



FIRE MARSHAL POLICY

Jan 2025

1. Introduction

The safety and wellbeing of all members, staff, and visitors to the Tunbridge Wells Islamic and Cultural Association (TWICA) is of utmost importance. This Fire Marshal Policy is designed to ensure that everyone on the premises is aware of fire safety protocols and knows how to respond in the event of a fire emergency.

2. Objectives

The primary objectives of this policy are to:

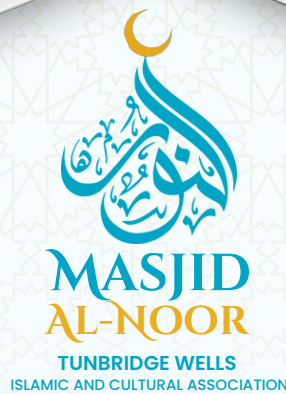
- Establish clear roles and responsibilities for Fire Marshals.
- Ensure that staff and volunteers are adequately trained and prepared for fire safety.
- Prevent accidents, injuries, and loss of life in the event of a fire.
- Ensure the swift and safe evacuation of the building.
- Promote a fire-safe environment for all members and visitors.

3. Fire Marshal Roles and Responsibilities

A Fire Marshal is a person designated to oversee fire safety activities and manage evacuations in the event of a fire. At TWICA, Fire Marshals are responsible for:

- Fire Prevention: Ensuring that fire hazards are minimised within the premises (e.g., no blockages of fire exits, proper storage of flammable materials, etc.).
 - Ensuring clear paths for fire exits.
 - Properly storing flammable materials.
- Fire Evacuation Procedures: Directing and assisting in the safe evacuation of all individuals from the building if necessary. Ensuring that all visitors and members are familiar with the fire escape routes.
- Fire Safety Equipment: Ensuring that fire extinguishers, alarms, and other fire safety equipment are functional and easily accessible.
- Fire Drills: Organising and conducting regular fire drills for all members, volunteers, and staff, ensuring familiarity with procedures and routes.
- Emergency Communication: Coordinating with local emergency services and informing them of the emergency if necessary.





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4. Designation of Fire Marshals

TWICA will designate a sufficient number of trained Fire Marshals to cover all areas of the building during events and meetings. The Fire Marshals will:

- Be assigned specific zones or areas of the building to oversee during an emergency.
- Wear visible identification (e.g., badges or vests) to ensure they are easily recognised by others.
- Attend regular fire safety training to stay updated on best practices and emergency procedures.

5. Fire Evacuation Procedures

In the event of a fire alarm:

1. Immediate Action: When the fire alarm sounds, all individuals must immediately stop their activities and follow the nearest exit route. Fire Marshals will lead individuals to the designated assembly point outside the building.
2. Evacuation Routes: The building will have clearly marked escape routes and exits. Fire Marshals will ensure that these routes are clear of obstructions at all times.
3. Assembly Point: Once outside, all evacuees will proceed to the designated assembly point. Fire Marshals will perform a headcount to ensure that everyone is accounted for.
4. Communication: If necessary, Fire Marshals will liaise with the emergency services and provide them with details of the building layout and the location of any individuals still inside.

6. Fire Safety Training

All staff, volunteers, and key members of TWICA will undergo fire safety training, which will include:

- Familiarisation with fire exits and evacuation routes.
- Training in the use of fire extinguishers and fire alarms.
- Understanding fire prevention measures (e.g., fire risks associated with cooking equipment, electrical appliances, etc.).
- Knowledge of the assembly point and headcount procedures.

Training will be provided on an annual basis or whenever a new member or volunteer joins the team.





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7. Fire Safety Equipment

The following fire safety equipment will be installed and maintained within the premises of TWICA:

- Fire Alarms: Clearly audible alarms will be installed throughout the building to alert occupants in the event of a fire.
- Fire Extinguishers: Fire extinguishers suitable for different types of fires (e.g., electrical, combustible, etc.) will be placed in easily accessible locations throughout the building.
- Fire Exit Signage: Clear signs indicating fire exits and evacuation routes will be posted in visible locations.

Fire Marshals are responsible for inspecting the equipment regularly to ensure it is in good working condition and easily accessible.

8. Fire Risk Assessment

A comprehensive fire risk assessment will be conducted annually to identify potential fire hazards and recommend measures for reducing risks. The assessment will include:

- Identifying potential fire risks in different areas of the building.
- Reviewing evacuation routes and exits for potential improvements.
- Assessing the functionality and placement of fire safety equipment.

9. Compliance

This policy will be reviewed regularly to ensure it complies with local fire safety regulations and best practices. TWICA is committed to fostering a safe environment for all those using its premises.

Acknowledgement and Acceptance

By signing below, all staff, volunteers, and members of TWICA acknowledge their understanding of and agreement to follow this Fire Marshal Policy:

Name: _Abdul Munim_

Signature: _A. Munim_

Date: _01/02/2025_

