



## Emergency Policy

### Fire Safety Procedure

**The fire procedures are handled by the following:**

999 – Designated Person in Charge (DPC)

**Action to be taken by person discovering fire:**

Activate the fire alarm by breaking the nearest call point. These are red boxes situated by fire exits.

**The DPC will call 999 and give the address details:**

Little Bicks Gan Shani  
Stanmore and Canons Park Synagogue  
London Road  
Middlesex, HA7 4NS

### Evacuation Procedures

- The Designated Person in Charge (DPC) must check to ensure it is safe to evacuate the building.
- Everybody leave by the nearest exit
- The first person to leave through the front entrance or the DPC collects:
  - Children's registers
  - Staff sign in Sheet
  - Visitors Book
  - Evacuation Bag
  - Nursery phone
- Everyone must leave via the nearest main room fire exit if it is safe to do so. The key escape routes are at the back and front of the premises.
- The DPC will check the building has been thoroughly evacuated where possible.
- If the children are outside adults must line up children against the far playground fence.
- The DPC will check all children and adults are present.

### Assembly points

The assembly point is out the carpark gate and on the first grass verge on the left.

### Duties and identities of employees with specific responsibilities

All staff are responsible for the safe evacuation of their group of children.

Staff to secure the area of assembly.

### Fire fighting equipment provided

Fire extinguishers are located all around the building and are marked according to their type. These are checked annually.



### **Liaison with the fire brigade**

The security guard will wait out at the front of the building for the fire brigade and liaise on their arrival.

### **Evacuation Drills**

The emergency evacuation procedure should be practised and recorded at regular intervals.

### **Major Incidents**

In the event of a major incident the emergency procedures outlined above should be followed.

### **Evacuation Bag**

The evacuation bag is located in the lobby and contains emergency contact details for children and staff. It also contains nappies, wipes, nappy sacks, snacks, water, cups, spare clothes and a first aid kit.

### **Evacuation Building**

In the event of being unable to re enter the building, staff will accompany children to our designated emergency evacuation place. Rochelle will send a message to all parents on Whatsapp groups to collect their children asap. Children will then be collected from here at the earliest possible time.

### **Invacuation Procedure**

**Need to Invacuate all staff and children will be that the building has come under attack from the outside.**

### **Notification of need to invoke Invacuation Procedure**

The call 'Code Blue' will come over the radios.

Staff with radios are required to repeat this phrase loudly for the benefit of the other staff around them and so that everyone is aware of the situation.

### **The DPC will call 999 and give the address details:**

Little Bicks Gan Shani  
Stanmore and Canons Park synagogue  
London Road, HA7 4NS

### **The DPC gathers:**

- Children's registers
- Staff sign in Sheet
- Visitors Book
- Evacuation Bag
- Nursery phone

### **Assembly Point**

All staff and children will move quickly away from external windows and doors and under tables where possible.



There is access to fresh drinking water and toilet/nappy changing facilities.

### **Duties and identities of employees with specific responsibilities**

All staff are responsible for the safe evacuation of their group of children.

Staff to secure the area of assembly.

### **Further action**

Once the children and staff are accounted for and safe, the DPC will ensure that appropriate activities are taking place to distract and entertain the children.

The DPC and Security Officer will contact the CST. **Emergency number: 07659 101 662**

### **Evacuation Drills**

The emergency evacuation procedure should be practised and recorded at regular intervals.

### **Power Failure Procedures**

This can be an erratic occurrence.

### **Action to be taken:**

- Check all emergency lights have activated in all areas of the building.
- Check that the nursery phone has battery. If not change the answer phone message to give the number of a management team member.
- Call the power company to ascertain the length of the power cut.
- Check back up battery in fire alarm is activated.
- Do not open fridge or freezer unless absolutely necessary.
- In the event of extreme cold temperatures the building must not go below 16°C for an extended period of time or we will ask parents to collect their children.
- Review the lunch menu and change if necessary i.e. if electricity is needed.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024