



IN THE EVENT OF FIRE!

If you notice a fire or smoke, sound the alarm if it hasn't gone off automatically.

Instruct a member of staff to phone 999 (following the instructions by the phone) and then leave the premises and assemble at the nearest assembly point.

NOMINATED EMERGENCY LEAD FOR EACH ROOM SHOULD: (The Nominated Emergency Lead for each room will be discussed as a team first thing in the morning, if the nominated lead leaves early that day they should then make others aware to who will take over for the rest of that day. This is found in each room on the side of the unit above the kitchen -sink)

- Check the route is safe to use
- Instruct one member of staff to collect the room registers, radio and making sure the doors and windows are shut.
- Check the classrooms, store room, toilets and library, making sure that all children and adults are accounted for within the room.

Lead the children and adults calmly to the nearest exit, following the signs. Very small babies can be carried in the evacuation apron and the evacuation trolley's are located underneath both staircases.

Within the Office:

- Grab both radios, the nursery mobile phone and envelope (containing The Lower Prep alarm fob and key, found in the key cabinet) ensure these are placed into the office grab bag.
- Look at the zone area that is lighting up, please do check as you go through the door for signs of fire.
- Grab the Registers (Discoverers, Explorers, Adventurers and staff are in one folder). The Visitor's book is separate and situated next to the other registers.
- Make your way to the bottom of the staircase (which is safe) and open up the evacuation trolley, ready to escort the children to the Evacuation Assembly area.

AT ASSEMBLY POINTS:

- One member of office staff to call out each full name on the register of Discoverers and Explorers children, 'Emergency Lead' to respond and confirm "yes" or "no" for the location of the child.
- Staff member to then radio the other assembly point and call out each full name on the register of Adventurer's children, 'Emergency Lead' to respond and confirm "yes" or "no" for the location of the child.
- Staff member to call out the name of each member of staff, radioing between the two assembly points to cover each member of staff.
- Lower Prep -Muster point in the Prep playground at the climbing frame end - exit through the corridor to the end door (break glass if needed to open in a real emergency) or it will be held open in a practice.

Once all accounted for:

During term time, when Ipswich School is open, radio through and inform them what part of the School we are heading for, keeping everyone in a safe environment.

During the school holidays, when Ipswich School is closed. We will guide the assembly groups towards Ipswich Prep School car park. We will then meet the other assembly group by the entrance of the Lower Prep building. The Manager or person in charge on that day will do a final head count once all assembly groups are together to ensure all staff, visitors and children are safely at the second location point.

One person to wait in the assembly point at the front of The Lodge to direct the fire crew to the area of the fire.

Management to contact parents, details found in Nursery In the Box using the school PC.

Amended - March 2020