
Title:	Provision of Fire Marshals
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Revision:	00
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Date:	10-01-2019

1 SCOPE

This document is intended to assist persons who are responsible with overseeing fire safety in University buildings or parts of building in determining the number of fire marshals that should be made available.

2 REQUIRED NUMBER OF FIRE MARSHALS

As minimum one fire marshal for each floor in every building should be provided. Two is preferred so sickness/holiday is covered.

Number of occupants – you need enough fire marshals to guide everyone out safely and scout the designated area for people who fail to respond to fire alarm warning.

The higher the risk of the workplace, the more fire marshals you will need to cover people.

Low risk building = 1 Fire Marshal per 50 occupants

Medium risk building = 1 Fire Marshal per 20 occupants

High risk building = 1 Fire Marshal per 15 occupants

Most University buildings would fall into the medium risk category.

3 HOLIDAY AND SICKNESS COVER

Designated fire marshals should take different holidays. Furthermore, there should always be more than one fire marshal for a single area. This means if one of them takes a day off for sickness, the other is still present.

4 TYPES OF OCCUPANTS

Occupants at greater risk include the elderly, children, pregnant women, people with disabilities, and members of the public. Additional fire marshals are needed where high risk occupants are present.

5 SEARCH TIME

As a rule of thumb, fire marshals must be able to search their designated area within 2-3 minutes. All people should have evacuated directly to outside or be in a relative place of safety such as protected stair /route within 1 to 2 minutes in small buildings and 3 – 4 minutes in larger complex buildings.