

# Manor Junior School

## Fire and Emergency Procedures

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following requirements:

- At a fixed time each week the alarm will be tested to ensure that it is effective (currently Friday at 7.30am). Points from different zones should be used to trigger the alarm to ensure that all break glass or other call points are in working order. (Caretaker action noted in log book which is stored by the fire alarm panel near the car park exit).
- Fire drills carried out once per term to enable everyone to become familiar with the evacuation procedure. In each room and communal area (e.g. halls; intervention rooms; toilets) there is a diagram showing exits and line up points on the playground near to the room exit.
- New pupils joining a class and new staff to be made aware of Fire safety procedures and where they are located around the building. This is part of the induction process for staff. Class teacher to be responsible for informing new pupils.
- Visitors to school are given a safeguarding leaflet which contains a reminder to familiarise themselves with the fire exit plan and procedures which are displayed in each area of the school.

### **IN THE EVENT OF A FIRE ALARM**

- a) When the alarm sounds, this is transmitted to the control room at the LA who phone the two designated numbers - 1. **Caretaker** - Mr McGorrihan (07534 862 663) 2. **Facilities Officer** - Mr. D. Hardy (07833 052 934). 3. **SBM** Mrs O. Ajala (07909 440 300)
- b) If there is no response from either contact, the Control Room will phone the fire brigade who will automatically attend the site.
- c) All staff, pupils and visitors must leave the building immediately, through the designated routes, closing doors behind them.
- d) Muster points have been designated on the playground, by Stratton Drive, and a diagram displaying them is in each room.
- e) Untrained persons should not try or be expected to extinguish a fire.
- f) At all times fire exit doors must be unobstructed.
- g) Between 6am – 6pm all exit doors to be left unlocked. The front entrance although not a fire exit is unlocked until 5.00pm.

- h) Classroom doors **must not** be locked with people inside.
- i) Exits must be clearly identified and marked.
- j) The use of display material must be controlled in fire exit routes.

**IF YOU DISCOVER A FIRE:**

**OPERATE NEAREST ALARM WHICH ARE PLACED NEAR ALL FIRE EXITS**

**CARRY OUT ANY PREVIOUSLY ARRANGED FIRE PROCEDURE DUTIES AND / OR GO TO NEAREST MUSTER POINT AND AWAIT FURTHER INSTRUCTIONS.**

**ACTION ON HEARING THE FIRE ALARM**

1. Teacher or responsible adult will supervise children leaving the building by the nearest appropriate exit, closing the door when the last person is out.
  - a) If there are 2 adults present one adult is to lead the line of children out of the building. The second adult is to sweep the room and close the door.
  - b) If there is one adult present he/she is to direct the line to the nearest fire exit, ensure the room is swept and door closed then swiftly make their way to the front of the line to lead the children to the muster point. Instructions are displayed in each room.
2. If a pupil is working in a small group it is the responsibility of the leading adult to leave the building by the nearest fire exit and ensure that the pupil join their class line.
3. Do not stop or return to building under any circumstances.
4. The two Office staff on duty will exit with pupil and staff registers, visitor book, signing out book, late book and emergency pack (fire folder).
5. The controlled evacuation of the building is the priority and then roll call.
6. Two nominated persons (senior staff members) to go to fire panel if safe to do so. Take instructions from the fire panel and go to the instructed zone to investigate.
7. Upon finding a fire, immediately contact fire service whilst leaving the building safely by the nearest exit.
8. If no fire is discovered, phone the control room (number displayed on panel) and quote MANOR JUNIOR SCHOOL, SANDRINGHAM ROAD: FALSE ALARM: NO FIRE.
9. Return to fire panel and reset panel. Inform all fire wardens - "false alarm. Building clear."
10. All personnel to return into premises.
11. MJS to communicate with MIs and vice versa to confirm all clear to re-enter the building.

## **Roles on Playground:-**

### **Pupils:**

- To line up in silence in single file on muster points on playground at the designated points for each class as lead by the responsible adult.

### **Office Staff:**

In the event of a fire or emergency evacuation we will need to ensure casual visitors do not enter the site whilst the evacuation is carried out.

- A pre-prepared sign is to be displayed on main reception window by a member of the office staff.
- To distribute the fire evacuation folders to Year Group Leaders / Assistant Heads (phase leaders).
- To check off staff and visitors register.
- To inform HT/DHT of any non-responses.

### **Assistant Head teachers / Phase Leaders:-**

- To distribute the session register to each class teacher. If this is at lunchtime, the registers will be distributed to designated staff if the class teacher is off-site.
- To monitor each class teacher's response to registration when they raise their register by hand to indicate all pupils are present that have been registered as on site for that session.
- Inform HT / DHT if a class teacher is not able to complete their register.

### **Class Teacher (this is the adult who is responsible for that lesson e.g. PPA supply)**

- Ensure the pupils leave the building silently and in an orderly line (see point 1).
- To receive register from year group leader / phase leader
- To take roll call
- To raise paper register above head when satisfied all registered pupils are present.
- Inform SLT immediately if a pupil registered for that session is not present by holding register down and calling NOT CLEAR.
- Keep pupils calm and quiet throughout this process.

### **Headteacher / Deputy Head Teacher/ School Business Manager /Premises Staff**

- Wear high visibility Fire Warden jacket if possible
- Ensure you have your mobile phone with you
- Ensure access through the fire gates must be clear for the emergency services (Playground gate key is in emergency pack that the office staff hold)
- Direct Emergency Services onto premises.
- Give clear location via building plan of fire to London Fire Brigade, clearly stating all persons accounted for. The member of staff must provide as much details as they can of the fire, e.g. electrical, paper, gas supply or if related to the kitchen/staffroom.

**In the event of a fire evacuation all members of staff are responsible for their work area as per the working day.**