

## EMERGENCY OPERATIONAL PROCEDURE & TIME LOG

**Emergency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time of Initiation:** \_\_\_\_\_ **Time of Stand down:** \_\_\_\_\_

Issues to Be Addressed	Time	Comments
Coordinator identified		
CIMT members contacted		
Initiate appropriate emergency preparedness plan		
Assess child/staff safety		
Outside sources to be contacted		
Gardai/Ambulance/Fire Brigade		
Will evacuation/lock down be required		
Activate fire alarm		
Do children need to move to relocation site?		
Add food supplies to evacuation bag		
Delegation of duties to Staff <ul style="list-style-type: none"> <li>• First aid</li> <li>• Segregation of children</li> <li>• Services need to be isolated</li> <li>• Are all entrances secure</li> <li>• Front door</li> <li>• Emergency exits</li> <li>• Assistance required for evacuation</li> <li>• Secure Site</li> </ul>		
Have off duty staff to be contacted?		
Do parents need to be contacted?		
Do services need to be cancelled		
Organize for collection of children		
Consider impact on electricity supply		
Consider impact on gas supply		
Consider impact on water supply		
Consider impact on other services		
Consider impact on security		
Is there an Infection risk?		
Are there P.R. issues to be addressed		
Involve commercial services		
Locate supply of specialist equipment		
Locate approved subcontractors		
Record specialist contractor contact details		
Emergency lead calls stand down		
All Parties informed of stand down		

Co-ordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies of report to: Board of Management, CIMT members