



# Fire evacuation policy German Saturday School Hackney

In the event of a fire,

while students attend the *Saturday School*, we will:

- calmly gather the children
- pick up the folder containing all the student's contact details and other emergency phone numbers
- pick up our mobile phones
- leave the setting by the nearest, safest exit

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We will stand with the children far away from the building, at a safe distance, outside the building (at the fire assembly point according to the fire evacuation procedures of the host school).

First we shall phone for the premises officer and/or the Fire Services.

Next we shall phone all the children's parents and ask them to collect their children.

\*

**The smoke alarms are checked regularly.**

\*

**German Saturday School Hackney, c/o Gainsborough Primary School, Berkshire Road, London E9 5ND**

**The fire assembly point is outside, in front of the wall of the big playground facing the school building.**

For further information, please see fire evacuation procedures and safety rules of the host school.

**This policy will be periodically reviewed.**

*The German Saturday School Hackney a non-profit Community Interest Company limited by guarantee registered in England and Wales No 12023147*

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