



Fire Marshal training information

Please see below background information for Fire Wardens who will be providing local training to fire marshals, as appointed by Heads of School/ Service.

Course Title:

Local Fire Marshal Training

Training to be given to them by the Fire Wardens

Syllabus:

Aim: To provide Fire Marshals with a greater knowledge and awareness of the principles of fire evacuation, the fire evacuation strategy for the building, how to facilitate fire drills and any specific procedures that may apply to the building.

Objectives:

- To enable Fire Marshals to recognise the importance of and how to facilitate fire evacuation.
- To ensure that Fire Marshals are aware of the fire procedures and means of escape within the premises they work.
- To enable Fire Marshals to understand the roles of Fire Marshals and Fire Wardens during a local fire drill.

Suitability:

All new Fire Marshals

More information:

- Fire Wardens receive details of how to train Fire Marshals through their own training from Fire Safety Managers. The Fire Safety Managers can give further advice or support – if you have any questions please contact them on safety@leeds.ac.uk or 0113 34 38004 or 0113 34 38006 (or call 0113 34 34201 for Health and Safety Services reception).
- Fire Wardens should coordinate the recording of any training of Fire Wardens they have carried out, on SAP. The method of doing this varies locally, so please check with the relevant local person (sometimes this will be your HR Contact or HR Coordinator).
- Fire Marshals – if you have been appointed by your Head of School / Service to be a Fire Marshal you will need some basic training from your local Fire Warden. Please contact them to arrange a suitable time for this training.