

## Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person(s) responsible	In case of absence
<b>Fire Safety Manager</b> <ul style="list-style-type: none"> <li>▪ Check with class teachers for missing children</li> <li>▪ Check with Admin team that visitors / contractors are all accounted for</li> <li>▪ Meet the fire Brigade</li> <li>▪ Report any missing children / staff / visitors so that a search may be initiated.</li> </ul>	Graeme Patterson	Robbie Haley
<b>Fire Warden 1</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 1 UKS2:</u></li> </ul>	Tina Georgiades	Warden 2
<b>Fire Warden 2</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 2 LKS2:</u></li> </ul>	Anoria Simmons	Warden 1
<b>Fire Warden 3</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 3 Yr 1 and Reception Classes:</u></li> </ul>	Gary Wong	Warden 4
<b>Fire Warden 4</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 4:</u></li> </ul>	Rachel Bates	Warden 3
<b>Activation of Fire Alarm</b>	Person discovering the fire and breaking glass at the nearest call point	
<b>Calling the Fire Service</b>	Sylvia Chambers	Ihesha Blackman Letitia Ross
<b>Distributing Class registers, checking visitor / contractors book</b>	Member of the Admin team	
<b>Meeting the Fire Service</b>	Fire Safety Manager, SLT member and Admin team member	