



**HOLY FAMILY**  
Catholic Primary School

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## **Fire and Emergency Plan September 2025**

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<b>Reviewed by Governors</b>	<b>September 2025</b>	<b>Signed:</b>
<b>Next Review date</b>	<b>September 2026</b>	

## 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. This is normally by contacting the appropriate monitoring facility (ESU) to advise of intent to activate system.

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 TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING.**

### Fire Grab Box

The fire grab box is kept in the admin office. The box contains key information and admin staff are responsible for taking the box on hearing the fire alarm sound to the nominated evacuation controller. Bag contents:

- Copy of fire risk assessment, fire and emergency plan and emergency plan map.
- Details of any significant hazards on site e.g. large quantities of hazardous substances.
- Pupil contact numbers and class lists.
- High visibility vest (for evacuation controller/person meeting emergency services).
- Contact details for: Holy Family Catholic Church, Parkgate Primary School & Cardinal Newman School.(see below)
- Fire Hydrant location Sheet on emergency plan map
- Gate keys.
- Bomb Threat Checklist.
- Spare Inhaler.
- Two school Walkie Talkies. One to be taken by the designated staff member waiting at the front of the school. (LQuayle) One to be taken in the Fire Grab Box to the Assembly Point and given to Lead Controller (G Griffiths)

### Other items to take out:

- Registers, signing in books to be taken out by admin staff.
- Class teachers will bring out any essential medications for pupils which are kept in green boxes in each class.

## 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.
- Report immediately to the nominated Evacuation Controller 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.

### 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.

### 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. FIRE MARSHALL, PANEL OFFICER ETC.**

## 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 alarms sound is a continuous bell.

The fire alarm system has a back up system in the event of electrical failure.

## Methods for communicating with the emergency services/ESU

In the event of a confirmed or suspected fire nominated person to place a direct call to the fire service by calling 9-999 from an internal phone or 999 from the school mobile.

Nominated persons are: A member of the admin team

**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: Grainne Griffiths

**In the absence of the named person another member of senior management will deputise the role of Evacuation Controller.**

C. Twycross (Deputy Head Teacher)  
J. Richardson (Assistant Head Teacher)  
C. Tompkins (Upper KS2)  
M. Marlowe (KS1) K McGrath (EYFS)

**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).**

**The following staff are trained fire marshals;**

Nursery	Amy/Nadia	Year 3	T Skelley/K Kemp
Reception	M Poleszak	Year 4	S Hill
Year 1 inc Booster Room, & Ladies toilets	D Kang	Year 5	J McCreath
Year 2 and Butterflies support	M Burchell J Razza	Year 6	D Devine
Office and reception area KS2 Hall	M Lawrence	Support if on site	W Hodson
Staff room Dining room	Grainne Griffiths (F Davis when GG not on site)	Rainbow Room	K Lanphier

SLT – Support where required.

**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 Officers:

- Warren Hodson – Site Services Officer (if on site)
- Louise Quayle – School Business Manager

In the absence of the named persons a member of the admin team will check the control panel.

**Person to wait at front of school to stop people from entering the building**

- **Louise Quayle** is designated by the evacuation controller to wait at the front of the school – in her absence this role will be undertaken by **Finola Davis**

## Specific persons at risk

Within school, pupils have been identified at risk. Personal emergency evacuation plans (PEEPs) have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

**PEEPs are in place for:** Refer to specific PEEP documents for further information.

- Layla Newman Y4R, Freddie Newman YRH
- All Children in the Butterfly Room – see specifics in table below. Butterfly staff should be aware of PEEPs for each child.

## Arrangements for safe evacuation and muster (assembly)

Headteacher (HT), School Business Manager (SBM), Site services officer (SSO), TA's (TA's), Lunchtime Supervisory Assistants (LSA's)

Specific: times/classes/areas.	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
<b>Butterflies (SEND provision)</b>	Stay in Butterfly room until SBM/SSO/Admin have identified the location of the fire (unless visible and close by) and based on the information, a decision will be made whether they need to evacuate the building or if it safer to stay inside. If the fire is within their vicinity they evacuate using nearest fire exits and muster in the Yurt on the field. Specific Y2 staff have been identified to support with evacuation if necessary.	Remain in class or move to Yurt on KS1 field.	HT & Member of SMT	Grab box, Registers, staff net2 access print out, visitors signing in book and contractors book taken out by admin team	SBM/admin or SSO if on site.
<b>Standard teaching times</b>	Teachers & TA's will escort classes to assembly point via nearest and safest exit routes (signed) Appointed fire marshals sweep building.	Top of Field in class lines	HT & Member of SMT	Grab box, Registers, staff net2 access print out, visitors signing in book and contractors book taken out by admin team	SBM/admin or SSO if on site.
<b>Year 1</b>	Front Y1 class will leave the classroom via the internal door, go through the hall and exit through Hall fire door. Back Y1 class will use the exterior courtyard door, across the hall and exit via the nearest exit door. Secondary exit available if required.				
<b>Years 5 and 6</b>	To avoid using the one fire exit: <b>Year 6</b> will come down the stairs <b>turn right</b> and leave via the fire exit door to the playground, walking round the building. <b>Year 5</b> will leave the classrooms <b>turn left</b> and leave via the fire exit door to the field.				
<b>Break times <u>pupils outside</u></b>	All staff members on duty in the playground should on hearing the fire alarm should ensure the children <b>stop, stand still, then walk towards the field</b> away from the building and ensure <b>no child re-enters the building</b> . Children will then be escorted to the assembly point and directed to line up in classes, where they will be met by their staff (if on site) All other staff should make their way through the nearest exit to join classes on the field. If near playgrounds support & direct any classes to the muster area. The Head Teacher & office staff will ensure, as far as it is reasonably practicable, that the rest of the building is vacated. Appointed fire marshals to sweep building where able.	Top of Field in class lines	HT & Member of SMT	As std teaching times – class teacher or lead adult calls register.	SBM/admin or SSO if on site.

Specific: times/classes/areas.	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
<b>Break times <u>pupils inside</u></b>	Teachers/TA's escort their class to assembly point via nearest and safest exit route (signed) Appointed fire marshals sweep building.	Top of Field in class lines	Member of SMT		SBM/admin or SSO if on site.
<b>Lunch time <u>outside</u></b>	LSA's on playground should on hearing the fire alarm ensure the children <b>stop, stand still, then walk towards the field</b> away from the building and ensure <b>no child re-enters the building</b> . Children will then be escorted to the assembly point and directed to line up in classes, where they will be met by their staff (if on site). LSA's to stay with class/year responsible for. LSA's in dining areas to escort pupils to assembly point via nearest and safest route. (lunch boxes/meals etc to be left) Registers will be given to <b>LSA's</b> once at assembly point, who will carry out the roll call. <b>Admin</b> staff to evacuate as per std procedures. <b>Any staff</b> on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point. Teachers "on site" will assist the dinner supervisors at the assembly point.	Top of Field in class lines	Member of SMT	As std teaching times - class teacher or lead adult calls register	SBM/admin or SSO if on site.
<b>Lunchtime <u>inside</u></b>	<b>LSA's</b> escort pupils to assembly point via nearest and safest exit route (signed) Appointed fire marshals sweep building. <b>All staff</b> on site will exit at the nearest point and join classes				
<b>Assemblies Staff/pupils only</b>	If staff not present return to hall to bring children out safely (unless route blocked by fire). All children escorted by the relevant staff using the hall exits.	Top of Field in class lines		As std teaching times	SBM/admin or SSO if on site.
<b>Assemblies with Parents attending</b>	<b>Teachers and TA's</b> in hall escort pupils out of designated fire exit to assembly point. <b>Admin</b> staff escort parents out of building via nearest fire exit to assembly point and complete roll call using sign in sheets.	Top of field. Separate line for visitors	Member of SMT	As std teaching times Admin check sign in for parents.	SBM/admin or SSO if on site.
<b>As pupils arriving or leaving</b>	Staff to leave via nearest and safest exit escorting any pupils that are in the school building to the assembly point. Sweep to be undertaken on way out. All staff to direct parents to assembly point; if still on site SBM/ SSO/Admin to be at front of building to prevent those from entering the site.	Field – right across KS2 playing field	Member of SMT	staff net2 access print out, visitor book and contractors book taken out by admin	SBM/admin or SSO if on site.

<b>Specific: times/classes/areas.</b>	<b>Evacuation procedures</b>	<b>Assembly point</b>	<b>Evacuation Controller</b>	<b>Method of accounting for persons</b>	<b>Person checking control panel</b>
<b>Staff only on site inc meetings and holidays.</b>	Staff to leave by nearest and safest signed exit route Persons at front of building will prevent those from entering the site.	Field – right across KS2 playing field	SSO or most senior member of staff on site.	staff net2 access print out, to be kept by nominated person	Nominated staff member – checked if safe to do so.
<b>Open evenings/ afternoons</b>	System implemented to ensure that the building can be evacuated safely during open evenings. An appointment system is in place. Class teacher escorts parents and any children out of the building to the assembly point. Normal class exit routes apply	Field – right across KS2 playing field	Member of SMT	staff net2 access print out, appointment slots for parents (detail taken out by teaching staff).	Site Services Officer
<b>Plays/concerts</b>	An induction is completed before the play/concert by SLT to notify visitors of procedure. Ticket system in place and numbers checked on arrival to record actual number of persons present. Aisle's kept clear to ensure that the building can be evacuated safely during a play/concert. Adequate number of fire exits are available. Fire marshals will be designated prior to the event. Children performing in the concert/play will be directed by staff as per school system. Parents to be directed by other staff & admin (if on site) to be taken to the muster point and roll calls taken.	Field – right across KS2 playing field	Member of SMT	staff net2 access print out, registers, ticket entry details Signing in sheets	Site Services Officer
<b>Lettings</b>	Those who book lettings are given details of the emergency evacuation procedures in advance and advise to undertake a drill or table top exercise. All adults in the building are aware of the fire exits and procedures for muster. Adequate number of fire exits are made available. Telephone is available	Field – right across KS2 playing field	Letting Lead	Lead identified to complete roll call checks using signing in sheets	Site Service Officer

**Specific arrangements must be included below when building or refurbishment projects are taking place on site that make changes to the above**

## Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site an arrangement is in place with **Parkgate Primary School** to relocate to their premises.

G Griffiths (HT) and W Hodson (SSO) will remain at the school site; all other staff and pupils will relocate.

A member of Senior Leadership team (DHT or AHT) will advise the local authority and communications team in the event of pupils having to be relocated to another site. Parents will be contacted via contact list in fire grab box and communication service (school app/dojo/tapestry). All staff will remain at relocation point until last pupil is collected.

W Hodson will return to site at the end of the school day to inform parents who may not be aware of the situation.

## Serious Incidents causing other Emergency Procedures – ‘EVACUATE’ or ‘LOCKDOWN’

The school have different evacuation procedures in place for serious incidents that may require immediate **Evacuation or Lockdown**.

In the event that the school receives a request from the Emergency services or have significant concerns about a serious incident on site, the procedure is as follows:

- Person in the office who receives the call must alert colleagues to the significance of the situation by notifying verbally immediately or raising the alarm ruler (whichever is quickest)
- The most senior member of staff (usually the HT or DHT) will be informed immediately.
- **The most senior person will make the decision on whether to Evacuate or Lockdown** depending on the incident.
- As much detail as possible will be recorded about the call and the threat.
- LA and other emergency services will be informed where relevant.
- A member of the office staff will inform Warren of the threat.
- Alert staff to **Emergency Evacuation** via IT alerts system – alert coming up on class PC  
That will say **Evacuate! (Meaning leave the building)** or **Lockdown! (Meaning stay inside)**
- In the event of the system not working, staff will be delegated to ring the phones located around the school, and go to classrooms and inform staff verbally.

### Emergency Evacuation (non-fire)

- In the event of Evacuation, the fire alarm bell **may** be rung if it is **safe** to do so.
- All pupils and staff will exit the school building, using the normal fire drill procedures, e.g remembering to sweep all designated areas for pupils and staff. Pupils will be told this procedure for evacuating the school as and when necessary.
- Staff and pupils will assemble by lining up along Beake Avenue fence (Y6 nearest the church) of the field, where the register will be taken.
- Pupils and staff will then make their way to Holy Family Church through the Beake Avenue playground gate (as if going to mass).
- SSO or Admin to take out keys and open gates.
- Should further evacuation be necessary, staff will marshal pupils (teacher at the front, TA at the back of the class) to either Parkgate School or Cardinal Newman School, depending on the vicinity of the incident.

## **Lock Down**

- **This will take place in the event that an incident outside the building means we need to stay inside for safety.**
- **No Bells are to be rung.**
- Staff will be alerted via IT alert with the word '**LOCKDOWN!**' appearing on the PC and class screen.
- All should remain calm. Staff to remind children that they are safe in the building and that we are not allowed to go out of the building/room until further notice. Staff will be advised if toilets can be used, depending if the concern is in or out of the building.
- Lessons should continue as normal so as not to worry the children.
- Depending on the incident you may be advised to take further steps to keep them safe.

## **Methods of communicating information relating to fire evacuation**

Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin and SSO), fire drills and de briefs.

Lunchtime Supervisory Assistants - Communication of fire and emergency plan at DRA meeting, fire drills and de briefs, fire awareness briefing sessions.

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

General visitors – Visitor/contractor leaflet, generally escorted on site

Contractors – Visitor/contractor leaflet, site induction (as required).

### ***Specific arrangements to be included within this area when building or refurbishment projects are being undertaken.***

Lettings – As part of letting agreement, induction by SSO.

Emergency services – Following initial 999 call, the Evacuation Controller 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 evacuation grab bag.

### **High risk areas/activities**

Within school three areas/activities have been identified as high risk with regards to fire/emergency.

**Main kitchen** - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

**Boiler/plant room** – Access to this area is restricted. SSO and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

**Pupil kitchen/booster room** – cooking in this area should be supervised at all times and all equipment must be turned off and checked by staff.

## **Useful contact names/numbers**

LA Communications – 02476 831086

Mat Clark – Madrigal - Health & Safety Advisor 07814 796512

LA Premises Building and Consultancy Services – 02476 832606

Parkgate Primary School – 02476 637381

Cardinal Newman Catholic Secondary School – 02476 33 2382

Holy Family Church Presbytery – Fr Charles Miller – 02476 333128