

Duties of the Evacuation Co-ordinator

- The Evacuation Co-ordinator will collect the Fire Wallet from their designated building.
- Don the orange fluorescent vest and proceed to the relevant Fire Assembly Point.
- Ensure that Assistant Evacuation Stewards are performing required tasks (see below).
- Liaise with the Evacuation Stewards (who report on their sweep, disabled persons in refuge, persons unable/refusing to evacuate, rooms cleared and any hazards identified).
- Consider any disabled evacuation required.
- The Evacuation Co-ordinator should record all information on the Fire Evacuation sheet.
- Engage with the Scottish Fire and Rescue Service upon arrival to provide the appropriate information on the evacuation, building, people processes and activities.

Assistant Evacuation Steward Tasks

- Adequately stop traffic to and from the relevant building.
- Ensure that access arrangements are in place for the Scottish Fire and Rescue Service personnel to enter the premises safely.
- Any other relevant task.