Fire Co-ordinator on the authorisation of the emergency services can allow re-entry to the building

✔ communication to allow re-entry to the building can be achieved by the use of the public address system or verbally by the Fire Wardens

Deputy Senior Fire Co-ordinators

✔ the Senior Fire Co-ordinator will have at least two nominated deputies

✔ deputies should also proceed to the main entrance and first person there should assume the role of Senior Fire Coordinator **(all others to assume fire warden duties outside building)**

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