

Appendix D

EMERGENCY PREPAREDNESS PLAN

EMERGENCY: Severe Cold/Ice	
RISKS	<ul style="list-style-type: none">• Damage to pipe work systems• Damage to premises or plant items exposed• Vehicle accident• Slips and falls
PREPAREDNESS	<ul style="list-style-type: none">• Frost protection system in place• Heat sources near water tanks• Sourcing of salt supplies in early Autumn• Building is checked when unoccupied during cold spells• Monitoring of weather forecasting• First aid equipment on site• Web texting in place
RESPONSE	<ul style="list-style-type: none">• Respond to warnings received from media or local authorities• Check facility systems, water, gas etc• Check the building• Contact maintenance re distribution of salt on all external pathways and driveways• Assess Health & Safety risks –structures, sources of heat and/or water compromised, grounds unsafe etc• Risk assess the need for shutdown of services• Use web texting for communication with parents <p>Plumber: _____</p> <p>Electrician: _____</p> <p>Facility manager: _____</p>
RECOVERY	<ul style="list-style-type: none">• Full inspection of facilities and grounds• Repair structures as necessary• Liaise with parents in regard to restoration of services• Review emergency preparedness plan

EMERGENCY PREPAREDNESS PLAN

EMERGENCY: Missing Child/Child Abduction

RISKS

- Injury, trauma or death of a child

PREPAREDNESS

- Security systems in place
- Up to date contact details for parents
- Registration and log in of all visitors
- CCTV monitoring
- Staff training
- Local protocol in place for field trips
- Local procedure in place for child collection
- Reference file of child photographs, updated annually
- Plan tested annually

RESPONSE

- Confirm that the child is missing
- Ensure that all other children have been accounted for
- Conduct search of building and local area
- Inform facility manager/person in charge
- Call Emergency services – 999 or 112
- Convene CIMT meeting
- Gather information to establish when and where the child was last seen
- Furnish Gardaí with photograph and accurate details of child's age and what the child was wearing
- Notify the child's parents
- Refer media enquiries to the designated person
- Consider press release to local radio seeking assistance with advice from Gardaí
- Undertake search of the locality under the direction of the Gardaí

RECOVERY

- Establish the safety and wellbeing of the child when found
- Arrange child medical review
- Seek support from counselors where appropriate
- Conduct root cause analysis and review of systems
- Amend emergency preparedness plan as necessary
- Initiate new systems as appropriate