

MANAGED EMERGENCY PLAN

Where education is more than
you know, it's who you can become...

Approved By	Hujjat School Trust Board
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HUJJAT PRIMARY SCHOOL EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES RESPONSIBILITIES

All members of staff in the school need to be aware of this plan and **the school will remind employees at the beginning of each term of these arrangements** in order to maintain appropriate precautions in the event of a fire on the school premises.

STAFF TRAINING

Each term, the school will engage in a fire drill in order to practice implementing these plans. Fire drills will be unannounced and scheduled at different times of the school day. The results of fire drills will be recorded in the school's Fire Records booklet. On activation of the fire alarm, all instances must be regarded as genuine and not false alarms. New members of staff will be informed of the detail of this plan as part of their induction procedures.

FIRE STEWARDS

Area of Responsibility	Name
Early Years Foundation Stage	Aya Al-Sader
Key Stage 1	Yousra Laamri
Key Stage 2	Samirah Saad
Whole School Oversight	Julie Day

VISITORS

All visitors to the school should sign in at the School Office Reception. All visitors should also be instructed to sign out on leaving and, in the event of a fire alarm being raised, should be instructed on what to do and where to go. Written instructions for visitors are posted at Reception.

FIRE DRILL

A fire drill is held each term.

In the event of a fire you must leave the building using the nearest fire exit. Your class must line up in alphabetical order and your class lists will be given to you by one of the office staff or School Business Manager (in their absence). This needs to be taken promptly. Pupils should return to class after a senior member of staff has given an instruction to do so.

PROCEDURES

- (a) During the school day
 - If someone discovers a fire, they should immediately raise the alarm by breaking the glass at the nearest alarm point;
 - It is the duty of all adults to know these positions

FIRE EXITS SHOULD ALWAYS BE KEPT CLEAR AND FIRE DOORS UNBOLTED WHILST THE PREMISES ARE OCCUPIED

Teachers

- During an evacuation, teachers should stop the class activity and escort the class immediately out of the building through the nearest exit point to the evacuation point.
- Teachers should always lead the class out of the building but ensure that no children are left behind; if a

Teaching Assistant is available they should be the last person out of the classroom. All personal belongings must be left behind.

- Exit routes are displayed in each classroom, activity or office space which staff and pupils use;
- Ensure that all doors are securely shut in the event of any evacuation.
- The registers will be distributed to each class (Reception – Yr. 6) by the office team, when staff and pupils are assembled in the MUGA after evacuation;
- The Visitor's, staff and Pupil Signing in and out record" will be brought out by the office team;
- Registers are checked by name to ensure that all children are present (a head count is insufficient);
- Registers must then be returned to the office team and class teachers must report that all children are accounted for;
- Nobody must go back into school. If a child/adult is missing it must be reported to the Headteacher;
- The Headteacher or a member of the Senior Leadership Team will check that class numbers tally;
- Report any missing pupils immediately to the Incident Control Officer (Headteacher or in his/her absence the School Business Manager).
- Children must walk in and out of the school sensibly and line up quietly;
- If the normal exit is blocked for any reason, then the nearest available exit must be used;
- The assembly point for the school is the MUGA

Office Staff

- One of the Administrative staff or School Business Manager (in their absence) will be responsible for delivering class lists to the class teachers on the playground.
- They will also print the signing in and out records, staff sign in list and visitor record from InVentry and check that all visitors and staff on the premises are accounted for.
- If safe to do so, the receptionist will answer the call from RedCare (Fire alarm monitoring company) to confirm whether there is real emergency.

Fire Stewards

- Designated fire stewards will sweep through the building to ensure no one has been left behind. If it has not been possible to search any areas of the school then this should be reported to the Headteacher immediately and/or the fire brigade when they arrive on site.
- Ensure that all doors are securely shut in the event of any evacuation.
- The Head teacher is responsible for ensuring that designated fire stewards receive appropriate training.

School Business Manager

- In the event that one of the Administrative staff is not on site, the School Business Manager will be responsible for the class lists and staff/visitor count.
- School Business Manager (or Premises Manager or a member of the Senior Leadership Team in her absence) will be responsible for unlocking the padlock on the playground gate.

Headteacher/Deputy Headteacher

- In the event that the School Business Manager becomes responsible for the class lists and staff/visitor count, the Caretaker or a member of the Senior Leadership Team will open the playground gate.
- Once assembled the Headteacher, in consultation with the school caretaker, will inform everyone of what to do next (leave premises or return to class in case of a false alarm).
- If the Headteacher is not present then she should be immediately contacted and advised of the situation.

Additional Evacuation Procedures

(a) At Lunch Time or Morning Break Time

A senior member of staff must always be on duty on site. In the event of an evacuation at lunchtime, all pupils and adults should re-assemble at their normal evacuation points.

- All SMSAs on duty in the playground or hall, on hearing the fire alarm, gather all children together away from the building and ensure that no child re-enters;
- In the event of fire, the bell is to be rung and children to line up in designated areas.
- SMSAs, in areas where the children are eating, shall evacuate all children away from the building and ensure that the toilets are vacated;
- The Headteacher or members of the Leadership Team will ensure, as far as is reasonably practical, that the rest of the building is vacated;
- Class Teachers will take registers in the normal way;
- All available staff on site will help to evacuate children and take registers where necessary

(b) Before and after school

The wraparound care staff will evacuate the children to the evacuation point through the nearest exit.

The most senior member of school staff on site at the time will ensure all adults on site assemble at the evacuation point.

(c) Clubs

Club register needs to be kept with the group leader at all times for all clubs taking place at school, including clubs that take place on the playground or field.

(d) Parents' Consultation Days and Other School Based Events

All persons present will evacuate the building at the nearest exit points. The remaining fire stewards will co-ordinate evacuation with the senior member of staff.

(e) Holiday Openings

During school holidays the school will be open for cleaning and maintenance work. Members of staff also use the building to prepare for the coming term. All adults on site should make their presence known to the caretaker. A manual signing in/out system will be used during the school holidays for all visitors to the site, including staff and this will be overseen by the caretaker. Upon leaving they should also inform the caretaker and ensure that they sign out. In the event of an evacuation, the caretaker should sweep the site to ensure all rooms are empty and that everyone is assembled at the assembly point. He will also check the EVAC mobile app to check off visitors/staff.

FINAL EXIT DOORS

All final exit doors will remain unobstructed and unlocked when the premises are in use. These will function properly and will be tested at regular intervals by the caretaker to ensure they work properly. All doors are outward opening. No doors will have padlocks or chains on them when the premises are in use.

In the event of a fire or bomb alert, the Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see Fire Drill procedure);
- In the event of a bomb alert follow Harrow's guidelines;
- Ensure that office staff phone 999 for the Fire Brigade and Police;
- Check that the evacuation procedure has been followed;
- Remain at the front or back of the school to meet the Fire Brigade/Police and direct them to the incident;

- All children and adults must remain outside on the MUGA until the all clear has been given.

FIRE DOORS

No fire door should be wedged or held open during the opening hours of the school. The vision panels in these doors will be free of signs or notices, to aid observation.

FIRE ESCAPE ROUTES

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

EMERGENCY LIGHTING

The caretaker will check the emergency lighting is operational each week. Any malfunctions will be immediately reported and requests will be made for immediate repair.

ESCAPE SIGNAGE

The School Business Manager and Site Manager for buildings will check that escape signage is in place at least once every six months (during the regular health and safety inspection procedure).

FIRE ALARM

The Site Manager will check the fire alarm is in good working order once every week. A written record will be kept of this check. The testing of this will be conducted at times when minimal numbers of staff are on duty to reduce confusion. Any malfunctions will be immediately reported and requests will be made for immediate repair.

In the event of the fire alarm being faulty and there being a need to raise the alarm, the school bell should be continuously rung until all persons have left the building.

FIRE EXTINGUISHERS

The location of all fire extinguishers is recorded in the school's Health & Safety policy. A contractor tests these for good working order once a year. Faulty or empty extinguishers will be replaced immediately.

ASSEMBLY POINTS

The assembly points for each class are designated areas on the playground away from the buildings (see Appendix 1).

In each room in the school is a plan that marks the exit routes to these points. This plan is checked during each health and safety inspection. Each exit door should have no more than two classes travelling through it during an evacuation.

FIRE FIGHTING

Members of staff should only consider fighting a fire if they have had the necessary training to operate a fire extinguisher and then only after they have ensured the safe evacuation of all pupils from the premises. Nobody should re-enter the building at any time until the all clear has been given.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

A PEEP will need to be written for any person with a physical disability, in order to manage a safe exit from the building. These are always individual and only prepared for specific individuals (please see Appendices 2-6). A copy is to be kept with the SENDCo, Class Teacher and the Health & Safety Co-ordinator/School Business Manager.

LOCKDOWN

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school

- The close proximity of a dangerous dog/animal roaming loose

LOCKDOWN	
Rooms most suitable for lockdown	All classes to remain in own classroom
Entrance points (e.g., doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Classroom telephones
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

REF	INITIAL RESPONSE- LOCKDOWN	TICK/SIGN/TIME
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
L2	Lock / secure entrance points (e.g., doors & windows) to prevent the intruder entering the building. All adults.	
L3	Shutters at the entrance doors and the office window must be brought down.	
L4	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
L5	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g., move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights • Stay away from windows and doors All adults are responsible for their own class. 	
L6	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L7	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan via the school tannoy system
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site. The Head teacher will do a sweep of the outdoor areas, including the MUGA to ensure that all staff visitors and

children are in the building

- Visitors will be advised to leave the premises from the office entry phones if they arrive during an emergency
- Those inside the school should remain in their classrooms.
- All external doors shutters and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Harrow Council notified.
- Parents will be notified as soon as it is practicable to do so via email message
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the MUGA.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year.

PARTIAL LOCKDOWN

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via IT and telephone systems and verbal communication.)
- All staff and pupils remain in the building and external doors shutters and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

"Partial lockdown" is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

FULL LOCKDOWN

Alert to staff: "Full lockdown"

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via telephone which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

Advice re: procedures is given in the school Newsletter and if available on the school website under the 'Important Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

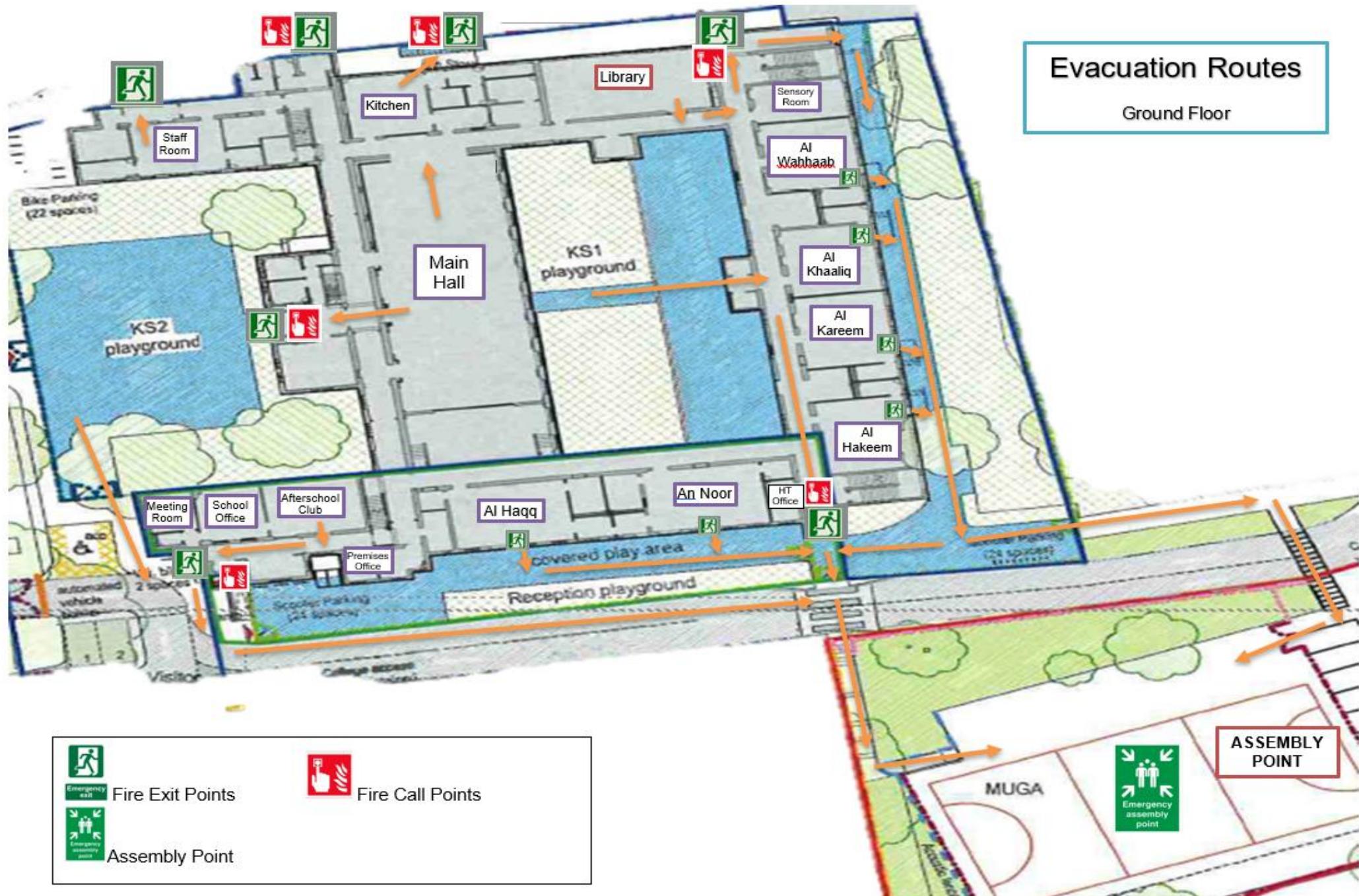
Parents will be told “ ...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...”

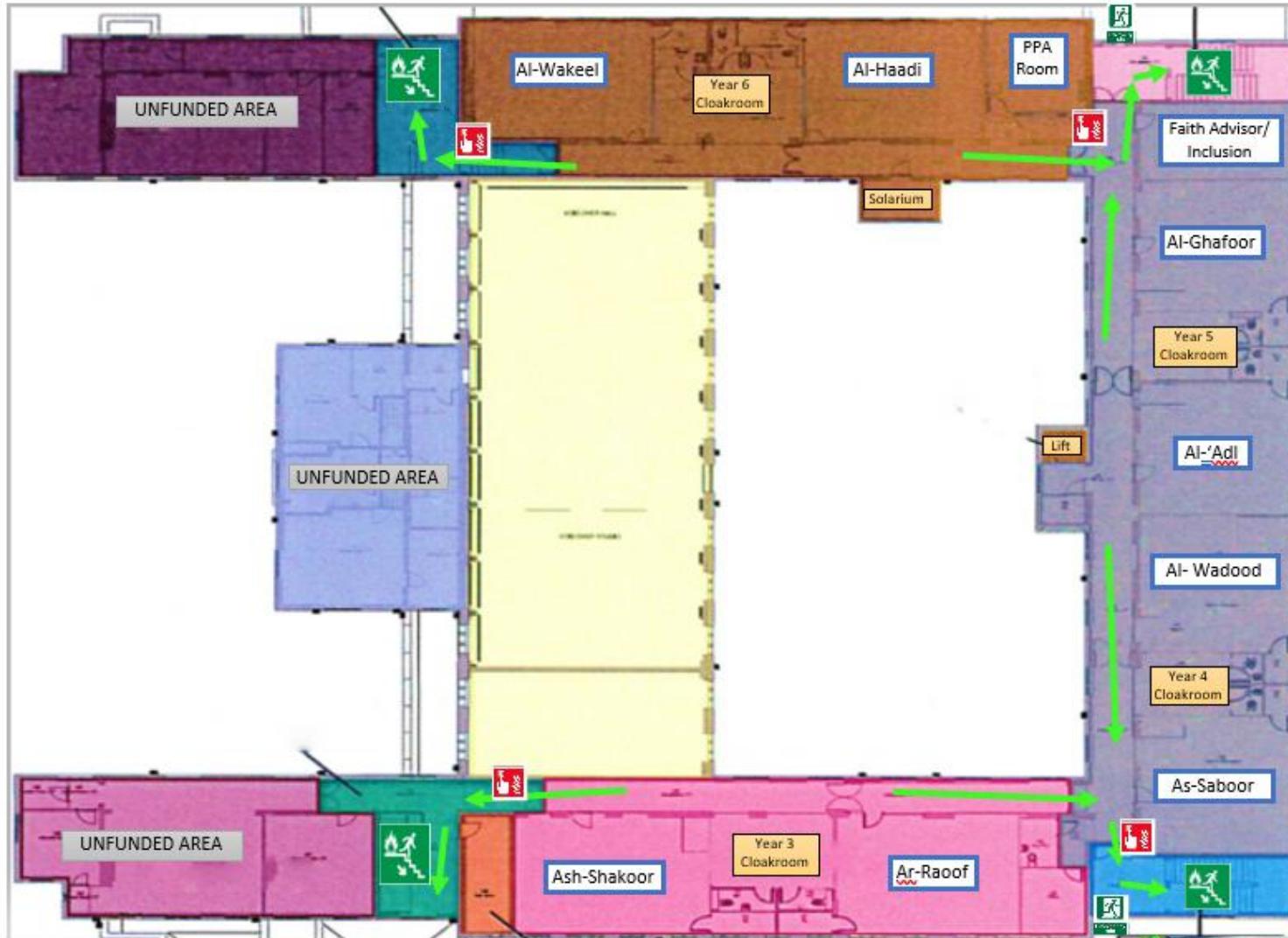
EMERGENCY SERVICES

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Appendix 1 – Evacuation Routes





Emergency Exit Stairs



Fire Call Point



Emergency Exit Points



Assembly Point



APPENDIX 3: EXAMPLE OF PERSONAL EMERGENCY EVACUATION PLAN CHECKLIST

Personal Emergency Evacuation Plan Checklist

To be completed by the Health and Safety Leader.

Completed questionnaires should then be attached to the Personal Emergency Evacuation Plan (PEEP)

Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's School :		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) Covered By The Assessment:		
What times / days are covered by this assessment?		
Does the building Fire Risk Assessment denote that the proposed building has suitable access/egress?	YES	NO

Health and Safety Leader Signature :

Date:

Class Teacher:

Date:

Learning Assistant:

Date:

Head Teacher Signature:

Date:

APPENDIX 4: EXAMPLE OF PEEP QUESTIONNAIRE FOR MOBILITY IMPAIRED PERSONS

PEEP Questionnaire - MOBILITY IMPAIRED PERSONS

Name:	Name of School:		
Building to which this PEEP applies:			
Personal Emergency Evacuation Plan Checklists			Yes
To be completed with the pupil			
1	Have the general emergency procedures been explained to you?		
2	Can you open the fire escape door on the floor(s) you will be using?		
3	Do you use a manual wheelchair?		
To be completed by the Learning Assistant assigned to pupil			
4	What is the approximate width of your wheelchair	mm	
5	If you use another type of mobility aid, what is it? (insert details)		
6	At the intended time of use, how many fire exits are available for disabled use?		
7	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
8	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)	Mins	
		Mins	
		Mins	
		Mins	
9	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
10	Who will be providing assistance? (insert names)		
11	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)		
12	Is there an evacuation chair provided in the building? If yes please provide detail (e.g. of location)		
13	Is the pupil able to use an "evac" chair?		
28	Can the pupil transfer to an "evac" chair without being lifted?		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil/Staff)	

APPENDIX 5: EXAMPLE OF PEEP QUESTIONNAIRE FOR VISUALLY IMPAIRED PERSONS

PEEP Questionnaire - VISUALLY IMPAIRED PERSONS

Name:	Name of School:		
Building to which this PEEP applies:			
Personal Emergency Evacuation Plan Checklists			Yes
To be completed with the pupil			
1	Have the general emergency procedures been explained to you?		
2	Can you open the fire escape door on the floor(s) you will be using?		
3	Can you read the fire exit signs?		
To be completed by the Learning Assistant assigned to pupil			
4	Does the pupil require the emergency escape procedure to be on tape?		
5	Does the pupil require the emergency escape procedures to be in Braille?		
6	Does the pupil require the emergency escape procedures to be in large print?		
7	At the intended time of use, how many fire exits are available for disabled use?		
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)	Mins	
		Mins	
		Mins	
		Mins	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
11	Who will be providing assistance? (insert names)		
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil/Staff)	

APPENDIX 6: EXAMPLE OF PEEP QUESTIONNAIRE FOR HEARING IMPAIRED PERSONS**PEEP Questionnaire - HEARING IMPAIRED PERSONS**

Name:	Name of School:		
Building to which this PEEP applies:			
Personal Emergency Evacuation Plan Checklists			Yes
To be completed with the pupil			
1	Have the general emergency procedures been explained to you?		
2	Can you open the fire escape door on the floor(s) you will be using?		
3	Can you hear the fire alarm in normal circumstances?		
To be completed by the Learning Assistant assigned to pupil			
4	Does the pupil require the building emergency procedures to be provided in an alternative format to the standard written instructions?		
5	Does the pupil require written emergency procedures to be supported by BSL interpretation?		
6	Is the school fitted with a "hard wired" flashing light, linked to the fire alarm?		
7	At the intended time of use, how many fire exits are available for disabled use?		
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)	Mins	
		Mins	
		Mins	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
11	Who will be providing assistance? (insert names)		
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil/Staff)	

Hujjat Primary School

EMERGENCY LOCKDOWN PROCEDURE

ALARM – announcement* via the telephone paging system and

INSTRUCTIONS

The emergency lockdown is used when it is necessary to restrict movement around the school site.

Everyone in a classroom or teaching space supervised by a member of staff must stay where they are, close and/or lock (where possible) the doors and windows (pull down blinds), remain seated and quiet, and follow instructions from the member of staff.

Pupils in a common space, for example, a corridor or toilet area, should proceed to the nearest classroom as quickly as possible, and in silence.

Support staff, staff who are not teaching and visitors and contractors should proceed to the nearest office or classroom as quickly as possible, or remain in their indoor space.

Staff should check their email for further information and instructions.

Pupils and visitors must follow the instructions of staff at all times and stay away from windows and doors.

When it is safe to do so, the **‘all clear’ signal** will be confirmed* via the telephone paging system and an email will then be sent to staff with further information.

*Will be briefed to staff separately