



**Huncote Primary School,
Denman Lane,
Huncote
Leicester**

Fire & Emergency Plan

Date: September 2024

Review: August 2025

General Procedures

The school's fire risk assessment and fire and emergency plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of all incidents of fire, even if small and extinguished.

Tackling fires

STAFF ARE INSTRUCTED NOT ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING. DESIGNATED STAFF HAVE BEEN TRAINED IN THE SAFE USE OF FIRE EXTINGUISHER Refresher Training to be arranged throughout the school year.

Grab bag (kept in office)

A grab bag containing key information will be kept in the School Office. School Management staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller. Grab bag contents:

- Evacuation report summary (i/ds those not present in class)
- Fire and emergency plan and emergency plan map.
- Asbestos register/local asbestos management plan.
- Copy of pupil emergency contact numbers and addresses
- Emergency medication to be collected from the locked cupboard in the medical room
- 374 gate key to open first set of gates onto school playground

Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point at the front of the school.
- Report immediately to the nominated Evacuation Controller (Head Teacher/Senior Teacher) and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.
- Disabled visitors – will be assisted from the school site by staff and fire marshal's

On hearing the fire alarm:

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Disabled visitors can evacuate via all available exits and will be assisted by staff.

All

- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.

PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE I.E. EVACUATION CONTROLLER, FIRE MARSHALS

Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarm sound is a continuous bell.

If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by the ringing of a hand bell.

Persons with hearing impairments are alerted by a buddy system.

Methods for communicating with the emergency services

In the event of a confirmed or suspected fire the nominated person will place a direct call to the fire service by selecting an outside line and dialling 999 from an internal phone with outside line capability or 999 from a mobile

Nominated persons are: Office Manager or Head Teacher (member of staff nominated in charge in the absence of the HT).

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

Staff with specific responsibilities

Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

Head Teacher or nominated member of staff in charge of school

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

Fire Marshals:

Class teachers: Classrooms and toilets – designated areas identified on plan.

Office staff : office HT room, staff room, medical room and staff toilets (if safe to do so)

- Control Panel Officers – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.
- Control Panel Officer: School Office Manager or Office Administrator.

All staff – Provide support to the evacuation controller in preventing unauthorised access back into the building.

- After School Club Activities – Designated lead persons in charge of groups must manage their own groups and evacuate to the playground area.

Specific persons at risk

Any people at risk will require support in evacuation. Upon identification of people at risk a Personal emergency evacuation plan (PEEP) will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding should people be identified at risk.

There are no pupils on roll who currently require a written PEEP. 2 pupils have 1 2 1 support but they can evacuate unassisted from the school.

Arrangements for safe evacuation and muster (assembly)

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Standard teaching times	Teacher escorts class to assembly point via nearest and safest exit route ensuring the class inhaler box. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file, grab bag and staff signing in and out book & emergency medicines.	Top playground for all classes and associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge
Break times pupils outside	Pupils outside will move to the assembly point at the top playground all staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Office staff will check the office, HT room, staff room, medical room and staff toilets (if safe to do so). Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file grab bag and staff signing in and out book & emergency medicines. Where pupils are	Top playground for all classes and associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	<p>within school and with a member of staff they will take responsibility that the pupil(s) are evacuated. Teaching staff on site will sweep their designated areas (if safe to do so).</p>				
<p>Break times pupils inside</p>	<p>Designated staff on duty escorts class to assembly point via nearest and safest exit route ensuring the class inhaler box is also taken. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Office staff will check the office, HT room, staff room, medical room, staff toilets, Hall, Kitchen and Caretakers area/toilet (if safe to do so). Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file, grab bag and staff signing in and out book & emergency medicines. Teaching staff on site will sweep their designated areas (if safe to do so).</p>	<p>Top playground for all classes and associated teaching and support staff, visitors and contractors</p>	<p>Head Teacher/nominated member of staff in charge</p>	<p>Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff</p>	<p>Head Teacher/nominated member of staff in charge</p>

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Lunch time outside/inside	<p>Midday Supervisors escorts pupils to fire assembly point and get them to line up in class order.</p> <p>Midday Supervisors in dining areas escort pupils to assembly point via nearest and safest route (lunch boxes/meals etc to be left)</p> <p>Designated person in charge – Head Teacher, Office Manager, Admin Officer, Assistant Head Teacher to sweep school (if safe to do so). All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Any teaching staff on site will meet up with classes at the assembly point.</p> <p>Midday Supervisor to remain with classes for those where the teacher is not on site.</p> <p>Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out</p>	Top playground for all classes and associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	file, grab bag and staff signing in and out book & emergency medicines.				
Assemblies Staff/pupils only	<p>Teacher escorts class to assembly point via nearest and safest exit route. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Classroom teaching staff/LSA will sweep designated areas (if safe to do so).</p> <p>Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file, grab bag and staff signing in and out book and emergency medicines.</p> <p>Office staff will sweep medical room, staff room, staff toilets, HT room and caretaker room.</p>	Top playground for all classes and associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge
After School Club (in classrooms or outside)	<p>After School Club Leader escorts children to assembly point via nearest and safest exit route taking with them club register.</p> <p>All staff, visitors and contractors remaining on site will evacuate the building via nearest and</p>	Top playground for all clubs associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	safest exit route and proceed to assembly point. School Premises Officer to sweep building. Member of staff in charge to take out the grab bag.				
As pupils arriving (8.40am to 8.50am)	<p>Where pupils are in classes Teacher escorts class to assembly point via nearest and safest exit route.</p> <p>Where pupils are outside with parents Head Teacher to ensure all remain in the top playground. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Teaching staff to sweep their designated areas (if safe to do so).</p> <p>Office staff will check the office, HT room, staff room, medical room, staff toilets, Hall, Kitchen and Caretakers area/toilet (if safe to do so).</p> <p>Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file, grab bag and staff signing in and out book.</p>	Top playground for all clubs associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
As pupils leaving (3.15pm -3.30pm)	<p>Where pupils are in classes Teacher escorts class to assembly point via nearest and safest exit route.</p> <p>Where pupils are outside with parents Teacher to request they go to the front playground. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Teaching staff to sweep their designated areas (if safe to do so). Office staff will check the office, HT room, staff room, medical room, staff toilets, Hall, Kitchen and Caretakers area/toilet (if safe to do so). Office staff will take out all registers, visitor book, children signing in and out book, contractor signing in and out file grab bag and staff signing in and out book.</p>	Top playground for all clubs associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Evacuation report/register, contractor signing in and out book, staff signing in and out book. Visitor book taken out by office staff	Head Teacher/nominated member of staff in charge
Staff only on site (Term Time)	<p>Staff to leave by nearest and safest signed exit route</p> <p>Premises Officer to sweep the school buildings and take staff signing in book.</p>	Top playground for all clubs associated teaching and support staff, visitors and contractors	Head Teacher/nominated member of staff in charge	Staff signing in and out book. taken out by Premises Officer	Premises Officer

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Open / Parents Evenings	Parents have an appointment time slot. On the alarm being raised the building is to be evacuated swept by Head Teacher/Premises Officer to confirm all attendees and staff have been evacuated safely. Parents will be escorted by a member of staff.	Top playground for all teaching and support staff, visitors (parents and pupils)	HT/Designated person in charge of school	Sweeping system of school	Premises Officer

Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site and an arrangement is in place with the Methodist Church or Leisure Centre.

Administrative Officer will remain at the school site. Teachers will relocate with pupils using local footpaths as the safe route to the alternate premises. Class teachers/teaching assistants are responsible for control and monitoring/escorting of pupils to the alternate premises. Teaching staff will ensure all pupils have arrived safely by conducting a role call through use of the evacuation report. Trust will be contacted. Arrangements to be arranged for a news alert request be put out on local radio. Teachers will remain with children whilst in the alternate location and parents will be requested to collect their child from that location. Teachers will return to site at the end of the school day to inform parents who may not be aware of the situation. Children will not be released until parents/guardians have turned up to collect.

A member of School staff will advise the local authority in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation by the HT or Office Manager who will coordinate contacting parents & guardians. Head Teacher or Office Manager will liaise and telephone parents or guardians. Notices at school will inform those parents who arrive at site that may not necessarily be aware of the situation. An alert will be put out on School Website, twitter and text messaging informing them of the situation.

Methods of communicating information relating to fire evacuation

Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings and briefings (annually in September), fire drills and de briefs.

Midday Supervisors - Fire awareness training, communication of fire and emergency plan at meeting in September, fire drills and de briefs.

Cleaning staff – Communication of fire and emergency plan and pre arranged meetings, fire drills and de briefs.

General visitors – generally escorted on site.

Contractors – Visitor/contractor escorted on site (as required).

Emergency services – Following initial 999 call the Head Teacher/ Office Manager will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

High risk areas

Within school the following areas have been identified as high risk with regards to fire/emergency.
No lunch time cooking undertaking – heated trollies used.

Useful contact names/numbers

See business continuity plan.

Appendices**Emergency plan map**