



IN THE EVENT OF FIRE! Adventurers and Preschool

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:(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 whom will take over for the rest of that day.

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

Lower Prep building: the Fire assembly point is in the playground away from the LP building next to the climbing frame - we line up facing the big black gates .

Exiting the building - Adventurers Room :

- Take the main radio and register.
- Lead the children and adults calmly out , walking towards the play equipment on the main concrete playground on Ipswich Prep School.

Exiting the building - Preschool Room:

- Lead the children and adults calmly out onto the grassed playground (singing following the leader) walk towards the left of the grass playground, through a small black gate, which leads onto the main concrete playground on Ipswich Prep School.
- When using other areas of Ipswich Prep-School, lead children and adults calmly to the nearest exit towards the main concrete playground Ipswich Prep School , following the safety signs.

Assembly points:

- Staff members radio The Lodge Building to inform there has been a fire in Bourne/Lower Prep building, instructing emergency services to be called.
- Emergency Lead to call out each full name on the register of Adventurers or Preschool children, one member of staff to confirm “yes” or “no” for the location of the child if they do not respond to their name, followed by calling of staff.
- 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 assembly point.
- One person waiting in the assembly point directs the fire crew to the area of the fire.
- Once everyone is accounted for, lead children and staff toward the right side of the Upper Prep building, up the steps toward the main road, turn left toward The Lodge, making your way to The Lodge Building where children and adults may go into the library room.
- Management to contact parents, details found on EyMan using a PC.

Term time Adventurers and Preschool will follow the Ipswich School fire procedure.

Amended - April 2021