

# Emergency Preparedness Plan

***Little Frogs Pre-school***

***Gas Lane***

***Torrington***

***EX38 7BE***

**The aim of this emergency plan is to describe how we will respond to an emergency to save lives and minimise the risk of injury to members of the community in the event of a potential or actual life-threatening emergency.**

**The objectives of the settings emergency plan are:**

- To describe the setting layout in detail
- To identify key personnel and critical contact details
- To identify possible hazards and identify appropriate strategies for managing the response
- To identify possible triggers for the implementation of the plan
- To identify training needs
- To identify a planned audit and review process.

**Person responsible for updating this plan:**

**Tracey Knox**

**Critical Contact information:  
(Name and 24 / 7 contact details).**

Manager:  
S Heywood 07773129833  
F Beedie 07493836150

Committee member:  
Ruby Stone 07582589371

Administrator:  
T Knox 07517 664955 01805 622761

Key-holder(s)  
S Heywood, T Knox, F Beedie, D North

Landlord Devon County Council

Other.....

<b><u>Plan Activation</u></b> <b>The plan will be activated under the following circumstances.</b>		<ul style="list-style-type: none"> <li>On activation of the fire alarm</li> <li>On being informed of a bomb threat</li> <li>On being informed of an external threat</li> <li>On being informed of an intruder within the setting</li> <li>On being informed of a sudden illness in the setting</li> <li>If on school site - on receipt of information that the Manager considers their plan to be activated.</li> </ul>	
<b>Date</b>	<b>14/01/2027</b>	<b>Date of next review:</b>	<b>14/01/2027</b>
<b>Version Number:</b>			
<b>Number of staff employed</b>	<b>10</b>	<b>URN Number and number of registered children.</b>	<b>EY480034 26</b>
<b>Are accurate names, addresses, and telephone numbers held for staff, committee, volunteers and children?</b>	<b>Yes</b>	<b>Contact details last updated:</b>	<b>14/01/2026</b>
<b>Who is responsible for updating the contact details?</b>	<b>Tracey Knox</b>		
<b>How will Parents be kept informed of setting closures and re-openings?</b>	Cascade details: Email, phone home to all children. Local Radio		
<b>The following addresses / contact details of important local institutions in the neighbourhood:</b>	Police Station: 999 Fire and Rescue Station: 999 Hospital / GP Surgery: 01805 622247, 623222 Other:		
<b>Who holds copies of the Emergency Plan?</b>	<b>Play Leaders, Chairperson, Administrator</b>		
<b>Are contact details for outside agencies including the LA current and readily available?</b>	Insurance companies: RSA – 0800 7317600, Membership No 3288 .....		
<b>State the location of the following, it may be useful to attach a site plan to this plan:</b>			
<b>Water cut off valve:</b>	<b>Boiler Cupboard on floor immediately on the right</b>		

<b>Gas mains valve:</b>	<b>NONE</b>
<b>Electric meter:</b>	<b>In Electricity Cupboard outside</b>
<b>First incoming telephone point:</b>	<b>Office</b>
<b>First Aid equipment Emergency Grab Kit</b>	<b>First Aid kit on wall by back sink, Kitchen cupboard, disabled toilet Choking device in kitchen Emergency Grab kit in disabled toilet</b>
<b>What are the pre-planned arrangements for the following:</b>	
<b>Evacuation routes:</b>	<b>Front door or Back gate and past Scout Hut</b>
<b>Invacuation route:</b>	<b>Move all children and adults to Disabled toilet and lock door.</b>
<b>Assembly points:</b>	<b>Front Gate in Gas Lane or move to Church carpark Disabled Toilet if invacuation</b>
<b>Disabled evacuation routes:</b>	<b>Same as non disabled</b>
<b>Loss of premises:</b>	Short term arrangements up to 14 days (*notify Ofsted) <b>Notify parents, contact Ofsted and arrange temporary accommodation: Scout Hall rental</b> Long term arrangements over 14 days <b>As above Scout Hall rental</b>
<b>Loss of water supply:</b>	Short term arrangements - 1 or 5 days (*notify Ofsted) <b>Use neighbouring properties or bring in water bottles</b> Long term arrangements, over 1 week: Look at water bowser for flushing and cleaning, water bottles for drinking
<b>Loss of electric supply:</b>	Short term arrangements, 1 or 5 days (*notify Ofsted) Continue unless building becomes too cold. Open windows to ensure ventilation Long term arrangements, over 1 week: Rental of Scout Hall
<b>Loss of gas supply:</b>	Short term arrangements, 1 or 5 days: (notify Ofsted) Not applicable – <b>No Gas</b> Long term arrangements, over 1 week:
<b>Loss of Communications:</b>	<b>Use mobile devices</b>
<b>Deliberate act of violence:</b>	<b>Report to Police, arrange emergency repairs.</b>

<b>Bomb threat or critical incident:</b>	<p><b>Invacuate or Evacuate, Report to Emergency services</b></p> <p><b>Operate evacuation procedure if safe to do so or invacuate into the safe place and call emergency services. Use mobile and keep landline free</b></p> <p><b>To alert the playroom – office to ring Emergency Door Bell and if possible leave the office to go into the playroom to call the emergency services. If incident in foyer then remain in the office and alert the playroom.</b></p> <p><b>Turn over sign in the window if possible to alert visually the playroom.</b></p>
<b>Death or serious injury at setting or on excursion:</b>	<b>Emergency Services contacted, Notify next of Kin, Ofsted, H &amp; S Exec</b>
<b>Large clusters of localised human to human viral infection – likely Epidemic</b>	<p><b>Health Protection Agency, Ofsted, Local Authority</b></p> <p><b>Follow cleaning advice, contact HPA for advice</b></p>
<b>What are the pre-planned arrangements for the following Severe Weather events:</b>	
<b>Flooding:</b>	<p>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 <b>NO IMMEDIATE RISK OF FLOODING</b></p>
<b>Heat wave:</b>	<p><b>Keep children out of mid day sun, wear hats, sun cream, keep hydrated, stay indoors. Use fans/ventilation</b></p> <p><b>Consider closing setting if building too hot, follow advice from Met Office</b></p>
<b>Snow:</b>	<p><b>Salt in Buggy Store to be spread on pathways at front of building. Risk Assessment completed for the outside area – children only allowed outside if deemed safe.</b></p> <p><b>Contact parents via email and phone if closing setting</b></p>
<b>Arrangements for the management of young people and staff involved in visits and off-site activities</b>	
<b>Off-site visits information</b>	<b>Full risk assessment undertaken. Contact details of all children and emergency plan.</b>

<b>What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?</b>	
<b>All children</b>	<b>Same procedure as Fire Emergency.</b>
<b>Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your setting and plan how you will deal with incident arising from them:</b>	
<b>Emergency Hazard</b>	<b>Emergency Plan</b>
<b>MISSING CHILD</b>	<b>FOLLOW PROCEDURE FOR MISSING CHILD</b>
<b>DISTURBANCE WITH VISITOR</b>	<b>Keep children locked inside the setting, call the police.</b>