

Fire evacuation procedures

German Saturday Schools



The teacher and assistants will familiarise themselves with the escape route in case of an emergency for the respective rooms they are teaching in.

In the event of a fire, while students attend the Saturday School:

- The teacher will calmly gather the children.
- The teacher will pick up the class folder containing all emergency phone numbers.
- The teacher and the assistant(s) will not collect any other items before leaving the building.
- The teaching assistant (s) will close all windows.
- The class will leave the setting by the nearest, safest exit (see class folder).

Once outside the building:

- The teacher and the assistant(s) will stand with the children at the fire assembly point.
- The headteacher (if not present, another committee member) shall phone for the premises officer and/or the Fire Services.
- The teacher and the assistant(s) will phone all the children's parents and ask them to collect their children.

Parents are asked to go directly to the fire assembly point rather than the classroom of their children.

For further information, please see "BHS Fire Safety Policy Ducie Rd" available upon request.

Reviewed in April 2024 by the Directors of *German Saturday School Bristol*
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Adapted from The German Academy
www.germanacademy.org.uk