Comhairle Contae
Átha Cliath Theas
South Dublin County Council

MAJOR EMERGENCY PLAN

2024

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Major Emergency Plan Revision Log

Version No.	Date	Details of Change	Amended By
7.0	20/1/22	Updated Flood Guidance Doc	SB
8.0	01/07/24	LCC Mobilisation	SB

Foreword by the Chief Executive

Major Emergency Management is a key challenge and a priority issue for South Dublin County Council. We are committed to ensuring that we are well prepared to manage major emergencies with the ultimate objective of protecting the safety and welfare of the community of South Dublin County at times of vulnerability.

As a designated Principal Response Agency, (PRA) South Dublin County Council has an ongoing major emergency management programme in place. As part of this ongoing programme and in accordance with the requirements of 'A Framework for Major Emergency Management' (2006), this Major Emergency Plan has been prepared to facilitate the response to, and recovery from, major emergencies by South Dublin County Council and to ensure that the Council's arrangements are coordinated with those of the other two designated Principal Response Agencies, the Heath Service Executive and An Garda Síochána.

South Dublin County Council is confident that this Major Emergency Plan and its ongoing Major Emergency Management Programme will ensure that we are well prepared to manage major emergencies.

Colm Ward

_____

Chief Executive,

Generic Plan Activation Procedures

When is the Major Emergency Plan Activated?

1. The **Major Emergency Plan** (MEP)shall be activated following a formal declaration by the Chief Executive, or by the South Dublin County Council (SDCC) personnel nominated by the Chief Executive (Appendix 1-1), that a Major Emergency exists. The plan is also activated on the notification of a declaration of a Major Emergency by any of the following Principal Response Agencies (PRA's):
    - An Garda Siochana (AGS)
    - Health Service Executive (HSE)
    - Dublin Fire Brigade (DFB)

2. Whichever local authority service is the first to become aware that a major emergency has occurred or is imminent, the senior officer on duty of that service shall immediately notify the Chief Executive, or failing to contact the Chief Executive, the SDCC personnel nominated by the Chief Executive (Appendix 1-1) who may activate the Major Emergency Plan. A list of the persons/officers who are authorised to activate the plan is given in Appendix 1-1. Activation of the Major Emergency Plan by South Dublin County Council, Health Service Executive or An Garda Siochana requires activation of the plans of each of the three agencies.

Who can declare a Major Emergency and Activate the Plan?

Only the Chief Executive or SDCC personnel nominated by the Chief Executive (Appendix 1-1) are authorised to declare a Major Emergency.

The officer activating the plan shall arrange for the immediate notification of South Dublin County Council management and staff, the Health Service Executive and An Garda Siochana, and any other agencies likely to be required to respond to the emergency. Appendices 1-2 and 1-3 provide contact details for the notification of the key personnel within the agencies, and Appendix 1-4 contains miscellaneous contact details of other agencies and services.

Formal Notification Message

All messages relating to the activation of the Major Emergency Plan should begin with the following statement:

"This is …… (give name, rank and service)……

A ……(type of incident) has occurred/is imminent at…… (location)

As an authorised officer I declare that a Major Emergency exists

Please activate the mobilisation arrangements in the ……. (agency) …… Major Emergency Plan".

Incident Information Message

When reporting a major emergency or notifying South Dublin County Council services and other agencies that the plan is being activated all available, essential and relevant information should be provided, using the **METHANE** method outlined below:

M	Major Emergency Declared
E	Exact location of emergency
T	Type of emergency (e.g. transport, Chemical spill)
H	Hazards, present and potential
A	Access and egress routes
N	Number and types of casualties
E	Emergency services; present and required.

Typical Mobilisation Procedures

Receipt of Initial Message in Control /Communications Centre

The Dublin Fire Brigade **Control/Communications Centre** can receive an initial message, regarding a possible or confirmed Major Emergency, in a number of different ways, as follows:

1. A member of the public may call via the 112/999 system and report an event.
   The normal response to such information is to dispatch a pre-determined response to the incident site.

2. A staff member of the relevant Principal Emergency Service may contact the Control/Communications Centre (112/ 999) with details of an incident, in the form of a ETHANE message.
   Based on the details provided, the Controller on Duty may Declare that a Major Emergency exists or may request further information.

3. An Authorised Officer of the SDCC may contact the Control/Communications Centre with a METHANE message informing Control that she/he is declaring that a Major Emergency exists.
   Once a Declaration is made, the SDCC Major Emergency Mobilisation Procedures are activated (see below).

4. A partner Principal Response Agency (PRA) may contact the Control/Communications Centre with a METHANE message informing the agency that a Major Emergency has been Declared.
   Once a Declaration is made, the Agency Major Emergency Mobilisation Procedure is activated (see below).

Control/Communications Centre Actions on Declaration

Once a Major Emergency has been declared, the Control/Communications Centre will activate the agency Mobilisation Procedure, which includes:

- Dispatching necessary Fire Service assistance to the incident or an appropriate response to the scene
- Informing/Confirming to the other Principal Response Agencies involved that a Major Emergency has been declared and the Major Emergency Plan has been Activated
- Activating the agency's Crisis Management Team
- Notifying the Parent Department

Initial Actions at the Site

The most senior authorized person from SDCC amongst the initial responders at the site will liaise with other responders from the other Principal Response Agencies and undertake tasks in accordance with their own Agency Plans, Procedures, Action Cards, etc.

Controller of Operations
Each Principal Response Agency (PRA) will have a Controller of Operations at the site (or at each Site) of the emergency. The most senior authorised officer from the initial response by SDCC will assume the role of Controller of Operations, until relieved, through the agency's predetermined process. The role of the Controller of Operations includes:

- Controlling the activities of their agency's services at the site
- Making decisions appropriate to the role, ensuring co-ordination with the other PRAs,
- Requesting the attendance of such services as are needed and seeking such advice as they require.

See Appendix 8-1 for mandates of the Controller of Operations.

The Lead Agency
As soon as they meet, the three Controllers of Operation will determine which one of the Principal Response Agencies is the Lead Agency. Once determined, the Lead Agency assumes responsibility for co-ordination. The Controller of Operations of the Lead Agency acts as On-Site Co-ordinator and information on the determination is communicated to all parties involved in the response. See Appendix 9 for determination of the Lead Agency.

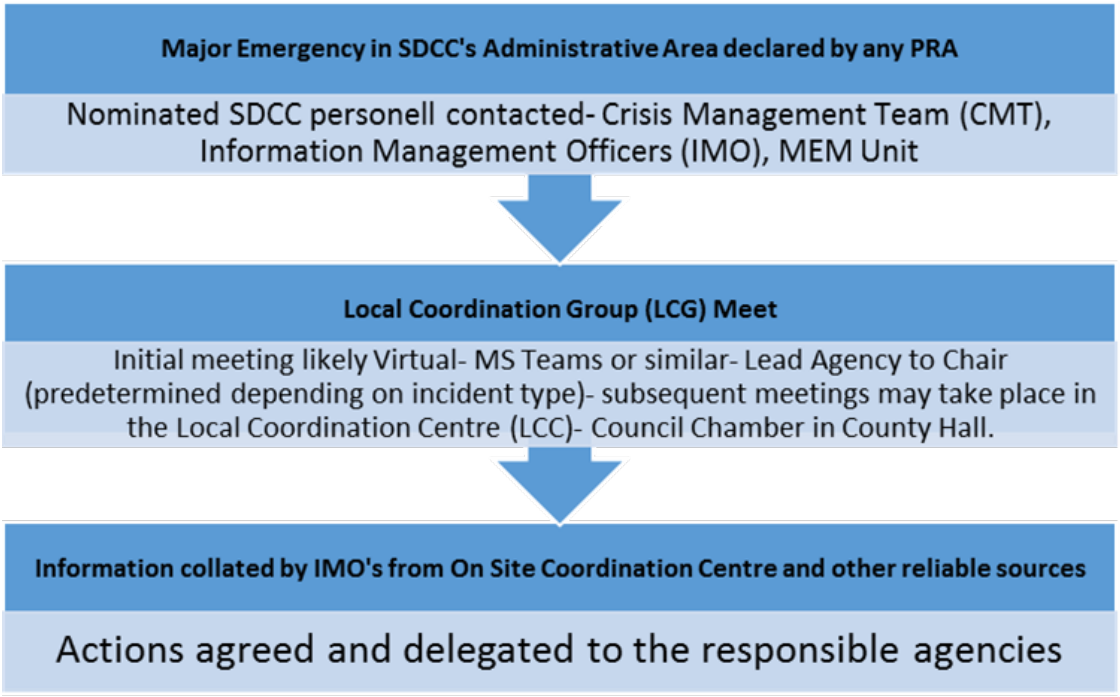
On-Site Co-ordination Group
Once the Lead Agency is determined, the On-Site Co-ordinator will convene and chair a meeting of the On-Site Co-ordination Group. The functions of the On-Site Co-ordination Group include:

- Sharing information
- Taking co-ordination decisions
- Addressing site management issues
- Ensuring that public information messages and media briefings are co-ordinated

See Appendix 8-2 for the mandates of On-Site Co-ordination Group.

Local Co-ordination Group
Away from the site, a Local Co-ordination Group will be established at the Council Chamber and the adjoining Ante Room in the Councils Headquarters, County Hall Tallaght. This is a strategic group comprising the senior representatives of the Principal Response Agencies involved, and other groups or agencies, as appropriate. The functions of the group include:

- Supporting the services at the scene
- Providing strategic inter-agency guidance on any wider implications of the event
- Communicating with the Lead Government Department



See Appendix 2 for detailed mobilisation procedure for Local Co-ordination Group and appendix 8-3 for the mandates of Local Co-ordination Group.

Activation Templates

TO ACTIVATE THIS PLAN An Authorised Officer OF _____(South Dublin Council) Should contact _____Dublin Fire Brigade Control/Communications Centre using the following Confidential Numbers		
Dublin Fire Brigade		

TO ACTIVATE THIS PLAN An Authorised Officer OF . . . (South Dublin Council) ….should contact . .(Dublin Fire Bridgage). … Control/Communications Centre using the following Confidential Numbers				
Name of Control/Communication Centre	Tel.No	Backup Tel No.	Fax	email
Dublin Fire Brigade	6734134 or 6736134 or 6734000	999/112		

If these numbers are not answered use 112/999 as an alternative
The Authorised Officer should Notify the Control/Communications Centre of the Declaration of the Major Emergency using the following message format:

This is ……..*(name, service, organisation)*
(E.G. This is John Smith, Director of Services, South Dublin County Council)

A ……..*(type of incident)*
(A serious fire in a high rise apartment block.)

has occurred / is imminent at ……..*(location)*

We are activating the mobilisation arrangements in the **South Dublin County Council** Major Emergency Plan.

M Major Emergency Declared

E Exact location of emergency

T Type of emergency (e.g. transport, Chemical spill)

H Hazards, present and potential

A Access and egress routes

N Number and types of casualties

E Emergency services; present and required.

When the initial Declaration of a Major Emergency is made by an Authorised Officer of South Dublin County Council, the Controller on Duty, as part of pre-set actions, will notify the two other PRA's of the Declaration and provide information as available, using the following numbers:

Ambulance Control at	**Tel.No**	**Backup Tel No.**	**Fax**	**email**
Regional Emergency Management Office HSE Dublin Mid-Leinster Tulamore	**999 or 112**	**0579357629**	**0579357654**	
Emergency management	**999 or 112**	**057357629**	**0579357654**	

Garda Divisional HQ at	Tel.No	Backup Tel No.	Fax	email
Dublin Metropolitan Region South East	999/112	6669800		
Dublin Metropolitan Region West	999 or 112	6667092		

Telephone information lines for South Dublin County Council:

- **Normal Working Hours 014149000 (HQ)/ 014138500(Deansrath Depot)**
- **After working Hours 014574907**

Format for notifying the Department of Housing Local Government and Heritage

MEM C/L 05 – 08
ANNEX 1

Framework for Major Emergency Management
Format for Notifying DHLGH of Declaration of a Major Emergency

Dial 1 800 303 063 (Fire Service)

Date _____ **Time** _____

Notification from Local Authority _____

NOTIFICATION

This is (Name and Position) from Local Authority (Insert). In accordance with the provisions of the Framework for Major Emergency Management, I am requesting you to inform the Department of Environment, Heritage and Local Government that a major emergency has been declared in our functional area.

I can be contacted at (specify number):

DETAILS (Where available)

The details (where known at this stage) are as follows:

Major Emergency declared :

By whom :
Time of Declaration :
Exact Location :
Type of Emergency Situation :
Lead Agency (Where known) :
Local Co-ordination Centre :

EXCERCISES AND PHONE LINE TESTS

Where this notification function is being exercised, the above NOTIFICATION message should be prefaced by and ended with the words

“THIS IS AN EXERCISE, I REPEAT, THIS IS AN EXERCISE”

Separately when the contact number is being tested the message must identify which local authority is testing the line and the words “PHONE LINE TEST ONLY” must be used

Local Coordination Centres Contact Numbers

East Region

Local Coordination Centre	Address	Council Phone Number	Council Emergency Number	LCC Direct Phone Number
Dublin City Council	Dublin Fire Brigade HQ, 165-169 Townsend Street, Dublin 2.	01 2222222	01 6796186	01 6734134
Fingal County Council	County Hall, Main Street, Swords. Co. Dublin.	01 8905000	01 8731415	
South Dublin County Council	County Hall, Tallaght, Dublin 24.	01 4149000	01 4574907	
Dun Laoghaire / Rathdown County Council	County Hall, Marine Road, Dun Laoghaire.	01 2054700	01 6778844	01 2054801 01 2047057
Kildare County Council	Aras Chill Dara, Naas, Co. Kildare.	045 980200	1890 500333	045 980370 045 906110
Wicklow County Council	Whitegates, Wicklow Town, Co. Wicklow.	0404 20100		0404 68364

1. Introduction to Plan

1.1 Introduction.

This document has been prepared in accordance with the requirements of "A Framework for Major Emergency Management"(2006) and sets out the arrangements which will facilitate the South Dublin County Council (SDCC) response to any 'Major Emergency', defined in the framework as follows:

- A major Emergency is defined as any event which causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.

This plan should be read in conjunction with SDCC's MEM Appendices (for internal use only).

1.2 Overview.

The purpose of this plan is to set out the arrangements for effective and efficient preparation for and response to a variety of scenarios which could cause a major emergency, and to ensure that there is coordination between the Principal Response Agencies and other responding agencies prior to and during the event.

The systems approach to Major Emergency Management involves a continuous cycle of activity. The principal elements of the systems approach are:

- Hazard Analysis/ Risk Assessment;
- Mitigation/ Risk Management;
- Planning and Preparedness;
- Co-ordinated Response; and
- Recovery.



Figure 1-1: Five Stage Emergency Management Paradigm

1.3 Objectives.

The objectives of this plan are

- To protect life, the environment, property and to provide support to those affected by a major emergency.

- To ensure, insofar as is possible, that the Local Authority response to a major emergency is effective, efficient, and is coordinated with the other response agencies.
- To act as a single reference source for major emergency planning and response in South Dublin County Council to ensure that the roles and responsibilities of the Council in preparing for and responding to a major emergency are clearly understood.
- To outline the process and structure for the efficient, coordinated and effective delivery of services to the community during a major emergency.

1.4 Scope.

The plan is designed primarily to provide for the protection, support and welfare of the public in times of emergency. The plan is based on an 'All-Hazards' approach, where the common features of coordinated response and the management of common consequences are recognised, regardless of the type of emergency. The plan is structured to allow for scaling up the response to a major emergency to Regional level, involving several administrative areas of the responding agencies, and for escalating to a National level response, if required.

1.5 Relationship with other plans.

This plan complements existing plans within specific departments of the Local Authority. A number of specific local plans, such as Uisce Eireann's 'Action Plan for the Protection of Drinking Water Supplies', for South Dublin, Severe Weather, Flood Emergency and Rest Centre plans remain in place as standalone plans, which can be implemented under the general arrangements and structures outlined in this plan. This plan is supported by, and is compatible with, the plans of An Garda Siochana and the Health Service Executive in the region. The plan is designed to enable South Dublin County Council to link into plans at National level through the structures and arrangements outlined in the 2006 framework documentation.

1.6 Language/ terminology used in the plan.

There is a need for the common use of terms and language amongst all responding agencies to ensure communications are clearly understood during a major emergency. To this end, the language used in this plan is that used in the 'Framework for Major Emergency Management', 2006. A glossary of common terms is included in Appendix 4-1.

1.7 Plan distribution.

The plan is distributed as outlined in Appendix 4-2.

1.8 Plan status, review and update.

This plan constitutes South Dublin County Council Major Emergency Plan with effect from 23.59 on 20th December 2016. The plan will be reviewed as outlined in section 14.

1.9 Public access to the plan.

Relevant sections of this plan will be available to the public on the South Dublin County Council website at www.sdcc.ie

2. South Dublin County Council and its Functional Area

2.1 South Dublin County Council.

The functional area for this plan is the administrative region of South Dublin County, as outlined in the map attached at Appendix 4-3. The county has a population of 301,075 people (Census 2022). The Council is responsible for the provision of fire and rescue services, and for the provision of the normal range of services including roads, housing, water, environment and waste.
Under the provisions of Section 85 of the Local Government Act 2001, Dublin City Council administers the Fire and Civil Defence Services on behalf of the local authorities of Fingal, South Dublin and Dun Laoghaire-Rathdown. This provision affects the delivery of services for response to major emergencies across the Dublin Region.

2.2 Boundaries and characteristics of South Dublin County Council.

South Dublin is part of the Greater Dublin Area (GDA) comprising of the administrative areas of Fingal County Council and the Councils of Dublin City Council, Dun Laoghaire-Rathdown County Council, and South Dublin County Council. South Dublin is bounded by the Dublin Mountains to the south and stretches from the River Liffey at Lucan through Palmerstown, Clondalkin, south to Newcastle, Rathcoole and Saggart. It includes Tallaght West, South and Central and stretches east to Templeogue and Rathfarnham. It is bounded by County Wicklow, County Kildare and the administrative boundaries of Dublin City Council, Dun Laoghaire Rathdown County Council and Fingal County Council. Dublin is the capital city of Ireland and is the seat of national government. (Further details regarding the characteristics of South Dublin are included at Appendix 5-1 – South Dublin Risk Assessment: Context)

2.3 Partner Principal Response Agencies.

2.3.1 An Garda Siochana: South Dublin is part of the Dublin Metropolitan Region (DMR) for policing purposes. There are eight (8) Garda 'Divisions' in the DMR, each under the command of a Chief Superintendent. There are two (X) Garda divisions within the South Dublin administrative area – DMR South East and DMR West ; Contact details for both are included at Appendix 1-2.

2.3.2 Health Service Executive: The HSE administrative region covering South Dublin is known as the Dublin Mid Leinster Area. Contact details for the HSE Dublin Mid Leinster Area are included at Appendix 1-2.

2.4 Regional Structures for Emergency Management and Planning.

For planning purposes, South Dublin County Council is part of the Major Emergency East Region, comprising the counties of Dublin (Including Dublin City, Dun Laoghaire Rathdown and Fingal), Kildare and Wicklow. In the event of a major emergency occurring, the region will be determined according to the circumstances and is not fixed.

SECTION 3

3. Risk Assessment for the Area

3.0 History of the area in terms of emergency events.

The area has been relatively free of major emergencies in the recent past, with one major emergency being declared on October 25th, 2011. There was significant flooding in parts of the county in 1986 and 2000, and there have been a number of multiple vehicle/multiple fatality road traffic accidents. These incidents did not escalate to major emergencies, and were managed by the Principal Emergency Services in the normal course of their work.

3.1 The General and specific risks, locally and regionally.

South Dublin County Council has identified the hazards in the area, and has contributed to the identification of hazards with a potential regional impact. The Risk Assessment process outlined in the 2006 Framework (and associated guidance) was used to assess the risk of the hazards materialising. The results of the hazard identification and risk assessment process are included at Appendix 5.2. The hazards are classified under four categories; Natural, Transport, Technological and Civil.

3.2 Local and Regional Major Emergency Scenarios.

The following risks were selected by South Dublin County Council as 'exemplars', on which planning and preparedness for Major Emergencies is based:

Category	Type
Natural	Flooding (Fluvial/Pluvial/Other)
Natural	Severe Weather Incident (Severe Cold, Storms)
Natural	Landslide, Earthquake, Ash Cloud and Tsunami
Transportation	Commercial Airline Accident (South Dublin County Council area)
Transportation	RTA involving Hazardous Materials
Technological	Fire / Explosion / Toxic Emission (Lower Tier Seveso Site, or other Industrial Site)
Technological	Fire/ Structural Collapse / Accident at large Crowd Event or Location (Night Club, Music concert, Festival, Shopping complex, Hospital, Apartment / Multi-Story Building, Stadium Catastrophe)
Civil	Loss of Water Supply (due to structural, mechanical damage or contamination by hazardous agents)
Civil	Loss of Electricity for a protracted period.

This list was further developed at inter-agency Regional Level and the following were agreed as the Regional inter-agency exemplars for major emergency planning purposes:

- Severe Weather
- Mass Casualty/Crowd Incident

- Industrial Accident/Seveso/Hazmat
- Transport Incident
- Terrorist CBRN
- Public Health
- Loss of Utilities

This plan has been approved by the Regional Working Group for the East region, and complies with the requirements of the 2006 Framework for Major Emergency Management.

3.3 Risk Management/ Mitigation/ Reduction strategies.

Hazard identification and risk assessment are useful tools in identifying the mitigation steps in place to prevent a major emergency or to reduce its impact should it occur. The process undertaken by South Dublin County Council and by the East Region working group on Major Emergency Management will be used to inform the planning and preparation for major emergencies in the South Dublin County Council administrative area, and the region in general. The mitigation measure that are currently in place for each hazard, and the mitigation measures that are required are identified on the individual hazard record sheets at Appendix 5-3.

3.4 Linkages with other Emergency Plans.

Emergency and contingency plans, which have informed and are linked to this document, include those plans held by operators with responsibility for specific establishments, sites or activities. The major emergency plans of adjoining authorities in particular the authorities of the Greater Dublin Area, and the National Plans of various Government Departments. Other related documents include specific local authority and inter-agency sub-plans for incidents such as significant flooding and water contamination. Further information on linked plans is available at Appendices 3 and 6-1.

4. Resources For Emergency Response

4.0 Emergency Response Services and Resources.

The Dublin Fire Brigade is the first responder to many, but not all, emergencies on behalf of South Dublin County Council. Further details of the DFB are available at Appendix 5-1 – Risk Assessment context document.

South Dublin County Council has at its disposal a substantial inventory of equipment and resources required for response to emergency situations. The equipment and resources are used by the Council in the course of the provision of normal services to the public. Furthermore, there is additional equipment that is stored for use when responding to major emergencies.

4.1 Major Emergency Staffing Arrangements.

By definition major emergencies are rare events, which can occur with little or no warning and will require the mobilisation of additional resources. The level of response required across all sections of South Dublin County Council will be dependent on the incident scale, duration, type and time of occurrence. Council Staff, other than those involved in responding to 'routine' emergencies (water services, drainage, housing etc) will be mobilised in accordance with a pre-determined mobilisation plan, included at Appendix 1.

Staff on shift systems and off-duty (including the Fire Brigade) may be called upon to report for additional duties, if requested to do so they will operate under their normal working arrangements subject only to the Working Time Act. On activation, the Council Crisis Management Team (CMT) will assess the requirements for additional resources and arrangements and will formally request additional support from external agencies and/or the activation of mutual aid agreements as needed.

4.2 Local Authority Functional Equipment & Resources.

The Council has an Organisational Structure designed to enable it to meet its statutory functions as a Local Authority. The main departments of the Council are

- Planning
- Housing
- Roads
- Community and Parks
- Environmental Services
- Finance

The Council is a large organisation with resources spread across a number of departments, sections and locations. During a major emergency the mobilisation, deployment and coordination of these resources will be managed by the Council's Crisis Management Team. CMT contact details are listed at Appendix 4-4 (an Emergency Resources Asset Register is included at Appendix 7-1).

4.3 Organisations that may be mobilised to provide assistance in a Major Emergency.

A number of external agencies may be mobilised to assist South Dublin County Council in responding to a major emergency.

4.3.1 The Defence Forces. The Defence Forces may be mobilised to assist the County Council in an' Aid to the Civil Authority' (ACA) role. The protocol for requesting such aid is outlined in Appendix 1-7. The Defence Forces may also provide armed support to the Gardai on request, which is defined as Aid to the Civil Power.

4.3.2 Civil Defence. The Civil Defence is a statutory body of trained volunteers in the disciplines of first aid, rescue, water based activities, search and recovery, radiation monitoring, radio communications and the provision of welfare to those evacuated as a result of an emergency. The primary role of Civil Defence is to provide aid and assistance in time of emergencies in support of the Principal Emergency Services. Dublin City Council provides the Civil Defence Service on behalf of the other Dublin Authorities, including South Dublin County Council. The protocol for activating the Civil Defence is outlined in Appendix 1-5**.**

In the event that the Civil Defence are activated in response to a Major Emergency, their link to the PRA's will be through the Local Authority, i.e. South Dublin County Council, who will coordinate their response and take responsibility for their welfare at the site.

The Civil Defence service also has the potential to undertake specific functions, including:

- the operation of reception centres for evacuees/displaced persons, including logging information;
- the operation of temporary accommodation for evacuees, including the provision of food, bedding, welfare etc.; and
- the provision of food/catering for personnel at the site of a major emergency.

4.3.3. The Irish Red Cross. The Irish Red Cross is a statutory body (established under the Red Cross Acts 1939-54) with a defined role as an auxiliary to the state authorities in times of emergency, and to assist the medical services of the Irish Defence Forces in a time of armed conflict. In a major emergency, it is envisaged that they will provide assistance to the HSE as an auxiliary to the ambulance service. They may also be requested to assist in search and rescue in support of AGS and the IRCG. The regional office for the Irish Red Cross is in Mountjoy St. Dublin 7. It is envisaged that the HSE will be the coordinating agency for any Irish Red Cross involvement in Major Emergency response and recovery.

4.3.4. Other Voluntary Emergency Services. Other voluntary emergency services may be activated in response to a major emergency scenario. In each case the

voluntary agency's activities will be coordinated by one of the three PRA's, as follows:

Principal Response Agency	Linked Voluntary Emergency Service
An Garda Síochána	Irish Mountain Rescue Association Irish Cave Rescue Association Search &Rescue Dogs Sub-Aqua Teams
Health Service Executive	Irish Red Cross Order of Malta Ambulance Corps St John's Ambulance
Local Authority	Civil Defence

4.3.5 Utilities.

Utilities (electricity, gas, water, telecoms etc.) are essential services, and are provided by a mixture of the public and private sectors. Utilities experts are often required in response to major emergencies, usually in assisting the PRA's to make an area safe and in the restoration of essential services when required. The On-Site Coordinator will be the point of contact for utility response crews responding during a major emergency. Where utilities are involved in the on-site response they should be represented on the On-Site Coordination Group. Depending on the circumstances, they should also be considered for representation on the Local Coordination Group. Contact details for the major utilities providers are included at Appendix 1-8.

4.3.6 Private sector Companies.

Private sector organisations may be in involved in major emergency response in some circumstances, for example, the site where the emergency has occurred may be privately owned, or some element involved in the emergency may be owned by a private organisation e.g. a manufacturing premises, an aircraft, a vehicle etc. Private contractors may also be called on to assist in the response to a major emergency by providing specialist services and equipment, which would not normally be held by or available within the PRA's. Some Private sector suppliers of specialist equipment are listed at Appendix 7-2.

4.4. Seeking Mutual Aid

In the event of a major emergency within South Dublin the Local Authority may seek mutual aid from neighbouring Local Authorities. This will be sought through the Local Authority **CRISIS MANAGEMENT TEAM**, either as part of a prior mutual aid agreement or through the declaration of a regional level emergency giving access to regional level resources.

Local Authorities that South Dublin County Council is likely to seek mutual aid from include:

- Dublin City Council
- Fingal County Council
- Dun Laoghaire Rathdown County Council
- Wicklow County Council
- Kildare County Council

It should be noted that mutual aid may be provided without a regional emergency having been declared.

4.5 Regional Emergencies.

A major emergency may be scaled up to a regional level response, where the nature of the major emergency is such that:

- The resources available in the local area where the incident happens do not appear to be sufficient to bring the situation under control in an expeditious and efficient manner; or the consequences of the emergency are likely to impact significantly outside of the local area; or
- The incident(s) is spread across more than one Local Authority or Division of An Garda Síochána; or
- The incident occurs at or close to a boundary of several of the principal response agencies.

The Chair of the Local Co-ordination Group may declare that a regional level major emergency exists and activate the Plan for Regional Level Co-ordination. The procedure for initiating regional level mobilization is included in Appendix 2.

4.6 National and International Assistance.

In the event of a major emergency, Regional, National and International resources may be made available for response and recovery depending on the scale of the emergency. Requests for such aid should be processed by the Local, Regional and/or National coordination Groups through the appropriate lead agency or Lead Government Department. Existing protocols for cooperation and information sharing, for example between regional groups and Northern Ireland authorities, remain in place.

The European Community has established a Community Mechanism to facilitate the provision of assistance between the member states in the event of major emergencies. The chair of the Local or Regional Coordination Group should make requests for such assistance to the National Liaison Officer at the Department of Housing, Planning, Community and Local Government.

5. Preparedness for Major Emergency Response

5.0 Integration of Major Emergency Management with South Dublin County Council Business Planning.

South Dublin County Council operates as part of the Eastern Region for ME planning purposes and is represented on both the Regional Steering Group (RSG) and the Regional Working Group (RWG). The programme of work for Major Emergency Management in the PRA's is determined by the National Steering Group on an annual basis, and South Dublin County Council fulfils its tasks under these guidelines. Responsibility for ensuring compliance with the Major Emergency Management requirements is vested in the Director of Environment, Water and Climate Change , and is reviewed annually at Local Authority level, and at the RSG level. South Dublin County Council includes ME Preparedness as part of its strategic planning process.

The Major Emergency Plan is part of the relevant plans and strategies of the Council's Corporate Plan 2015- 2019. A range of Council departments are responsible for implementation of various aspects of the Major Emergency Plan and in a business planning context, the Team Development Plans and Personal Development Plans for such departments will clearly allocate responsibility for implementing aspects of the MEP.

5.1 Responsibility for Preparedness.

The Chief Executive is responsible for South Dublin County Council's Major Emergency Management arrangements and preparedness, as well as for the effectiveness of the Council's response to any major emergency occurring in its functional area.

5.2 Documentation of Major Emergency Management Programme.

All documentation in relation to this MEP will be maintained and distributed appropriately by the Director of Environment, Water and Climate Change for and his/her staff.

5.3 Key Roles in the MEP.

There are several key roles (and potential roles) to be filled by the Local Authority in Major Emergency Response. These include, but are not limited to, the following:

- Chairperson Local and Regional Coordinating Groups
- On site Coordinator
- LA Controller of Operations
- Information Management Officer
- Action Manager
- LA Crisis Management Team
- Media Liaison officer

A number of personnel have been specifically trained for these roles, and are listed in Appendices 4-4 to 4-8.

5.4 Support Teams

In the event of the activation of the MEP, a number of pre-determined support teams will activate in support of the key roles. These teams will include personnel from the panels of personnel trained for key roles who will support their colleagues in the appointment. Members of staff of the Council may volunteer for roles outside their normal functions, e.g. to act as telephonists during an emergency. The Council's Crisis Management Team will activate these any such teams required by contacting the individuals through their normal sections, departments etc. The Crisis Management Team will notify the Department of Housing, Planning, Community and Local Government at Telephone 1800 303063 in the event of a Major Emergency being declared. (See document MEM C/L 05 08 in Appendix 1.2)

5.5 Staff Development programme.

South Dublin County Council Training section will prepare an annual development programme to ensure that there are adequate numbers of personnel trained to fill the key roles and the supporting roles identified. South Dublin County Council will participate in all such Major Emergency Management development activities organised at the regional level, as appropriate. Key staff may also attend exercises in other PRA's and regions as invited observers as part of their ongoing development.

5.6 Staff Training.

Staff members nominated to fill key appointments will undergo training for the role prior to filling such an appointment. Training courses for the roles mentioned in paragraph 5.4 are currently provided at Regional level. Attendance of South Dublin County Council personnel on such courses will be based upon requirements, and course will be included in the annual staff training plan. Trained staff should participate in annual exercises, both internal and those organised at the regional level.

5.7 Internal Exercise Programme.

Exercises designed to practice staff in their designated roles and to test elements of this plan will be undertaken on a regular basis within those departments and sections with responsibilities as outlined in this plan. MEM exercises may take the form of workshops, walk-through-talk-through, tabletop, control post, or full simulation exercises. An annual inter-departmental coordination exercise will be designed and delivered by a major emergency exercise planning team under the direction of the Director of Environment, Water and Climate Change .

5.8 Joint Inter-Agency Training and Exercise Programme

Inter-agency exercises involving the Principal Response Agencies and support organization/agencies as required will be developed under the direction of the regional inter-agency exercise planning group. Such exercises will be designed to raise awareness, educate individuals on their roles and responsibilities under

the plan and promote co-ordination and cooperation, as well as validating plans, systems and procedures. Inter-agency major emergency exercises will be organised on a three yearly cycle and will be based on the regional risk assessment hazard exemplars.

5.9 Allocation of Resources, including budget.

The Director of Environment, Water and Climate Change will be responsible for preparing an annual budget for Major Emergency Management, which will reflect the expenditure required to meet the costs of ensuring South Dublin County Council preparedness for Major Emergencies. The budget will also be required to reflect the South Dublin County Council portion of the costs associated with the preparedness of Dublin Fire Brigade and Civil Defence in exercising their role under the MEM regime, and will reflect South Dublin County Council's contribution to the regional level inter-agency preparedness.

5.10 Procurement during a Major Emergency

The arrangements to authorise procurement and use of resources (including engaging third parties) to assist in response to major emergencies are governed by the 'Local Government Act: Part 12: Section 104'. During a Major Emergency, the authority to release funds for immediate, urgent purchases is vested in the Crisis Management Team.

5.11 Annual Appraisal of the Major Emergency arrangements.

South Dublin County Council's preparedness is appraised annually in accordance with the arrangements outlined in the Major Emergency Management Guidance document 9 as issued by the Department of Environment, Heritage and Local Government.

5.12 Warning and Informing the public; action advice.

Keeping the public informed of potential dangers is primarily the responsibility of An Garda Siochana. Notwithstanding this, there may be occasions where South Dublin County Council will be required to communicate directly with the public, or with vulnerable groups amongst sections of the public, prior to or during a Major Emergency, e.g. in the event of flood alerts. In doing so, South Dublin County Council will avail of all methods available to warn and inform at risk members of the public including the use of the print and electronic media, loud hailers, calling door to door, SMS texts, email etc.

It is the role of the Local Coordinating Group to ensure that the public are kept informed of any perceived or actual risks during a Major Emergency.

6 The Generic Command, Control and Co-ordination Systems

6.1 Command arrangements.

The Chief Executive is responsible for the Major Emergency Management arrangements of South Dublin County Council. He may delegate this task to one of the Directors of Services. Whilst endeavouring to comply with requests of other PRA's during Major Emergency response South Dublin County Council will continue to exercise command over all of its own resources.

6.1.1 Service Command and control.

All South Dublin County Council resources at the site of a Major Emergency will be under the control of the Local Authority Controller of Operations. Any additional voluntary or private sector services activated by South Dublin County Council will also be under the control of the LA Controller of Operations. Insofar as possible, all sections and services of the Local Authority will operate under their normal command arrangements with ultimate command of resources residing with the Local Authority Crisis Management Team. Dublin City Fire and Rescue Service will operate under the control of South Dublin County Council when operating in the South Dublin County Council Administrative area.

6.2 Control Arrangements

Control involves the management of all local authority services at the site (or at each site) of the incident, and the management of the interaction with other response agencies. This control is exercised at the site by the designated LA Controller of Operations, and off-site by the LA Crisis Management Team.

6.2.1 Control of Internal South Dublin County Council Resources:

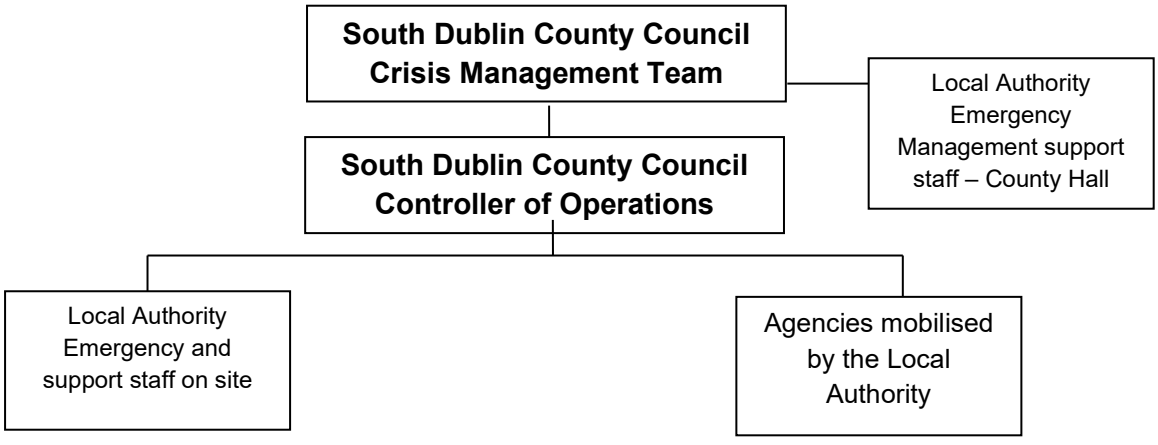


Figure 6-1; Local Authority Control of resources

Controller of Operations.
The LA Controller of Operations is given the authority to make all decisions regarding the Local Authority functions at the response site. His role is set out at Appendix 8-1.

On-Site Coordinator.
In circumstances where the LA is designated as the lead agency, South Dublin County Council will provide the On-Site Coordinator from its panel of trained personnel (See Appendix 4-5). The On-Site Coordinator should try to ensure that decisions on site are reached by consensus between the Controllers of Operations but where this is not possible the On-Site Coordinator is mandated to make decisions, as outlined in Appendix 8-2.

South Dublin County Council Crisis Management Team
The South Dublin County Council Crisis Management Team (CMT) is a strategic level management team within South Dublin County Council, responsible to the Chief Executive, which is assembled during a major emergency to:

- Manage, control and co-ordinate South Dublin County Council's overall response to the situation;
- Provide support to the South Dublin County Council Controller of Operations on site and mobilise resources from within South Dublin County Council or externally as required;
- Liaise with relevant Government Departments on strategic issues; and
- Ensure appropriate participation of South Dublin County Council in the inter-agency co-ordination structures.

The members, and alternate members, of the South Dublin County Council Crisis Management Team are listed at Appendix 4-4.

Local Coordination Group
When a Major Emergency is declared, the senior management of the three PRA's (i.e. The Local Authority, An Garda Siochana and the Health Service Executive) will meet in a group called the Local Coordination Group. This group will coordinate the overall response and recovery activities of all agencies involved, and are mandated in accordance with Appendix 8-3.

6.2.2 Control of External Resources.
The LA Controller of Operations will deploy and task all external resources mobilised to the site at the request of South Dublin County Council.
The South Dublin County Council Crisis Management Team will support and assist the Controller of Operations by processing all requests for external resources. Casual volunteers, i.e. non-organisational offers of help, shall be directed to a volunteer area where their suitability will be assessed. Where the assistance of such individuals is appropriate they will be documented and enrolled as Civil Defence volunteers. The Local Coordination Centre will determine their deployment to the agencies to which they may be attached.

6.2.3 Support arrangements for the control function.

The South Dublin County Council Controller of Operations will be supported on site by all other South Dublin County Council personnel who will be operating on behalf South Dublin County Council. The South Dublin County Council Crisis Management Team will provide off-site support to the Controller of Operations. Where the LA is the lead Agency in responding, the On-Site Coordinator will be supported directly by the Controllers of Operations of all three PRA's at the On-Site Coordination Centre.

6.3 Coordination Arrangements.

All LA Authority activities will be coordinated on site by the Controller of operations, and off site by the South Dublin County Council Crisis Management Team. Coordination with other agencies will be through the on-site coordination centre at the site of the emergency, and at the Local Coordination Centre for all off-site matters.

6.3.1 Lead Agency Arrangements.

The Local Authority will assume the role of Lead Agency in one of two circumstances:

- Where the Local Authority is pre-designated as the lead agency in the framework guidelines (Appendix 9-1 refers)
- Where the lead agency is not obvious, the Local Authority will be the lead agency by 'default'.

6.3.2 On Site Coordination.

The Controllers of Operations of the three PRA's should meet on-site and determine the lead agency. Where the LA is designated as the Lead Agency, the LA Controller of Operations will assume the role of the On-Site Coordinator, noting the time the designation was made in the presence of the two other controllers and ensuring that all parties involved in the response are made aware of the designation.

It will be necessary for the LA to nominate a new Controller of Operations when the original controller becomes the On-Site Coordinator.

The On-Site Coordinator is empowered to make decisions, as outlined in Appendix 8-2.

6.3.3 Coordination at the Local and Regional Levels.

When the Major Emergency Plan is activated, it will be normal practice for the Local Coordination Group to convene in the Local Coordination Centre in the County Hall at Tallaght. The South Dublin County Council Crisis Management Team will ensure the LCC is activated on declaration of the MEP.

When South Dublin County Council is designated as the Lead Agency in response (Appendix 9-1 refers) or where there is agreement between the PRA's present that the Local Authority appointee should formally undertake the role of Chair at the Local Coordination Centre, he will exercise the mandates associated with this position.

The function of the Local Coordination Group is to provide a strategic level management for the immediate, medium, and long-term consequences of the

incident. Where the incident has a Regional dimension the actions set in the plan of Regional Coordination shall apply.

6.3.4 On-Site Coordination.

In instances where the local authority has been predetermined as "lead agency" the South Dublin County Council Controller of Operations will take up the role of On-Site Coordinator. Where there is ambiguity the Controllers of Operations from each of the three PRA (s) should meet and agree which agency shall assume the role of On-Site Coordinator. The functions of the On-Site Coordinator are set out in Appendix 8-2. The primary function is to chair the "On-Site Coordination Group". This group is comprised of the controllers of operations of the other two agencies, an Information Management Officer, a Media Liaison Officer, an Action Management Officer and if considered appropriate, representatives of other agencies and specialists.

6.3.5 Mutual aid and Regional Coordination.

The LA Controller of Operations should ensure that, where the resources of South Dublin County Council do not appear to be sufficient to bring a situation under control or the duration of an incident is extended, support is obtained via mutual aid arrangements with neighbouring Local Authorities. Local Authorities will support each other on a mutual aid basis on request during a Major Emergency.

6.3.6 Emergencies occurring on the County Boundary.

If an Emergency occurs at, near or on a boundary with another county, the LA Controller of Operations will be the designated person from the LA whose rostered Senior Fire Officer was first to arrive at the scene. It should be noted that the 'Region' for responding to a Major Emergency can be declared by the Chairman of the Local Coordination Group so as to include one or several administrative areas of the PRA's, and that the 'region' need not necessarily reflect the 'East Region' as outlined *for planning purposes*.

6.3.7 Multi-site and wide-area emergencies.

There will be a separate on-site control structure for each emergency site. All of the On-Site Coordinators will be linked to a Local Coordination Centre, of which there may be several in different jurisdictions. Local Coordination Centres will be linked to a Regional Coordination Centre.

6.3.8 Links with National Emergency plans.

A Regional Co-ordination Group may also request assistance from Government. National resources will be available in the event of a major emergency at local or regional level. Requests for assistance should be developed at local or regional co-ordination level and directed by the lead agency to the lead Government Department.

Figure 6-2 below provides a graphic representation of the linkage with national plans.

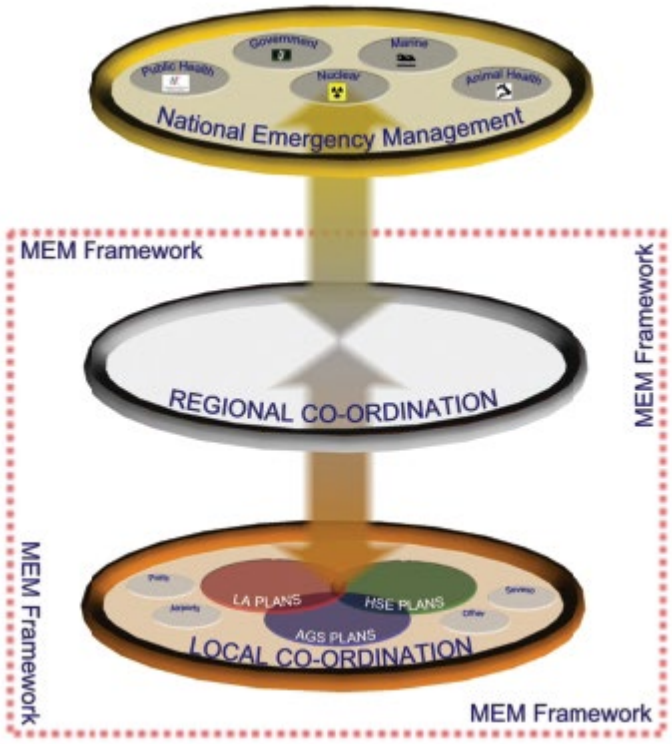


Figure 6-2: Linkage of Plans up to National Level.

6.3.9 Linkage to Government Plans

When the Major Emergency Plan is activated in the South Dublin County Council administrative area, South Dublin County Council Crisis Management Team will inform its parent Department at government level, i.e. Department of Environment, Heritage and Local Government. They will liaise with other Departments by arrangement and as required.

7. The Common Elements of Response

7.0 The following are the sub-sections of this section of the plan and refer to specific procedures related to South Dublin County Council in Major Emergency Management. Some sub-sections of the plan are therefore restricted from public viewing.

7.1 Declaring a Major Emergency
7.2 Initial Mobilisation
7.3 Command, Control and Communication Centres
7.4 Co-ordination Centres
7.5 Communications Facilities
7.6 Exercising the Lead Agency's Co-ordination Roles
7.7 Public Information
7.8 The Media
7.9 Site Management Arrangements
7.10 Mobilising Additional Resources
7.11 Casualty and Survivor Arrangements
7.12 Emergencies involving Hazardous Materials
7.13 Protecting Threatened Populations
7.14 Early and Public Warning Systems
7.15 Emergencies arising on Inland Waterways
7.16 Safety, Health and Welfare Considerations
7.17 Logistical Issues/ Protracted Incidents
7.18 Investigations
7.19 Community/ VIPs/ Observers
7.20 Standing-Down the Major Emergency

7.1 Declaring a Major Emergency.

Only SDCC personnel nominated by the Chief Executive (Appendix 1-1) are authorised to declare a Major Emergency. This will only be done when the following circumstances prevail:

- The incident is likely to escalate beyond the normal capability of the Council's resources.
- The scale, extent and duration of the incident requires the activation of specific additional procedures.
- The scale, extent and duration of the incident requires the mobilisation of additional resources to ensure an effective, co-coordinated response.
- When requested to by any of the following:
    - An Garda Siochana.
    - The Health Service Executive.
    - A Government Department.

On declaring a Major Emergency, South Dublin County Council will immediately inform the other PRA's, using the format outlined below. The formal declaration of a major emergency should follow the following format:

This is .....*(name, service, organisation)*
(E.G. This is John Smith, Director of Services, South Dublin County Council)

A .....*(type of incident)*
(A serious fire in a high rise apartment block.)

has occurred / is imminent at .....*(location)*

We are activating the mobilisation arrangements in the **South Dublin County Council** Major Emergency Plan.

Figure 7-1: Declaration of a major emergency.

7.1.1. Informing other PRA's.
When informing the other PRA's of the declaration of the MEP, the following pneumonic will be used: M.E.T.H.A.N.E.

M **Major Emergency Declared**
E **Exact location of the emergency**
T **Type of Emergency (Transport, Chemical, etc.)**
H **Hazards, present and potential**
A **Access / egress routes**
N **Number and type of Casualties**
E **Emergency service present and required**

7.2 Initial Mobilisation of South Dublin County Council Resources.

On declaration of the activation of the Major Emergency Plan, either by South Dublin County Council or by one of the other PRA's, the following appointment holders will be contacted and informed by DFB do this through their control centre.

- The Chief Executive
- South Dublin County Council Crisis Management Team,
- Directors of Services
- Heads of Function
- Senior Engineers

The contact details for call notification of individual sections are outlined at Appendix 1-3)
Each directorate, section or function will use its internal call tree to activate the personnel and resources required in the initial mobilisation phase. The Crisis

Management Team will assemble at the designated Crisis Management Centre as soon as practicable.

In some situations, there may be early warning of an impending emergency, e.g. in the case of severe weather. Mobilisation within South Dublin County Council may include moving to a standby/alert stage for some of its services or specific individuals until the situation becomes clearer.

South Dublin County Council may need to mobilise other organisations in response to a major emergency – e.g. a voluntary service such as the Civil Defence. No third party shall be mobilised or dispatched to the site of a major emergency unless mobilised through an agreed procedure. With the exception of Dublin Fire Brigade, all other services will mobilise to an off-site holding area, in the first instance, and report their arrival to the Local Authority Controller of Operations.

7.3 Command Control and Communication Centres

At the site level, the command, control and communications centre will be established by the On-Site Coordinator. Where the Local Authority is the lead agency this may be the Dublin Fire Brigade mobile Incident Command Vehicle or may be another location or facility as designated by the on-site controller.

At the Local Authority Headquarters level the command control and communications centre will be the Crisis Management Centre, where the LA Crisis Management Team will meet. This is in the County Hall, Tallaght. Command and control of all South Dublin County Council services will ultimately be through the Crisis Management Team, in liaison with the LA Controller of Operations at the incident site(s).

7.4 Coordination Centres

When acting as the lead agency the Local Authority will be responsible for the establishment of both the On-Site Coordination Centre (OSCC) and the Local Coordination Centre (LCC). If the situation escalates to a regional emergency, then a Regional Coordination Centre (RCC) will also be required.

7.4.1 On-Site Coordination Centre.

The On-Site Coordinator may decide in consultation with his/her fellow Controllers to use a tent or other temporary structure, or an appropriate space/building adjacent to the site. When appropriate, on-site coordination by the Local Authority will be achieved by the activation of the Metropolitan Mobile coordination facility; this unit will be deployed from the Dublin Fire Brigade Training Centre at the O'Brien Institute, with a complement of support staff and operational material. In the event of the incident becoming spread over a wide area or in geographically distant locations, several sites may be required and Dublin Civil Defence has the capacity to deploy additional mobile facilities which may operate as On-site Coordination Centres, reporting to the LCC.

7.4.2 Local Coordination Centre.

South Dublin County Council will provide the Local Coordination Centre for Major Emergencies on behalf the three PRA's in its administrative area. The Primary Local Coordination Centre will be the Council Chamber and the adjoining Ante Room in the Councils Headquarters, County Hall, Tallaght, with an alternative facility in the Councils civic offices, 9th Lock Road, Clondalkin. The Council Crisis Management Team will also meet at County Hall in the Managers Conference Room on the second floor.

The Council Chamber and the adjoining Ante Room in County Hall Tallaght will be the location for meetings of the Local Coordination Group. It has close access to Councillors offices which can be used by teams from the Gardaí, HSE, and others.

The coordination centres will be laid out and equipped in accordance with the guidelines in the Framework documentation, as illustrated in Figure 7-2 below

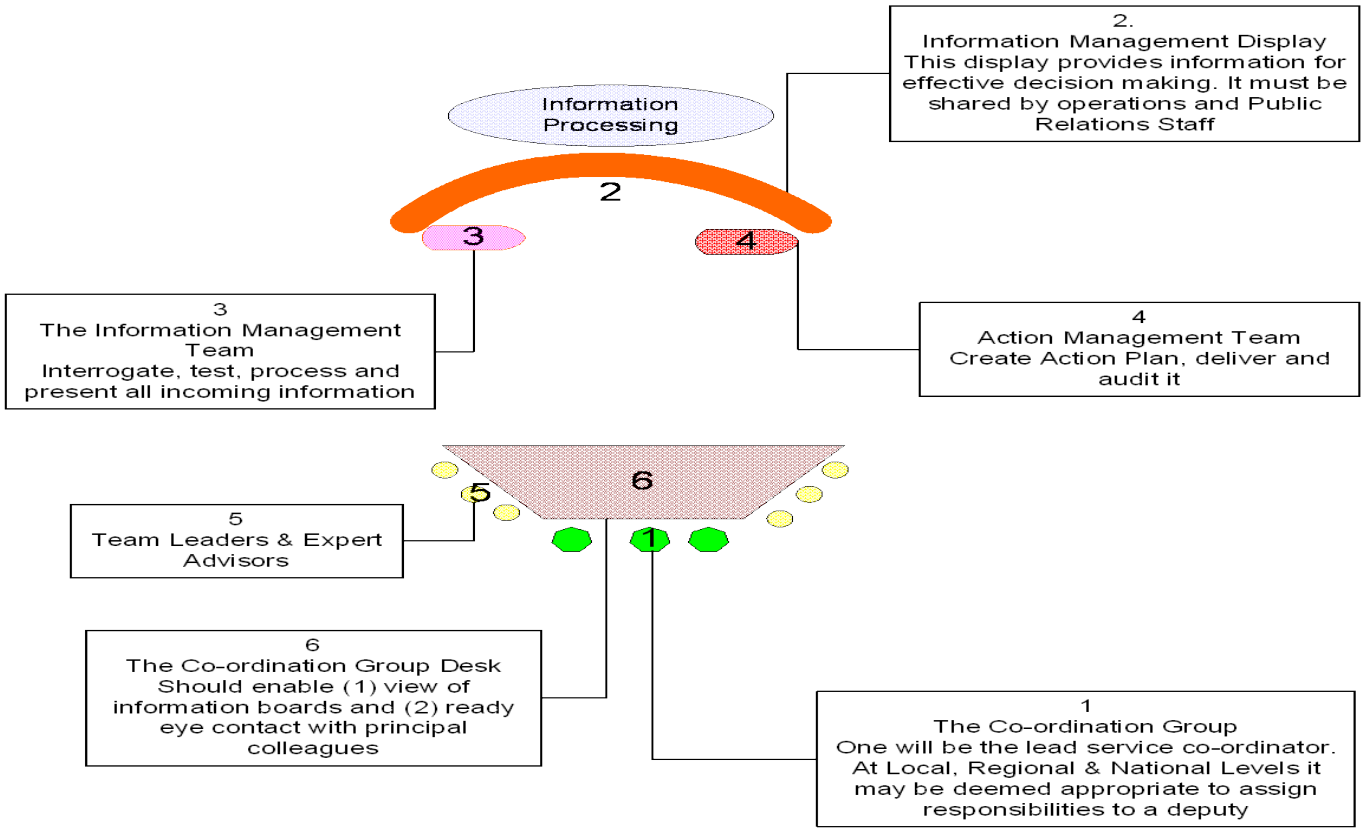


Figure 7-2: Coordination Centre Layout.

7.4.3 Regional Coordination Centre.

In the event that South Dublin County Council is the lead agency and the Local Coordination Group decide to escalate the emergency to Regional level, then South Dublin County Council will make the facility of the Local Coordination Centre available to function as the designated Regional Coordination Group, if appropriate to do so. South Dublin County Council may also offer this as a location for the Regional Coordination Centre when South Dublin County Council is not the designated Lead Agency.

Alternatively, in a regional emergency affecting the East Region, the Regional Coordination Centre (subject to Inter-Agency Agreement) will be located at:

Dublin Fire Brigade Station, Belgard Road, Tallaght, Dublin 24.

7.4.4 Information Management.

South Dublin County Council operates a panel system for the provision of Information Management Officers (IMO) in a major emergency. The list of trained Information Management Officers is attached at Appendix 4-6. An Information Management Officer, and support staff, may be required at each coordination centre. The role of the information management team, under this individual, is to interrogate, test, process and present all incoming information required for the decision-making process.

The council's public library adjacent to the County Hall in Tallaght will be used as a holding centre for the media and for holding of press conferences.

7.4.5 Action Manager (AM)

South Dublin County Council operates a panel system for the provision of Action Officers (AO's) for a major emergency. The list of trained and nominated AO's is attached at 4-7. South Dublin County Council may be required to provide an AM at each site, and at the LCG, and RCG. The role of the AM and his team is to develop an Action Plan (from information provided by the Information Management System) and ensure that it is communicated to all agencies tasked with responsibility for implementing the action points contained in the plan. The AM and his team will also monitor and confirm whether the actions specified by the management team have been implemented.

7.4.6 Team Leaders and Expert Advisors.

Liaison officers representing organisations/agencies other than the principal response agencies may be deployed to or engaged in the management of the incident. Experts may be required to provide advice to the management team during certain types of emergencies (e.g. emission of harmful or toxic chemicals) and may be invited to contribute to the Co-ordination Group discussions. Generally they should advise or direct activity strictly within their mandate. On occasion they may be in a position to contribute to the wider debate on the incident, depending on the circumstances. They may need to be briefed regarding the management structures, and to understand their own role within the response and recovery. Their input should be regulated by the Chairman of the management group in question, having agreed this with the other PRA's.

7.5 Communications Facilities.

Dublin Fire Brigade, as the Principle Emergency Service of South Dublin County Council, operates its own radio system for all of its operations. In the event of a major Emergency involving a Fire Brigade response, DFB will immediately dispatch a Senior Fire Officer to the LA Crisis Management Team facility in Tallaght (County Hall). This officer will bring (and maintain) radio equipment enabling communications with the site.

The Civil Defence operate a separate radio system for all of their operations. The Civil Defence Officer will report to the Local Authority Crisis Management Team in the first instance in a major emergency, and will ensure communications equipment enabling communications between the Crisis Management Team and the Senior Civil Defence Officer on site.

Other Local Authority staff primary means of communications is by mobile phone and landline systems. The main daytime landline telephone number of the Council is 01-4149000. The after hours landline telephone number for the Council is 01-4574907. Mobile telephone numbers and other landline numbers can be obtained by contacting the above landline numbers.

7.5.1 Inter agency communications on-site.

It is critical that robust arrangements for inter-agency communication on site(s) are provided for at Controller of Operations level. To this end, Dublin Fire Brigade will provide a set of hand-portable radios at the site that are dedicated specifically to inter-agency communication. These will be distributed to the Controllers of Operations of the other PRA's when South Dublin County Council is the lead agency, and to any other agencies deemed necessary by the On-site Coordinator. When other PRA's are acting in the role of the lead agency, they may provide on-site communications as part of their response plans.

During a major emergency, the persons with responsibility for individual South Dublin County Council services at the scene shall keep the South Dublin County Council Controller of Operations briefed on their activities and he/she will arrange for information from the scene to be distributed as appropriate.

7.5.2 Communications from site to Local Coordination Group.

Communication between the On Site Coordination Centre and the Local Coordination Centre shall be via the Controller of Operations / On Site Co-ordinator to the Local Co-Ordination group, supported by the work of trained Information Management Officers at the scene and at the respective co-ordination centres.

7.6 Exercising the Lead Agency Coordination Role.

7.6.1. A lead agency will be agreed between the Controllers of Operations of the three PRA's, based on the guidance in the Framework (Appendix 9-1) of this document and Appendix F7 of the Framework refer). See also para. 6.3.1. of this plan.

Review and transfer of the lead agency role.

The lead agency may change over time, to reflect the changing circumstances of the major emergency. The designation of the lead agency should be reviewed at appropriate stages of the major emergency. (Appendix F7 of the framework refers).

7.6.2 Coordination function as designated Lead Agency.

When South Dublin County Council is operating as the designated Lead Agency in Major Emergency Response, the Controller of Operations will become the On-Site Coordinator. He may also continue to perform the function of LA Controller of Operations until relieved of this position by another member of the South Dublin County Council Controller of Operations panel. The functions of the Lead Agency are listed in Appendix J-2 of this document.

7.7 Public information

The provision of information to the public before, during and after the response to an incident takes two forms, warning and informing. In circumstances where it is possible to warn people in advance e.g. Severe Weather warnings, boil water notices, the message content can be pre-prepared as part of specific sub-plans i.e. Flood, Water contamination, Event management plans.

7.7.1 Local Authority role in warning the public.

When it is necessary to protect members of the public who are threatened by a hazardous event this can be achieved by moving people temporarily to a safe area, by evacuation where appropriate or feasible, or by advising affected individuals to take shelter in an appropriate place. The On-Site Co-ordinator will make the decision on what advice should be given after consultation with the other Controllers of Operations.

In circumstances where public health issues may be a factor, i.e. significant pollution, release of chemical, radioactive, biological agents, contamination of food and water or where there are significant levels of fatalities, it is the responsibility of the Health Service Executive Controller of Operations to ensure the local public health services are informed of the situation so that they can become involved in the response at the earliest possible stage.

When affected populations are moved from the danger area the Council has responsibility for the establishment of transit points, the provision of emergency shelter, and friends and relatives centres. Council Area office staff supported by the HSE and Voluntary agencies will manage these facilities and public information points will be established where appropriate.

On activation the Local Co-ordination Group will take over the task of coordinating the provision of information to the public. This activity should be coordinated by the lead agency. The Local Coordination Group may establish a sub-group for this purpose and use all available channels to make concise and accurate information available to the public.

7.7.2 Public notices.

Incident information and special public notices will be agreed by the Local Coordination Group and can be disseminated directly to the affected population by one or all of the following methods:

- Internet service provider via: www.sdcc.ie
- Social Media
- Local radio stations, including the Traffic Management Station
- The City Channel Television Network
- Customer Services Helpline
- Traffic Message Boards
- Telephone information lines
    - Normal working hours 01 4149000
    - After working hours 01 4574907

The South Dublin County Council Press Office will liaise with the customer services manager to formulate the message content for the customer help lines and they will also arrange for the publication of information numbers and will liaise with the local area office in the affected locations to arrange for the information needs of the communities affected by the incident.

South Dublin County Council Corporate services will ensure the customer services facility is staffed and has sufficient dedicated lines available to enable a public information service to be provided to those members of the public requesting information from the Council.

The public can also be informed by utilising the local and national broadcast media by arranging for emergency announcements to be broadcast may be made on television and radio channels. This will be coordinated by the LCG through the RCG or the relevant 'parent Department', DHPC&LG in the case of the Local Authorities.

7.8 The Media

7.8.1 It must be assumed that the media will be present at the site of a major emergency, and will respond quickly to developments. It is the responsibility of the lead agency to establish a Media Centre at or near the site of the emergency for use by the principal response agencies in dealing with the media at the site. The Local Co-ordination Group will be responsible for official media statements and press releases off-site.

7.8.2 On-site arrangements for the media.

The On-Site Coordinator will establish a media centre on-site, which will be staffed by the Media Officers of the three PRA's and their support staff. Where possible, the media centre should be adjacent to the site, and should allow for ease of access to telephone lines, broadband connections, shelter. The South Dublin County Council Media Liaison officer panel is attached at Appendix 4-8.

7.8.3 Media Arrangements at the LCC and RCC.

The Local/Regional Co-ordination Group will take the lead in terms of working with the media off-site during a major emergency. As with arrangements at the site, each principal response agency should designate a Media Liaison Officer at the Local Coordination Centre and the activities of the Media Liaison Officers should be co-ordinated by the Media Liaison Officer of the lead agency. All statements to the media at this level should be cleared with the chair of the Local/Regional Co-ordination Group.

7.8.4 Media arrangement at other locations.

In many situations media attention will move quickly away from the site to other locations, including the Local Co-ordination Centre, hospitals and mortuaries. The Local Coordination Group will be responsible for all media liaison off-site, and this will be coordinated through the lead agency Media Liaison Officer and supporting personnel.

7.9 Site Management Arrangements.

Major emergency sites are often complex, with issues of difficult terrain, poor access, danger and large numbers of responders in a small area. The successful management of such situations requires simple, clear and unambiguous site arrangements, which are understood and accepted by all. This section sets out and defines a site management arrangement that should be aspired to at all major emergency sites. The typical site plan is illustrated in Figure 7-3 below. Where, for operational reasons, this layout cannot be achieved, the principles of an Inner Cordon, within which rescue activities are undertaken, a safer area outside that cordon, where survivors are assembled and casualties treated, and an Outer Cordon, that restricts/controls access, should be applied as far as is reasonably practicable.

One of the key roles of the Controllers of Operations and On-Site Coordinator is to agree and develop a site management plan.

7.9.1 Generic site management plan.

The South Dublin County Council Controller of Operations at the emergency incident site(s) will, on arrival, in association with the Controllers of Operations from the other PRA's, establish the site boundaries and designate locations required for the operation of a safe and secure working area for the response agencies.

A typical Site Plan will contain some or all of the featured indicated in figure 7-3 below:

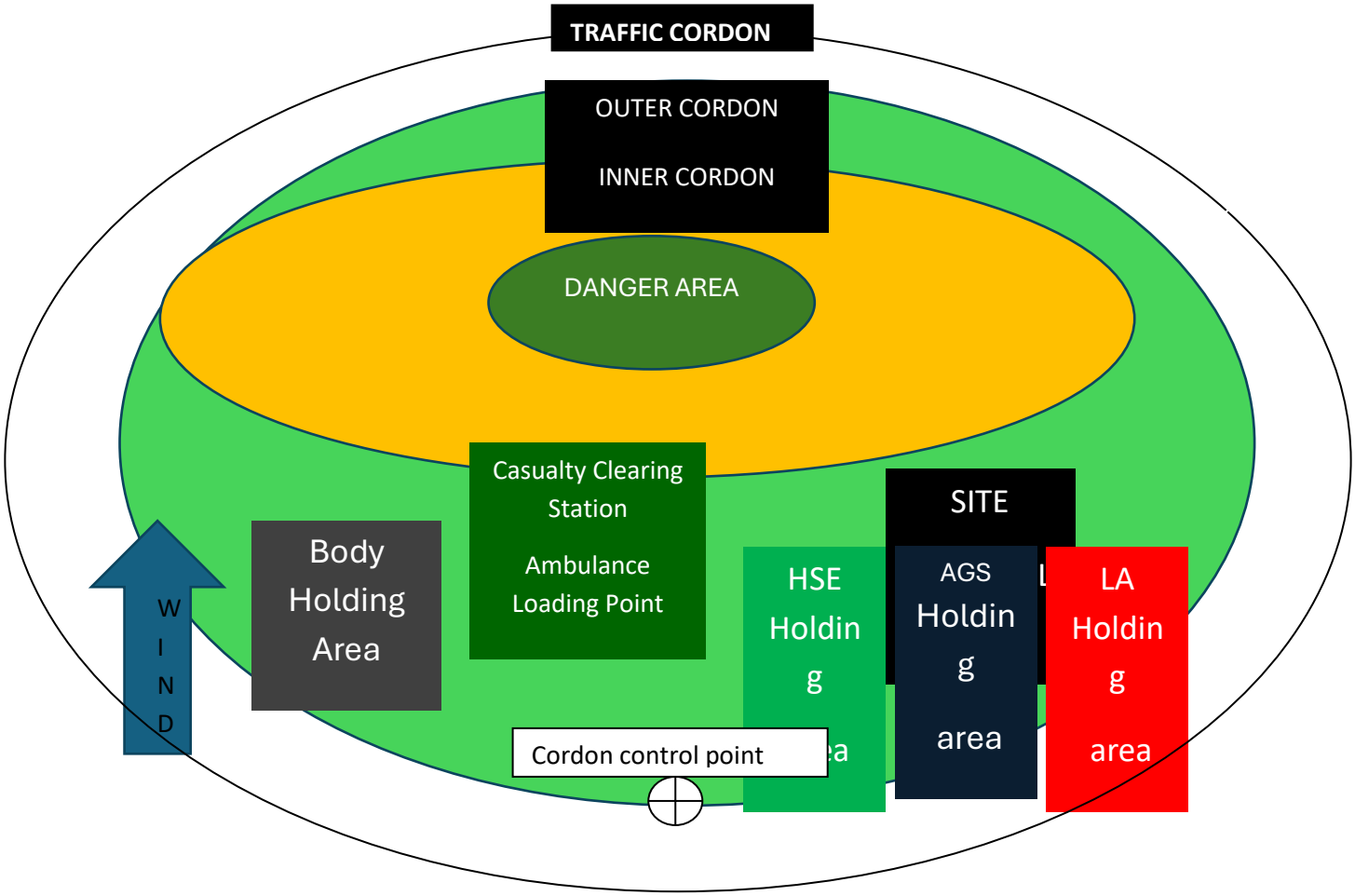


Figure 7-3: Generic Major Emergency Site Layout.

Once agreed, the resulting Site Plan should be disseminated for implementation to all responding organisations.

7.9.2 <u>Control of access to and identification of personnel on site.</u>

On agreement of the site arrangements, An Garda Siochana will establish the agreed cordons. A site danger area may be declared when there is a clear and present danger to the site rescue personnel in the immediate area of the incident. Where the On-Site Coordination Group declares a Danger Area, they will designate an appropriate officer to define its boundaries and to control access. Depending on the circumstances, this could be the Senior Fire Officer, an Explosive Ordinance Disposal Officer, a Public Health Doctor etc.

7.9.3 <u>Identification of Personnel</u>

The implementation of standard site management arrangements and the establishment of effective control at a major emergency site require the ready identification of all personnel responding to and operating at the site.

Senior personnel from the PRA (s) who are acting in key roles, such as the On-Site Co-ordinator and the Controllers of Operations, should wear bibs designed and coordinated as follows:

Organisation	Bib Colour	Wording
Local Authority	**Red & White Chequer**	Local Authority Controller
An Garda Siochana	**Blue & White Chequer**	Garda Controller
Health Service Executive	**Green & White Chequer**	HSE Controller

Table 1: Identification of on-site personnel.

When the lead agency has been determined, the On-Site Co-ordinator should don a distinctive bib with the words On-Site Co-ordinator clearly visible front and back. Below is an example of how the bibs should look for each of the responding agencies.



AGS



Local Authority



HSE

All personnel responding to the site of a major emergency should wear the form of identification issued to them by their agency, and should ensure that their vehicles are adequately identified. Responding personnel should be aware that they will be requested to identify themselves at the outer cordon access point by An Garda Síochána, and may not be allowed through the outer cordon without such identification.

Non uniformed personnel from the Council shall attend the scene in high visibility jacket with the name South Dublin County Council and their job function clearly displayed, in addition they shall wear (or carry) the form of identification issued to them and shall ensure that their vehicles are adequately identified. Where identification is not permanently retained, on the person or vehicle, it should be obtained from the South Dublin County Council Holding Area.

The use of the agency's name on the front and back of outermost garments and the use of personal title identification, where available, is recommended for utility companies and commercial agencies engaged in the response. These should be made known in advance to the statutory services.

7.9.4 Casual Volunteers

Where the Local Authority On-Site Coordinator determines that casual volunteers may be engaged within the cordons of the emergency site, they will be issued with orange armbands emblazoned with the word 'Volunteer' or

suitable abbreviation, e.g. 'VOL', by Civil Defence, with whom they will be registered before being offered a temporary volunteer status (see section 4.4.3.)

7.9.5 Air exclusion Zone.

Where the principal response agencies consider it appropriate and beneficial, the On-Site Coordinator may request, through an Garda Siochana that an Air Exclusion Zone be declared around the emergency site. When a restricted zone above and around the site is declared, it is promulgated by means of a "Notice to Airmen" - NOTAM - from the Irish Aviation Authority.

7.10 Mobilising Additional Resources.

While the three principal response agencies may provide an appropriate response to the emergency and its consequences, the South Dublin County Council Controller of Operations should ensure that, where the resources of the authority do not appear to be sufficient to bring a situation under control, or the duration of an incident is expected to be extended, arrangements should be made to draw support from other agencies, organisations or authorities by:

- requesting assistance from neighbouring Local Authorities;
- mobilising the local Voluntary Emergency Services
- mobilising organisations who can provide specialist support
- requesting assistance from national organisations.

In requesting assistance from neighbouring local authorities the South Dublin County Council Controller of Operations shall determine the level, type and duration of assistance/ support required and ensure the request is passed to either the South Dublin County Council Crisis Management Team or the Local Co-ordination Centre (through the Information and Action managers) who will arrange to obtain the support via the mutual aid arrangements between the Local Authorities. Contact details for adjacent local authorities are outlined in Appendix 1-4.

7.10.1 Linking with the Local Voluntary Emergency Services.

The Voluntary Emergency Services (VES) sector can provide additional equipment and support in the event of a major emergency. Table 2 below illustrates how such organisations are linked to the three PRA's. This linkage determines which PRA will have responsibility for the mobilisation of that particular VES to the scene and their integration into the overall response.

PRINCIPAL RESPONSE AGENCY	**LINKED VOLUNTARY EMERGENCY SERVICE**
An Garda Siochána	Irish Mountain Rescue Association Irish Cave Rescue Association Search and Rescue Dogs Sub-Aqua Teams River Rescue
Health Service Executive	Irish Red Cross Order of Malta Ambulance Corps St. John's Ambulance
Local Authority	Civil Defence

Table 2 Linkage of the PRA's with the VES.

Each Principal Response Agency with a linked Voluntary Emergency Services is responsible for the mobilisation of that service and their integration into the overall response. The internal command of volunteer organisations resides with that organisation. The availability, competencies, functional support roles and agreed mobilization of each of the agencies listed are outlined in Appendix 10-1.

7.10.2 Mobilisation of the Civil Defence.

Both the Civil Defence and the Dublin Fire Brigade are resources administered on behalf of the four Dublin Local Authorities by Dublin City Council. In addition to the details contained at section 4.4.2, the protocol for mobilising the Civil Defence is outlined in Appendix 1-5.

7.10.3 Mobilisation of the Defence Forces.

The Defence Forces can play a key role in providing Aid to the Civil Authorities during an emergency. The protocol for mobilisation of the Defence Forces is outlined in Appendix 1-7.

7.10.4 Mobilisation of the Irish Red Cross.

The HSE, with whom the IRC are linked, will mobilize the local units of the Irish Red Cross Society. When required to operate in support of the local authority they will be mobilised by the HSE Controller of Operations and deployed under the direction of the Civil Defence Officer. The protocol for mobilising the Irish Red Cross is outlined in Appendix 10.1.

7.10.5 Mobilisation of Voluntary Emergency Services.

The HSE, with whom they are linked, will mobilise the local units of the Order of Malta Ambulance Corps and St John's Ambulance Service. AGS will mobilise the local units of organisations such as;

- Mountain Rescue Teams
- Cave Rescue Teams
- Search and Rescue Dog Associations
- River Rescue Units
- Community Inshore Rescue Units and Sub-Aqua Units.

Where the support of the Irish Coastguard (IRCG) is required they will also be mobilised by AGS in accordance with existing arrangements. The Amateur Radio Emergency Network can quickly erect/configure communications networks, in the event of loss of normal communications systems.

When required to operate in support of South Dublin County Council, the VES will be mobilised by their respective Controller of Operations and will be deployed under the direction of the Civil Defence Officer. Procedures for the mobilisation of each of these organisations in support of South Dublin County Council are outlined in Appendix 10-1.

7.10.6 Mobilisation of Utility Companies.

Utility companies may be mobilised to assist the PRA's in making situations safe, or may be directly involved in restoring critical services, e.g. electricity and gas supply, in the aftermath of a disruptive event. Additionally, they may be mobilised to provide experts to the On-Site Co-ordination Group, the Local Coordination Group and/or the Regional Co-ordination Group. A list of the main utility companies and their emergency contact numbers are included at Appendix 1-8.

7.10.7 Mobilisation of Private Sector.

Private sector organisations may be involved in a major emergency through ownership of the site where the emergency has occurred or through ownership of some element involved in the emergency e.g. an aircraft, bus, factory, etc. They may also be called on to assist in the response to a major emergency by providing specialist advice/expertise, services and/or equipment. Private sector representatives and/or experts may be requested to support the work of the On-Site Co-ordination Group, the Local Co-ordination Group and/or the Regional Co-ordination Group, as appropriate. A list of some private sector organisations used by South Dublin County Council for the provision of services is attached at Appendix 7-2.

7.10.8 Mobilising additional resources.

The Local Authority Controller of Operations should ensure that, where the resources of the authority do not appear to be sufficient to bring a situation under control, or the duration of an incident is expected to be extended, the levels, types and duration of assistance and support required are identified quickly.

Requests for support should be passed to either the LA's Crisis Management Team or the Local Co-ordination Centre, who will arrange for provision of available support or will request additional support via existing mutual aid arrangements with neighbouring authorities. Where resources that are held at a national level are required requests for those resources should be directed by the lead agency to the Lead Government Department. From the LA perspective, such requests should be passed in the first instance to the National Liaison Officer in the Department of Housing, Planning, Community and Local Government.

7.11 Casualty and Survivor Arrangements

This section sets out the arrangements for the care and welfare of members of the community who have been directly impacted by the incident. Those affected may be divided into two main categories:

- Casualties: including persons who are killed or injured.
- Survivors: including all those individuals who are caught up in an emergency but not injured, such as, uninjured passengers from a transport accident or evacuees.

As well as making provision for casualties and survivors, arrangements will also be required for the reception, facilitation and support of the friends and relatives of some or all of these individuals.

7.11.1 Role of South Dublin County Council in managing casualties and survivors.

The over-riding response objective of protecting life and minimising injuries and distress should guide personnel from all services involved in the Emergency Response. South Dublin County Council has a key role to play in managing vital aspects of the response to casualties and survivors.

- Casualties are defined as persons killed or injured as a result of the emergency situation
- Survivors are those individuals who are caught up in an emergency but not injured, such as, uninjured passengers from a transport accident or evacuees.

The functions allocated to the Local Authority include, inter alia, the protection and rescue of persons, the provision of temporary mortuary facilities, the provision of shelter for those displaced by the emergency and the provision of non-clinical decontamination.

The Ambulance services and medical assistance at the scene of a major emergency are under the control and direction of the HSE Controller of Operations. However, the command of Dublin Fire Brigade Emergency Ambulance service (and the Civil Defence Casualty service if deployed) remain under the Local Authority Controller of Operations at the scene. Arrangements for cooperation at the scene will follow agreed protocols, and ultimately will be undertaken with the overall objectives of preserving life and preventing further injury.

7.11.2 Injured persons.

The South Dublin County Council Controller of Operations will initially task the Local Authority controlled resources required to save life, prevent further injury and rescue those who are trapped or in danger. In association with the other Controllers of Operations, he/she will make an early assessment of the situation and identify the incident impact on the management of casualties and survivors, i.e.

- the number and type of injuries present
- the number of fatalities and
- the number of persons requiring welfare assistance

Casualties may be found some distance from the primary site and search teams co-ordinated by An Garda Síochána should be established where it is considered that this may be necessary.

Rescuers should coordinate their efforts with the requirements of the ambulance and medical teams on site. The South Dublin County Council Controller of Operations will liaise with the HSE Controller of Operations to

arrange for the removal of those rescued from the danger area to the designated Casualty Clearing Station. This will be established by the ambulance service close to the scene but outside the danger area and clearly identified as such.

7.11.3 On-site triage.

Triage is a dynamic process of assessing casualties and deciding the priority of their treatment. Following initial triage, casualties will normally be labelled, using Triage Cards, and moved to a Casualty Clearing Station. The purpose of this labelling is to indicate the triage category of the casualty, to facilitate the changing of that category, if required, and to record any treatment, procedure or medication administered. A standard card with Red (Immediate), Yellow (Urgent), Green (Delayed) and White (Dead) sections is normally used for this purpose.

It should be noted that while some casualties will be transported to the Receiving Hospital(s) by the Ambulance Service, some casualties may leave the site by other means and may arrive at the designated Receiving Hospital(s), or other hospitals, in cars, buses, etc.

7.11.4 Lightly injured and uninjured persons.

It may be possible to treat these casualties at a medical first aid post or they may be directed to the survivor reception section to be treated and registered. An Garda Siochana may require to interview them. As a minimum requirement, their names and circumstances should be recorded, and their immediate needs facilitated if possible.

7.11.5 Casualty Clearing Station.

Patients must be moved to the Casualty Clearing Station (CCS). The CCS will be established by the ambulance service, under direction of the HSE Controller of Operations. Casualties are collected, further triaged, treated, as necessary, and prepared for transport to hospital at the CCS. The despatching of casualties to designated hospitals will be managed by the HSE.

7.11.6 Fatalities.

The recovery of human remains is part of an evidence recovery process and, as such, is the responsibility of An Garda Síochána acting as agents of the Coroner. The bodies of casualties triaged as dead should not be moved from the position or location where they were discovered unless this is necessary to affect the rescue of other casualties.

The only circumstance where bodies should be moved before the Garda evidence collection process is complete is if they are likely to be lost or damaged due to their location or the nature of the incident. Bodies to be moved should be photographed first and their original position clearly marked and recorded. In such circumstances the Fire Services can assist An Garda Síochána by taking a photographic record and ensuring the casualties original position is clearly marked and recorded.

7.11.7 The role of the Coroner.

The Coroner for Dublin City, including the South Dublin Administrative area, is an independent judicial officer, with responsibility under the law for the medico legal investigation of certain deaths. It is the task of the Coroner to establish the 'who, when, where and how' of unexplained death. All such deaths in Ireland are investigated under the Coroners' Act, 1962.

The Dublin City Coroner exercises exclusive possession and control of a deceased person who has met their death within the boundaries of his district until the facts about their death have been established. Where a major emergency incident has resulted in fatalities a Pathologist, who for this purpose acts as the 'Coroners Agent', will carry out a full post-mortem and forensic examination on every body and/or body part and each death will be the subject of an inquest conducted by the Coroner.

The Garda Siochana will assist the coroner in arranging a formal identification of the body by a member of the family or a relative of the deceased or in confirming identification by photograph or other means where viewing is not possible. The Gardai are also required to furnish the coroner with a report on the circumstances of death. Members of the Gardai in effect act as the coroner's officers.

7.11.8 Managing multiple fatalities on-site.

It is a responsibility of South Dublin County Council to provide a temporary mortuary where this is required in a major emergency. Where there are multiple fatalities resulting from a major emergency it is possible that the coroner will require such a facility to be established at, or close to the site.

The On-Site Co-ordinator, in association with the other Controllers, will decide if it is necessary to establish a Body Holding Area at the site. The Body Holding Area, if established, should be situated close to the Casualty Clearing Station. Members of An Garda Síochána will staff this area and they will maintain the necessary logs to ensure the continuity of evidence.

It should be noted that the Body Holding Area is not the appropriate place for the prolonged storage of the dead and appropriate arrangements should be made to ensure minimal delay in moving bodies to a mortuary, temporary or otherwise.

7.11.9.Temporary Mortuary.

This may be provided in a building, which is easily convertible, or by the use of tents. Refrigeration may also be required to facilitate the storage of remains. The likely commissioning time for a Temporary Mortuary is of the order of twenty-four hours, and this may extend to forty-eight hours when victim numbers are extensive. It should be noted that a Temporary Mortuary might be required to operate for weeks or months after an incident.

Experience in other jurisdictions points to three options for dealing with large numbers of fatalities:

- Activating a Temporary Mortuary
- Increasing the capacity at an existing mortuary
- Moving bodies to an existing mortuary in another area, which has the appropriate facilities and capacity.

7.11.10 Identifying the deceased and view of remains by relatives.

A distinction needs to be drawn between viewing for identification purposes and viewing as part of the grieving process. Viewing for identification is a vital part of the work of An Garda Síochána, although, in situations where bodies have been severely traumatised, it may be inappropriate and/or unreliable and other means of identification may be required. Where appropriate, viewing for identification purposes needs to be organised with great sensitivity, to avoid increased trauma for families.

Unless there are definite health or safety concerns, such as contamination by a hazardous substance, viewing facilities should allow families direct access to the body and the viewing area should take into account religious and cultural needs, where appropriate. Families will want to spend time with the deceased and, as a result, provision should be made for a number of private viewing areas. This aspect of the operation requires careful management by the agency operating the viewing facility.

It is also essential to understand that the Coroner, with the assistance of An Garda Síochána, has overall responsibility for the identification of bodies and remains and s/he is entitled to exclusive possession and control of a deceased person until the facts about their death have been established. Close liaison with the coroner's office will be required when making arrangements for identification and viewing of remains.

7.11.11 Survivors.

In many emergency situations, survivors who are uninjured may become involved in the rescue and care of other victims. As such, they should be regarded as casual volunteers and should be treated in accordance with the arrangements for casual volunteers, i.e. registered as such by the Civil Defence. The South Dublin County Council On-Site Controller, in consultation with the HSE On-Site Controller, will decide on the requirement for a survivor reception centre and designate a suitable location for the transfer of lightly injured and uninjured survivors to this centre. The centre should be located off-site.

7.11.12 Survivor reception centres.

Where a survivor reception centre is required it is the responsibility of South Dublin County Council to establish and run such a centre. The centre is a secure location to which survivors, not requiring hospital treatment, can be taken for shelter, first aid, interview and documentation. The Centre should be secure from any unauthorised access and provide the maximum possible privacy for survivors. Transport from the Centre to home/meet relatives/safe place should be arranged as soon as it is practicable.

The Centre is not usually located at the site, but may be a suitable near-by premises, such as a hotel or similar facility. It is the responsibility of the Council to establish and operate the centre, in association with the HSE. It is not possible to pre-designate survivor reception centre's for every contingency, however the list of potential sites is recorded at Appendix 11-1, which contains details of facilities which may be utilized for such purposes in each local area.

All those who have survived the incident uninjured can be directed to the Survivor Centre, where their details will be documented and collated by An Garda Síochána. Provision should be made at this centre for the immediate physical and psychosocial needs of survivors (e.g. hot drinks, food, blankets, telephones, first aid for minor injuries, etc.)

7.11.13 Casualty Information.

Casualty information can become available from a variety of sources including rescuers at the site and callers to Council help-lines or at public information points. All information, enquiries etc about possible casualties should be passed on to An Garda Siochana who have overall responsibility for the collation of casualty information.

Registration forms completed at centres established by South Dublin County Council shall be recorded and shall be passed to An Garda Siochana as soon as practicable. All persons providing information to Council for such forms will be informed that the information supplied may be passed to An Garda Siochana for processing in the casualty bureau.

7.11.14 The Casualty Bureau.

An Garda Siochana will establish a casualty bureau where information on all casualties will be collated. Any enquiries received by South Dublin County Council regarding individuals who may have been affected by the incident will be directed to the Garda casualty bureau.

7.11.15 Friends and relatives reception centre.

It is the responsibility of the Council to establish and operate Friends & Relatives Reception Centre in collaboration with the HSE. It is not possible to pre-designate facilities for all contingencies, however Appendix 11-2 identifies locations which may be suitable for use as such a centre.

The purpose of such a centre is to provide a comfortable area where friends and relatives of those involved in the incident (primarily the casualties and survivors) can be directed for information. The centre may be established close to or in conjunction with the survivor reception centre

A building used as a Friends' and Relatives' Reception Centre should be secure from media intrusion and contain sufficient room to afford privacy to families receiving information about relatives. There will also be a need for a reliable process to establish the credentials of friends and relatives.

7.11.16 Non National Casualties.

In some incidents an emergency may involve casualties from other jurisdictions. In such circumstances the Local Co-ordination Centre should notify the appropriate embassy when the nationality of the victims is known. The Department of Foreign Affairs (which operates an out of hours Duty Officer System) should also be informed.

7.11.17 Foreign language communication resources.

The Local Coordination Group may request An Garda Siochana to provide assistance in obtaining interpreters from their own resources and private sector providers if required. The Department of Foreign Affairs should also be approached for appropriate assistance and liaison purposes.

7.11.18 Pastoral and psycho-social care.

Pastoral and psycho-social support arrangements for casualties and other affected members of the public are the responsibility of the HSE.

7.12 Emergencies involving Hazardous materials.

This section outlines the response to emergencies involving the release of materials, which are harmful to the population. Pollution and environmental disasters are not covered in this section. They are contained in the Pollution sub-plan which is covered under Section 12. It should also be noted that while this section advocates a generic all hazards approach, the specific arrangements required for hazardous sites, which fall under the remit of the Seveso regulations are contained in Section 12.

South Dublin County Council is the lead agency for response to hazardous materials incidents arising from an accidental occurrence within its functional area (with the exception of biological substances, where the HSE take the lead agency role). Where terrorist involvement is suspected An Garda Síochána will act as the lead agency. Details of specific actions to be taken in the event of a Conventional Chemical Biological Radiological and Nuclear (CCBRN) incident are contained in the Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents arising from terrorist activity. AGS take the lead role for all non-accidental CCBRN incidents, at least initially.

The level of response and the procedures required for safe attendance at hazardous sites together with liaison and integration with the site operator's fire crew, are documented in Dublin Fire Brigade's operation orders.

7.12.1 Conventional, Chemical, Biological, Radiological and Nuclear incidents (CCBRN).

Details of specific actions to be taken in the event of a CCBRN incident are detailed in the Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents, attached in Appendix 12-1. These protocols deal with a range of matters relevant to managing such incidents, including the identification of the materials involved. They also provide for involvement of the National Poisons Information Centre and the National Virus Reference Laboratory

7.12.2 Chemical and Biological incidents.

Details of specific actions to be taken in the event of a biological incident are detailed in the Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents.

7.12.3 Public health (Infectious diseases) Plan.

Details of specific actions to be taken in the event of an activation of the National Public Health (Infectious Diseases) Plan for the protection of threatened populations are detailed in the Protocol for Multi-Agency Response to Emergencies arising from Infectious Diseases, Pandemics. (in Draft form at time of writing).

The principal role of the Public Health Officer is to ensure that there are safe arrangements in their jurisdiction for detecting, managing and responding to outbreaks and incidents of infectious disease.

South Dublin County Council Veterinary Officers are active in the control of infectious disease of animal origin (zoonotic disease). Currently, there are effective liaison arrangements between Veterinary Officers and the HSE through the HSE zoonoses committees and the Director of Public Health / Medical Officer of Health function.

7.12.4 Nuclear Accidents.

Details of specific actions to be taken by and responsibilities of the Local Authority in the event of a radiological emergency are contained in the *National Emergency Plan for Nuclear Accidents,* and are further detailed in the Protocol for Multi-Agency Response to Radiological/ Nuclear Emergencies (in draft at time of writing).

7.12.5 Decontamination.

The On-Site Co-ordinator, in association with the other Controllers of Operations, will establish the need for decontamination. The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. The fire services have responsibility for providing other forms of physical decontamination of persons at the site. The Health Service Executive will be responsible for decontamination where required to protect health service facilities, such as hospitals, from secondary contamination.

Where emergency decontamination of the public is required, the Local Authority fire service may use its fire-fighter decontamination facilities, or improvised equipment may be used prior to the arrival of dedicated equipment. Where it is decided that persons should undergo this practice, it should be carried out under the guidance of medical personnel. It should be noted that emergency decontamination carries risks for vulnerable groups, such as the elderly and the injured. It may be more appropriate in certain circumstances for outer clothing to be removed and blankets provided as a temporary measure to alleviate potential harm through surface contact with contaminants.

Figure 7-4 below shows a typical site layout for decontamination.

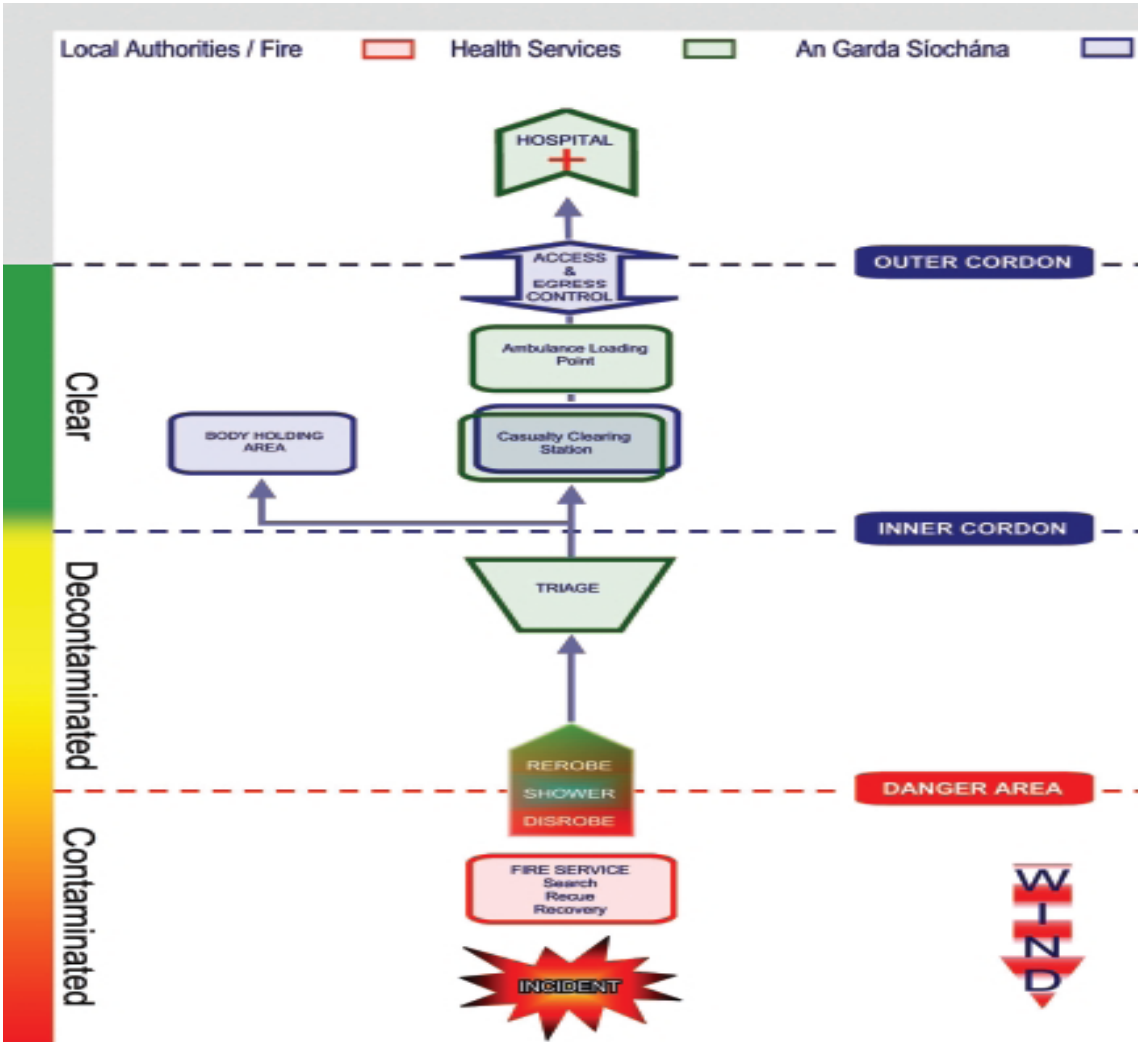


Figure 7-4; Typical site layout for decontamination.

7.13 Protecting threatened populations.

The On-Site Co-ordinator will take the decision on how best to protect a threatened population, after consultation with the other Controllers of Operations This protection is usually achieved by moving people temporarily to a safe area, by evacuation where appropriate or feasible, or by advising affected individuals to take shelter in an appropriate place.

7.13.1 Evacuation arrangements.

The On-Site Co-ordinator will take the decision on how best to protect a threatened population, after consultation with the other Controllers of Operations. Evacuation is usually undertaken on the advice of the Local Authority or HSE. Where decided upon, the process of evacuation will be undertaken by An Garda Síochána, with the assistance of the other services. Evacuation involves several aspects, including but not limited to

- Warning & Informing the community/ population at large
- Designation of evacuation routes
- Transit area
- Transportation (from affected locality through transit area to the designated rest centre
- Designated rest centre – may be one or several, depending on the numbers being evacuated and the capacity of the shelter
- Catering facilities, at each shelter
- Overnight facilities, including camper beds, sanitation
- Staffing arrangements

South Dublin County Council is responsible for the provision of temporary accommodation for evacuees, and will provide Rest Centre(s) for evacuees. A number of locations throughout the county have been identified as potential rest centres, and are listed at Appendix 11-1.

Personnel from the local Authority, the Civil Defence and from other voluntary agencies will staff rest centres. All three PRA's will be involved in a mass evacuation. Evacuees should be documented and basic details passed to the casualty bureau, as appropriate to the circumstances.

Checklists for managing evacuation are outlined in (draft) guidance document No. 6, 'A guide to managing evacuation', published by the DHPC&LG, and are included at Appendix 14 here.

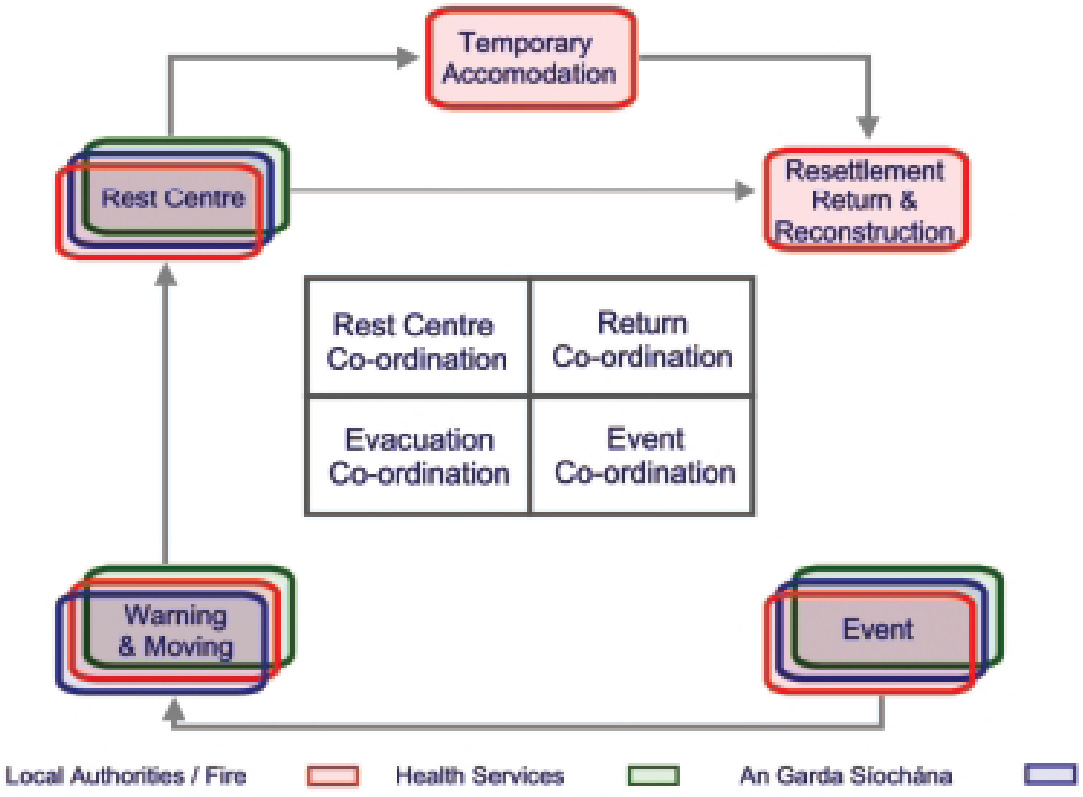


Figure 7-5: The evacuation process and the roles of the PRA's.

7.13.2 Involvement of the Public Health Authorities.

Where an emergency results in a real or perceived threat to public health by, for example, the release of chemical, radioactive or biological agents, the contamination of water or food supplies, or the spread of contaminated flood water, it can be anticipated that there will be considerable concern among both the persons immediately affected and the wider public. The HSE will manager the public health aspects of a major emergency, supported by the Local authority through its normal structures and arrangements for liaison, e.g. water services department, Contracted Environmental Health Officer, etc.

7.14 Early and Public warning systems.

Many major emergency scenarios occur suddenly and without adequate time to warn the public. In some instances, e.g. severe weather, there is some warning and may be time to inform the public.

In a major emergency, the Local Coordination Group upon convening will immediately assume the responsibility for keeping the public informed of real and perceived risks.

The forecasting arrangements of the Irish Meteorological service includes a system known as *Public Service Severe Weather Warning*, and covers the meteorological conditions/elements – wind, rain, snow, fog, thunderstorm and coastal storm surge. The emphasis is on warning of weather events that will cause *significant disruption* or constitute *a significant risk for people***.**

7.14.1 How warnings are to be disseminated.

Warnings may be disseminated to the public by a combination of the following methods:

- Door to Door calls, e.g. leaflet drops.
- Radio and T.V. broadcasting on public networks
- Local helpline / information line
- Through the South Dublin County Council website (www.sdcc.ie)
- South Dublin County Council social media feeds (Facebook, X)
- Automated Text services
- Establishing site specific warning systems

7.15 Emergencies arising on inland waterways.

Dublin Fire Brigade has a river rescue capability, and Dublin Civil Defence also have river rescue support resources which can be mobilised.

7.15.1 Liaising with the Irish Coast Guard.

The Irish Coast Guard has responsibility for receiving 999/112 calls and the mobilising of resources to Inland Waterway emergencies. An Garda Síochána is be the principal response agency to undertake initial co-ordination at inland waterway emergencies. After the initial response, this role may be re-assigned, following consultation between the Irish Coast Guard and An Garda Síochána.

The primary function envisaged for the Coast Guard service in is the provision of watercraft and boat crews to support the rescue and recovery of persons from water. They may also be requested to provide Search & Rescue (SAR) Helicopters to assist in rescue and fixed wing aircraft may be utilized by the On-Site Coordinator for air reconnaissance of affected areas.

Coast Guard assets may also be utilised in flooding emergencies. The Fire Service has established links with the Coast Guard in the deployment of specialist fire-fighting crew to marine emergencies.

7.16 Safety Health and Welfare considerations.

This section outlines how South Dublin County Council proposes to exercise its responsibilities in relation to its duties as an employer under the Health, Safety and Welfare at Work Act (s). It should be read in conjunction with the South Dublin County Council Corporate Health and Safety Policy attached at Appendix 13-1.

7.16.1 South Dublin County Council response staff.

In accordance with South Dublin County Council corporate Health & Safety policy and in compliance with departmental/division and section ancillary safety statements all personnel responding to an emergency should operate their existing safety and welfare arrangements in relation to training, personnel deployment and the wearing of Personal Protective Equipment.

Any accidents that occur to South Dublin County Council personnel during the response will be reported as per the process for reporting workplace accidents. Any person who is injured while on duty will be treated immediately, removed to hospital if required and a report prepared on the circumstances of the injury.

No person should be deployed to the site of a major emergency as part of the response team that has not received training in the task to which they have been assigned.

South Dublin County Council Rescue Staff.

When working in the environment of a Major Emergency the On-Site Co-ordinator will apply normal incident and safety management arrangements; a 'Safety Officer' will be appointed having responsibility for the oversight and management of the safety of the Council's rescue personnel. All other relevant officers will continue to exercise command over their own personnel working in the area.

Members of the Fire Service engaged in arduous or protracted incidents that require a rapid turnover of personnel require constant monitoring of physical

condition of crews by supervising officers, in accordance with their normal Standard Operating Procedures (SOP's).

7.16.2 Operating within a designated 'danger area' at the site of a major emergency.
A 'Danger Area' may be declared at the site where there is a definite risk to rescue personnel over and above that which would normally pertain at emergency operations. The Council is responsible for the health and safety of its staff when they operate within the 'Danger Area'. Only personnel directly involved in rescue activities should operate in the danger area.

Where a situation deteriorates to a point where the designated Safety Officer in charge of the Danger Area decides that it is necessary to withdraw response personnel from a Danger Area, a pre-arranged signal (as agreed by the controllers of operations), e.g. repeated sounding of a siren for ten seconds on - ten seconds off, will be given. All personnel will withdraw from the danger area to a designated safe zone on hearing this signal.

7.16.3 Physical welfare of responders.
The welfare of all personnel responding to a major emergency on behalf of South Dublin County Council will be managed by the Council. Paragraph 7.17.3 refers.

7.16.4 Psycho-social care of South Dublin County Council response personnel.
In the event of a major emergency it is possible that some response staff will be traumatised by the events, and may require professional counselling services in the aftermath of the event. In such cases, South Dublin County Council will arrange for the confidential provision of this service to staff that may require it. Such services will also be made available to supporting staff, that may also be affected by events.

7.17 Logistical issues – protracted incidents.

By definition a major emergency will require the deployment of considerable resources, particularly in terms of personnel. The Dublin Fire Brigade, acting as the Councils Principal Emergency Service will make special arrangements for the maintenance of a reserve in the case of a protracted incident and will maintain the normal fire and ambulance cover for the county. Dublin Civil Defence and other voluntary sector resources should examine their initial deployment with a view to maintaining the desired response over a protracted period. The South Dublin County Council Controller of Operations when arranging the logistical needs of the resources under his control must consider these issues and should appoint an officer to coordinate all personnel welfare needs on site.

7.17.1 Arrangements for the rotation of front line staff.
The Local Authority holding area established outside the inner cordon will serve as the rotation point for all elements deployed by the Council to the site. All incoming units will be registered and the time of their arrival noted. Because of the nature of the response shorter periods of working time may be required. Each responding agency is responsible for the rotation of the personnel under their command while on site.

All management and support staff will also be subject to rotation. The South Dublin County Council Controller of Operations for response personnel, and the Crisis Management Team Chairman in the case of administrative and support staff, are responsible for ensuring that the handover of responsibility is recorded, and that a full brief on the current situation is provided to the incoming appointment holders.

The role of staff that are not directly involved in responding to the incident should also be noted. They are critical to the organisation's response and to ensuring that, insofar as possible, normal services to the public continue to be provided by the Council.

7.17.2 Reorganising normal emergency and other services cover.

The commitment of South Dublin County Council resources to the Major Emergency must be compatible with the requirement to continue to supply a service to the public not affected by the event. The South Dublin County Council Crisis Management Team will decide on the appropriate response to the emergency, and on the level of normal services that are required throughout the emergency.

7.17.3 Arrangements for initial and ongoing welfare for field staff.

It is a function of the local authority to provide food, rest and sanitary facilities as appropriate for **all** personnel involved in the response to the emergency, including those of the other PRA's and voluntary services. The South Dublin County Council Controller will make arrangements with the site logistics officer to engage the services of Civil Defence, event catering companies and sanitary service suppliers to provide the required services to meet the welfare needs of personnel operating on the site.

Premises pre-identified as rest centres in community halls may be suitable for use for this purpose, once they are not in use as rest centres. Should such facilities be required 'in the field', washing facilities for responders and catering staff must be kept separate. A hot meal will be provided to field staff at break period, or every 4/5 hours during an incident.

Consideration should be given to engaging the expertise of the South Dublin County Council Event Management section in sourcing welfare suppliers for greenfield sites. Appendix 13-2 outlines the logistical needs for staff welfare operating on site and contact details of suppliers.

7.18 Investigations.

It is vital that as soon as all has been done to save life and minimise injury, no unnecessary damage or disturbance to the scene is caused which would damage or lead to a loss of evidence at the site. An Garda Siochana are the PRA with primary responsibility for gathering evidence at an incident site, and the other PRA's should be guided by them regarding preservation of evidence.

7.18.1 Investigations arising from the emergency.

In the event of a major emergency arising there will be many investigations and subsequent reports into the incident, including but not limited to the following:

- Post-mortem and Coroner's hearings.

- Fire Investigation
- Accident Investigation
- Public or judicial enquiries
- Criminal Investigation.

7.18.2 Preservation of evidence.

The preservation of the site of a major emergency (particularly one which results from criminal action) is of paramount importance and should receive a priority rating from the outset by all PRA's. The first member(s) of An Garda Síochána to arrive at the site of a major emergency where a suspected crime has been committed automatically assumes the responsibility for preserving the site. While the priority is the protection of life, the provisions of the Framework are intended to assist An Garda Síochána's investigative role. South Dublin County Council Controller of Operations will ensure, insofar as is possible in keeping with the objectives of the Local Authority response, that all possible assistance is given to AGS in preservation of evidence at the site.

7.18.3 Other parties with statutory investigation roles.

Depending on the nature of the Major Emergency, agencies other than An Garda Síochána may require access to the site for the purposes of carrying out an investigation. These agencies include, but are not limited to:

- the Health and Safety Authority (HSA)
- the Air Accident Investigation Unit (AAIU)
- the Environmental Protection Agency (EPA).
- the Rail Accident Investigation Unit (RAIU)
- the Rail Safety Commission (RSC)

An Garda Síochána is responsible for carrying out criminal investigations. Any agency including the Local Authority with an investigative mandate should liaise in the first instance with the On-Site Co-ordinator who will direct them to the Controller of Operations of An Garda Síochána.

Personnel from any agency reporting to the site of a major emergency for investigative purposes must registered at the site (at the coordination centre), and must be in possession of

- Appropriate PPE
- Photo Identification

"Guidance for an Garda Siochana and the Emergency Services in the aftermath of an Aircraft Accident"[1] details how all Aviation incidents, both civil and military, reported to the Air Accident Investigation Unit (AAIU) are to be managed in order to preserve evidence.

[1] Guidance for an Garda Siochana and the Emergency Services in the aftermath of an Aircraft Accident. Produced by the Air Accident Investigation Unit, 2006.Published by the Department of Transport, 44 Kildare Street, Dublin 2.

7.19 Community/ VIP's and Observers.

Members of the affected community, public representatives and other dignitaries may wish to attend the site of the emergency, and associated facilities such as hospitals to express sympathy to the injured and bereaved, and to support the emergency response workers. South Dublin County Council in consultation with the Local Coordination Group will arrange with the Press Office for the coordination of any such visits on behalf of the Council.

7.19.1 Establishing links with the affected community.

Where communities are affected by a major emergency every effort will be made by South Dublin County Council to establish contacts/links with that community utilising established links, such as Community Groups/ Public Representatives and Community Liaison Officers. In addition, South Dublin County Council will make provisions for the public to contact the Council by establishing a contact cell in the county buildings.

Arrangements for receiving visiting VIP's.

Requests in relation to VIP visits should be directed in the first instance to the Local Coordination Centre where arrangements will be made with the Media Liaison Officers to facilitate such visits, if appropriate to do so. Requests for briefings on the situation should also be directed to the Local Coordination Centre.

Visits by dignitaries will usually require security arrangements and liaison with the media. It is important that the organisation of such visits does not distract from the response effort. As a general rule, VIPs should be advised not to visit sites where dangers still exist or where ongoing rescues are in progress.

7.19.2 Arrangements for national or international observers.

Multiple requests may be received from persons/groups who wish to observe the response operations. The presence of experts from other regions or jurisdictions, who wish to act as observers at an incident, can greatly enhance the operational debriefings and facilitate the process of learning lessons from the emergency. The Local (or Regional) Coordination Centre should process any such requests, and make arrangements as appropriate to the circumstances.

7.20 Standing down a Major Emergency.

A decision to stand down the major emergency status of the incident at the site should be taken by the On-Site Coordinator, in consultation with the other Controllers of Operations at the site and with the Local Co-ordination Group.

Activity may continue at other locations after the major emergency is stood down at a site. The Local, Regional or National Co-ordination Groups may need to continue their work after activities at the site have ceased.

7.20.1 How a Major emergency will be stood down.

At a major emergency site, only the On-Site Coordinator may declare the emergency to be 'stood down'. This declaration can only be made after

consulting with the controllers of operations of all the PRA's and with the Local Coordinating Group.

Where organisations other than the principal response agencies have responded, they should be informed of the decision to stand them down by the Controller of Operations of the agency which mobilised them. Services operating at other locations should be stood down in a similar manner.

The Major emergency plan may be stood down generally following agreement by the three PRA's at the Local Coordinating Group. Some specific Local authority services may be stood down following consultation with the other principle response agencies, prior to the plan formally being declared stood down.

A great deal of activity may continue at locations other than the site (such as hospitals, temporary mortuary, etc.) after the major emergency is stood down at the site. The standing down of a major emergency at site indicated the end of the response phase, while the recovery phase may continue for some time thereafter.

This Plan may be stood down in any of the following ways depending on the particular circumstances:

- When an emergency, which was imminent, does not actually occur the mobilisation alert must be stood down in a formal manner.
- By the Controller of Operations in respect of South Dublin County Council activities at the site of the emergency
- By the designated South Dublin County Council representative on the Co-ordinating Group in respect of Council activities other than those at the site
- The Plan may be stood down generally following agreement by the agencies responding to the emergency or in respect of all or certain of South Dublin County Council services following consultation with the other agencies
- When a response is no longer required from an agency, service, contractor or individual requested to provide assistance by South Dublin County Council following consultation with other agencies, where appropriate, the Controller (in respect of activities at the site) or the designated Dublin City Council representative on the Co-ordination Group shall ensure that they are immediately informed.

The formal message content for declaring the stand down of South Dublin County Council major emergency status by any of the authorized officers of South Dublin County Council is illustrated in Figure 7-6 below:

This is *(state name, title)*

The response to the *(state type of incident)*

Has been completed at *(state location)*

As an authorised officer I declare that the major emergency status is stood down.

The recovery phase of South Dublin County Council Major Emergency Plan is now activated (*state date & time:*

Figure 7-6: Standing down the South Dublin County Council MEP.

7.20.2 Operational debriefing and reporting.

The PES, including Dublin Fire Brigade has its own internal procedures regarding standing down and debriefing their personnel at incident sites. In the case of a major emergency, South Dublin County Council may have many more additional personnel at the site and operating in support roles.

On standing down of the emergency, all personnel under control of the Local Authority at the site should report to the controller of operations for the local authority, who will conduct a 'hot debrief'. Any significant points should be recorded for further discussion and analysis at the South Dublin County Council formal debrief, which will be arranged in the aftermath of the incident. Any agency activated by South Dublin County Council in response to the major emergency should be debriefed at the site and should be afforded the opportunity to be represented subsequently at the South Dublin County Council formal debrief.

In addition, there will be an inter-agency debrief where the operational and strategic lessons learned can be raised, highlighted, and used to improve the MEP's of all the PRA's, and other responders. This debrief should be organised by the Lead Agency of the response phase of the emergency.

Operational debriefs should identify areas for improvement in procedures, equipment and systems. They should not be forums for criticising the performance of others. Debriefs should not interfere with or comment on investigations into the incident carried out by investigative or judicial authorities. It is important to realise that such debriefs and related documents may be disclosed as part of subsequent legal proceedings.

Each PRA should prepare a report on its activities during the Major emergency, and be prepared to circulate it amongst the response agencies.

8. Agency Specific Elements and Sub-Plans

8.0 Local Authorities are repositories of many plans. One of the benefits of this Major Emergency is that the structures and arrangements contained within it represent an umbrella framework for all of the South Dublin County Council response plans throughout different directorates, sections and functions.

There are both legislative and procedural arrangements, which require that emergency plans be prepared for specific sites or events (e.g. SEVESO sites[2], airports, ports, major sports events, environmental pollution etc.). The risk assessment process, described in section 3 of this Major Emergency Plan, has identified sites/events and particular situations in the Council area where specific plans/ arrangements are required for responding to emergencies.

The generic response arrangements set out in the Major Emergency Plan will govern the South Dublin County Council response to such events and situations, whether a major emergency is declared or not. (See appendix 3)

8.1 Plans in South Dublin County Council.

South Dublin County Council has developed specific sub-plans/standard operating procedures etc for the following situations:

8.1.1 <u>South Dublin County Council Plans</u>

- Severe Weather (Heat, Snow, Blizzard & their consequences)
- Severe Weather (Flooding)
- Traveller Accomodation Severe Weather Plans
- Business Continuity, e.g. Flu Pandemic
- Drinking Water Incident Response Plan (UE)
- Action Plan for Protection of Drinking Water Supplies (UE)

8.1.2 <u>Provision for Response to the activation of National Plans</u>

- National Emergency Plan for Nuclear Accidents
- National Public Health (Infectious diseases) Plan.
- National Animal Health Plan

8.1.3 <u>Departmental/Divisional Operational Plans</u>

- Water Emergencies
- Inland Pollution
- Hazardous Materials Emissions
- Industrial Accidents
- Major Fires (inc Wildfires)
- Business Continuity

[2] Chemical Plants falling within the remit of the SEVESO Regulations; The European Communities COMAH (Control of Major Accident Hazards Involving Dangerous Substances) Regulations, give effect to Council Directive 96/82/EC and 2003/105/EC.

9. Plan for Regional Level Co-ordination

9.0 The Chair of the Local Co-ordination Group may declare a regional level emergency and activate the Plan for Regional Level Co-ordination. The key provision in ensuring co-ordination of the extended response is the activation of a "Regional Coordination Group". The primary function of the Regional Co-ordination Group is to maintain co-ordination of the principal response agencies involved from the extended “response region**.**

9.1 Introduction

In some situations where a major emergency has been declared and the Major Emergency Plans of the PRA’s have been activated, it may be appropriate to consider scaling up from a local response to a regional level response. This may occur when:

- the resources available in the local area where the incident has happened do not appear to be sufficient to bring the situation under control in an expeditious and efficient manner; or
- the consequences of the emergency are likely to impact significantly outside of the local area; or
- the incident(s) is spread across more than one Local Authority or Division of An Garda Síochána; or
- the incident occurs at or close to a boundary of several of the principal response agencies.

9.2 Regional Response

9.2.1 Decision to Scale up to a Regional Level Response.

The decision to scale up from a local to a regional level response will be taken by the chair of the Local Co-ordination Group, in consultation with the chair of the On-Site Co-ordinating Group and the other members of the Local Co-ordination Group. This consultation may occur at a meeting of the Local Co-ordination Group, where such a group is in session or alternatively, by means of a telephone conference call.

This decision will, by definition, involve specifying those extra principal response agencies which are to be involved in the regional response.

Note: In many Major Emergency situations, neighbouring Garda Divisions, HSE Areas and Local Authorities will provide support and resources to the Garda Division, HSE Area and Local Authority, which are primarily involved in the response. Such support is not equivalent to the activation of the Plan for Regional Level Co-ordination and, in fact, will often precede the activation of the regional plan. (This is known as ‘Mutual Aid’.)

9.2.2 Response Region

The areas covered by the principal response agencies which are activated under the Plan for Regional Level Co-ordination will constitute the response region for the emergency.

Note: The response region for a regional level major emergency need not coincide (and in many cases will not coincide) with one of the predetermined Major Emergency Management Regions set out in Appendix F4 of the Framework; these regions are specified for planning purposes only.

In situations where more than one PRA from a particular sector (e.g. More than one Local Authority) is represented at the site, Appendix F7 (of the framework) makes it clear that there will be only one Controller of Operations from that service and the unit from which the Controller of Operations will come should be determined in accordance with the guidance provided therein. From the Local Authority this will be from the Local Authority whose rostered Senior Fire Officer was first on site.

9.2.3 Activation

Once the decision has been taken to activate the Regional level response, the chair of the Local Co-ordination Group will declare that a regional level emergency exists and will activate the Plan for Regional Level Co-ordination by:

- notifying each of the principal response agencies involved that the Plan for Regional Level Co-ordination has been activated;
- requesting that each of the principal response agencies, which has not already activated its MEM Plan, should do so;
- delivering an information message to each PRA using the mnemonic METHANE (See section 6 of this plan) and
- providing each of the PRA's involved with a list of the agencies which are being activated to form the regional response

9.2.4 Command Control and Co-ordination of Response.

9.3.1 Command and Control Arrangements on Site

The command and control arrangements at the site(s) of a regional major emergency will be the same as those for a standard major emergency including:

- three Controllers of Operations;
- a lead agency determined in accordance with the Framework guidance
- an On-Site Co-ordinating Group
- an On-Site Co-ordinator from the lead agency

9.2.5 The Regional Co-ordination Group

The mobilisation and operation of the Regional Co-ordination Group will be as per the arrangement for Local Co-ordination Groups (set out in Para 5.4.5.2. of the Framework document).

Regional Co-ordination Group arrangements shall provide for:

- the mobilisation of other organisations/agencies;
- requesting mutual aid from neighbours;
- requesting national/international assistance where required;
- dealing with multi site or wide area emergencies;
- linkage to national emergency plans;
- links with Government;
- support for chairs by Information Managers, etc; and
- communication arrangements with the site and with other groups

9.3 Wide Area Major Emergencies.

Some major emergency events (eg. severe storms, extensive flooding and/or blizzards) may impact over a wide area and a number of Local Co-ordination Groups may be activated. Where the chair of a Local Co-ordination Group, which has been activated in response to a major emergency, becomes aware that one or more other Local Co-ordination Groups have also been activated, contact should be made with the other chair(s) with a view to considering the establishment of a Regional Co-ordination Centre.

Such a Regional Co-ordination Centre will normally be located at the Local Co-ordination Centre which, in the view of the chairs, is best positioned (in terms of resources, communications and geography) to co-ordinate the activity of the different Local Co-ordination Groups which are active. In such a situation, these Local Co-ordination Groups will continue to act as per standard arrangements and will communicate with the Regional Co-ordination Centre through their chairs.

Note: During a wide area major emergency, each Local Co-ordination Group will be in contact with the lead Government Department (in accordance with Section 5.4.5.5 of the Framework) and, in such a situation, the decision on whether the activities of a number of Local Co-ordination Groups should be co-ordinated via a Regional Co-ordination Centre or via the lead Government Department will be taken in light of the prevailing circumstances.

10. Links with National Level Plans

10 This Major Emergency Plan can be activated in support of a number of National level plans. Notification of the activation of a national plan will follow standard protocol. (Where these exist, they are outlined at Appendix 12). See also section 6 (6.3.4. of this plan).

The following National level plans may be activated, and details for activation are outlined in the various 'Multi agency Response' protocols at Appendix 12:

- National Emergency Plan for Nuclear Accidents
- National Public Health (Infectious diseases) Plan
- Animal Health Plan

Additionally the plan may be activated on request from the Irish Coast Guard, who are a Principal Emergency Service, following a threatened or actual major emergency in the Irish maritime Search and Rescue Region.

The Major Emergency Plans of the principal response agencies may be activated by an agency in response to a request from a Minister of Government in light of an emergency/crisis situation.

11. Severe Weather Plans

11.0 Severe Weather Plans are one form of Emergency Plan that can be activated in preparation for a major emergency as well as in response and recovery.

11.1 Severe Weather Sub-plans.

Severe weather emergencies may involve significant threats to infrastructure and support may be required for vulnerable sections of the community. It has been pre-determined that Local Authorities are the lead agency for co-ordinating the response to severe weather events.

Arrangements have also been put in place by Met Éireann to issue public service severe weather warnings to the Local Authorities. The target time for the issuing of a warning is 24 hours before the start of the event, but a warning may be issued up to 48 hours in advance when confidence is high.

Not all severe weather events will be major emergencies, but the structures and arrangements for co-ordinated response to major emergencies as outlined in this plan will apply to severe weather plans. This plan may be activated, in full or in part, in response to a Met Eireann Severe Weather Warning.

The Local and/or Regional Co-ordination Centres for Major Emergency Management may be activated to manage the response to a severe weather event, whether a major emergency is declared or not.

Flood Plan.

The South Dublin County Council Flood Emergency Plan will be led by the Drainage division and is prepared in accordance with the guide to flood emergencies and the protocol for multi agency response to severe weather. (See appendix 3)

11.2 Severe Weather other than flooding.

The arrangements for responding to severe weather emergencies other than flooding are addressed in the sub-plan for severe weather, referenced in Appendix 3.

12. Site and Event Specific Plans

12.0 There are many activities, industrial, commercial, leisure, entertainment and sporting which take place within the administrative area of South Dublin County Council. Some of these activities present certain risks, and require the preparation of specific emergency plans to for that particular event of activity. For example, there are a number of establishments in the Robinhood Industrial Estate whose activities include the storage of hazardous substances and which are subject to the European Communities (Control of Major Accidents Hazards Involving Dangerous Substances) Regulations, 2006; (IR: SI No 74 of 2006). (Detailed descriptions of the activities which take place in the county are outlined in Section Three, Context.

12.1 Site and Event specific sub-plans.

The operators of certain establishments, such as concert venues, must comply with regulations as set out in the Fire Services Acts and are obliged to comply with the standards set out in the various codes of practice for the safe management of events such as:

- Code of Practice for Outdoor Pop Concerts & other Musical Events. (IR)
- Code of Practice for Safety at Sports Grounds. (IR)
- Event Advisory Handbook (Dublin City Council)

All outdoor displays of public entertainment comprising an audience of 5,000 or more are subject to the Planning & Development Act 2001 Part XVI (licensing of outdoor event regulations) and Event Safety Management Plans for such events must be lodged with the Council's Planning Department. These plans contain details of arrangements for the response to an emergency occurring at these events and are subject to multi-agency approval. The arrangements and structures of this major emergency plan apply to event specific plans also.

12.2 Airports.

Dublin Airport, Weston Aerodrome and Baldonnel Aerodrome are located within the Greater Dublin Area. Airports are required by International Civil Aviation Organisation (ICAO) regulations to prepare emergency plans and to maintain emergency services commensurate with the categories of aircraft using the airport. Where appropriate, a major emergency may be declared by the PRA's when responding to an incident in these airports and aerodromes.

12.3 COMAH (Seveso) Sites.

The Health & Safety Authority has been nominated as the Central Competent Authority for Ireland[3] and, as such, is charged with the enforcement of the Regulations (i.e. SI 74 of 2006). South Dublin County Council as the relevant Local Authority is designated under the Irish regulations as a Local Competent Authority[4]. In relation to an Upper Tier Seveso site, each relevant local

[3] [7] Regulation 5(1)(a)

[4] Regulations 5(1)(b) and 5(4)

competent authority is required to prepare an external emergency plan for action outside the establishment, which shall include arrangements for co-ordinating off-site action and resources[5]. There are 2 no. Upper Tier Seveso establishments in the South Dublin County Council administrative area, listed in Appendix 6.

The Lower Tier Seveso establishments in the South Dublin County Council administrative area are listed in Appendix 6. The operators of these establishments are also subject to the regulations although no specific off-site plans are required. The generic response arrangements as set out in this document will be applied by the PRA's to an accident or incident at any of these establishments.

[5] Regulation 16

13. The Recovery Phase

13.0 In many scenarios the response phase to an “emergency” can be relatively short in comparison to the recovery phase. Short-term recovery includes actions taken to assess damage and return normal support systems to minimum operating standards. Long-term recovery can take months or even years to complete as it seeks to address the enduring human, physical, environmental, social and economic consequences of emergencies.

The Local Coordination Group should incorporate the strategic assessment of both the response and recovery needs in parallel wherever possible. There is the need to establish a clear line of handover to effect the transition from response to recovery. The chair of the Local Coordination Group will agree with the representatives of the PRA (s) a date and time for the transition from response phase to recovery phase. The nature and extent of the recovery management issues needing to be addressed will, to a large extent, determine who is represented at recovery management meeting(s) of the Local Coordination Group.

13.1 Community recovery.

South Dublin County Council has the primary role in restoring normality after many major emergencies. This may require the convening of a dedicated recovery management team as a sub-group of the LCG, if appropriate to support the recovery process.

While the restoration of essential utility services such as power, fuel supplies and drinking water can be ongoing during the event, the recovery management team/sub-group can undertake an assessment of recovery needs, establish priorities for action and formulate a recovery plan to include:

- Assisting the physical and emotional recovery of victims;
- Providing support and services to persons affected by the emergency;
- Clean-up of damaged areas;
- Restoration of infrastructure and public services;
- Supporting the recovery of affected communities;
- Planning and managing community events related to the emergency;
- Investigations/inquiries into the events and/or the response;
- Restoring normal functioning to the principal response agencies; and
- Managing economic consequences

13.1.1 <u>Community and individual support.</u>

Following an emergency incident, assistance may be required by the victims of the emergency – not only those directly affected, but also family and friends, who may suffer bereavement or anxiety. A major emergency will have a serious effect on a community. The recovery phase should provide support and long term care for individuals involved in the incident and the communities affected by the incident.

The services and staff the local authority may be able to provide are based upon a wide range of skills and resources drawn from its day-to-day operations such as;

- Technical and engineering support
- Building control
- Road services
- Public health and environmental issues
- Provision of reception centres
- Re-housing and accommodation needs
- Transport
- Social services
- Psychosocial support
- Help lines
- Welfare and financial needs

When an emergency has resulted in loss of life, consideration should be given to holding an informal, multi-denominational memorial service within 4 or 5 days of the incident. Bereaved relatives, survivors, members of the local community, the emergency services and support organisations should be invited to attend. Such a service helps to dissipate grief and fittingly marks the end of the immediate response to the emergency.

13.1.2 Managing public appeals and external aid.

There is a need for the co-ordination of emerging recovery issues, such as managing public appeals and external aid, from the earliest stages of the response phase. In a major emergency, it is quite likely that members of the public will want to donate money to help the victims. The Irish Red Cross Society may be approached to set up and administer post-disaster appeal funds.[6]

13.2 Clean up.

In the aftermath of an emergency the clean-up operation has been assigned to the Local Authority. The removal of debris and contaminated waste is one of the principal concerns for South Dublin County Council. In consultation with the EPA and specialist companies South Dublin County Council will commence clean up of a site as soon as possible but without hindering the investigation process. Careful consideration must be provided for the removal of decontaminated debris to locations that will not affect communities.

[6] The British Red Cross Disaster Appeal Scheme, published in March 2001, provides a comprehensive guide to setting up and administering post-disaster appeal funds.

13.3 Restoration of infrastructure and services.

It is imperative that the Local Authority restores its critical service to a pre-emergency state as quickly and efficiently as possible.

13.3.1 Procedures and arrangements for recovery.

At a point when the issues on the agendas of Co-ordination Groups are largely recovery focussed, it may be appropriate to re-title the group as the Local, Regional or National Recovery Co-ordination Group. This group will be responsible for monitoring the situation until the normal management processes can more appropriately deal with the issues arising.

13.3.2 Liaison with Utility providers.

Utilities i.e. gas, electricity and telecommunications companies may require access to the affected area in order to restore essential services to the community. This access may be required during the response and recovery phases. Access to an emergency site by utility company personnel will be as per the arrangements indicated in section 7.9 and 7.10.

Direct liaison with the management of the utility company is a matter for the LCG.

13.3.3 Prioritising issues during recovery.

It shall be the responsibility of the Local, Regional or National (Recovery) Co-ordination Group (together with the Recovery Working Group where this group are established) to prioritise events during the recovery phase. The actions of the Local Authority will be guided by the responsibilities allocated to it by the framework (Appendix F5 refers).

13.3.4 Protection against continuing hazards.

It shall be the function of the LCG to inform the public if any continuing hazards, real or perceived, at the site(s) of the emergency.

14. Review of the Major Emergency Plan

14. South Dublin County Council is committed to the continual review and improvement of this plan. As such this plan will remain a 'continuous work in progress'. In practice, this means that the Council will actively monitor and benchmark the content of the plan against contemporary good practice and amend the plan as required.

The first issue of the Plan has been designed in the format of a loose leaf binder. It is also available in electronic format. Subsequent amendments will be provided in single leaf pages to facilitate insertion into the binder. The electronic format will be updated accordingly. All amendments will be dated.

14.1 Internal Review Process.

An internal review of the Major Emergency Plan will be undertaken by South Dublin County Council on an annual basis. This review will be held every September prior to the annual date of publication. South Dublin County Council has appointed a Senior Executive Engineer as the coordinator of the Internal Review Process under the direction of the Director of Environment, Water and Climate Change who is the coordinator of the Major Emergency Plan (Details as Appendix 1-1) and Senior Engineer, Environmental Services Department. The responsibilities of the coordinator shall include the following tasks relating to plan review:-

- Update the details of individuals and organisations that hold key positions in the Major Emergency plan
- Update the risk holders within the functional area of South Dublin County Council, particularly Seveso sites
- Update names and numbers of utility companies, private companies etc
- Arrange for the formal review of the risk register and risk assessments and update the register as required.
- Post the updated plan on the South Dublin County Council Intranet and distribute updates to all individuals, organisations and agencies on the distribution list.
- Collate details of changes to the appendices, and/or sub-plans and notify all persons / agencies on the distribution list.
- Facilitate the annual meeting of Local Authority Major Emergency Management group to appraise and update this Plan.
- Coordinate the external monitoring and appraisal of the plan.
- Maintain a record of amendments to the plan

14.2 External review of the plan.

South Dublin County Council MEP appraisal will be reviewed and validated by the East Region Steering Group on Major Emergency Management. This appraisal will also be reviewed and validated by the Department of Housing, Planning, Community and Local Government. Any issues arising from the review should be referred back to South Dublin County Council for appropriate action. In cases of disagreement between South Dublin County Council and the

Regional Steering Group, the National Steering Group should be consulted and should decide on the issue.

14.2.1 Inter agency review at Regional level.

Each PRA's MEP should be reviewed and validated annually by the relevant Regional Steering Group on Major Emergency Management. This will include updating and amending the plans as mentioned *in section 14.1 above.*

The regional level report will be sent to the National Steering Group for review and validation. Any issues arising from the review should be referred back to the Regional Steering Group on Major Emergency Management for appropriate action.

14.2.2 Review by Parent Department.

The South Dublin County Council MEP shall also be reviewed annually by the Department of Housing, Planning, Community and Local Government. Issues arising shall be referred back to South Dublin County Council for appropriate action.

14.3 After Action Review and Reports.

The South Dublin County Council MEP shall also be reviewed after implementation or exercising. An Internal debrief shall be held within South Dublin County Council once the plan has been stood down, or shortly (within 10 working days) after completion of an exercise. Inter agency debriefs shall also be held, and learning points from these debriefs should be used to amend and update the plan as required.

The performance of South Dublin County Council as a PRA should be critically analysed in debriefs so that lessons learned can be reflected in the plan and training activities of the Council.

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15 Record of Issues and Amendments

Amendment No.	Version No.	Date	Section Amended:	Amended By:
1.	**2**	**23-07-10**	**Appendices**	**Environmental Services**
2.	**2**	**19-10-10**	**Appendices**	**Environmental Services**
3.	**2**	**19-10-10**	**Major Emergency Plan**	**Environmental Services**
4.	**2**	**18-05-2011**	**Major Emergency Plan**	**Environmental Services**
5.	**2**	**18-05-2011**	**Appendices**	**Environmental Services**
6.	**3**	**12-06-2013**	**Major Emergency Plan**	**Environmental Services**
7.	**3**	**12-06-2013**	**Appendices**	**Environmental Services**
8.	**4**	**10-11-2014**	**Major Emergency Plan**	**Environmental Services**
9.	**4**	**10-11-2014**	**Appendices**	**Environmental Services**
10.	**5**	**05-11-2014**	**Major Emergency**	**Environmental Services**
11.	**5**	**05-11-2014**	**Appendices**	**Environmental Services**
12.	**6**	**20-12-2016**	**Major Emergency**	**Environmental Services**
13.	**6**	**20-12-2016**	**Appendices**	**Environmental Services**
14.	**6**	**26-02-2018**	**Appendices**	**Environmental Services**