

FIRE EMERGENCY – ACTION PLAN (BOURNE - ANGLESEA HEIGHTS) Adventurers and Pre School

When a fire is discovered:

- Activate the nearest fire alarm (If it has not already been activated)
- Notify the local Fire Department by calling **999**.
- If the fire alarm is not available, notify personnel about the fire emergency by the following means:

Voice (Shout “Fire, Fire, Fire”)



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 of who 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.
- Practices drill after everyone is accounted for and management have said it is safe to return to the Adventurers room.
- In case of a real fire,once everyone is accounted for, lead children and staff toward the black gate in the Lower Prep playground, through the small side gate into the Lower Prep reception then into the Lower Prep hall.



Exiting the building - Pre School 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 of 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.
- 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. (during school holidays)
- One person waiting in the assembly point directs the fire crew to the area of the fire.
- Management to contact parents, details found on EyMan using a PC.



Adventurers Bourne: is a stand alone building which wouldn't need to be evacuated if the fire was present in the other building with no immediate threat to the children in Adventures.

If in an event that the fire was in Lower Prep and spreading in the direction of Bourne, in which case an alternative evacuation route into Anglesea heights would be used. Convening under the glass conservatory (car park side), this is away from any immediate danger and offers some form of shelter from the elements, until a safe indoor space is located.

Code for gate:1473 - Push the button at the bottom to release the lock

Adventurers will not need to evacuate the bourne building if The Prep have a fire drill or a real fire Pre School will follow the Prep fire Drills.