**Bridport Incident/Emergency Plan 2024**

1. If there is an ‘on-site’ emergency or incident **between 8am-6pm**, and only two staff are present at the time, please call one of the following for support:
   1. Kirsty Wheeler- Dorchester office 201
   2. Aimee Scadden- Extension 239
   3. Charlotte Palmer- Extension 223
   4. Julie Downton- Extension 224
2. If there is an ‘on site’ emergency or incident **between 7am-8am**, please call the following numbers for support:
   1. Kirsty Wheeler on 07584034075
   2. Steph Pinkett on 07444436387
   3. Lewis Shearing on 07542919725
   4. On call phone system- 07818575881
3. If this emergency is a personal related matter and you need to leave the building, please ring one of the numbers above and ensure there has been an adequate plan devised before leaving the setting. Staff left on site will be able to remain on the phone with another Sunny Days personnel until somebody is able to arrive.

**Staff locations, in case of an emergency:**

**Bridport:**

Lewis Shearing (L3)

Tracey Smith (L3)

Julie Downton

Lily Schollar (UQ)

Wendy Spiller (UQ)

Ellie Loveless (UQ)

Ceniah Hallett (UQ)

Stephanie Benneyworth (UQ)

Andrea Crosby (Support)

**Surrounding areas:**

Kirsty Wheeler (L3)- Axminster

Sallyanne Rees-Buckerfield (L3)- Axminster

Daisy Topp (L2)- Axminster

Steph Pinkett (L3)- Crewkerne

Aimee Scadden- Dorchester

Charlotte Palmer- Portland