ESTCOTS PRIMARY SCHOOL

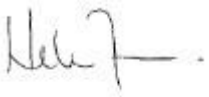
Fire Drill & Emergency Evacuation Plan

Updated September 2026
Business Manager

Premises and Buildings Governor

FIRE DRILL/EMERGENCY EVACUATION PLAN

Building: Estcots Primary School, Bourg de Peage Avenue, East Grinstead, West Sussex. RH19 3TY

Signed by: 

Effective From: September 2026

Next Review Date: September 2027

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (FSO) to ensure the safety from fire of all persons within the establishment by putting in place a procedure for serious and imminent danger from fire.

Designated Person Responsible for Fire Safety:

Premises Manager - 01342 327473

Person Responsible for Assisting the Designated Person with Fire Safety Duties:

Business Manager – 01342 327473 ext 219

Persons Responsible for Contacting West Sussex Fire and Rescue Service:

Premises Manager, Business Manager and Office Manager

ON DISCOVERING A FIRE

- Raise the alarm.
- Make sure you know where the alarm points are.
- The Headteacher or person acting for her will call the fire service.
- If you are using the telephone when the alarm sounds finish your call immediately.
- If you are uncertain about whether anyone has called the fire service, for example before or after school when not all staff will be present, then do it yourself.
- Remember if you have children in your care then ensure that they are out of danger first.

ON HEARING THE ALARM

The alarm is a continuous bell

- Stop all class activity.
- Children line up by an external door.

- Tell them to lead out calmly and single file
- Close the door – this is important to stop the spread of any fire
- Lead the children out of the building and go directly to the Fire Assembly Point

NOTE: Please leave by the external doors and do NOT cross through the building to an external door as every classroom has an external classroom door. Rooms without an external door please find the nearest exit to vacate the building.

SPECIFIC EVACUATION DUTIES and ROLES

The list of the designated persons is available in the staff room and every classroom – this is changed every September depending on the staff and where they are placed. THIS IS LISTED IN EVERYROOM IN SCHOOL AT THE BEGINNING OF EACH NEW SCHOOL YEAR

Fire Wardens will sweep their assigned areas of the building, reporting any issues to the Person Responsible on their exit from the building.

Designated person will check the Year 5/6 toilets
Designated person will check the year 3/4 toilets.
Designated person will check the staff room and Group room
Designated person will check the art room and medical room
Designated person will check KS1 toilets
Designated person will check the Smart Start

PUPILS MUST WALK IN SILENCE

Give instructions clearly and calmly, in a real emergency child will need reassurance.

Children using toilets or delivering messages should leave by the nearest exit and report to their class teacher at their assembly point.

A suggested route will be found on the Fire Drill notice in each room. Please make sure you are familiar with the route for each room you use. Using these routes should ensure an efficient and safe exit of the building. You may not be able to use the route suggested if the fire has affected your part of the building, in which case seek a safe alternative.

Gates around school may need to be opened and staff should all be aware of the combination number.

Outside the building walk across the grass/playground to your Fire Assembly Point – **FRONT OF SCHOOL.**
See map on the Fire Drill notice in each classroom.

ASSEMBLY POINT

The area at the **FRONT OF SCHOOL – THE PLAZA** is designated as the Fire Assembly Point

2nd ASSEMBLY POINT

In the event of the Main Fire Assembly Point being unavailable the school should use the field as a way of an escape route and walk the short distance to Sackville School Staff Car Park and assemble in class lines.

ON REACHING ASSEMBLY POINT

- The class teachers will stand with the children and hold the register a loft when all children have been counted
- The TA's will muster under the canopy on the plaza to be checked off by a member of the office team
- Any TA who is attached to a child will remain with that child in the class line

- Check that all helpers/visitors are out of the building and checked off by the admin team

- Missing children's names should be given to the Headteacher (or person acting for them) who will take the necessary action
  The Headteacher will check with each teacher once the register has been taken.

- Please maintain order and calm whilst awaiting further instructions from senior members of staff or fire officers.

ON NO ACCOUNT ALLOW ANY CHILDREN TO RE-ENTER THE BUILDING.

PERSONS REQUIRING ASSISTANCE to EVACUATE (Personal Emergency Evacuation Plans)

Detailed information on disabled or sensory impaired pupils are recorded within their individual Personal Emergency Evacuation Plans – PEEP. A copy of these are retained by the Fire warden and the pupils class teacher. The building has a range of measures in place to assist with the evacuation of persons requiring assistance, such as places of relative safety (refuges), refuge communication systems, evacuation chairs, trained staff.

REGISTERS

It is important that registers are kept accurately and up to date.
Children leaving early for such things as dental appointments should be signed out at the office.
Children who arrive late should be marked in the register by the office staff.

It is necessary for registers to be sent down to the offices by 8.50 am and l.25 pm.
The office staff will bring out the class registers, visitor book, staff book, padlock numbers and signing out sheets and distribute them accordingly.

Classes which have been dispersed around the school should stay with the teacher responsible until told otherwise.

FIRST AID BOX

First aid bags will be taken out by classroom support staff.

EMERGENCY SERVICES

The emergency services will enter the school via the main entrance to the car park.

BREAKTIMES

Playgrounds

Duty teacher will blow the whistle and tell the children to line up at the assembly point.

Field

Duty teacher will blow the whistle and tell the children to line up in classes following lunchtime arrangements.

In each of the above staff should leave whatever they are doing and join their classes.
Some staff will have been asked by the Headteacher to check the buildings and playground in such an emergency.

LUNCHTIME

Playgrounds

Mid-day Meals Supervisors will blow the whistle and children to line up at their assembly point.
Office Staff to bring out registers and distribute them.

Field/MUGA

Mid-day Meals Supervisors will blow the whistle and children to line up in classes.
Office staff to bring out registers and distribute them.

Class teachers at lunchtime should join their class immediately unless they have been given other duties such as checking the building.

If you are supervising a group of children lead them out of the building safely in the usual way.

Dinner supervisors and members of staff present at lunchtime will check the classes with their registers.

AFTER SCHOOL CLUBS

Proceed out of school by the nearest exits and lead children to area at the FRONT OF SCHOOL in usual way.

THE SAFETY OF THE CHILDREN IN OUR CARE IS PARAMOUNT

The above is an attempt to ensure a swift and safe evacuation in an emergency.
A degree of flexibility is necessary as it is impossible to anticipate the form that every single incident will take.

Any problems that arise from the following of the fire drill procedures should be brought to the attention of the Safety Representative and the Headteacher.

MEMBERS OF THE PUBLIC USING THE SCHOOL

When members of the public (including parents) are using the building a fire safety notice stating the nearby fire exits will be given prior to the activity commencing.

MEETING THE FIRE AND RESCUE SERVICE

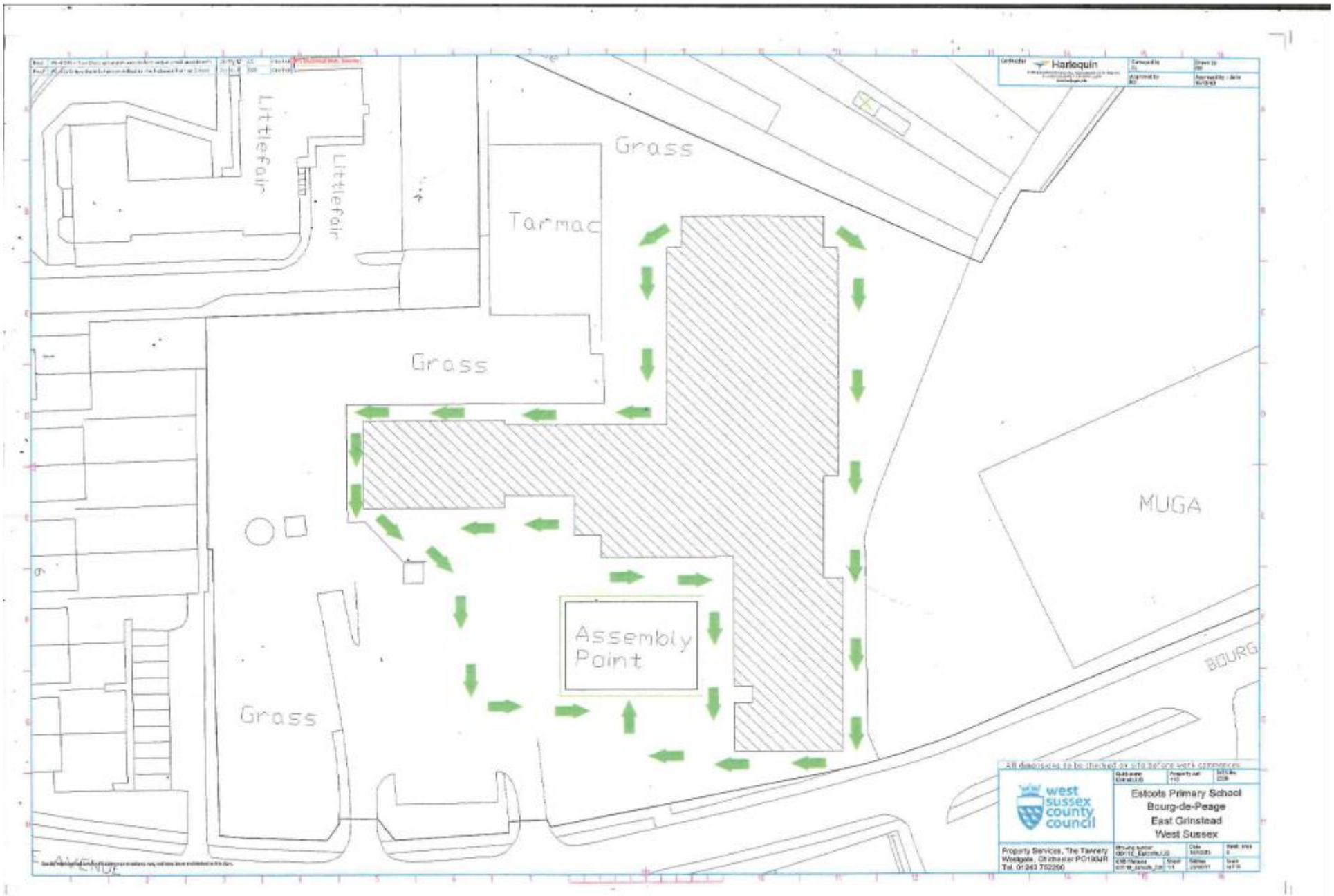
The fire warden or his delegated person will meet the fire services at the school gates. They will be wearing a Hi-vis piece of clothing and will have information form the fire panel ready as well as any other information – i.e. any children or staff not accounted for. In addition, ensuring that no other persons enter the building.

RECORDING AND REPORTING

It is the responsibility of the SBM to record the events of any fire evacuation including drills. These reports are to be filed in the Health and Safety file in the premises room in the fire section. The reports are to be presented to the Governors at the appropriate meetings and any reports from unplanned evacuations must be emailed to the Governing Body after the event. The detailed report form can be found in the Health and Safety file.

RESPONSIBILITIES

It is the responsibility of individual staff to read and adhere to all the fire procedures for this building, including any Personal Emergency Evacuation Plans relevant to them or including them. All visitors (including customers, contractors etc.) are also required to read and adhere to all the fire procedures for this building. Visitors (such as contractors) must be made aware of these plans by the person responsible for inviting them to site.


Littlefair
Littlefair
Grass
Tarmac
Grass
MUGA
Assembly Point
Grass
BOURG
AVENUE
Harlequin
All dimensions to be checked on site before work commences
west sussex county council
Eastcots Primary School
Bourg-de-Peage
East Grinstead
West Sussex
Property Services, The Tannery
Westgate, Chichester PO19 8JR
Tel. 01243 752000