

Fire Marshal and Wardens: Shirley Park Lower School

Title	Role	Area	Name	Deputies in case of absence	Equipment needed
Fire Marshal	Overall leadership in the event of a fire or evacuation. Check site team board. Wait in atrium outside Leadership Office on ground floor for all fire wardens to report in. Call FM if site team not on site.	Ground Floor Atrium Fire Assembly Point	Nicola Robertson / Mark Mark (Aut 1, Spr 1, Sum 1) Nicola Robertson (Aut 2, Spr 2, Sum 2)	Mon: Laura Tues: Wed: Laura Thurs: Tracy Fri: Laura to be at Lower School if Nicola or Mark are absent.	Walkie Talkie, channel 5
Facilities team	Facilities team: travel to site if not present . Alarm single activation - Check Alarm panel for location of activation and advise site team if another member present. Dial 999 if advised. Meet fire department. Full activation - Dial 999	Fire Panel / location of activation	Zack Kurt / Grant Stansbury / Aris Makanda	Zack Kurt / Grant Stansbury / Aris Makanda	Walkie Talkie, channel 5
Fire Warden 1	Direct people to muster points away from the fire. Check ground floor is clear, advise Fire Marshal of area being clear or any issues. Take registers out to main playground and alert fire marshal when registers have been completed. Inform Fire Marshal if any children / visitors are missing.	Ground Floor	Hannah Lyle	Libbie Whitman to stay at Lower if Hannah L is absent.	Walkie Talkie, channel 5
Fire Warden 2	Direct people to muster point away from the fire. Check first floor is clear, advise Fire Marshal of area being clear or any issues. Take registers out to the early years playground and alert fire marshal when registers have been completed. Inform Fire Marshal if any children are missing.	First Floor	Sacha Neve	Mon-Wed and Fri - Tina Back Thurs - Hannah Stone	Walkie Talkie, channel 5
Fire Warden 3	Direct people to muster point away from the fire. Check top floor is clear, advise Fire Marshal of area being clear or any issues, then proceed to main entrance and prevent any visitors/ staff from entering the building. Greet the fire brigade if they arrive before site team arrive.	Second Floor	Michele Clarke	Kim Brooker	Walkie Talkie, channel 5

Fire Warden 4	Evacuate with class covering or nearest exit.	Registering staff using sign in app - EY Outside Area.	Natania Charles	Laura Vincent	Walkie Talkie, channel 5
Fire Warden 5	Evacuate with class covering or nearest exit.	Registering staff using sign in app - Main Playground.	Jon Sibson/Rhian Houghton	Mon, Wed & Fri: Sharon S Tues & Thurs: Nicole	Walkie Talkie, channel 5
Fire Warden 6	Direct children through hall doors onto main playground, take registers outside and ensure all children are present. Report to fire marshal children that are missing.	Breakfast Club	Kim Brooker	Breakfast club staff	Walkie Talkie, channel 5
Fire Warden 7	Direct children through hall doors onto main playground, take registers outside and ensure all children are present. In absence of school staff, call Site team and await further instructions	After School Club	After School Club sessions leaders	Other after School Club sessions leaders	Own comms devices
Fire Warden 8	Evacuate staff from the kitchen.	Kitchen	Nadine Brooks	Other Sodexo employees	Walkie Talkie channel 5
Fire Warden 9	Direct children through hall doors onto main playground, take registers outside and ensure all children are present.	Holiplay	Holiplay leader	Other Holiplay leaders	Own comms devices
All other staff	<p>Evacuate via fire exits shown in fire plan. Supervise all children in your care ensuring they leave safely and calmly. If you are not supervising children at that time, evacuate via the exit shown on the fire plan to the evacuation point and then assist other staff in supervising children.</p> <p>Class teachers: wait for the register to be taken, take the register, and place the register across your chest when completed. Report any missing children to fire warden or marshal.</p> <p>If you have your own children in school who are not in breakfast club, you must ensure they know what to do in the event of the alarm sounding.</p> <p>Classroom staff leading small groups: take your group out by the exit on the fire plan, walk the children to evacuation area, then supervise the children joining their classes in an orderly fashion.</p> <p>Staff on PPA: evacuate as per the exit indicated on the fire plan to the evacuation point, then rejoin your class once outside.</p> <p>Lunch Leaders: Evacuate children from dinner hall through the nearest exit to the correct playgrounds for their year group. Staff evacuate to the playground with the year group that they work with the most. Decide between lunch leaders when registers arrive on the playground who will take each class and then wait further instruction from the Fire marshal.</p>				

Marshal	Ground Floor then main playground registers	1 st Floor then EY registers	2 nd Floor then main entrance	Register adults in EY Area	Register adults in main playground
Nicola Robertson or Mark Craggs	Hannah Lyle	Sacha Neve	Michele Clarke	Natania Charles	Jon Sibson/Rhian Houghton

Fire Marshal and Wardens: Shirley Park Middle School

Title	Role	Area	Name	Deputies in case of absence	Equipment needed
Fire Marshal	Overall leadership in the event of a fire or evacuation. Check site team board. Wait outside main office for all fire wardens to report in. Call FM if site team not on site.	Outside main office then to Fire Assembly Point once you have confirmation that everyone is evacuated from the building.	Nicola Robertson / Mark Nicola Robertson (Aut 1, Spr 1, Sum 1) Mark (Aut 2, Spr 2, Sum 2)	Mon: Val Tues: Laura Wed: Tracy Thurs: Laura Fri: Laura to be at middle if Nicola or Mark are absent.	Walkie Talkie, channel 5
Facilities team	Facilities team: travel to site if not present. Alarm single activation - Check Alarm panel for location of activation and advise site team if another member present. Dial 999 if advised. Meet fire department. Full activation - Dial 999	Fire Panel / location of activation	Zack Kurt / Grant Stansbury / Aris Makanda	Zack Kurt / Grant Stansbury / Aris Makanda	Walkie Talkie, channel 5
Fire Warden 1	Direct people to muster points away from the fire. Check from Cypress to The Orchard is clear, advise Fire Marshal of area being clear or any issues. Take registers out to lower playground and alert fire marshal when registers have been completed. Inform Fire Marshal if any children / visitors are missing.	Main Office to Orchard Door	Jacky	Mon-Thurs: Joyce Fri: Libbie to be at middle if Jackie is absent.	Walkie Talkie, channel 5
Fire Warden 2	Direct people to muster point away from the fire. Check from Hazel to Main office is clear, advise Fire Marshal of area being clear or any issues. Take registers out to main playground and alert fire marshal when registers have been completed. Inform Fire Marshal if any children are missing.	Hazel to Main Office	Emma Eves	Mon & Tues: Tracy Wed: Christine Thurs: Sharon Fri: Christine	Walkie Talkie, channel 5
Fire Warden 3	Check from Admin office, via children's toilets, to main entrance and prevent any visitors/ staff from entering the building. Greet the fire brigade if they arrive before site team arrive.	Admin Office to Main Entrance Gate	Mon to Wed: Karen Thurs: Saphra Fri: Helen Ottley	Mon: Christine Tues: Sharon Wed: Nicola E Thurs: Trudey Fri: Nicola E	Walkie Talkie, channel 5

Fire Warden 4	Evacuate with class covering or nearest exit.	Registering staff using sign in app - Main Playground.	Michael Sharp	Roshan Rampersad	Walkie Talkie, channel 5
Fire Warden 5	Leave through fire plan exit with your class.	Registering staff using sign in app - Lower Playground	Jasmine Cotterill	Nicola Robinson	Walkie Talkie, channel 5
Fire Warden 6	Direct children through fish tank doors onto lower playground, take registers outside and ensure all children are present. Report to fire marshal children that are missing.	Breakfast Club - Before School	Emma Child	Mon-Fri: Christine	Walkie Talkie, channel 5
Fire Warden 7	Direct children through the nearest exit onto main playground, take registers outside and ensure all children are present. In absence of school staff, call Site team and await further instructions	After School Clubs	After School Club sessions leaders	Other after School Club sessions leaders	Own comms devices
Fire Warden 8	Ensure kitchen and dinner halls are evacuated fully.	Kitchen	Mon to Thurs: Diane Galvin Friday: Wendy	Mon-Thurs: Wendy Fri: Another Sodexo member of staff	Walkie Talkie channel 5
Fire Warden 9	Direct children through nearest exit onto lower playground, take registers outside and ensure all children are present. In absence of school staff, call Site team and await further instructions	Holiplay	Holiplay leader	Other Holiplay leaders	Own comms devices
All other staff	<p>Evacuate via fire exits shown in fire plan. Supervise all children in your care ensuring they leave safely and calmly. If you are not supervising children at that time, evacuate via the exit shown on the fire plan to the evacuation point and then assist other staff in supervising children.</p> <p>Class teachers: wait for the register to be delivered, take the register, and place the register across your chest when completed. Report any missing children to fire warden or marshal.</p> <p>If you have your own children in school before or after school who are not in breakfast club, you must ensure they know what to do in the event of the alarm sounding.</p> <p>Classroom staff leading small groups: take your group out by the exit on the fire plan, walk the children to evacuation area, then supervise the children joining their classes in an orderly fashion.</p> <p>Staff on PPA: evacuate as per the exit indicated on the fire plan to the evacuation point, then rejoin your class once outside.</p> <p>Lunch Leaders: Evacuate children from dinner hall through the nearest exit to the correct playgrounds for their year group. Staff evacuate to the playground with the year group that they work with the most. Decide between lunch leaders when registers arrive on the playground who will take each class and then wait further instruction from the Fire marshal.</p>				

Marshal	Main Office to Orchard Door - Registers to lower playground	Hazel to Main Office - Registers to Main Playground	Admin to Main Entrance	Register adults in Lower Playground	Register adults in Main Playground
Nicola Robertson or Mark Craggs	Jacky Saundercock	Emma Eves	Mon-Wed: Karen Thurs: Saphra Fri: Helen Ottley	Jasmine Cotterill	Michael Sharp

