

HSF 3.6 FIRE MARSHALL LIST AND RESPONSIBILITIES

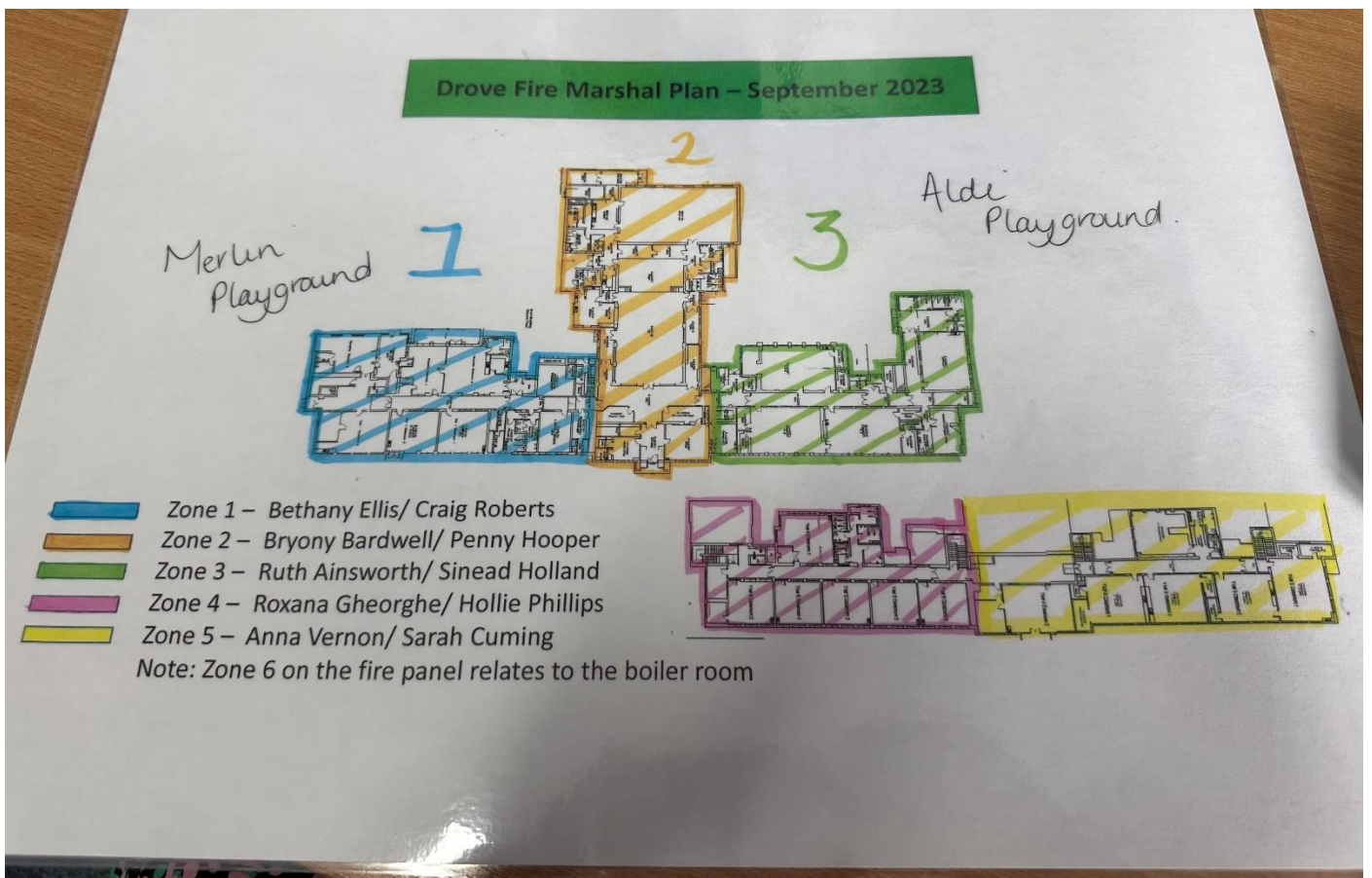
Please refer to the zone map

School		Drove Primary School
Date Fire Marshalls Reviewed		4 th September 2023
Date Fire Marshalls were briefed on duties		4 th September 2023
Responsible Person	If Unavailable	Responsibilities
Principal (or SLT) – Senior fire marshal	Hollie Phillips Craig Roberts	<ul style="list-style-type: none"> • Check fire panel • Collect fire pouch • Meet fire brigade at the front of the building • Report any missing persons to the Fire Brigade
Vice Principal (or SLT) – Deputy fire Marshal	Sarah Cuming	<ul style="list-style-type: none"> • Go to the fire marshal point • If there are any pupils or staff missing to communicate this to the Senior Fire Marshal
Admin Staff	Bryony Bardwell Hollie Phillips Craig Roberts	<ul style="list-style-type: none"> • Ring fire brigade • Take registers and iPad out to the fire marshal area • Report any missing visitors to the deputy fire marshal
Site staff – In Secondary schools only		<ul style="list-style-type: none"> •
All fire marshals		<ul style="list-style-type: none"> • Check all areas designated to them • Close doors and windows if possible • Assist any person(s) out of the building • Report any issues to the deputy
Teachers		<ul style="list-style-type: none"> • Take registers and report back to the Deputy Fire Marshal
Fire Marshalls	Year Group/Area	Areas/Zones to check
Bryony Bardwell	SLT	2
Hollie Phillips	SLT	4
Craig Roberts	SLT	1
Sarah Cuming	SLT	5
Ruth Ainsworth	Office	3
Penelope Hooper	Office	2
Bethany Ellis-Obote	Office	1
Della Lucey	Office	12
Anna Vernon	Year 6	5

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Sinead Holland	Year 2	3
Roxana Gheorghe	Year 4	4
Maria Pereira	Blue Nursery	9
Marketa Khan	Yellow Nursery	10
Babita Kumar	Green Nursery	11

Insert Zoned Map



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