



## 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:**

Ohr Yisrael Synagogue  
31-33 Theobald Street  
Borehamwood,  
Hertfordshire WD6 4RN

### Evacuation Procedures

- The DPC must check to ensure it is safe to evacuate the building.
- Everybody leave by the nearest and safest main room exit
- The first person to leave through the front entrance or the DPC collects:
  - Children's registers (X3) have to be on the front desk by 9.30am
  - Staff sign in Sheet
  - Visitors Book
  - Evacuation Bag
  - Nursery phone (always with DPC)
- 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.
- Whoever is inside the building when the alarm goes off – should evacuate to the front of the building and gather at the fire assembly point in the Butterflies garden via the Butterflies door.
- If the rooms are in their own group gardens when the alarm goes off, the Butterflies and Caterpillars should gather at the assembly point in their own garden and Bumble Bees to assemble in the Bumble Bee garden assembly point.
- If any staff and children are in the toilets, the staff take the children via the safest and nearest evacuation point to the nearest assembly point.
- 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 and close their door to the building.

- The DPC will check all children and adults are present starting with Bumble Bees.

### **Assembly points**

The assembly point are:

Bumble Bees Assembly Point 1 (at the gate)

Butterflies Assembly Point 2 (along the far right playground fence)

Caterpillars Assembly Point 3 (along the far left playground fence)

In accordance with advice from the Borehamwood Fire Service.

### **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.

### **Main house usually used for services**



All correspondence to LB1 Nursery Ltd, Ohr Yisrael Synagogue,  
31 – 33 Theobald Street, Borehamwood, Herts WD6 4RN  
T: 07789 190 928 e: [info@littlebicks.co.uk](mailto:info@littlebicks.co.uk) w: [www.littlebicks.co.uk](http://www.littlebicks.co.uk)  
Company Registration Number: 10001885 Ofsted Registration Number: EY499804



## **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:**

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31-33 Theobald Street  
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### **The DPC gathers:**

- Children's registers (X3)
- 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 move to the lobby area by the coat rails/nappy changing area

This area has been identified as the safest area away from windows and external doors.

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 invacuation 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**

### **Invacuation Drills**

The emergency invacuation 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



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