

# Setting: \*Name\*

## Emergency Grab Bag



### Location:

[Grab bag(s) may contain valuable equipment, or documents with sensitive information, so must be kept secure. Children should not be able to access the grab bag(s).]

### Staff lead:

[For checking grab bag contents at regular intervals, sharing emergency plan with staff, collecting grab bag in an emergency... what is your procedure?

- Are there any items that aren't included within the grab bag but should be?
- Are there any other items which need to be readily available to staff?
- If you have any questions about the plan, or suggestions for improving it, please contact staff lead – name above.]
- What are the roles and responsibilities of staff?

### Contents:

[Suggested, not an exhaustive list – consider what your setting needs... keep with the bag, share emergency plans with staff]

- Emergency plan [In up to date and in a waterproof bag or laminated]
- Other documents
  - Laminated instruction cards / Instruction sheets – (E.G. Register, emergency contact details of parents, services, medical / send needs etc)
  - Roles and Responsibilities
  - Additional incident log sheets
  - Memory stick / External hard drive with plans etc
  - Laminated site / floor plans
  - Notebook, pens and paper and / or voice recorder (Policy decisions)
  - Staff lists – emergency contact details list etc
  - Parent/carer emergency contacts list for children (including **essential** concise information – medication / SEND etc.)
  - Suspect item signs
- Spare sets of keys / master keys (these may not be appropriate to store with the grab bags – location? Stored in a sealed / tagged bag)
- First Aid kit(s) – fit for major incident and sun cream, baby wipes
- Medications – [EpiPens, inhalers, other]
- A battery torch with spare batteries or a wind up torch
- A battery radio with spare batteries or wind up radio
- Two way radios
- Whistle / Hailer / Megaphone
- Bottled water and some non-perishable emergency foods [Adults - Chocolate / glucose tablets]
- Childcare supplies or other special care items [baby wipes, nappies, towels...]
- Notebook with pen and pencil / log book
- Toiletries and sanitary supplies
- Infant supplies [consider ages and stages of children - powdered milk?]
- Emergency foil blankets
- Dust masks
- Glow sticks
- Mobile phone and charger units [is this a dedicated setting phone – not just personal]
- Money
- Hi-vis jackets or tabards [consider if different colours are needed to identify lead person – not just staff]
- Some warm clothes or blankets
- Other items your setting will need?
- Any other items that might provide some comfort if you have to leave your setting in a hurry