Introduction

Emergencies can and do happen. The Emergency Plan should ensure that you know exactly what to do if an emergency arises. The plan should give consideration to different incidents that could affect the day to day running of your business.

Incidents that you need to consider may, at most, require a limited closure of your business and include limited disruption without involving risk to the well-being of individuals. Some support from the emergency services or Local Authority may be necessary.

Examples:
- A child being taken ill
- A child sustaining an injury which needs hospitalisation
- Severe weather problems such as parents being stuck in snow
- Not being able to open due to severe weather
- Services – power, gas, water cut off
- Failed heating system
- Flooding or other weather damage
- Fallen trees
- Minor earthquake tremor
- Water leak
- Notifiable infectious outbreak
- ICT failure or disruption including telephone or internet
- Intrusion onto the premises by bogus or malicious people
- The release of hazardous substances near or on the site

Other events that you need to consider because of the impact they have on you and the children and families you care for are:
- An incident in the community which is seen or experienced by the children and families you care for or any staff members
- An incident involving allegations within the setting
- An incident affecting a nearby setting or school
- An act of terrorism in the local area
- A major road traffic incident involving people from the local community.

Emergency Plan

As a childminder you should have in place an emergency plan. This plan will help to identify the tasks you may need to do in an emergency. For example the Emergency Plan should also make it clear where key utility points are, so you can turn off the water at the mains, evacuate the building, and turn off the electricity. It should identify how you would evacuate the premises. Do you have somewhere safe you could take the children until they are collected? It is important when working with assistants they are made fully aware of the
procedures detailed in the Emergency Plan.

Remember that you, the children you care for, their parents and your family may need ongoing support to recover from the effects of any emergency.

**Longer term issues to consider**

The effects of some Incidents can continue for years. Thought will need to be given to:
- recognising and, if appropriate, marking anniversaries
- considering that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within your provision. This can lead to a changes in behaviour
- any media interest, if the Incident does attract media attention, it is likely that interest will continue for many weeks.

**Additional Information**

**Media interviews - Points to note**

Do not allow the media onto the premises or give them access to the children. In most serious cases, the Police are likely to take the lead when dealing with the media, and offer some protection against media intrusion.

If you agree to a media Interview:
- Have another person with you, if possible, to monitor the interview
  If possible, agree an interview format i.e. establish what the interviewer wants to ask
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview
- Be prepared to say you cannot comment
- Don’t over-elaborate your answers
- Refuse requests for photos of children
- Try to keep a grip on your emotions during interviews, especially if it is television
- Most journalists are responsible, but check where interview and camera teams go, when the interview is over.
# Emergency Plan

## Insert name and address here

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.

<table>
<thead>
<tr>
<th>Number of assistants employed</th>
<th>URN Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are names, addresses, and telephone numbers, including emergency contact details for all children current and up to date?</th>
<th>Yes/No</th>
<th>Contact details last updated:</th>
</tr>
</thead>
</table>

List addresses / contact details of important local institutions in the neighbourhood:

For example:
- Police Station............................................
- Community Police Officer............................
- Fire and Rescue Station..............................
- Hospital....................................................
- GP Surgery................................................
- Other......................................................

List addresses / contact details of local and national contacts

For example:
- Ofsted
  ..........................................................
- Noel Quinn Childminding Development Worker
  ..........................................................
- Insurance Companies
  ..........................................................

Devon Early Years and Childcare Service

September 12
<table>
<thead>
<tr>
<th>State the location of the following, it may be useful to attach a site plan to this plan:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water cut off valve:</td>
</tr>
<tr>
<td>Gas mains valve:</td>
</tr>
<tr>
<td>Electric meter:</td>
</tr>
<tr>
<td>First incoming telephone point:</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Evacuation routes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly points</td>
</tr>
<tr>
<td>Loss of water supply</td>
</tr>
<tr>
<td>Loss of electric supply</td>
</tr>
<tr>
<td>Loss of gas supply</td>
</tr>
<tr>
<td>Loss of telephone/internet</td>
</tr>
<tr>
<td>Intruder/Bogus caller</td>
</tr>
<tr>
<td>Bomb threat or act of terrorism in local area</td>
</tr>
<tr>
<td>Death or serious injury</td>
</tr>
</tbody>
</table>
of a child

### Viral Epidemic/Notifiable Diseases

**What are the pre-planned arrangements for the following Severe Weather events:**

<table>
<thead>
<tr>
<th><strong>Flooding:</strong></th>
<th>Go to <a href="http://www.environment-agency.gov.uk/floodline">www.environment-agency.gov.uk/floodline</a> to view the flood map for your area and access information and advice on writing a flood plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Snow:</strong></td>
<td>Do you have enough supplies of salt:</td>
</tr>
<tr>
<td></td>
<td>List the site pathways and areas requiring salting:</td>
</tr>
<tr>
<td><strong>Off-site visits information</strong></td>
<td>Full risk assessment done. Contact details of all children and emergency plan. Do you carry emergency contact details for yourself, should you be taken ill?</td>
</tr>
</tbody>
</table>

**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.**

<table>
<thead>
<tr>
<th>Emergency Hazard</th>
<th>Emergency Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.G. Car breaking down.</td>
<td></td>
</tr>
</tbody>
</table>

### Name of insurance company

<table>
<thead>
<tr>
<th>House insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public liability Insurance</td>
</tr>
<tr>
<td>Car insurance</td>
</tr>
</tbody>
</table>

**Date**

**Review date:**

**Signed**