

Moat Farm Junior School

Fire Emergency Plan 2018-2019

Moat Farm Junior School is a large school situated on one level, the school consists of two blocks joined centrally by the reception area. Each block has one main corridor with classrooms leading off. There are fire exit doors located opposite each class room (please see the attached plan for the location of the assembly points, fire exits, alarm call points and fire fighting equipment). The staff and pupils also use the dining hall which is located in a separate block and forms part of the adjacent Infant school. The fire alarm of MFJS does however include the dining hall.

Fire Evacuation Procedures

All members of school staff, and visiting staff must familiarise themselves with the evacuation instructions displayed in all areas of the school.

Brief the children regularly on the procedures and what to do if they discover a fire or hear the fire alarm. This should be at least once at the beginning of each half term and when you have a new pupil.

Parents, visitors and kitchen staff will be briefed by the Admin Staff.

Upon hearing the fire alarm everyone should leave the school immediately – as quickly, quietly and orderly and possible, and not stop to collect anything. Movement from the building should be in a continuous flow – there should be no lining up or stopping without clear reason.

Children alone anywhere in the school, (*e.g. toilets, corridors etc*) should leave the building by the nearest exit. Children in the hall should not stop to collect shoes.

Staff should close the doors after them, unless this is dangerous.

The fire alarm will be called following call challenging procedures (see below).

The senior administration assistant will leave the building with class registers, visitors and staff signing in and out sheets (printed from InVentory evac)– in her absence it should be another member of the Admin staff (Business Manager or administration assistant).

The Head Teacher and Joanne Bolton Upper School HLTA will leave through the Upper corridor, checking the toilets and ensuring the fire doors are closed. The Deputy Head Teacher will leave through the Lower corridor, checking the toilets and ensuring the fire doors are closed. (In the case of the Head Teacher or Deputy Head Teacher being unavailable the Business Director will take their place. The administration assistant other admin staff will leave through the main entrance

The first adult out onto the playgrounds will open the gates using the coded combination padlocks, all staff know the code.

The business manager will check the staff toilets and pupil toilets by reception.

The door security system that operates the fire doors either side of reception can be disengaged using the emergency release but it will automatically release all doors when the fire alarm activates.

Pupils, staff and visitors should line up quietly and in an orderly manner at the Fire Assembly Points in the playground. The office staff will distribute registers to the class teachers.

When at the Assembly Point teachers should immediately count children in their class and then call names from the register. The register should be held in the air for a member of the office staff to collect and tell the Head Teacher that all registers are present. Visitors should be checked by the senior administration assistant. The catering manager should check that kitchen staff are accounted for.

The Head Teacher or, in her absence, the Deputy Head Teacher should be informed immediately if anyone is not accounted for.

The Head Teacher or, in her absence, the Deputy Head Teacher will give further instructions – either that it is safe to go back to the building or as appropriate. This information will come from either the Business Director or the Site Manager.

If the fire Assembly Point becomes dangerous the Head Teacher or the Deputy Head Teacher will announce another Assembly Point. Children can be moved to the school field or the bottom field both of which are away from the building and have an exit point off site.

A senior member of staff should wait at the entrance of the school to give appropriate guidance and directions to the emergency services when they arrive.

PPA Days

Fire registers will be taken outside by the senior administration assistant and handed to the teacher responsible for the class.

The PPA Group Leader(s) are responsible for orderly evacuation and registration of their group.

PPA groups are the class groups and pupils should line up on their class assembly lines on the playground.

Support staff and external teachers will leave through the appropriate corridor, checking the toilets and ensuring the fire doors are closed.

Teachers on PPA should find their class and be informed immediately if anyone is not accounted for.

Teachers on PPA have a personal responsibility to evacuate the premises. Once outside they should report directly to the senior manager. The staff signing in/out register from inventory will be taken out to see which staff are on site.

Lunch Times

During school lunch time the support staff on duty will have responsibility for evacuating all children from the dining hall and school hall and pupils will assemble in the nearest assembly point to their location:

- Pupils in the hall will need to be evacuated via the back exit opposite the hall doors and up onto the Y4/Y5 playground.

- Pupils in the Gym will need to be evacuated through reception out onto the upper school playground.
- Children in the dinner hall will need to be evacuated onto the lower school playground.

If the fire alarm sound whilst pupils are outside they must remain on the playground they are on and the staff on playground duty will have responsibility for checking the registers. Copies of the fire registers must be given to the lunch time lead Mrs Barnett, each lunch time year group lead, Mrs Flood (for use in the hall) and whoever is taking club in the gym, to use to take the register in the event of a fire bell. Once all fire registers have been taken they must be given to the Business Director / Head Teacher or Deputy Head Teacher to cross reference the registers.

Staff on playground duty will assemble the children on the playground. The admin staff will clear the school the Business Manager will check upper school and the senior administration assistant will check Lower school. All staff on the premises will have the responsibility of clearing themselves from the building. The Office staff Business Manager will take the registers outside.

Parents Evenings

It will be the responsibility of the class teacher to escort parents they may have in their classroom to the nearest fire exit and to the assembly area, which will be the upper school or lower school playgrounds.

School Performances

A special fire risk assessment for any special events will be undertaken by the school senior management team / the teacher with responsibility for performing arts. . The risk assessment will be discussed with all members of staff and if necessary pupils prior to the event taking place.

After School club

Staff of external providers are responsible for the evacuation of all children from the premises. The staff and pupils upon hearing the alarm should leave the building at the nearest available exit and assemble on the playground a safe distance from the building. A register should then be taken to ensure all pupils are present. Only re-enter the school upon instruction from the site manager.

Call Challenging Procedures

No one should re enter the building, except for nominated persons undertaking checks associated with call challenging procedures.

The individuals who will undertake call challenging are L Braznell- Business Manager, R Norton – Site Manager.

R Norton and Laura Braznell will go to the alarm panel in the event of an alarm and look to see which zone the has been triggered, they will then go to this area to determine if the fire is real.

Activation of the alarm will have notified cougar monitoring who will call the above individuals to determine if there is a fire.

The nominated individuals will ask staff if anyone had detected smoke or flames if this is confirmed then they will call the fire brigade. If not the nominated individuals will re-enter the building to access the alarm panel where panel will display which detector was activated to pinpoint the location of a possible fire. After this the nominated individuals will move to the location indicated on the panel, if smoke or flames are detected the fire brigade will be called, if not a room by room sweep of the building will take place to confirm if there is a fire. The nominated individuals will have mobile phones with them for communication.

Other Information

A fire hydrant is located on the pathway behind Year 6 classrooms on the side of the building between the Junior and Infant schools.

The gas isolation valve for the boiler room is in the boiler room next to the gas meter.

If it becomes unsafe for pupils on the playgrounds they can move to the field, in the event that this isn't safe enough the school will follow the emergency plan and move to Q3 Langley academy or if that isn't possible the church as per the bomb threat emergency plan.

Fire Marshalls

Julie Barnett
Jo Bolton