
Learn Today for Tomorrow's Success



Fallings Park Primary School

Fire Emergency Plan and Emergency Guidance

Reviewed September 2025

Next Review scheduled September 2026

Fire Emergency Procedures

This section should be read in conjunction with Lockdown Emergency and Bomb Emergency procedures.

1. General Policy information

- The fire risk assessment and the emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.
- Flammable substances will be kept stored in a locked area. Minimal amounts of flammable substances will be kept on site.
- The capacities for the School Halls are based on the following calculations;
- Fire exit 1050mm = 220 person evacuation in two and a half minutes
- Every additional 5mm add one person

	Fire Capacity	Seated Chairs	Standing	Performers	Total
Small Hall	290 persons	100	20	60	180 persons
Central Hall	340 persons	75	20	30	125 persons
Large Hall	316 persons	180	20	90	290 persons

- The site is kept as a non-smoking site – there are signs in school grounds initiated by our School Council – pupils have ownership of our no smoking policy.
- External storage of items or waste disposal is kept at a distance from the buildings. (8 metres is recommended by the Fire Service) – the distance of our waste area exceeds this distance.
- Control measures for 'Hot Work' (incl. Contractors with a permit to work system.) are in place. This includes information / training on fire extinguishers, hot work is only conducted in areas cleared of combustible materials, and checks are made after work is complete to ensure there are no smouldering fires. Ducts / flues are cleaned and maintained regularly.
- Electrical wiring / equipment will be tested as detailed in the maintenance programme. PAT testing undertaken 01/09/2023 (Veriserve)
- A competent person conducts maintenance and checks on firefighting equipment; fire detection equipment and fire protection equipment. These will be conducted within the time frame required. Details of which will be stored in the Statutory
Fire Fighting Equipment Check: Bryland Fire 12-08-2023 Testing folder.
- Fire Detection Equipment Check: Midwest 14/02/2024
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- Checks and maintenance will be carried out on the fire alarms; emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. Our maintenance is carried out by 'Interserve'. Checks are undertaken by the school caretaker. Refer to 'Statutory Testing Inspection File'.
Emergency Lighting Test – Midwest – 13/02/2024
Fire Alarm Test – Midwest – 14/02/2024
- A review of training in the use of firefighting equipment and for fire marshals will be conducted on a regular basis – reviewed 10/04/2024
- Where there are any staff or pupils who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.
- Appropriate instruction & training for staff, pupils, disabled persons, visitors & contractors will be given and reviewed at regular intervals. (e.g. an audience given the information prior to the start of a concert).
- Regular fire drills will be held this will include for out of normal hours occupation. These are undertaken at Fallings Park 3 times a year (statutory is once per year).
- A debrief session will be held after each exercise and will be recorded.
- The Fire Service will be informed of every fire outbreak even if it has been extinguished.
- The event will be logged even if it is a false alarm.

- Identify precautions taken to prevent arson – all external gates locked whilst school is closed preventing access to site, all doors and windows locked in evenings and holidays. e.g. locking doors, windows, preventing access to the site: Building secure and site locked in evenings and holidays.

1.1 Training & training provision.

The following are trained in the use of fire equipment and fire marshalling which is valid for 3 years.

V Lacey	15/02/2024	Valid until 15/02/2027
S Pedley	07/12/2021	Valid until 07/12/2024
B Dainty	21/09/2022	Valid until 21/09/2025
D Asbury	28/01/2022	Valid until 28/01/2025
E Statham	24/05/2022	Valid until 24/05/2025
J Ebblewhite	29/09/2020	Valid until 29/09/2023
M Wiley	21/09/2023	Valid until 21/09/2027
L Jones	24/05/2022	Valid until 24/05/2025
C Webley	15/04/2024	Valid until 15/04/2027
E Jenkins	21/09/2022	Valid until 21/09/2025

Duties

E Jenkins	Early Years Sweep
E Statham	Early Years Register and Muster
J Ebblewhite	KS1 Sweep
V Lacey	KS1 Register and Muster
M Wiley	KS2 Sweep
B Dainty	KS2 Register and Muster
D Asbury	Car Park Muster
S Pedley	Fire Command, Communications, Car Park Muster, Contact Caretaker
B Jones	Trained in the use of the fire panel
Class Teachers	Register pupils at the assembly area

L Jones	Breakfast Club Fire Marshall/ Relief Fire Marshall
Clare Webley	Relief Fire Marshall

The staff have an agreed procedure and instruction for fire evacuation – see fire drill.

There is no requirement for Personal Emergency Evacuation plans in place at the School at the time of review.

1.2 Information distribution

Method of informing personnel (incl. visitors / contractors) of escape routes.

Fire Drill and appropriate directions for nearest Fire Assembly points are displayed in all rooms within school.

Teachers are reminded of and have access to this document electronically (shared area network) and documented on the Health and Safety Noticeboard in the staff room.

Emergency Evacuation Plan

NOTE: All aspects of the plan must consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

2. Immediate Actions to take on discovering a fire.

Raise the alarm

Staff evacuate pupils to a safe place using the nearest Fire Exit. In order that registers can be taken, the following assembly points are designated. The assembly points are as follows:

Early Years Outdoor Learning Area – Nursery and Reception

Key Stage 1 Playground – Year 1 and Year 2

Key Stage 2 Playground – Year 3, 4, 5, 6
Car Park - Parent Hub and Kitchen Staff

If the alarm is raised during break, staff and pupils use the assembly points on the playground they are using.

This is the same for lunchtimes, including pupils in the dining hall.

If your exit to assembly point is blocked by fire or smoke, your class should use the nearest alternative. This may require you to use an alternative assembly point.

Fire Marshalls' first priority is to ensure that the building is evacuated.

Fire Marshalls check toilets and close windows & doors on the way out. Fire Marshalls have a gate key to allow pupils to move further away from the building if necessary.

3. Methods of raising the alarm.

Use nearest break glass/call point on the way out of the building.

4. Contact emergency services

Typically a member of the Leadership Team or Fire Marshall will contact emergency services. However, any member of staff may undertake this responsibility and subsequently inform the Head Teacher

5. Processes, machines or power that must be shut down.

If staff are using ovens they should be (if safe to do so) shut down on exit. The Boiler house contains cut off for electrics and heating – these should be cut off by the Fire Service. There are no other identified processes, machines or power that must be shut down.

6. Specific arrangements for any high-risk areas.

The Boiler room is kept clear of combustibles and is tidy
Isolation points in the Boiler room are labelled.

The boiler room must NOT be entered in case of fire.

7. Arrangements for a safe evacuation

Teachers and children evacuate the building via the nearest safest exit.

7.1 Escape routes

Escape routes are identified on the attached plan.

7.2 Assembly points

Assembly points are identified on the attached plan. Each assembly point is clearly identified with signage.

7.3 Persons at Risk

Contractors who are on site may be lone workers. In this instance a Fire Marshall will be aware of their location. Fire Marshalls will check evacuation of contractors using the sign in information taken from reception.

7.4 Safe Refuge.

There are currently no identified safe refuges in the school

7.5 Visitors

All visitors will have emergency evacuation procedures shared. Fire Marshalls will check evacuation of visitors using the sign in information taken from reception.

8. Staff with specific responsibilities

Duties of Fire Marshall

- Fire Marshalls collect Intercom Device and set to Channel 1
- Fire Marshalls to liaise with colleagues by intercom as follows:
 - Fire Command request roll call update from muster points
 - Fire Command give clearance to enter building OR
 - Fire Command to call Fire Service then wait with school plan at main entrance for arrival.
 - Muster point coordinators begin to move pupils to OLCS on instruction of Fire Command

8.1 Overall control.

The Head Teacher is in overall control of fire evacuation.

8.2 Fire Marshals. See above

8.3 Fire fighting

All identified Fire Marshalls are trained in fire fighting.

8.4 Fire Control Panel

Fire panel is checked by the school caretaker.

How to Reset Control Panel

Locations

- The keys to Alarm Panels and Call Points are the in Key safe (Office)
- Alarm Panels in Visitor Entrance Lobby adjacent to B2 and Inclusion entrance area (A4)

Identifying which Panel

- Identify in which zone the active call point is in by checking either panel for a light next to the activated zone.
- Go to the activated zone and find the call point.
- Use the call point key to deactivate the call point by inserting the key into the base, releasing the casing, removing the key and pushing it up until the yellow bar is not visible.
- Dependent on the call point location, go to either the EY panel or KS1/2 panel.
- Unlock panel using key.
- At panel, press 'Silence Alarms'
- At panel, press reset
- Close panel

8.5 Responsibilities for persons at special risk

Persons at special risk are the responsibility of the class teacher. There are no pupils identified as having a special risk in that their needs go beyond that of the procedures set in place.

9. Emergency Services

9.1 Liaison Procedures

The Head Teacher and caretaker will liaise with the emergency services on arrival. A plan of the site will be available.

9.2 Specific Information for the emergency Services.

The emergency services will be met at the gate by a member of the Leadership Team and informed of the location of the fire using the site plan. They will also be informed of any missing persons and the location that they would be expected to be at.

Any other information such as non timetabled activity or temporary arrangements to the site will be shared.

9.3 Location of information

A plan of the site and the Fire Risk Assessment is stored above both Fire Panels/ (Visitor and Inclusion lobby)

10. Assembly points

10.1 Location of Assembly Points.

EY Outdoor Learning Area
Key Stage One Playground Key
Stage Two Playground
School Field
Car Park

10.2. Accounting for personnel

All people (staff and pupils) will be accounted for by register. Fire Marshals take registers to respective assembly points.

All visitors and contractors are accounted for by Entry Sign print out. Office staff check at each assembly point.

All personnel accounted for/missing are reported to the Fire Command Fire Marshalls liaise regarding missing persons - Missing persons will be located using sweep of building. Fire or smoke blocked areas to be accessed ONLY by Fire Emergency Service.

11. Re-entering the building

No one will re-enter the building until instructed to do so by their Fire Marshal.

Fire Marshals receive instruction from the Headteacher and Emergency Services.

Note: If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building.

12. Procedures to follow if the building cannot be re-entered.

If the building cannot be re-entered, pupils and staff will normally wait until it is safe to do so.

If time implications/weather are an issue, staff and pupils will exit the grounds via Old Fallings Lane and will be relocated to Our Lady and St Chads School (opposite Fallings Park)

A member of staff will remain on the front gate to inform parents.

Class teachers will escort/supervise pupils as per usual risk assessment procedures for outdoor activities.

Pupils' parents will be contacted by phone if they are required to go home early.

Pupils whose parents are unable to be contacted will remain with staff until parents arrive to collect.

Bomb Emergency Procedures

This section should be read in conjunction with Fire Emergency and Lockdown Emergency procedures.

The presence of an explosive device and/or the reception of a bomb threat are situations that must be prepared for to confront in a calm and professional manner.

Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of the Pupils, Staff and Visitors at our school.

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

IN THE EVENT OF A BOMB OR BOMB THREAT:
DO NOT USE PORTABLE SCHOOL OR PUBLIC SAFETY RADIO, CELLULAR PHONE, DIGITAL PHONE, OR ANY OTHER ELECTRONIC DEVICES. THESE DEVICES HAVE THE CAPACITY TO DETONATE AN EXPLOSIVE DEVICE. IN ADDITION, DO NOT TURN THE LIGHTS ON OR OFF BUT HAVE THEM REMAIN IN CURRENT POSITION.

Procedure:

A) Person receiving the bomb threat telephone call will:

- Stay calm and indicate your desire to cooperate with the Subject. DO NOT Antagonize or challenge the Subject.
- Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
- Attempt to determine the caller's knowledge of the facility.
- Identify background noises.
- DO NOT HANG UP THE PHONE! Signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.

B) SLT or Office Manager will:

BY LANDLINE ONLY: Immediately call 999

Report verbatim the threat/call.

1. AN EVACUATION IS ORDERED: This is similar to our Fire drill in other than staff and pupils evacuate as far to the perimeter of the school as possible. **This is communicated by fire wardens to staff verbally.** Ensure that it is away from vehicles, refuse containers or mailboxes. Conduct a scan of the area for any suspicious items.

The one difference to is you **do not use Security Radios or cell phones; employ runners to communicate to Staff and Students at evacuation sites.**

Ensure that staff/pupils who need support with mobility receive assistance in evacuating.

2. Staff should complete a visual check of room/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. (Refer to Search techniques described below).
3. Wait for emergency services to begin search. Campus Resource Personnel will assist emergency Personnel with building search.

4. Affected area remains under control of emergency services until building search is completed and all clear signal is given by SLT
5. In consultation with Emergency Service, return to class when it is deemed safe.
6. Police reports are to be completed on all bomb threats.

C) Teacher/Staff Responsibilities

IF EVACUATION OCCURS:

Tell pupils to turn off their cell phones. Evacuate as per Fire Drill.

Registers will be brought by Fire wardens to account for all pupils and continue to supervise your class and report any suspicious items or activity to a Fire Warden or Law Enforcement member.

Remain away from buildings until an "ALL CLEAR" announcement is given.

If it appears that the search will be for an extended time, or if weather is a factor, move pupils off the school site – your SLT will inform you.

Do not use cell phones or security radios. Staff members should utilize "runners" to communicate with the command centre.

A bomb can look like an ordinary object, such as a rucksack, briefcase or lunch box.

Be aware of objects that do not belong or that someone does not claim, such as an unattended briefcase.

IF A SUSPICIOUS ITEM IS FOUND:

1. DO NOT APPROACH, MOVE, OR TOUCH ANY SUSPICIOUS ITEM.
2. Report the exact location and an accurate description of the object to police or SLT
3. Identify the danger area and immediately evacuate the building. Be sure evacuation takes place away from danger area and at least 300 feet from object where possible.
4. Do not allow re-entry into building until Emergency service informs you that it is safe to do so.

Lockdown Emergency Procedures

This section should be read in conjunction with Fire Emergency and Bomb Emergency procedures.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of any dangers/risks which are deemed serious enough for lock down protocol to be initiated.

NOTE: 'Reported incidents' can be from a variety of sources and it may be difficult to determine their validity or level of threat to the school.

The Headteacher, in consultation with the Leadership team will decide to initiate lockdown unless instructed to do so/not to do so by external agencies such as the emergency services or Local Authority.

The Local Authority Support Team

Activation

In the event of a School related emergency the proposed arrangement is outlined here:

INCIDENT OCCURS

Headteacher or Deputy Headteacher is notified

Headteacher or Deputy Headteacher rings:

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Between 8.30am and 4.30pm City Direct 551111

Between 4.30pm and 8.30am 552999

Emma Bennett Executive Director of Families 554100 Requesting LA help



OUT OF OFFICE HOURS – Central Control Contacts a Designated Senior Officer from the '**LA EMERGENCY SUPPORT TEAM**'



The Senior Officer Activated:

- Establishes contact with the Headteacher or Deputy Headteacher
- Activates 'First Response Officers' as per contact list, to attend the school (e.g. Communications Experts, Public Relations and an LA Team Co-ordinator.)



- **LA Team Co-ordinator**
Puts Support Team Officers on Standby
- Attends site
Mobilises Support Team Officers as required

- **Senior Officer**
Attends site to: Assist/advise
- Headteacher/ Nominee
Determines full needs
Takes action accordingly

- **Headteacher (or Nominee)**
Nominates on-site Co-ordinator
- Identifies on-site facilities
Mobilises on-site Team (if appropriate)

In the event of an actual lockdown parents will be notified by a text message as soon as possible.

Lockdown Procedure:

Signal for Lockdown: verbal 'Lockdown'

Signal for all clear: verbal 'All Clear'

LOCKDOWN:

Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.

Make every attempt to clarify exactly what has happened.

Then consider whether Incident requires involvement of 'Local Authority Support Team'

NB it is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.

Unless there is overwhelming pressure, avoid closing the school & maintain normal routines & timetables.

Inform Chair of Governors:

- Of incident and, if appropriate, of involvement of 'Local Authority Support Team'.
- To standby to be available for interview by the Media.
- To be prepared to receive many telephone calls

NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed. Rooms most suited to lockdown: All classes to remain in own classrooms (or room they are currently in). *If someone is taken hostage on the premises, the school should seek to **evacuate** the rest of the personnel*

Lockdown Procedures

Communication arrangements: 6 way intercom – Channel 1

- The decision to lockdown is the responsibility of the HT/DHT
- This decision is then shared with the identified fire marshalls

- The communication for lockdown will be communicated through the fire marshalls as identified in the Fire Evacuation Plan
 - Staff to ensure all pupils are inside the building. Alternatively ask pupils to hide or disperse if this will improve their safety. *Class Teachers are responsible for their own class – if in a room children to take cover under tables.*
 - Lock/secure entrance points to prevent the intruder entering the building. All external doors, Fire doors, Internal doors, all windows.
 - Dial 999.
 - Contact the Local Authority Support team.
 - Take action to increase protection. Staff to: block access points (move furniture etc); sit on floor under tables; keep out of sight; draw blinds; turn off lights; stay away from windows and doors.
 - Ensure that pupils, staff and visitors are aware of an exit in case an intruder does gain access.
 - If possible, check for missing pupils/staff/visitors.
 - Remain inside until all clear has been given, or unless instructed to evacuate.
- Partial Lockdown**

Partial lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate.

Procedure:

Partial Lockdown Procedure:

Signal for Partial Lockdown: verbal ‘Partial Lockdown’

Signal for all clear: verbal ‘All Clear’

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement and learning may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Communication to Parents

Parents will be told (either verbally or via text):

“After an incident today the school was placed in lockdown at Procedures and policies were followed and all members of staff and children are safe.”