



Farnham Common Village Schools

Fire Emergency Plan

Responsible Person: Mr Masters or Assistant Head in his absence

Health and Safety Fire Coordinator: Mr Masters

**All Fire Wardens, Headteacher, Assistant Headteacher, Fire Coordinators, Site Coordinator and Teachers need to have their radios on them.*

1. The fire alarm activates (Automatic Fire Detection AFD) or someone discovers a fire (Break Glass Point BGP)
2. Teachers begin to evacuate the children by the nearest fire exit and line up at the fire assembly point. Support staff to assist with any children they are working with to the fire assembly point and join their class.
3. Office staff to take all registers, parent/child signing in book, staff sign in and emergency grab bag to the fire assembly point with a radio.
4. Assistant Head/Phase Leader to oversee the roll call at the fire assembly point.
5. Fire Wardens to sweep and check the areas/buildings identified below.

Infants – to be updated

Name	Area of responsibility
Linda Wood	Nursery/White Room/PPA Room/ICT Suite
Annabel Northwood	Reception Classes/Hall/Library Area
Jill Westhoff	Year 1 Classes/Art Area/Quiet Room/Toilets
Janette Kocic	Year 2 Classes/ Art Area/Quiet Room/ Toilets
Pat Alston	SENDCo Room/ Corridor
Office Staff (on exit)	Office/Reprographic Room
Marian Fisher(while collecting Inhalers etc.)	First Aid Room

Juniors 2024 - 5

Name	Area of responsibility
Mon: Emma Hourston Tues – Fri: Stephanie Kilkenny	Year 3 block and drama block
Mon – Thurs: Nicky Parry Fri: Emma Hourston	Year 4 block
Mon – Thurs: Claire McCabe Fri: Colin Ruck	Main Building
Diane Ruck	Year 5 and 6 block
Office Staff (on exit) Emergency kit (incl. inhaler) Registers Signing in sheets	Office, ICT suite, library

Fire Wardens Duty Rota

Check if all wardens are in school and if anyone is absent, will cover their area should there be a fire evacuation.

Day of the week	Name
Monday	Claire McCabe
Tuesday	Nicky Parry
Wednesday	Diane Ruck
Thursday	Jane Hurst
Friday	Emma Hourston

- Investigation begins: DM, HH/DE and CR to make their way to the fire panel to obtain further information.
- DM to assess information on panel and direct staff accordingly. All fire wardens to communicate when blocks are clear and await further instruction from the responsible person.
- Fire zone to be investigated and responsible person to make 999 call if needed.

Do not return to the building until the Fire Coordinator or Responsible person informs you it is safe to do so.