



EMERGENCY PLAN

*Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW*

Moorside Primary School
The Regulatory Reform (Fire Safety) Order 2005

FIRE SAFETY POLICY FOR EVACUATION AND MANAGEMENT PROCEDURES

This Emergency Plan should be kept in the workplace, be available to employees and the employees' representatives (where appointed) and form the basis of the training and instruction given to employees.

The Emergency Plan must also be available for inspection by the fire authority.

The Local Authority Health Safety Section Fire Safety Officer is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing the Premises Fire Safety Policy, standards and procedures.

The fire risk assessment is located within the fire precautions file.

The purpose of the Emergency Plan is:

- To safeguard all persons on the premises from death or injury in the event of a fire.
- To ensure that all persons in the premises know what to do if there is a fire.
- To ensure that the premises can be safely evacuated.
- To minimise the risk of fire, and to limit the spread of fire.

Application

This policy applies to all persons on the premises and in particular to staff and managers who have a duty placed upon them to actively monitor the implementation of this policy.

FIRE SAFETY MANAGEMENT

Responsibilities for the fire safety management of the premises will include:

- Fire safety training for staff.
- Fire safety induction training for all new or temporary staff.
- Fire Risk Assessment awareness and review.
- Awareness of Fire Notices and Fire Evacuation Procedures.
- Fire drills to be carried out at least once per term.
- Fire Safety Logbook.
- Regular fire safety reports to the management committee.
- Reporting of any missing, damaged or malfunctioning fire safety equipment.
- Producing a Personal Emergency Evacuation Plan for any staff member requiring special consideration in the event of an emergency evacuation.
- Checking, testing and maintaining fire safety equipment.
- Ensuring fire escape routes are clear and exit doors are available.
- Fire safety inspections.

GENERAL STAFF TRAINING TOPICS

Regular in house staff fire training will include the following main topics

- Fire prevention
- Action to be taken if a fire is discovered
- How to raise an alarm
- Action to be taken on hearing an alarm
- Location of evacuation zones and assembly points
- Evacuation and roll call procedures.

Fire Procedures

If you discover a fire - Any person discovering a fire should:

Operate the nearest fire alarm call point immediately. These are located next to the fire exit doors and within the corridors.

Once activated the system will automatically call the fire service and alert the local authority. If in doubt call **999** and advise them that there may be a fire and the alarm has been activated.

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If you are with a visitor, direct or escort them from the building through the nearest fire exit to the specific assembly point.

Attack the fire with a suitable fire extinguisher only if:

- You are a Fire Warden
- It is safe to do so
- You have had the relevant training
- The fire alarm has been sounded

Otherwise:

Leave the building by the nearest available exit.

Report to the assembly point this would normally be Assembly Point A

Assembly points:

Assembly Point A: Located in the Playground (Active Yard) nearest to Beaconsfield Street.

Assembly Point B: Located on the Field “Lawrence Meadows”- Only to be used if children are already on the field whilst they await further instructions or if there is evidence of a fire in the front of the building and it would cause added risk to children to attempt to access the main Assembly Point A.

If possible a roll-call/head count should be carried out and the Fire Service Officer informed of the result.

Nobody should return to the building until the officer in charge from the Fire Service has given permission.

Fire Alarm Details

The fire alarm warning sound is the continuous sounding of a siren.

Means of Escape Routes

All exit routes are clearly indicated with emergency exit signs. Please ensure that you walk around the building and familiarise yourself with the exit routes.

Fire Fighting Equipment

Firefighting equipment is available in all areas: but should only be used in emergencies by a trained person.

The location and type of fire equipment are indicated on the fire plan but as this is changing daily staff and children must check areas on a regular basis.

Duties and Responsibilities

The person in charge of the premises Head Teacher should:

(In the absence of the Head Teacher the Deputy Head Teacher will carry out)

- Take charge of an evacuation of the premises.
- Collate information provided by other members of staff.
- Report to the officer in charge from the Fire Service:
 1. Ensure all persons are accounted for.
 2. Identify where the fire is located and what is involved?
 3. Gather and share any other relevant information.

Special Arrangements

Evacuation of disabled people – At Moorside Primary School we have certain children that require a PEEP (A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke “escape plan” for individual who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of an emergency.

PEEPS held in the Senior Leadership office and each member involved needs access to a copy.

Disabled employees: NONE noted

Disabled visitors: The needs of any disabled visitors will be assessed prior to or at the time of their arrival.

Fire safety arrangements for visitor groups who may be using the premises should include an assessment of any person's special needs and an emergency plan for dealing with such people at the time of an emergency.

Contractors

The caretaker, if on site, is responsible to ensure that all cleaning staff and contractors are aware of the emergency plan and ensuring that the school has a clear record of people on site is kept at all times. In the absence of the caretaker, it will be the Head Teacher or a member of the Senior Leadership.

Fire Safety Instruction and Training

Initial training for staff during induction and an annual reminder to all staff – September 2023

Fire drills at least once per term

Fire Warden training conducted June 2021

Ensure children and adults practise their exit route on a regular basis

Isolation of Services – for Emergency Services

Gas: The locations of the gas isolation valves are in the main Kitchen and the gas metre is in the Boiler House.

Electricity: The location of the main electrical switchboard is in the cupboard in first back outhouse.

Fire Alarm System: Based in the main Reception area on the wall next to the door leading down the main corridor with keys in the Head Teacher's office.

Other hazards as appropriate: None

STAFF TRAINING REGISTER

Premises: Moorside Primary School

Address: Beaconsfield Street, Newcastle upon Tyne NE4 5AW.

The following staff have been trained or due to complete their Fire Warden Training June 2021:

L Hall / S Rowe / N Harris / P Bolam however we would ask **ALL staff** to ensure that **Fire doors are not obstructed at any time.**

Procedures completely revised September 2023 and updated on a regular basis. Copies provided to all staff and displayed around school each time updated.



In the event of a fire occurring in the main school:

If you see or smell a fire please press the fire activation call point, these are located via each Fire Exit door and are highlighted by the sign above.

If the Fire Alarm is activated:

Everyone must exit the building as quickly and safely as possible. Please use the closest exit. **DO NOT** stop for belongings. **DO NOT RUN**. Try to walk in single file. **STAY CALM**. Registers will be taken by Admin however, each person teaching should know the number of children they have in school and this should be written on the board just outside the class and reference made to this number with the children as some arrive at various times and some may leave.

The **Assembly Point A** is in the KS2 Playground (Active Yard) – Children should line up facing towards the road/away from the building. If there are signs of an actual fire at the front of the building, please use the field “Lawrence Meadows” as an alternative **Assembly point B**. In the case of a fire at the entrance area/front building all early years’ children and staff exit through other gate past the kitchens and on to Lawrence Meadow - **Assembly Point B**

Everyone – staff and visitors to continually check the nearest Fire Exit where ever they are working in the school!

It is important to note all rooms have a number and it is vital that all adults and children know the number of the room they are in and find this number out on the yard.

*(In the case of a fire at the entrance area/front, building all early years’ children and staff exit through other gate past the kitchens and on to Lawrence Meadow - **Assembly Point B**).*

- **EYFS** exit through each of their own fire exits and across to the main yard and their appropriate point indicated by numbers. (Language rooms are number 2, Nursery 3, Reception 4 and 5)
- The meeting room is number 1 and in the case of a fire everyone must exit through the fire exit and out onto the main yard. (Room 1)
- **Years One to Year Six – rooms 6, 9, 13, 14, 15, 17 and 20** exit through their **fire exit doors** and around or onto the main Key Stage Two yard to their identified point and numbered area.
- Exit routes for **classes without a fire exit doors – Year One** - room 7 down corridor, out of Key Stage One doors, and around yard to Key Stage Two yard. **Year Two** - room 8 out of learning area up corridor through Key Stage Two main doors and onto yard. **Year Three** – room 10 and room 11 out of learning area up corridor out of main Key Stage Two doors onto yard. **Year Five** – room 16 out of learning area and down towards main doors for Key Stage Two yard through double doors and onto yard. **Year 6** - room 21 out of learning area and down towards main doors for Key Stage Two yard through double doors and onto yard
- **Library (Room 12)** go straight out of Fire Exit and then line up safely to their own class number outside as directed by the adult working with them.
- **Hall** straight out double doors to entrance and out of main reception doors to yard to class Assembly point unless visitors in hall then they go to number 24.
- **Gym** out of door nearest resource cupboard and out of Key Stage One double doors onto small yard and round to Assembly point A unless visitors and go to number 24.
- **Staffroom 1** (Room 25) exit through door nearest to sink and along corridor to main reception area and out main doors to yard to join class or number 25 if visitor.
- **Staffroom 2** (Room 26) exit through door onto Key Stage One yard and around Room 26 if visitor otherwise teacher joins class)
- **Module - music** (Room 22) if in the music Module when the alarm is sounded leave safely through one of the exit doors and line up in the designated spot for their class\room.
- **PPA room** exit straight out of doors and on to Key Stage One yard and around (Room 27 if visitor otherwise teacher joins class)
- **Module - art** (Room 23) Go through Fire Door and continue around the building to the designated spot for their class\room. (This is only for visitors as children should go to their allocated class number)
- **Changing Room:** Children to exit the building through the Key Stage One main doors and once outside proceed to the designated spot for their class\room.
- Room 19 and **Food Technology** room (18) straight out fire exits and around onto yard.

- **Kitchen Staff** (Room 30) exit through hall Fire Exit and walk to **Assembly Point A**. Person in charge to bring register to **Assembly point A** and report to the Head Teacher to confirm whether all staff has exited the building. Do not obstruct any walkways and stand where marked by the number 30.
- **Caretaker/cleaners** – straight through doors and down corridor to main entrance and out of doors and to number 30 on yard.
- **All Admin and those in the offices: exit and out of main doors after children. (Room 28) and they follow agreed tasks linked to fire drill.**
- **If Outside** There will be a whistle and a green/red flag (which is kept in PPA room (27), this door is unlocked on daily basis. The person who is closest to this room should collect them. If it is clear that there is, no danger for any children/staff that may be in “Lawrence Meadow” to proceed to the **Assembly Point A** the person should indicate it is “safe” by placing the green flag in a visible position. If there is any doubt and there might be a risk, please place the red flag in the position to alert pupils/staff to stay in this safe haven **Assembly Point B**. The whistle should be used to alert staff that the fire alarm has been activated just in case they have not heard it.

In the event of fire occurring during playtime:

- Children to go to **Assembly Point A**.
- If children are on the field they are to be kept there until they have been advised it is safe to leave.

In the event of a fire occurring at Lunch, time:

- Office to bring signing in/out/registers to the **Assembly Point A**.
- Once everyone has been accounted for and any “missing children or staff” flagged up to Linda Hall (or in her absence a member of the Senior Leadership, SLT) will then advice staff to go back into building and should not go back in until told to do so.
- Kitchen Staff to report on whether all their staff have exited the building to person in charge normally Linda Hall.
- If the children are to be kept on the meadow, a red flag will be shown to advise staff to keep children in the meadow until further advised. A green flag will indicate to proceed to the **Assembly Point A**.
- If children are on the Lawrence Meadow and it is deemed safe, the children are to be walked up to the playground **Assembly Point A** by staff in a calm manner.

In the event of a fire occurring at home, time.

- Children outside on the yard stay with their class until a senior member of staff has advised them to leave (registration will be required) and Parents/Carers asked to wait until everyone has been accounted for.

IN ANY FIRE OR EVACUATON ALL ADULTS AND CHILDREN REMAIN OUTSIDE UNTIL DIRECTED BY Senior Leadership Team TO GO BACK INTO THE BUILDING

PEEPS – Some of our children need a little extra support to evacuate the building – full details lists are kept in a separate file and all staff and children involved are aware of the procedures, including PPA team and any supply staff.

This Emergency Plan should be shared with visitors and supply on entering the building.

Additional responsibilities (including replacement in the event of absent)

Linda Hall / Siobhan Rowe*	Sweep Office corridor and toilets, reception entrance and toilets, EYFS library, hall, gym, Science/caretaker’s corridor, resource room/art cupboard, PPA room and second staffroom.
Sandra Jepson/Laura Anderson	EYFS Sweep – Reception, Nursery and then the language rooms.
Mary MacDonald /Pauline Brown	Check Art Module and Meadow have been evacuated.
Sarah Cook/ Caroline Love	From Year Six straight down the corridor checking learning areas, breakout areas and toilets then across to Module Two
Nicola Porter / Patrycja Eagle	From Year One straight up the corridor to Year Five, (or reverse for CL) checking learning areas, toilets and break out areas.
Admin / Business Manager	Collect registers - if registers already collected – staff to bring out with them. Collect first aid/foil blankets, etc.
Nikki Harris / Theresa Knowles	Collect signing in register re adults in the building. Telephone the fire brigade. Head Teacher or member of the Senior Leadership Team will direct for this. Theresa Knowles to then monitor the gate Nikki Harris to check staffing from registers.

Any children not in their learning areas will be directed out of school at nearest fire exit and to their class assembly point (specific number) by staff during the sweep

- **Visitors or Contractors working in the school will need to sign in and out on entering the building.**
- **Once out of the building the Head Teacher or member of the Senior Leadership Team (SLT) will contact the fire alarm team to let them know the situation. (Telephone numbers are 0191 2773470 or 0191 2773477).**
- **The following staff are dedicated Fire Wardens* at Moorside Primary School: Linda Hall, Siobhan Rowe, Nikki Harris and Paul Bolam.**

We would ask ALL staff to ensure that they are vigilant and check that Fire Exit Routes are not obstructed.



Last updated	September 2023
Date Implemented	September 2023

Moorside Primary School		Updated September 2023	
Room Number	Room	Class	
1	Meeting room	NA	
2	Language rooms	NA	
3	Nursery	NA	
4	Reception	RB	
5	Reception	RW	
6	YR1	1E	
7	YR1	1M	
8	YR2	2S	
9	YR2	2L	
10	YR3	3KS	
11	YR3	3O	
12	Library	NA	
13	YR4	4P	
14	YR4	4W	
15	Intervention room	NA	
16	YR5	5A	
17	YR5	5C	
18	Small meeting room	NA	
19	Food Tech	NA	
20	YR6	6C	
21	YR6	6D	
22	Module – Music	NA	
23	Module - Art	NA	
24	Gym/Hall	NA	
25	Staffroom 1	NA	
26	Staffroom 2	NA	
27	PPA room	NA	
28	Admin, SLT and Offices	NA	
29	Language room	NA	
All go to number 30	Visitors/contractors	NA	
	Caretakers Room	NA	
	Kitchen	NA	



Confirmation
(Please sign and return to the school office)

I have read and understood the recent Fire and Emergency Plan and recognise how important it is to be vigilant at all times:

Name

Signed

Date