# Emergency Plan

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| Stepping Stones (SW) Ltd  Hudson Way  Taunton  TA2 6UP | | | | | |
| **The aim of this emergency plan is to describe how I will respond to an emergency to save lives and minimise the risk of injury.** | | | | | |
| **The objectives of the emergency plan are:**   * To describe the setting layout in detail. * To identify key personnel and critical contact details. * To identify possible hazards and identify strategies for managing the response. * To identify possible triggers for the implementation of the plan. * To identify a planned audit and review process. | | | | | |
| **Plan Activation**  **The plan will be activated under the following circumstances.** | | Examples: fire, flood, local bomb threat, bogus visitor, intruder, sudden illness of child. This is not an exhaustive list. | | | |
| **Number of assistants employed** | **9** | **URN**  **Number** | | **EY393742** | |
| **Are names, addresses, and telephone numbers, including emergency contact details for all children current and up to date?** | | **Yes** | **Contact details last updated:** | | 11/2023 AS CHANGES |
| **List addresses / contact details of local and national contacts** | | Ofsted  0300 123 1231  Insurance Company:  Ecclesiastical  Policy number 02/PIP/0126442  0800 3081334 (Coversure) | | | |

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| **State the location of the following, it may be useful to attach a site plan to this plan:** | | | | |
| **Water cut off valve:** | | Hatch in bathroom wall by nappy changer | | |
| **Gas mains valve:** | | Outside by meter | | |
| **Electric meter:** | | Cupboard in office | | |
| **Telephone point:** | | Office | | |
| **Mains water cut off value** | | By foot path, along hedgerow at the bottom of grass area | | |
| **What are the pre-planned arrangements for the following:**  Remember that Ofsted will need to be informed of any changes to the premises that affect the space available to children or the quality of the care available to them: | | | | |
| **Evacuation routes** | | Front door and fire door | | |
| **Assembly points** | | School grass area by bin store | | |
| **Loss of water supply** | | Follow contingency plan | | |
| **Loss of electric supply** | | Follow contingency plan | | |
| **Loss of gas supply** | | Follow contingency plan | | |
| **Loss of telephone/internet** | | Use mobiles | | |
| **Intruder/Bogus caller** | | Follow contingency plan | | |
| **Bomb threat or act of terrorism in local area** | | Follow contingency plan | | |
| **Death or serious injury of a child** | | Follow contingency plan | | |
| **Viral Epidemic / notifiable diseases** | | Follow contingency plan | | |
| **What are the pre-planned arrangements for the following Severe Weather events:** | | | | |
| **Flooding:** | | NOT IN A FLOOD PLAN | | |
| **Snow:** | | Do you have enough supplies of salt: Yes    List the site pathways and areas requiring salting: Front path | | |
| **Off-site visits information** | | Full risk assessment done. Contact details of all children and emergency plan. Follow outing and events procedure. | | |
| **Identify below any other potential emergencies or specific hazards which pose a particular risk to your setting and plan how you will deal with the incident.** | | | | |
| **Emergency Hazard** | **Emergency Plan** | | | |
| **Staff shortage**  **Eg illness/snow etc** | Follow contingency plan | | | |
| **Date** | **17/11/23** | | **Review date:** | 01/10/24 |
| **Signed** | **Lauren Wilkinson** | | | |