



North Ealing Primary School, Pitshanger Lane, London W5 1RP
07719992880 | contact@germansaturdayschoolealing.co.uk | www.germansaturdayschoolealing.co.uk

Fire Evacuation Procedures

Fire Officers: Anette Bennett and/or Eva Sturt

In the event of a fire within **the North Ealing Primary School, Pitshanger Lane, London W5 1RP** while children attend the *German Saturday School Ealing*, we will:

- immediately stop what we are doing
- calmly gather the children
- pick up the folder containing the attendance lists of all students
- pick up our mobile phones
- leave the setting by the nearest, safest exit which is the outside door of each classroom
- the fire officer on duty must check the toilets and corridors to make sure that no child is left behind
- the fire officer on duty must have the contact list of all students with emergency phone numbers

We will stand with the children far away from the building, at a safe distance, outside the School.

Fire Assembly point is the far end of the playground/car park near the basketball nets.

The fire officer or any person in charge will ring the **emergency services dialling 999** and say the following message: **Fire at North Ealing School, Pitshanger Lane, Ealing, W5 1RP**. He/she shall leave his/her telephone number and state which part of the building is on fire, if known.

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

Regular fire drills are undertaken at the School. The smoke alarms are checked regularly by North Ealing Primary School.

For further information, please see fire evacuation procedures and safety rules of the North Ealing Primary School.

Reviewed on behalf of the Management Committee by

Anette Bennett and Eva Sturt
Directors

29.08.2024