

Emergency Evacuation Procedure – Flood

In the event of heavy rainfall resulting in flooding this is the procedure we will follow.

Stage 1

Monitor weather warnings and local flood alerts. If a severe flood warning is issued, close all windows and doors.

Stage 2

If evacuation is necessary, Management to inform all rooms to evacuate the building by the nearest exit. All fire exits are clearly marked.

Fire Wardens to act out their responsibilities as per the Fire Evacuation Procedure.

Do **NOT** waste time gathering personal belongings. **TRY TO ACT CALMLY**. Do **NOT** use the lift.

On leaving the building make your way to the **Nursery Assembly Point**:

BETWEEN THE TWO GATES IN THE OUTSIDE PLAY AREA – (BOTTOM YARD)

All staff (including Kitchen and Office Staff) to assist with evacuation of children (Fire Wardens to direct appropriately).

Inform parents / carers on the premises during an evacuation, that they must proceed to the Nursery Assembly Point ***and not leave with their child until the register has been taken.***

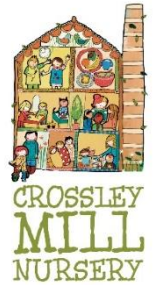
ONLY if it appears safe to do so:

- Before leaving the building, close doors and windows
- Fire Wardens for each floor to check that all nursery children, staff and members of the public are out of the building (including toilet / bathrooms, office and kitchen areas) and inform the member of the Management Team in charge of the daily register
- After leaving the building, all staff and visitors to report to the Management Team in charge of the register at the Nursery Assembly Point.
- Anyone knowing or believing that someone may be trapped in the building should report this to a Fire Warden or Management Team immediately

Management to complete registration of all children staff and visitors.

Management to contact Hebden Bridge Train Station staff to inform that the evacuation is in progress and that we will be arriving with them shortly.

(Northern Rail contact number: 0800 200 6060)



Stage 3

Proceed to the **External Evacuation Point** location:

**Hebden Bridge Train Station (Station Road, Hebden Bridge HX7 6JE)
Platform 2 Waiting Room**

Children, staff and visitors to leave the Nursery Assembly Point (side garden entrance) and make their way to Hebden Bridge Train station via the traffic lights on New Road, and then turning right up New Road, heading towards the direction of Halifax.

Staff to remain vigilant when crossing roads to ensure safety at all times.

Stage 4

Once arrived at the **External Evacuation Point**, parents / carers to be contacted via phone call / text message / email to advise them of the situation and be request them to make arrangements to pick up their children from **External Evacuation Point**.

Staff to remain with the children until ALL children have been collected.

If safe evacuation is not possible

- Call 999 for emergency services
- Move children to higher ground or upper floors if possible
- Turn off electricity

Fire Wardens

Ground Floor – Jessica Cracknell (Nursery Manager)

1st Floor – Sarah Sykes (Deputy Manager) / Olivia McArdle (3rd in Charge)

Registered Minder - Sarah Sykes (Deputy Manager)