



# STB 68 Fire Marshall Receptionist Training

**NAME:** \_\_\_\_\_ (PLEASE PRINT CLEARLY)

**DATE OF BRIEFING:** \_\_\_\_\_

**BRIEFED BY:** \_\_\_\_\_

**STB 68: Fire Marshall Receptionist Training**

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

<b>STB 68 – Fire Marshall Receptionist Training</b>	<b>Signed</b>
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

STB	Date
Added to Rotamaster	

**VERSION CONTROL**

<b>DATE</b>	<b>CHANGE</b>	<b>CHANGED BY</b>
19/06/2014	Original Version	EH
18/07/2018	Reviewed	SBi

## WHAT TO DO IN THE EVENT OF A FIRE OR EMERGENCY

Below is the summary of what we would like you to do as part of the Receptionist role during a fire or emergency.

- Wear yellow tabard located in reception area
- Collect the staff signing in/out sheet
- Direct staff and service users/visitors etc to relevant fire muster point
- Check out area to ensure all staff/visitors have left, including from all store rooms, meeting room and toilets.
- Do not enter any area where there is evidence of fire or smoke. Before opening any door to a room which does not have a vision panel, check if the door handle is hot. Do not open any door if the handle is hot. Report the location of the door to Fire Brigade when they arrive. .
- Close all room doors.
- Note any problems - e.g. visitors refusing to leave, disabled users.
- Evacuate the building, checking staircases as you leave:
- Help to ensure that users keep well away from the building, and that there is no unauthorised access to the building.
- Permit re-entry to the building when authorised by the Fire marshal in charge.
- If you are away from your area at the time of the fire do not return, but notify the other fire marshal if you know that the area is unsupervised.
- Fire marshals are not fire fighters. Do not put yourself at risk in carrying out these duties.

**Trevor Hood**  
Primary Care Supervisor  
Badger Group