



Fire Action Plan

Ratified:	Full Governing Body	School Effectiveness	Review Summer 2027
Buildings and H&S	Finance and Resources	Pupil Welfare and Parents	

Aim of this plan:

- To ensure the safety of all pupils, staff and visitors should a fire or evacuation for any reason take place.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or other emergency, or when the fire alarm sounds.

Objectives:

- To evacuate the buildings safely and quickly in the event of an alarm activation.

Actions - Discovering a fire:

Moss Valley Primary Academy has smoke detectors and magnetic doors. **There is automatic signalling to the emergency services in the case of fire after 90 seconds of the alarm sounding.** Anyone discovering a fire or who suspects there may be a fire must raise the appropriate alarm by immediately using the nearest call point. If the alarm sounds at ANY time, the building **MUST** be evacuated immediately.

Fire extinguishers and fire blankets are provided according to law and to specification. **No-one is to attempt to tackle any fire unless they have received suitable training.** Fire safety equipment is inspected annually by a qualified person.

If in doubt **ALWAYS EVACUATE.**

Assembly Points:

The assembly points are on the grass verge by EYFS/Orchard and in the KS2 Playground

Responsibilities:

The Head Teacher has responsibility for the whole of the school premises, staff, students and visitors, and, as a consequence their welfare and security. The Head Teacher will nominate responsible persons to perform specific tasks to enable compliance with statutory requirements. The nominated persons are detailed below:

Our school Fire Marshalls are:

- Abbey O'Neill – Year 2 classroom/toilets and place to be
- Ang Solan- Office, toilets and Staffroom (KS1 ASSEMBLY POINT LEAD)
- Beth Jones- EYFS
- Rebecca Davenport - Dining Hall and KS2 corridor (KS2 ASSEMBLY POINT LEAD)
- Katy Thomason/Ang C - Dining Hall and KS2 corridor
- Kathryn Pugh- Dining Hall (KS1/KS2 ASSEMBLY POINT LEAD)
- Suzanne Lewis- Orchard (KS1 ASSEMBLY POINT LEAD)
- Megan Chalmers- Orchard
- Hannah Hill- Acorn
- Helen- Registers and walkie talkies

The School Business Manager (Helen Kloc) is responsible for notifying the fire service/police etc. The Administration Officer will undertake this duty in her absence

General Responsibilities:

In the case of an evacuation, all users must leave the building **via the closest available exit**. Personal belongings must be left in the building and no-one is to remain in the building or return to collect belongings or search for friends.

Evacuations must be carried out calmly with everyone in each area moving in the same direction.

Teachers will check that their individual areas (classrooms) are clear. Fire Marshals will check that the toilets and corridors are clear. The Hall Fire Marshall checks this area, toilets etc. are clear.

DO NOT RUN.

All staff, students, visitors and contractors must comply with these instructions and are expected to follow all directives from the Head Teacher and Senior Staff.

All groups using the building must be made aware of the fire and safety policy as well as the location of all exit routes.

Responsibility of all School Staff:

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Office Staff:

- Call 999 if no previous notification of drill (SBM)
- Each class has their own class register to take out
- Receive registers from teaching staff after accounting for all children
- Report **"Everyone accounted for"** to Head Teacher
- Take out laminated plan of the building for Firefighters (SBM) and monitor the front doors to prevent further entry to building.
- Inventory App used to check off all teaching staff and visitors (SBM / another member of SLT in their absence)

Teaching Staff:

- On the sound of the alarm staff should take the class register out with them and take as quickly as possible
- EYFS, YEAR 1 AND ORCHARD- to gather on the grass by EYFS (please see map below where the fire assembly point is)
- YEAR 2 UPWARDS AND ACORN to gather on the main playground (please see map below where the fire assembly point is)
- All class teachers to take out their class register (Available in class). Please raise your hand when all your class are present and wait for direction from the ASSEMBLY POINT LEADERS.

If a child is in a different area of school (e.g. a year 6 child is by the office) then they must leave with the office staff and meet on the EYFS fire assembly point.

Fire Marshals:

- Upon hearing the fire alarm check designated areas
- Leave building swiftly as possible
- Report "All Clear" to Head Teacher
- Walkie talkies will be with the ASSEMBLY POINT LEADERS
- Join the teacher with their allocated classes

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems:

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault Indications
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Notices:

All fire exit routes will be signed by clear signs with directional arrows.

Records:

The following records will be kept by the site officer and school business manager.

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	*performed as part of daily checks - only issues are recorded.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Before / After School Clubs:

Staff managing the club are responsible for escorting the children in their care, leaving by the nearest available fire exit, taking with them registers.

The member of SLT on site is responsible for contacting and liaising with the fire brigade as necessary.

Out of term time:

All visitors to sign in and out when on site.

Site officer responsible for contacting the fire brigade, taking out the Inventory Print Out and managing the fire evacuation.

If being used solely by an external hire, the lead member of this organisation is responsible for contacting the fire brigade and overseeing the fire evacuation, as well as liaising with a school contact as per the Letting Policy.

