

Greek Primary School of London

Fire Evacuation Procedure

If you discover a fire and a fire extinguisher is in your reach, try to put out the fire. If there isn't, or the fire cannot be extinguished immediately and safely, don't waste time:

1st Step: The **first instructions** are:

- a) Get everyone out of the room, where the fire is located and close the door.
- b) Ensure everyone gets out of the building by raising the alarm. If the fire alarm, for any reason does not work, shout "Fire!" and ring the hand bell.
- c) Call the Fire Brigade on **999**
- d) Evacuate the building by choosing the safest way out as instructed and trained. If there are pupils with special needs, they should be accompanied by the teacher of the classroom.
- e) The head teacher is responsible for switching off the electricity, the gas main supply and picking up the keys.

2nd Step: The **classroom evacuation plan** is:

Ground floor

1. For the Early Years (Nursery & Reception) the safest way out is through its own separate door which directly leads to the courtyard.
2. For the Extra Class "Whole day" and for any other pupils and teachers who happen to be there the exit is through the main entrance of the building.

First floor

1. For the Class D' and Class B-Γ' the way out is via the main staircase and make your way to the main entrance of the building.
2. For the Class A', and E-ST' the way out is via the back staircase which leads to the back fire exit door.

Second floor

1. For the second floor - Library, IT lab (PC), Staff room and Head office - go out via the back staircase which leads to the back fire exit door.

3rd Step: Point of recollection

In case of evacuation members of the staff and pupils gather and line up outside the building, on the pavement in front of Saint Vincent's Catholic Primary School. If needed, we will move slowly to Springfield Gardens located at a 250-metre distance.

LONDON, 9th NOVEMBER 2023

Greek Primary School of London

Major incidents/Emergency Evacuation Procedure

In the event of a major incident or Emergency, proceed to the evacuation procedure as in a fire:

1st Step: The **first instructions** are:

- a) Get everyone out of the room and close the door.
- b) Ensure everyone gets out of the building by raising the alarm or ring the hand bell
- c) Call **999**
- d) Evacuate the building by choosing the safest way out as instructed and trained. If there are pupils with special needs, they should be accompanied by the teacher of the classroom.
- e) The head teacher is responsible for switching off the electricity, the gas main supply and picking up the keys.

2nd Step: The **classroom evacuation plan** is:

Ground floor

1. For the Early Years (Nursery & Reception) the safest way out is through its own separate door which directly leads to the courtyard.
2. For the Extra Class “Whole day” and for any other pupils and teachers who happen to be there the exit is through the main entrance of the building.

First floor

1. For the Class D’ and Class B-Γ’ the way out is via the main staircase and make your way to the main entrance of the building.
2. For the Class A’, and E-ST’ the way out is via the back staircase which leads to the back fire exit door.

Second floor

1. For the second floor - Library, IT lab (PC), Staff room and Head office - go out via the back staircase which leads to the back fire exit door.

3rd Step: Point of recollection

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