



## **IN THE EVENT OF FIRE!**

### **The Lodge Building**

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 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 make sure the doors and windows are shut.
- Check the rooms, 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 and can use of the evacuation trolley's are located underneath both staircases.

#### **Within the Office:**

- Grab both radios and the mobile phone and 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 and the visitor's book which is situated on the table in the reception area.
- 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 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 the Explorers 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.



**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 to, 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 on EyMan using the school PC.

Amended - February 2024