



Galway County Council

Comhairle Chontae na Gaillimhe

MAJOR EMERGENCY PLAN

2021

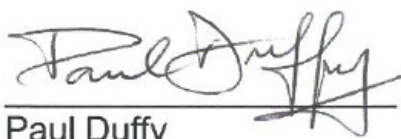


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Galway County Council's Major Emergency Plan has been drafted by the Council's Major Emergency Development Committee in accordance with the National Framework for Major Emergency Management.

This Plan has been formally adopted on the 13 January 2021.



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Record of Issues and Amendments

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18.	Version 3	16/11/2011	Page 239 – Onsite Welfare	N. Kilgarriff
19.	Version 3	16/11/2011	Page 253 – Media Plan	N. Kilgarriff
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29.	Version 8	January 2021	Minor Revisions	M Sweeney & P Duffy
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Galway County Council MEP Activation Procedure

Declaration of a Major Emergency by Authorised Officer of Galway County Council

**Galway County Council
Activation of Major Emergency Plan
Contact the West Region Communication Centre in Castlebar**

The Authorised Officer of Galway County Council (*see Appendix B1*) shall Notify the West Region Communications Centre (Fire) of the Declaration of the Major Emergency using the following numbers:

WRCC Fire	Telephone Number	Back up Number
Castlebar	094-9034747	094-9034705

If this number is not answered use 112/999 as an alternative

The Authorised Officer will use the following message format:

This is (Name, rank and service)
A (Type of incident) has occurred/is imminent
at(Location)

As an Authorised Officer of Galway County Council I declare that a Major Emergency exists.

Please activate the mobilisation arrangements in the Galway County Council Major Emergency Plan.

After the declaration is made the authorised officer should use the mnemonic **METHANE** to structure and deliver an information message.

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 Types of Casualties
E Emergency Services Present and Required

If the caller is not an Authorised Officer, the information will be passed to the RSFO.



ME Declared by Galway County Council – Advise other PRA's

Where the initial declaration of the Major Emergency is made by Galway County Council, WRCC(Fire) will immediately notify the other two PRAs, An Garda Síochána & HSE West, of the declaration and provide information as available, using the dedicated numbers for the following:

- HSE NAS National Emergency Operations Centre (NEOC), Tallaght, Co. Dublin
- Galway Gard Divisional HQ, Renmore, Galway

If these numbers are not answered use 999/122 as an alternative.

The operator shall use the following message format:

This is (Name, rank) in the West Region Communications Centre, Castlebar.

Galway County Council has activated it's Major Emergency Plan.

The operator will then use the mnemonic METHANE to structure and deliver the information message.

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 Types of Casualties
E	Emergency Services Present and Required

ME Declared by other PRA – Galway County Council Confirms Activation

When WRCC (Fire) receives notification of a Major Emergency from another PRA, WRCC(Fire) will confirm to the other two PRAs via their Communications Centres that the Galway County Council Major Emergency Plan has been activated. The operator shall use the following message format followed by the METHANE message:

This is (Name, rank)..... in the West Region Communications Centre.

We have received a call from(HSE or An Garda Síochána)..... that a Major Emergency has been declared.

The Galway County Council Major Emergency Plan has now been activated.

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Foreword by the Chief Executive Officer

The review of Galway County Council's Major Emergency Plan and local risk assessments underpins the Council's commitment to the effective management of significant incidents and major emergencies in order to keep communities safe. Working with our partner Principal Response Agencies, the Framework for Major Emergency Management which is a universal structure for the co-ordination of the response, is being used on an increasingly frequent basis particularly in terms of severe weather and flooding events. It is vital that all sections within Galway County Council continue their planning and preparation for such events and the revised plan will underpin our response strategy.

Galway County Council have made some significant progress over the last number of years. New severe weather and flood response plans have been adopted in addition to a revised external emergency plan for the Upper Tier COMAH site at Cold Chon, Oranmore Co. Galway. Our Local Co-Ordination Centre has been refurbished and a new Mobile On-Site Co-Ordination Unit has been introduced based at Gort Fire Station. Underpinning the operation of all of our coordination centres is a new electronic information management system (eIMS) and improved use of GIS technology. Drone technology has also been introduced in both Galway Civil Defence and Galway Fire and Rescue Service which should improve overall staff safety levels.

I wish to thank the Director of Services for Planning, Environment and Emergency Services and her staff and the wider staff of Galway County Council who contributed to and participated in the review of this plan and who will implement it in the event of a significant incident or major emergency being declared.

Kevin Kelly
Chief Executive (Interim)

13 January 2021

Section 1 - Introduction to the Plan

1.1 Background.

This Major Emergency Plan is prepared in accordance with the requirements of the Government Decision of May 2006 and is consistent with '**A Framework for Emergency Management**' (2006). It applies to the functional area of Galway County Council.

A **Major Emergency** is defined as;

“any event which, usually with little or no warning, 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, co-ordinated response”.



Figure 1.1 The Five Stage Major Emergency Paradigm

Galway County Council is responsible for the systems approach to Major Emergency Management within the County based on the Five Stage Emergency Management Paradigm (**See Figure 1.1**), which are:

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

1.2 Objectives of the Major Emergency Plan

The objectives of Galway County Council's Major Emergency Plan are:

- Protection and care of the public at times of vulnerability
- Clear leadership in times of crisis
- Early and appropriate response
- Efficient co-ordinated operations
- Realistic and rational approach, capable of being delivered
- Transparent systems with accountability
- Harnessing community spirit
- The ethos of self-protection
- Maintenance of essential services
- Safe working

1.3 Scope of the Major Emergency Plan

This Plan provides for a co-ordinated response to Major Emergencies arising, for example, from fires, explosions, gas releases, transportation accidents of dangerous substances, and severe weather emergencies. The types of emergency normally resulting from oil supply crises, electricity blackouts, industrial disputes, etc. are of a different nature and are not catered for in this Plan. It is recognised, however, that such emergencies could result in a situation, such as a major gas explosion, requiring activation of the Major Emergency Plan.

1.4 The Relationship / Inter-Operability of the Plan with Other Emergency Plans

This Major Emergency Plan should be read in conjunction with the Major Emergency Plans of Galway City Council, the Health Service Executive West (HSE) and An Garda Síochána Galway Division, as it outlines the relationships and inter-operability between the partner agencies. Once the Major Emergency Plan of any one of the Principal Response Agencies (i.e. Local Authority, HSE or An Garda Síochána) is activated, the Major Emergency Plans of the other two Principal Response Agencies are automatically activated.

1.5 Language / Terminology of the Plan

In situations where different organisations are working together, they need a common vocabulary to enable them to communicate effectively. A glossary of common terminology and acronyms used by the Principal Response Agencies is provided in **Appendix A27**.

1.6 Distribution of the Plan

Copies of this plan will be distributed to relevant personnel of Galway County Council (via the ME SharePoint site), neighbouring Local Authorities, An Garda Síochána, the Health Service Executive and the Defence Forces. A full distribution list is given in **Appendix A26**.

1.7 Status of the Plan

This version of the plan has been reviewed and issued in January 2021 and will be reviewed every two years or as deemed necessary after incidents or major training exercises by the Galway County Council Major Emergency Development Committee.

1.8 Public Access to the Plan

A copy of the Major Emergency Management Plan (GDPR compliant) is available to the public on the Galway County Council's website at;

<http://www.galway.ie/en/services/fire/mep/>

Section 2 - Galway County Council's Functional Area

2.1 Role of Galway County Council during a Major Emergency.

Galway County Council is the administrative authority for the County of Galway. This Plan applies to the functional area of Galway County Council excluding the administrative area of Galway City Council which has prepared its own Major Emergency Plan for its own administrative area.

In the event of a Major Emergency, Galway County Council is responsible for the discharge of the various functions outlined in **Appendix A14** in order to ensure the safety of life and the protection of the environment.

Major Emergency Management within Galway County Council shall be based on the five stage Major Emergency Paradigm outlined in **Section 1.1** and as shown in **Figure 1.1**.

The Principle Emergency Service of Galway County Council (and Galway City Council) is Galway Fire and Rescue Service supported by Galway Civil Defence. The headquarters of Galway Fire and Rescue Service is based in Galway City and there are eleven fire stations (**see Appendix B9**) as follows:

- Galway City
- Athenry
- Ballinasloe
- Clifden
- Gort
- Loughrea
- Mountbellew
- Portumna
- Tuam
- Inis mor
- An Cheathru Rua

The headquarters of Galway Civil Defence is based in Galway City and there are five operational centres as follows:

- Galway City
- Oranmore
- Balinalsloe
- Loughrea
- Clonberne

Galway County Council's administrative area is divided into five Municipal Districts as follows:

- Connemara

- Tuam
- Loughrea
- Ballinalsoe
- Athenry / Oranmore

2.2 Boundaries and Characteristics of County Galway.

Galway County is located on Ireland's West coast and is administratively part of the West Regional Authority. It is the second largest County in Ireland with a geographical area of 6148 km². It has a coastline of 689 kilometres, a public road network of 6,711 kilometres (approximately 180km of this is motorway) and 109 kilometres of passenger rail line. The County is generally flat with the exception of the Western district which is particularly mountainous. The County has an abundance of rivers, the main one being the Corrib which originates from a large lake known as Lough Corrib in the centre of the County. Galway is bounded by County Mayo to the North, Counties Roscommon, Offaly and Tipperary to the East, County Clare to the South and the Atlantic Ocean to the West. According to the Census of Population 2016, County Galway has a total population of 258,552 consisting of a population of 179,048 in the County and 78,504 in the City.

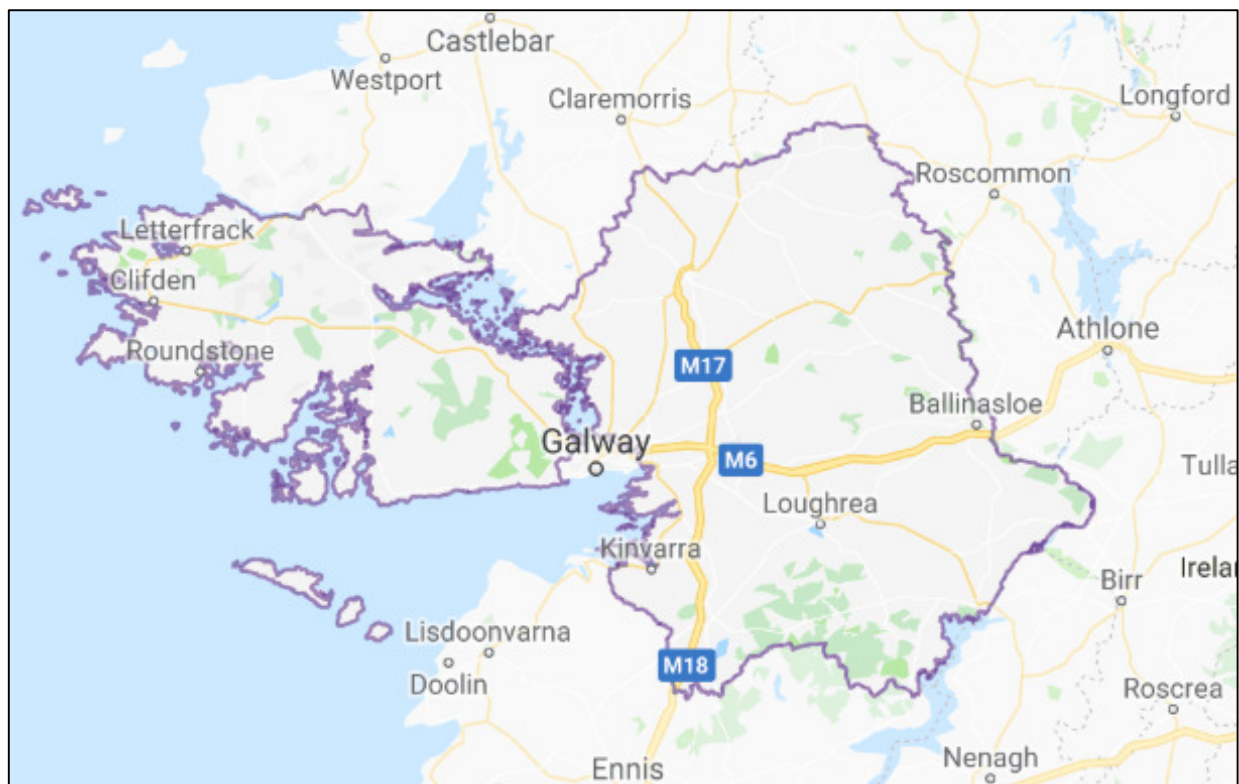


Figure 2.1 Map of County Galway

2.3.1 Partner Principal Response Agencies (PRA)

The other Principal Response Agencies responsible for Emergency Services in the Galway County administrative area are:-

- Health Service Executive – West Region
- Galway Garda Division

Galway County Council also works closely with the Defence Forces and the Irish Coastguard.

2.3.2 Principal Emergency Services (PES)

The Principal Emergency Services for the area are as follows;

- Fire Service (Galway Fire and Rescue Service)
- National Ambulance Service
- An Garda Síochána

2.4 Regional Preparedness

Eight Major Emergency Management Regions have been established throughout Ireland as shown in **Figure 2.2**. Galway County Council is part of the West Region incorporating the following counties/cities:

- County Galway
- County Roscommon
- County Mayo
- Galway City

Under certain specific circumstances Regional Level Major Emergencies may be declared, with a Plan for Regional Level Co-Ordination activated. This will provide for mutual aid, support and co-ordination facilities to be activated in a region, the boundaries of which are determined to suit the exigencies of the particular emergency. The **Plan for Regional Level Co-Ordination** has been prepared in accordance with the Project Initiation Document by the Regional Working Group and has been approved by the Regional Steering Group. For more details on regional co-ordination **see Section 9**.

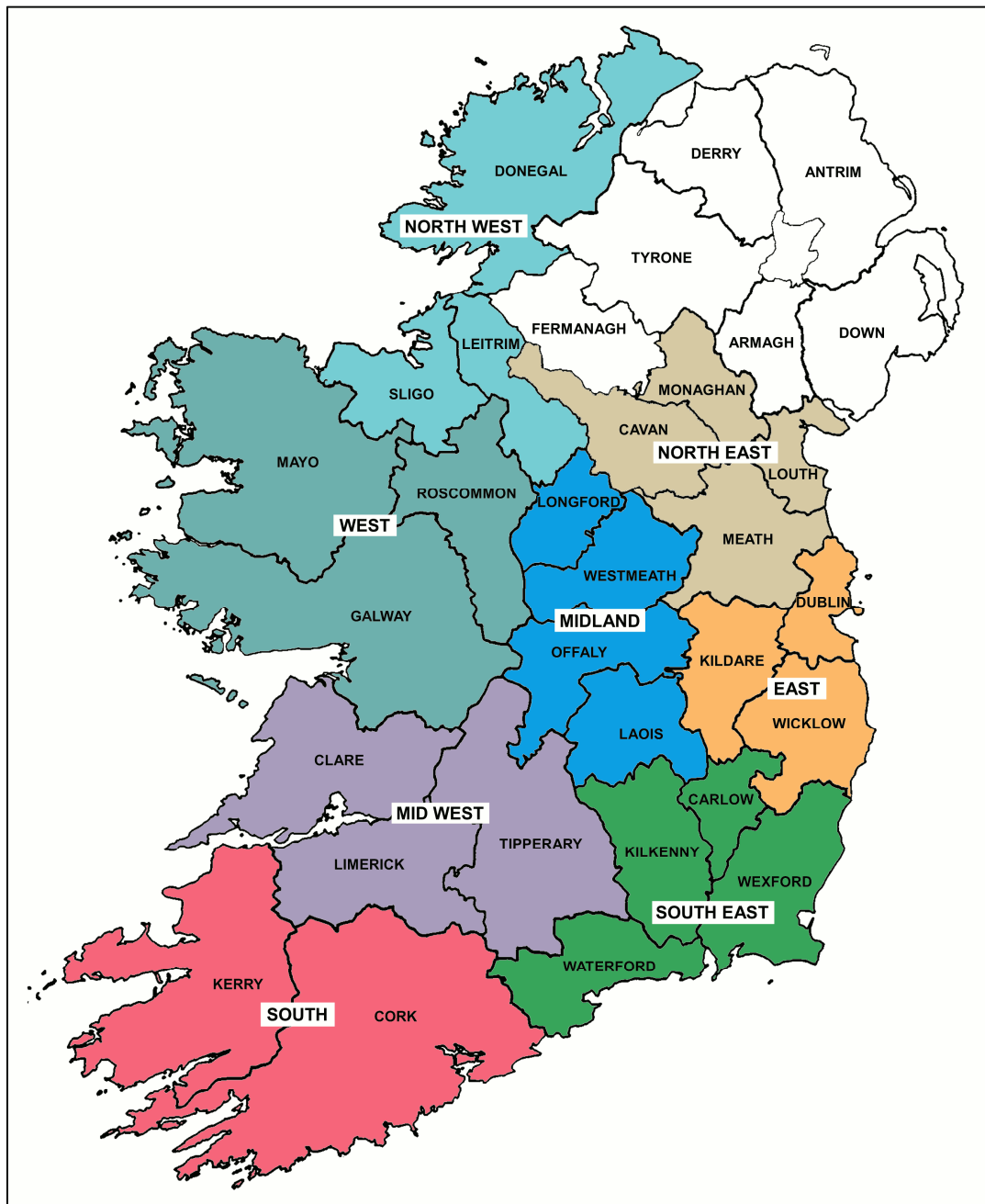


Figure 2.2 Major Emergency Management Regions

Section 3 - Galway County Council Risk Assessment

3.1 History of Emergency Events

Major Emergencies by their very nature are quite rare. Galway County Council has responded to a number of emergency events over the last 30 years as follows:

- Severe Weather - Christmas Eve 1997, widespread damage caused
- Flood Event - Gort 1995
- Cryptosporidium Water Contamination – 2007
- Bridge Collapse – Leenane 2007
- Severe Flooding –1995, 2009, 2015, 2017
- Severe Frost – Winter 2010
- Storm Emma - 2018 (Snow)
- Storm Orphelia - 2017 (Wind)
- Large wildfire Connemara - 2017
- Coronavirus COVID – 19 - 2020

In addition, Galway Fire & Rescue Service attends a number of large building fires annually.

3.2 Risk Management / Mitigation / Risk Reduction Strategies.

Through the risk assessment process, it is possible to identify the risks posed, together with mitigation measures and risk reduction strategies.

The risk assessment process comprises of four stages as shown in **Figure 3.1** below:

- Establish the context
- Hazard identification
- Risk assessment
- Record potential hazards on the risk matrix

Risk categories include the following categories:

- Natural
- Transportation
- Technological
- Transportation

The results of the risk assessment are plotted on a risk matrix grouped in the following sections:

- Normal emergencies
- Prevent or mitigate
- Planning and preparedness
- Extendibility zone

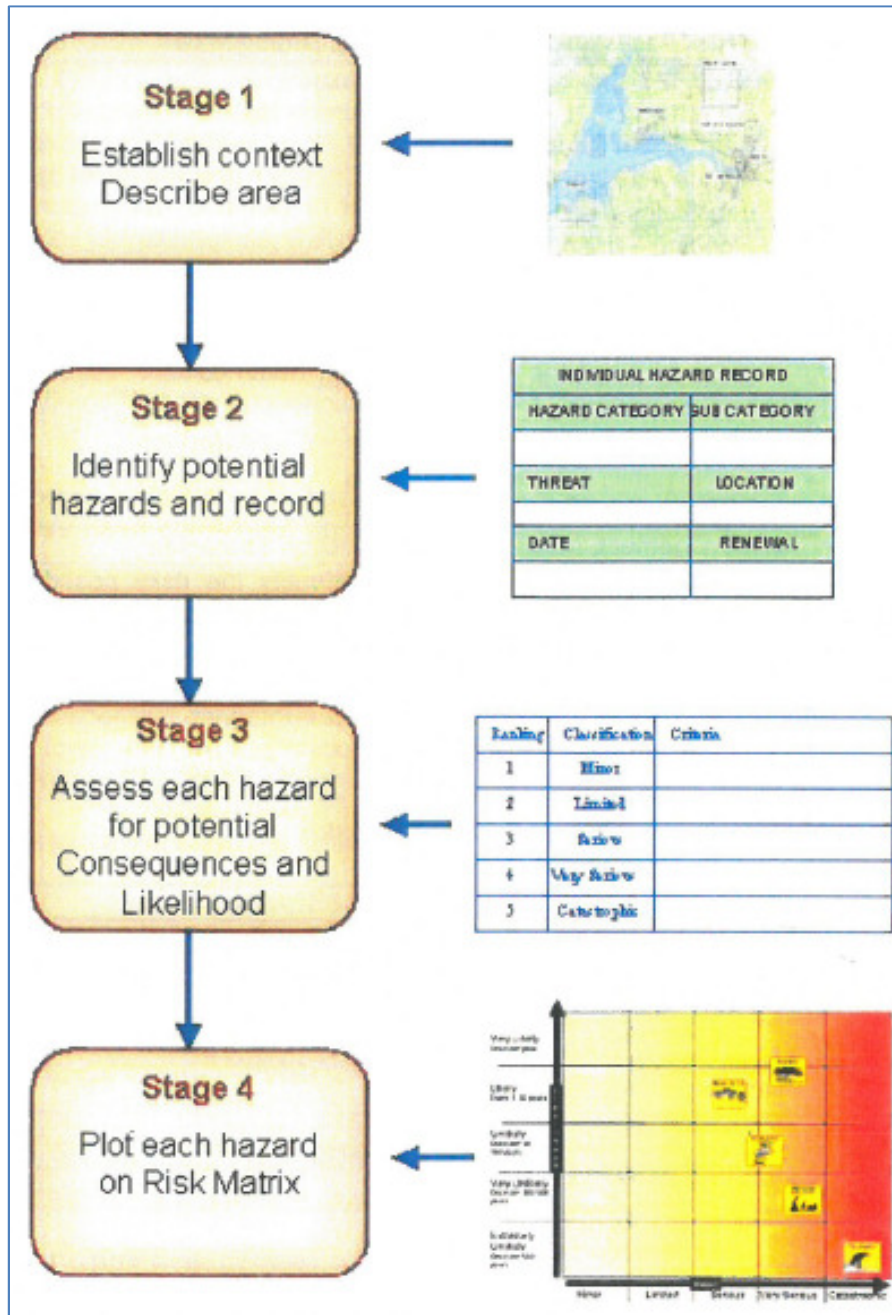


Figure 3.1 The Risk Assessment Process

Galway County Council’s Local Risk Assessment has been updated in December 2020 and this contributes to the Regional Risk Assessment and which has also been updated. Both assessments are available to Galway County Council personnel on the Galway County Council ME SharePoint site. Local Risk Assessments are summarised in **Appendix A5**.

Resulting from the Regional and Local Risk Assessments a list of necessary internal and external plans has been identified as outlined in **Sections 3.4 and 3.5**. Additionally, each

Section of Galway County Council has plans in place pertaining to their individual section responsibilities in the event that this Plan is activated.

3.3 General and Specific Risks Identified in County Galway

An all-hazards approach has been adopted in the risk assessment process. This approach recognises the common features of a co-ordinated response and the management of common consequences, regardless of the origin of the emergency or crisis.

Within this process specific hazards were identified and a more detailed risk assessment has been carried out by Galway County Council on the identified risks. The hazards identified, risk assessment results and the resulting risk matrix are contained in **Appendix A5**. The following is a list of potential Major Emergency scenarios considered however it is by no means an exhaustive list.

3.3.1 Hazardous Sites Emergencies

The **Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015 (S.I. No. 209 of 2015)** (the “COMAH Regulations”), implement the **Seveso III Directive (2012/18/EU)**. Depending on the quantities of specified dangerous substances present, SEVESO III / COMAH sites are classified as upper tier and lower tier. There are two SEVESO III / COMAH sites in Galway County Council’s functional area (one site is upper tier and one site is lower tier). There is also one SEVESO III / COMAH upper tier site in Galway City Council’s functional area located in the Galway Harbour Enterprise Park, Galway Docks. SEVESO III / COMAH sites are summarised in **Table 3.1** below.

Name	Address	Classification	Activity
Colas Bitumen Emulsion (West)	Oranmore, Co Galway	Upper Tier	Chemical Plant
Circle K	Galway Harbour	Upper Tier	Fuel Terminal
Tynagh Energy	Tynagh, Co Galway	Lower Tier	Power Station

Table 3.1 SEVESO / COMAH Sites in County Galway

3.3.2 Transport Emergencies

The following potential emergencies have been identified.

- M6 and M18 Motorways
- National Primary Routes N6, N17 & N18
- Iarnród Éireann: Galway – Athlone, Galway – Ennis Rail Lines

- Airports including Island Airports
- Galway Harbour
- Rossaveel Harbour
- Offshore Inhabited Island and Ferries

3.3.3 Natural Emergencies

The following potential emergencies have been identified.

- Flooding and
- Severe Weather
- Landslides / Tsunami

3.3.4 Technological Emergencies

The following potential emergencies have been identified.

- COMAH Sites
- Large Fires / Leaks
- Hazardous Materials Incidents
- Environmental Pollution

3.3.5 Civil Emergencies

The following potential emergencies have been identified.

- Terrorism
- Large Crowd Events
- Loss of Critical Infrastructure
- Pollution of Water Supplies
- Communicable Diseases / Public Health Emergencies

3.3.6 Utility Company Emergencies

The following potential emergencies have been identified.

- Bord Gáis Networks
- E.S.B Networks

3.4 Site / Event Specific Internal Emergency Plans

A number of site or event specific Internal Emergency Plans are already in place these include the following

- Galway Harbour Major Incident Plan (GFRS)
- Island Response Major Incident Plan (GFRS)
- M6, M17 & M18 Motorway Plans (GFRS)
- Severe Weather (Excluding Flood Events) Plan

- Flood Response Plan
- Mortality Management Plan
- Marine and Inland Pollution Plans
- GCC Business Continuity Plan

These plans are available on the Galway County Council ME SharePoint site.

3.5 Site / Event Specific External Emergency Plans

A number of site specific External Emergency Plans are also in place for the following;

- Circle K Oil Terminal, Galway Harbour
- Colas Bitumen Emulsion West, Oranmore
- Inter-Agency Island Response Plan
- Inter-Agency Plan for Galway Racecourse
- Tynagh Energy, Tynagh
- Galway Harbour – GALFIRE
- Rossaveal Harbour Plan
- Coillte Forestry Emergency Plans

Relevant plans are available on the Galway County Council ME SharePoint site.

Section 4 - Resources for Emergency Response

4.1 Structure / Resources / Services of Galway County Council.

Galway County Council is governed by the *Local Government Acts 1925 – 2014*. Each section of the Council reports to the Chief Executive. The Chief Executive is responsible for supervising government operations and implementing the policies adopted by the Council.

Galway County Council is composed of the elected members and the executive members. The 39 elected members of the Council are elected by the public and are responsible for the development and adoption of policies to be implemented by the executive. The executive are the management team, led by the Chief Executive employed by Galway County Council. Each section is led by a Director of Service and the Council's Operational Organisational Structure is shown in **Figure 4.1** below.

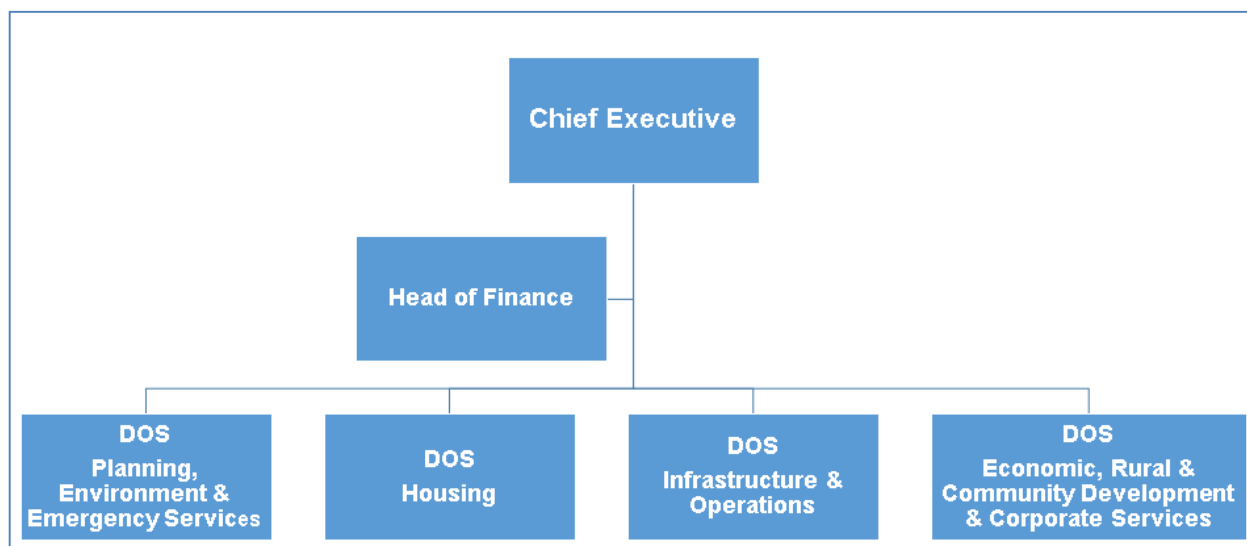


Figure 4.1 Galway County Council Operational Organisational Structure

4.2 Staffing Arrangements During a Major Emergency

The actions to be taken by Galway County Council personnel when a Major Emergency is declared are given in the mobilisation plans for each section as outlined in **Appendix B4 – B10** to this document. All County Council staff requested to carry out functions in relation to a Major Emergency will be acting on a voluntary basis outside 09:00hrs – 17:00 hrs, with the exception of specific Council staff, for example, the Rostered Senior Fire Officer, Fire Fighters and some outdoor staff who are on duty 24/7. In addition to the resources that have been mentioned the Civil Defence, under the Authority of Galway County Council, can be called upon to assist in the event of an emergency.

4.3 Resources and Functions of Galway County Council

Personnel and alternates have been assigned to the key roles to enable Galway County Council to carry out its assigned functions in accordance with this Plan. Support teams have also been assigned to each key role. Details of all personnel assigned to key roles together with their support teams are contained in **Appendix B2 – B3**.

The following sections of Galway County Council have pre-determined arrangements.

- Galway Fire and Rescue Service
- Galway Civil Defence
- Housing Section
- Infrastructure and Operations Section (Roads, Water and Marine)
- Environment Section
- Corporate Services
- Information Technology Section
- Finance Section
- Economic, Rural and Community Development Section

4.4 Other Organisations that May Assist

There are a number of other organisations and agencies which may be called on to assist the Principal Response Agencies in responding to major emergencies as follows:

- Irish Coast Guard
- Defence Forces
- The Irish Red Cross
- Voluntary Emergency Service (River Rescue, SRDA (Search and Rescue Dog Association), I.C.R.O. (Irish Cave Rescue Organization), Order of Malta, St Johns Ambulance)
- Utility & transport companies (ESB, Bord Gáis, Bus Éireann, Irish Rail, Eir etc)

4.4.1 Civil Defence

Galway Civil Defence is a second line Emergency Service, supporting both Galway City and County Councils under the direction of the Civil Defence Officer. It has trained volunteers in the disciplines of first aid, search and rescue, welfare, water-based search and recovery (including drone technology). There are currently 160 registered members in Galway and a call out system is in place in the event of an emergency. Civil Defence will be available to help with any area assigned to them in order to assist Galway County Council or other Statutory Service with the approval of Galway County Council. Any response is subject to the availability of volunteers and taskings may have to be prioritised. Further details in relation to Civil Defence is contained in **Appendix 20** and the Civil Defence mobilisation plan is contained in **Appendix B10**.

4.4.2 The Defence Forces

The Defence Forces provide a significant support role in a Major Emergency response subject to the exigencies of the service and within available resources at the time. Assistance requested from the Defence Forces should be either in Aid to the Civil Power (An Garda Síochána), primarily an armed response or in Aid to the Civil Authority (Local Authority or Health Service Executive) unarmed response. All requests for Defence Forces assistance should be channelled through An Garda Síochána or the National Directorate for Fire and Emergency Management (NDFEM) to Defence Forces Headquarters (DFHQ) in accordance with memoranda of agreements and service level agreements. Defence Forces contact details are contained in **Appendix B16**.

4.4.3 The Irish Coastguard

The overall objective of the Coast Guard is to reduce the loss of life on Ireland's seas, lakes, waterways and rivers, coastal and remote areas. They provide assistance to persons in danger at sea, on the coast, islands or remote inland areas. They co-ordinate searches for missing persons at sea or on the coast and provide support on request to statutory bodies or agencies particularly in emergency response. They intervene as necessary in marine casualties and monitor maritime traffic within our Exclusive Economic Zone (EEZ), to prevent or minimise damage to the marine environment within the Irish EEZ, harbours and maritime local authority areas and to preserve property when possible. To deliver this the Coast Guard has in place rescue, security, ship casualty and pollution response regimes and ensures that where incidents do occur, there is an appropriate level of emergency preparedness and response to save life and to protect the quality of the marine environment.

IRCG resources include marine co-ordination centres (Malin, Valentia and Dublin), search and rescue helicopters, in-shore rescue boats and land-based coast-guard teams. All requests for IRCG assistance should be channelled through An Garda Síochána or the National Directorate for Fire and Emergency Management (NDFEM) to IRCG Headquarters in accordance with memoranda of agreements and service level agreements. Where urgent assistance is required contact should be made through the GFRS RSFO. There are pre-determined arrangements for a response to Galway's main inhabited islands. IRCG contact details are contained in **Appendix B15**.

4.4.4 Irish Red Cross

The Irish Red Cross is established and regulated under the Red Cross Acts, 1938-1954. These statutes define a role for the Irish Red Cross as an auxiliary to the state authorities in time of emergency and also provide a specific mandate to assist the medical services of the Irish Defence Forces in time of armed conflict. The main relationship with the Principal Response Agencies in Major Emergency response is as an auxiliary resource to the National Ambulance Service. Subsidiary search and rescue and in-shore rescue units of the Irish Red Cross support An Garda Síochána and the Irish Coast Guard. The Irish Red Cross Regional Office in Galway City covers Galway City and the majority of

Galway County. The Irish Red Cross Regional Office in Claremorris, Co. Mayo covers the area of Connemara. Irish Red Cross contact details are contained in **Appendix B18**.

4.4.5 Voluntary Emergency Services Sector

Other Voluntary Emergency Services in the Galway area include:

Galway Mountain Rescue Team and other neighbouring teams:

- Corrib / Mask River Rescue
- Oranmore / Maree Coast Rescue
- Search and Rescue Dog Association
- Order of Malta ambulance Corps
- Irish Cave Rescue Organization

Contact details are contained in **Appendix B18**.

4.4.6 The Community Affected

It is recognised that communities that are empowered to be part of the response to a disaster, rather than allowing themselves to be simply victims of it, are more likely to recover and to restore normality quickly, with fewer long-term consequences. At an early stage, the On-Site Co-Ordinator, in association with the other Controllers of Operations, should determine if ongoing assistance is required from “casual volunteers” within the community, so that An Garda Síochána cordoning arrangements can take account of this. Where the On-Site Co-Ordinator determines that casual volunteers should be integrated into the response, it is recommended that the service tasking them, or confirming them in tasks on which they are engaged, should request volunteers to form teams of three to five persons, depending on the tasks, with one of their number as team leader. The service tasking them will maintain responsibility for any volunteers they mobilise, or task and any such volunteers will remain under the control of that service. The use, management and control of volunteers needs to be carefully considered and must involve a risk assessment particularly in high risk environments.

4.4.7 Utilities

Utilities are frequently involved in the response to emergencies, either restoring their own networks or assisting the Principal Response Agencies in making situations safe. It is important that there is close co-ordination between the Principal Response Agencies and utilities involved in, or affected by, an emergency. Utilities operate under their own legislative and regulatory frameworks but, during the response to an emergency, they need to liaise with the On-Site Co-Ordinator. It is also recommended that representatives of individual utilities on-site should be invited to provide a representative for the On-Site Co-Ordination Group. It is recommended that individual utilities be invited to attend and participate in relevant work of Local Co-Ordination Groups. Contact details are contained in **Appendix B19**.

4.4.8 Private Sector

Private sector organisations may be involved in a Major Emergency situation in two ways. They may be involved through, for example, 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 services and equipment, which would not normally be held or available within the Principal Response Agencies.

4.5 Mutual Aid from Neighbouring Counties

Galway County Council is supported by and supports neighbouring Local Authorities on a mutual aid basis. Galway County Council will ensure that, where its resources do not appear to be sufficient to bring a situation under control, or the duration of an incident is extended, support is obtained from neighbouring Local Authorities. Requests for additional resources can be made through the following:

- Chair of the Local Co-Ordination Group
- Pre-determined arrangements for certain services
- The declaration of a Regional Major Emergency

Support can be obtained from neighbouring Local Authorities:

- Mayo County Council
- Roscommon County Council
- Clare County Council
- Tipperary County Council
- Offaly County Council
- Westmeath County Council
- Galway City Council

4.6 Regional Level Emergencies

Galway County Council belongs to the Western Major Emergency Management Region. Local response to an emergency may be scaled up to a Regional Level Emergency if required. The regions for response purposes need not coincide necessarily with the pre-determined regions for preparedness.

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 Co-Ordination Group whose primary function is to maintain co-ordination of the Principal Response Agencies involved from the extended response region. The boundaries of the actual region for response purposes should be determined by the Lead Agency which has declared the Regional Level Emergency, in light of the circumstances prevailing or likely to develop.

The Lead Agency which has declared the Regional Level Emergency will convene and chair the Regional Co-Ordination Group whose mandate is outlined in **Appendix A10**.

The method of operation of a Regional Co-Ordination Centre will be similar to that of the Local Co-Ordination Centre and more details are available in **Section 9**.

4.7 National / International Assistance

In the event that the scale of the emergency becomes too large, complex or extended in duration a request can be made to seek assistance from outside the Western Major Emergency Management Region. This decision should be made by the Lead Agency, in association with the other Principal Response Agencies, at the Regional Co-Ordination Centre. The Regional Co-Ordination Group should identify and dimension the level / type of assistance likely to be required and its duration. The group should also seek to identify the possible options for sourcing such assistance, be that from neighbouring regions, elsewhere in the state, from Northern Ireland, the rest of the United Kingdom or from other EU member states.

National resources will be available in the event of a Major Emergency at local or regional level. Requests for assistance should be directed by the Lead Agency to the lead Government Department.

The European Community has established a Community Mechanism to facilitate the provision of assistance between the member states in the event of major emergencies. Requests for such assistance should be made by the Chair of the Local or Regional Co-Ordination Group through the NECG or through the National Liaison Officer at the Department of the Housing Planning and Local Government. Links to National Plans are further discussed in **Section 10**.

Section 5 - Preparedness for a Major Emergency Response

5.1 Inclusion of Major Emergency Management in Galway County Council's Corporate Plan

Galway County Council continues to implement its Major Emergency Development Programme through the Major Emergency Development Committee (MEDC) to ensure that it has all the necessary arrangements, systems and people in place to discharge the functions assigned to it by the framework and as set out in its Major Emergency Plan. Accordingly, the Major Emergency Plan is to be incorporated in the Council's Corporate Plan to ensure that the Plan is fully supported.

5.2 Responsibility for Leading Major Emergency Management Preparedness

The Chief Executive for Galway County Council is responsible for the County Council's Major Emergency management arrangements and preparedness, as well as for the effectiveness of the Council's response to any Major Emergency which occurs in its functional area. A Senior Fire Officer with specific responsibility for Major Emergency management and working under the direction of the Chief Fire Officer is responsible for the development and updating of the Major Emergency Plan in association with all sections of Galway County Council and under the supervision of the Council's Major Emergency Development Committee (MEDC) which meets on a bi-monthly basis.

5.3 Major Emergency Development Programme

The Galway County Council Director of Services, Planning, Environment and Emergency Services, as Chair of the Major Emergency Development Committee, has responsibility to ensure compatibility and inter-operability between this Plan and the other elements developed by the Principal Response Agencies.

5.4 Key Roles in Major Emergency Response

Key roles have been identified in the Major Emergency Plan and these roles include;

- Controller of Operations
- On-Site Co-Ordinator (Lead Agency)
- Chair of the Crisis Management Team
- Chair of the Local Co-Ordination Group (Lead Agency)
- Chair of the Regional Co-Ordination Group (Lead Agency)
- Information Management Officers
- Media Liaison Officers
- Action Management Officers

Galway County Council has nominated appropriate individuals and Alternatives to the key roles as outlined in **Appendix B2** to enable the Council to function in accordance with

the common arrangements set out in its Major Emergency Plan. The mandates for the Key Roles are contained in **Appendix A6 – A12**.

5.5 Support Teams and Operational Protocols

The Crisis Management Team will provide support to the On-Site Controller of Operations and the Local Co-Ordination Group. The mandate for the Chair and the Crisis Management Team is set out in **Appendix A9**.

5.6 Staff Development Programme

The provisions of the Framework and the tasks arising from the Major Emergency management arrangements involve a significant level of development activity, both within Galway County Council and with the other Principal Response Agencies.

Galway County Council is committed to developing its staff through Major Emergency training courses, exercises, workshops, seminars, etc. to both enable it to respond to a Major Emergency incident in an efficient and effective manner and also to discharge the functions assigned to it in the Framework.

5.7 Training Schedule

All personnel nominated for key roles together with their respective support teams will undergo training specifically designed to develop and enhance their skills and abilities necessary to fulfil the roles assigned to them. An internal training and exercise programme are implemented annually through the MEDC. This programme is supported by a regional training and exercise programme also implemented annually.

It is the responsibility of the head of each section within Galway County Council to ensure that they have sufficient competent and trained staff for their assigned roles and that the section mobilisation procedure is practiced regularly.

5.8 Internal Exercise Programme

Internal exercises are used to raise awareness, educate individuals with regard to their roles and the roles of others, and to promote co-ordination and co-operation, as well as validating plans, systems and procedures. Exercises will be conducted annually although the type and format may vary.

5.9 Joint Inter-Agency Training and Exercise Programme

All relevant personnel are required to partake in external inter-agency exercises, both at local and regional level, in order to ensure effective co-operation between agencies during a Major Emergency. A regional training and exercise programme is implemented annually.

5.10 Resource and Budget for Preparedness

Galway County Council provides a budget for Major Emergency preparedness, which reflects the expenditure required to meet the costs of implementing the Council's internal preparedness, as well as the Council's contribution to the regional level inter-agency preparedness.

5.11 Procurement Process

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 2001: Part 12: Section 104' and the National Public Procurement Policy Framework.

5.12 Annual Appraisal of Preparedness

Plans will be reviewed after all emergencies and exercises and updated accordingly as outlined in **Section 14**. An annual internal appraisal of preparedness for Major Emergency responses will also be carried out by Galway County Council. This appraisal will be documented and forwarded to the National Directorate for Fire and Emergency Management (NDFEM) at the Department of Housing, Planning and Local Government for external appraisal.

5.13 Public Information

There may be situations where it will be crucial for Galway County Council to provide timely and accurate information directly to the public in an emergency situation. This will be especially important where members of the public may perceive themselves and their families to be at risk and are seeking information on actions which they can take to protect themselves and their families.

Although public information / safety messages may be issued through the On-Site Co-Ordinator initially, the Local Co-Ordination Group will take over the task of co-ordinating the provision of information to the public as soon as it convenes. This activity should be co-ordinated by the Lead Agency. The Local Co-Ordination Group may establish a sub-group for this purpose and use all available channels to make concise and accurate information available. This may include the use of dedicated help-lines, web-pages, automatic text messaging, social media as well as through liaison with the media.

Public information arrangements are outlined in **Sections 7.7 and 7.14** and the use of the media in **Section 7.8**.

Current information with regard to Major Emergency Planning is available on the GCC ME SharePoint site and on the following websites;

www.mem.ie

www.emergencyplanning.ie

www.galway.ie

Section 6 - The Generic Command, Control & Co-Ordination Systems

6.1 Command Arrangements

Galway County Council will exercise control over its own resources in accordance with its normal organisational structure and arrangements.

Galway County Council shall appoint a Controller of Operations at the site (or at each site) of the emergency. The officer in charge of the initial response of Galway County Council shall act as the Controller of Operations until relieved through the Council's pre-determined process. In certain circumstances e.g. where an emergency affects an extensive area or occurs near the borders of two Local Authorities, there may be a response from more than one Local Authority. In this circumstance there should be only one Controller of Operations from the Local Authorities and it will be necessary to determine from which Local Authority the Controller of Operations should come.

6.1.1 Services within the Council

The senior person from each of Galway County Council's services on-site will exercise command over the personnel in his/her section/service. This person will report to and liaise with the Controller of Operations. The Controller of Operations will direct the operations of all Galway County Council services on site.

6.2 Control Arrangements.

Galway County Council will exercise control over its own services at the site and other services (other than other Principal Response Agencies), which it mobilises to the site. Control of Galway County Council's services at the emergency will be exercised by the Controller of Operations.

6.2.1 Key Roles Within Galway County Council's Response

6.2.1.1 Controller of Operation

The Controller of Operations is empowered to make all decisions relating to its agency's functions having due regard to the decisions of the On-Site Co-Ordination Group. The Senior Officer from Galway County Council's initial response will be the initial Controller of Operations for Galway County Council. The mandate for the Controller of Operations is contained in **Appendix A6**.

The Galway County Council representative on the Local Co-Ordination Group may order the transfer of the Controller of Operations function from one person to another as necessary. The transfer of the function of Controller of Operations shall be accompanied by a formal statement eg **"You are now in control of Local Authority Operations"**, and / or **"I am assuming control of Local Authority operations"**. The details and time of transfer will be logged by both persons relinquishing and assuming the function.

6.2.1.2 On-Site Co-Ordinator

As soon as the Controllers of Operations from each Principal Response Agency meet they shall determine which PRA is the Lead Agency (**see Section 7.6 / Appendix A13**). The Controller of Operations from the Lead Agency then becomes the On-site Co-Ordinator. Galway County Council's Controller of Operations will be the On-site Co-Ordinator when it is determined the Council is the Lead Agency.

The On-site Co-Ordinator is empowered to make decisions in accordance with their mandate (**See Appendix A7**). The views of other Controllers of Operations in the other PRAs must be taken into account together with the use of the Information Management System as part of the decision-making process.

In general, the group is to provide tactical level management for the immediate, medium and long-term consequences of the incident (**See Section 7.6 / Appendix A7**).

6.2.1.3 Local Co-Ordinating Group

The Local Co-Ordination Group will comprise of representatives from the three PRAs in the Galway County Council functional area, Information Management Officers from each of the PRAs, Media Liaison Officers from each of the PRAs, together with officers and specialists as deemed appropriate. The representative from the Lead Agency will Chair the Local Co-Ordinating Group. The Local Co-Ordination Group will meet in the Local Co-ordination Centre (LCC) which is located at Room G01, Áras an Chontae, Galway County Council.

The Chair of the Local Co-Ordination Group is empowered to make decisions in accordance with their mandate (**See Appendix A8**). The views of other members of the Group must be taken into account together with the use of the Information Management System as part of the decision-making process.

In general, the group is to provide strategic level management for the immediate, medium and long-term consequences of the incident (**See Section 7.6 / Appendix A8**).

6.2.1.4 Crisis Management Team

The Crisis Management Team is a strategic level management group within each PRA. The Galway County Council Crisis Management Team will meet at the Council Chamber, Áras an Chontae and provide support to their respective representatives on the Local Co-Ordination Group and the Controller of Operations on-site as well as maintaining the normal day-to-day Council services that the community requires. **See Section 7.3 / Appendix A9** for membership and the mandate of Galway County Council's Crisis Management Team.

6.2.2 External Agencies and Organisations Arriving On-Site

There are a number of organisations and agencies, which may be called on to assist the Principal Response Agencies in responding to Major Emergencies. The arrangements for this assistance should be agreed with each agency. At the site of an emergency, Galway County Council will exercise control over not only its own services but any additional

services (other than the Principal Response Agencies) which it mobilises to the site. On arrival all external agencies and organisations must report to the Designated Rendezvous Point (RVP) / Holding Area where they will receive further instructions from the Controller of Operations or their representative.

6.2.3 Support Arrangements for the Control Function

Both the representatives on the Local Co-Ordination Group and the On-site Controller of Operations are supported by the Crisis Management Team. Key appointment holders will also have designated support staff as outlined in **Appendix B2 – B10**.

6.3 Co-Ordination Arrangements

The co-ordination of the efforts of all services is recognised as a vital element in successful response to Major Emergencies so that the combined result is greater than the sum of their individual efforts.

6.3.1 The Lead Agency

The Lead Agency must be identified at the start of the emergency. The Lead Agency has responsibility for the co-ordination function. The determination of the Lead Agency is based on the criteria set out in **Section 7.6 and Appendix A13** of this document.

6.3.2 On-Site Co-Ordination Centre

The Controllers of Operations from each of the Principal Response Agencies will form the On-site Co-Ordination Group at the Onsite Co-Ordination Centre. This is the location from which the operations of the Principal Response Agencies will be directed on-site in a co-ordinated manner. Galway County Council, through Galway Fire and Rescue Service, has a Mobile On-Site Coordination Unit which can be mobilised to the scene of the emergency through the Rostered Senior Fire Officer (**See Section 7.4**)

6.3.3 Local / Regional Co-Ordination Centres

The Local Co-Ordination Centre for County Galway is located in Room G01, Áras an Chontae, Prospect Hill, Galway. The Council Chamber, Galway City Council or Oranmore Garda Station have been designated alternate Local Co-Ordination Centres should Áras an Chontae be deemed to be unsuitable for a particular emergency. As part of the Major Emergency mobilisation procedures, the Local Co-Ordination Group representatives from all agencies will be informed, with a time for the first meeting. The Lead Agency representative will chair the Local Co-Ordination Group, located in the Local Co-Ordination Centre, and will exercise the mandate associated with this position. The initial meeting may be proceeded by a telephone / video conference if appropriate (**See Appendices A8 and A10**).

The Chair of the Local Co-Ordination Group may declare a Regional Level Emergency and activate the Plan for Regional Level Co-Ordination and in doing so the activation of a Regional Co-Ordination Group to maintain co-ordination of the Principal Response Agencies involved from the extended response region. The mandate for the Regional Co-Ordination Group is contained in **Appendix A10**.

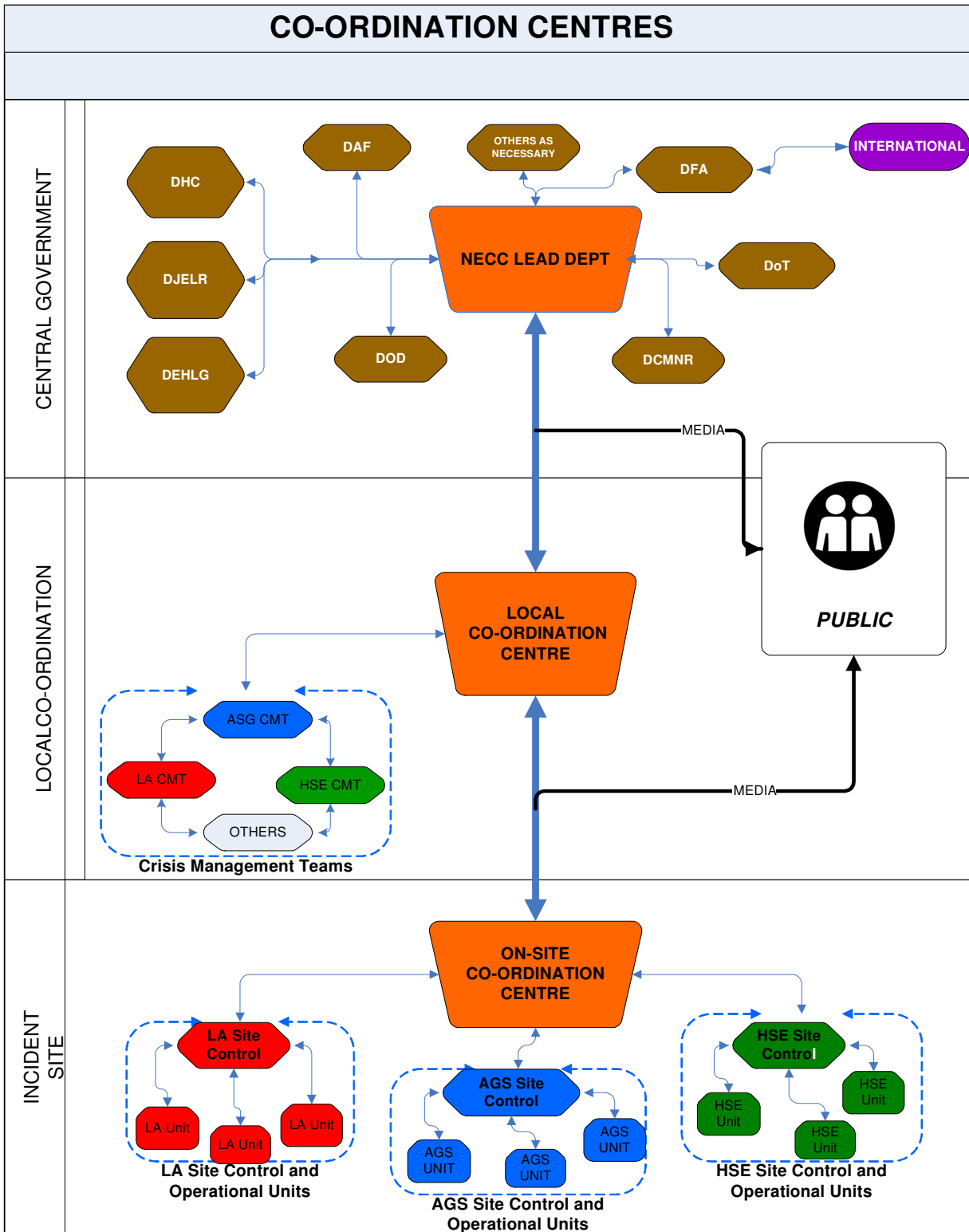


Figure 6.1 Hierarchy of Control

Any one of the nominated Local Co-Ordination Centres may be used as a Regional Co-Ordination Centre, or a specific Regional Centre may be designated for this purpose. The choice of location will be determined in each situation by the Chair of the Local Co-Ordination Group declaring the Regional Level Emergency and will depend on the location and nature of the emergency and any associated infrastructural damage.

6.3.4 Co-Ordination in Other Circumstances

During a Major Emergency additional coordination may be required as follows:

6.3.4.1 Mutual Aid and Regional Level Co-Ordination

The Galway County Council Controller of Operations should ensure that, where its resources do not appear to be sufficient to bring a situation under control, or the duration of an incident is extended, support is requested from neighbouring Local Authorities through the CMT or LCG. Local Authorities will support each other on a mutual aid basis.

6.3.4.2 Incidents Occurring on the County Boundaries

In certain situations, for example where an emergency affects an extensive area or occurs near the boundary of Galway County Council, there may be a response from multiple Local Authorities. There should be only one Controller of Operations for each of the three PRAs and it is necessary to determine from which Principal Response Agency the Controller of Operations should come.

In the case of Local Authorities, which are statutorily empowered in respect of their functional areas, procedures for resolving such issues may already be set out in what are referred to as Section 85 Agreements. Where they are not so covered and the issue cannot be resolved quickly in discussion between the responding officers of the Principal Response Agencies, the Local Authority Controller of Operations should be the designated person from the Local Authority whose Rostered Senior Fire Officer or other Senior Fire Officer was first to attend the incident. In the case of incidents that cross the boundary of Galway City and County, as the RSFO is common to both Local Authorities, the designated City and County Controller of Operations will meet on-site and agree on who is to be the Controller of Operations. The decision will generally be based on the Authority area with the larger proportion of the incident. The incident shall be deemed a wide area emergency as per **Section 6.3.4.3** below.

The Chair of the Local Co-Ordination Group will be determined in parallel with the designated City or County Controller of Operations on-site. In event of a disagreement, the final decision lies with the City and County Chief Executives.

6.3.4.3 Multi-Site or Wide Area Emergencies

In a situation where a Major Emergency occurs within the functional area of Galway County Council but is spread over a wide area and may be spread over a number of sites, there may be a requirement for multiple On-Site Co-Ordination Centres reporting into the Local Co-Ordination Centre.

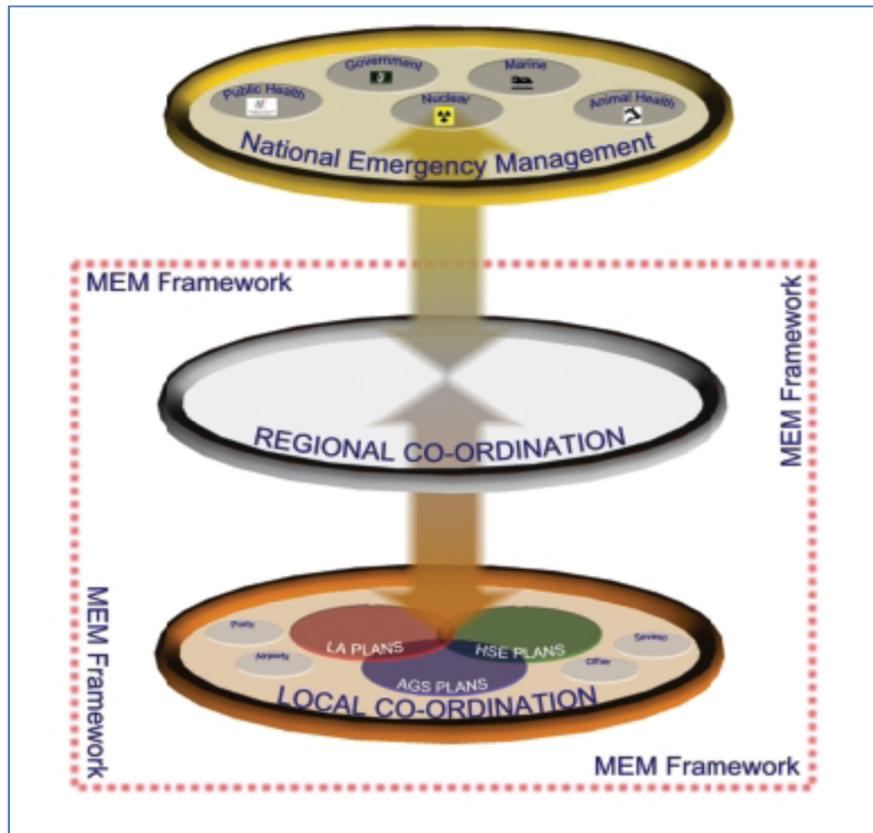


Figure 6.2 Linking Major Emergency Plans with National and Other Plans

6.3.4.4 Links with National Emergency Plans

Galway County Council's Major Emergency Plan will operate as an integral part of any National plans developed for scenarios affecting the population on a National Level as shown in **Figure 6.2** above and as outlined in **Section 10**.

6.3.4.5 Links with National Government.

In every situation where a Major Emergency is declared, Galway County Council will inform the Department of the Housing, Planning and Local Government (DHPLG) of the declaration as part of its mobilisation procedure via the **Telephone Number 1800 303 063** in accordance with Circular Letter 05/08, and as per the format in **Appendix A4**. The three parent Departments, in their role as members of the National Steering Group, will consult and agree, on the basis of available information, which Government Department will be designated as Lead Department, in keeping with the Department of Defence's Strategic Emergency Planning Guidance.

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. The Lead Government Department may decide to activate one of the National Emergency Plans (**See Section 10**).

Section 7 - The Common Elements of Response

7.0 The following subsections are common elements of Galway County Council's response to all Major Emergencies regardless of the cause of the incident. They represent the common approach in the Major Emergency Plans of all PRAs in accordance with the Framework for the Management of Major Emergencies.

- 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, Fatality 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

Section 7.1 - Declaring a Major Emergency

The Major Emergency Plan should be activated by whichever of the following Primary Response Agencies first becomes aware of the Major Emergency in County Galway.

- Galway County Council
- An Garda Síochána
- Health Service Executive

7.1.1 Arrangements for Declaring a Major Emergency

The highest-ranking member of Galway County Council's initial response to an emergency will conduct a detailed appraisal of the situation in order to enable them to decide whether or not to declare a Major Emergency. Once the decision to activate the Major Emergency Plan is made, the Procedure for Activating Major Emergency Plan (*outlined in Appendix A1 & A2*) should be implemented with the following typical message relayed to the West Regional Control Centre (WRCC) Fire in Castlebar.

- 1. This is (Name, rank and service)**
- 2. A (Type of incident) has occurred/is imminent**
- 3. at(Location)**
- 4. As an authorised officer of Galway County Council I declare that a Major Emergency exists.**
- 5. Please activate the mobilisation arrangements in the Galway County Council Major Emergency Plan.**

If the caller is on the Galway County Council list of persons authorised to activate the Major Emergency Plan (*See Appendix B1*), then the Emergency Control Operator will activate the Galway County Council Major Emergency Plan procedures (*See Appendix A1 and A2*).

If the caller is not on the list of Authorised persons to activate the plan, the Emergency Control Operator will contact the Rostered Senior Fire Officer and relay the information. The Rostered Senior Fire Officer will then decide whether or not to activate the plan.

7.1.2 Information Message Format 'METHANE'

After the declaration of a Major Emergency is made the Officer should then use the mnemonic **METHANE** to structure and deliver an information message as follows;

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 Types of Casualties

7.1.3 Informing the Other PRAs

Once GCC have activated their Major Emergency Plan the Emergency Control Operator will immediately inform An Garda Síochána and the HSE. The operator shall use the following message format.

This is (Name, rank) in the West Region Communications Centre, Castlebar.

Galway County Council has activated it's Major Emergency Plan.

7.1.4 Activation of the Major Emergency Plan by Another PRA

If a Major Emergency Plan is activated by either of the other two Principal Response Agencies, the relevant communications centre will notify WRCC (Fire) immediately. The Emergency Control Operator will immediately initiate the Galway County Council's Major Emergency Mobilisation Procedure (*See Appendix A2*) using the Saadian system and the following message.

This is (Name, rank)..... in the West Region Communications Centre.

We have received a call from(HSE or An Garda Síochána)..... that a Major Emergency has been declared.

The Galway County Council Major Emergency Plan has now been activated.

This activation procedure is repeated at the start of the Major Emergency Plan for ease of access

Section 7.2 - Initial Mobilisation

7.2.1 Major Emergency Mobilisation Procedure

Galway County Council's Major Emergency Mobilisation Procedure will be implemented immediately on notification of the declaration of a Major Emergency. The Mobilisation Procedure is implemented by WRCC Fire who may use the SAADIAN Text Messaging System to initiate the Mobilisation Procedure. When this procedure has been activated, the CMT will mobilise as per **Appendix B3**. The CMT will confirm that required on-site personnel have mobilised to site. The CMT will activate the LCC and confirm that required personnel have mobilised to the LCC. The RSFO will confirm that WRCC Fire have mobilised the MOSCU to site. Each County Council section requested shall respond in accordance with pre-determined section mobilisation procedure arrangements (**see Appendix B4 – B10**). Galway County Council's representative on the Local Coordination Group will make contact with the Group.

In some situations, there may be an early warning of an impending emergency such as a storm, flooding etc. Mobilisation within Galway County Council may include moving to a standby / alert stage for some of its services or specific individuals, until the situation becomes clearer.

There may also be circumstances where the resources or expertise of Agencies other than the Principal Response Agencies may be required and mobilisation should be in accordance with the procedure outlined in **Section 7.10**. No third party should respond to the site of a Major Emergency unless mobilised by one of the Principal Response Agencies through an agreed procedure. In these situations the relevant arrangements outlined in the Major Emergency Plan will be invoked.

Section 7.3 - Command, Control and Communication Centres

7.3.1 Command, Control and Communications Centres

In the event of a Major Emergency being declared, West Regional Control Centre (WRCC) Fire will initiate Galway County Council's Major Emergency Mobilisation Procedure. WRCC Fire will maintain communications with the personnel on-site until such a time as the On-Site Co-Ordination Group have been established in accordance with National pre-determined arrangements and mandates (**See Appendix A7**). The following groups / centres will be used by Galway County Council once the Major Emergency structure is in place.

On-Site Co-Ordination Group

The three Controllers of Operations chaired by the Lead Agency (the On-Site Co-Ordinator) will exercise overall tactical command and control at the site of the emergency (**See Section 7.4 and 7.5**). The mandates of the Controller of Operations and the On-Site Co-Ordinator are contained in **Appendices A6 and A7**.

Local Co-Ordination Group

Senior representatives from the three PRAs will meet at an agreed time at the Local Co-Ordination Centre which will be located at Room G01, Áras and Chontae on Prospect Hill, Galway City. Galway City Hall and the Garda Station in Oranmore are designated as the alternate Local Co-Ordination Centres. In advance of this meeting a teleconference or video conference. The function of the Local Co-Ordination Group is to provide strategic level management for the immediate, medium and long-term consequences of the incident. The mandate of the Chair of the Local Co-Ordination Group is contained in **Appendix A8**.

Crisis Management Team

The Crisis Management Team for Galway County Council will be located in the Council Chamber at Áras an Chontae. The Crisis Management Team provides support to the Galway County Council representative at the Local Co-Ordination Group, supports their own Controller of Operations on-site and maintains the Agency's normal day-to-day services that the community requires. The Crisis Management Team will coordinate the mobilisation of all additional resources (both internal and external) required in response to the emergency. The mandate of the Chair and the Crisis Management Team is contained in **Appendix A9**.

West Regional Communications Centre (WRCC) Fire

West Regional Communications Centre, based in Castlebar is the Fire Service Communication Centre for Mayo, Galway, Roscommon, Sligo, Leitrim, and Donegal. The centre will mobilise, support and monitor the initial response.

Section 7.4 - Co-Ordination Centres

7.4.1 On-Site Co-Ordination Centre

An On-site Co-Ordination Centre will be established at a suitable location adjacent to the incident site in the event of a Major Emergency to facilitate on-site co-ordination. This may be a building or the Mobile On-Site Coordination Unit (MOSCU) (augmented by air shelters) which will accommodate the On-Site Co-Ordination Group (See **Figures 7.4.1 – 7.4.2**). The MOSCU based in Gort will be mobilised by the RSFO. The Galway County Council Controller of Operations will be supported by other senior personnel from Galway County Council as necessary and appropriate. More than one OSCC may be required in the case of multiple or wide area incidents. The generic co-ordination centre layout is shown in **Figure 7.4.6 and 7.4.7**.



Figure 7.4.1 Mobile On-Site Coordination Unit

7.4.2 Crisis Management Team

The Crisis Management Team is a strategic level management group that has been established within Galway County Council. The team provides support to the Controller of Operations on-site, the Local Co-Ordination Group, and maintains in as much as is possible Galway County Council's normal day-to-day services that the community requires. The Crisis Management Team will meet in the Council Chamber at Àras an Chontae, Galway City. This Group consists of senior managers, and senior technical personnel (as required), from relevant sections of Galway County Council. Details of the Chair and members and of this team are contained in **Appendices B2 and B3**. The mandate of the Crisis Management Team is contained in **Appendix A9**.



Figure 7.4.2 Mobile On-Site Coordination Unit & eIMS System



Figure 7.4.3 Crisis Management Team Area (Council Chamber)

The functions of the Crisis Management Team during a Major Emergency are summarised as:

- Manage, control and co-ordinate Galway County Council's overall response to the situation

- Provide support to the Galway County Council Controller of Operations and mobilise resources from within Galway County or externally as required
- Ensure appropriate participation by Galway County Council in the inter-agency co-ordination structures at both the Local and Regional (if required) Co-Ordination Groups
- Maintain Galway County Council's normal day to day services in so far as is possible that the community requires

7.4.3 Local Co-Ordination Centre

Once a Major Emergency has been declared, a Local Co-Ordination Centre is established. An Garda Síochána, Health Services Executive (West) along with Galway County Council have agreed that the Centre will be based in Room G01 Áras an Chontae, Galway.

Strategic level co-ordination is exercised at the Local Co-ordination Group. The Council buildings have the capacity to facilitate the effective working of the Local Co-Ordination Group & Crisis Management Team. The centre has the following areas;

- A dedicated main area, where co-ordination activity takes place, i.e. where the relevant co-ordination group meet and work (Room G01)
- An adjacent communications space (not a room with communications equipment), through which most communications in and out of the centre are routed
- A range of adjacent meeting areas, for the HSE, An Garda Síochána and Media Liaison (Rooms G02- G04)
- A dedicated Area for Galway County Council's Crisis Management Team (Council Chamber)

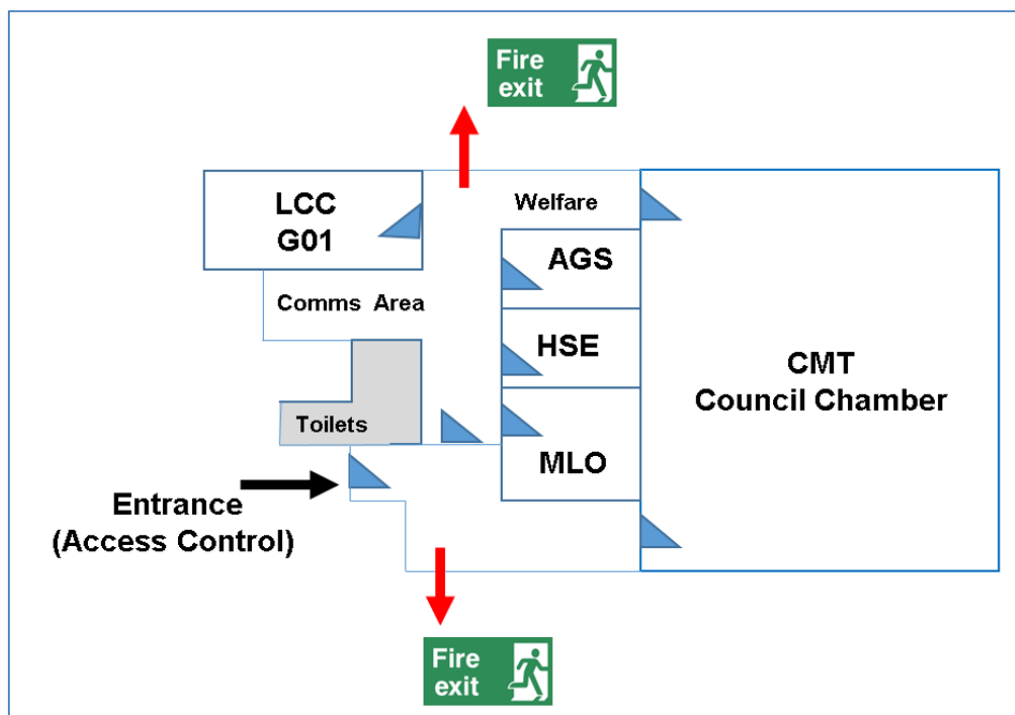


Figure 7.4.4 The GCC Local Co-Ordination Centre Layout

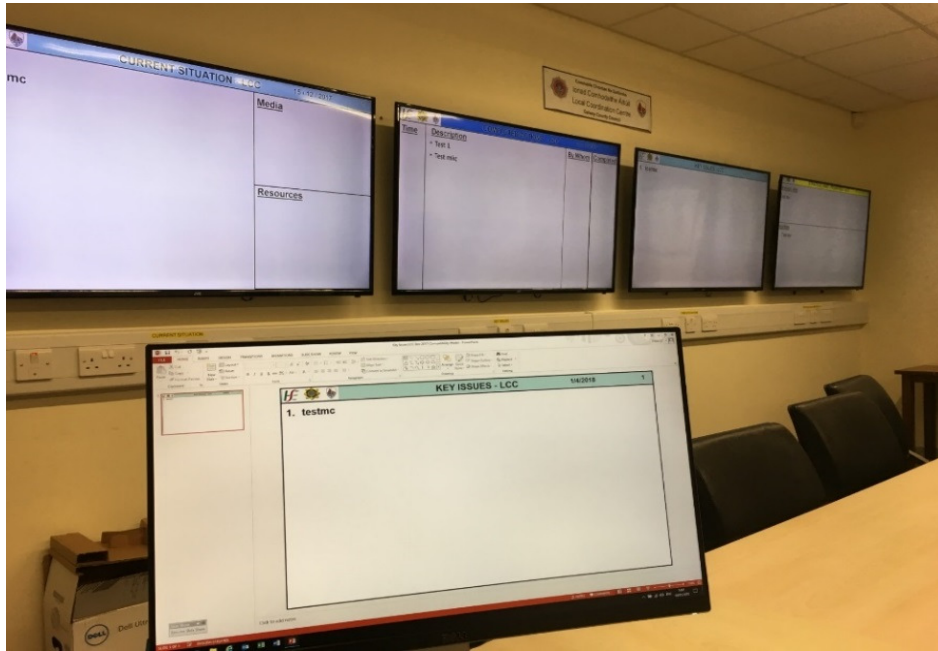


Figure 7.4.5 Electronic Information Management System in the LCC

The generic layout of the Local Co-Ordination Centre is shown in **Figures 7.4.4 and 7.4.5** above. It is envisaged that media briefings would be held in the main foyer if required. Galway County Council will provide centre support as required which may include catering, security, information technology and facilities support.

A range of specialist team leaders and expert advisers may be assigned permanent or temporary seats at the Local Co-Ordination Group desk. They may themselves lead teams either at or remote from the centre. Generally, they should advise or direct activity strictly within their mandate of authority. On occasion specialists or advisors may be invited to contribute to debate in a broader context.

7.4.4 Regional Co-Ordination Centre

The Chair of the Local Co-Ordination Group may declare a Regional Level Emergency using the Lead Agency concept. The group will be chaired by the Chair of the Local Co-Ordination Group and will meet at either of the following pre-determined centres;

- Áras an Chontae, Galway
- Áras an Chontae, Castlebar
- Áras an Chontae, Roscommon

The objective of Regional Co-Ordination may be achieved by using;

- A single Regional Co-Ordination Centre, or
- A Regional Co-Ordination Centre supported by one or more Local Co-Ordination Centres

The method of operation of a Regional Co-Ordination Centre will be similar to the Local Co-Ordination Centre.

7.4.5 Information Management

All Co-Ordination Centres follow the same generic model of operation incorporating the generic Information Management System. This system will involve an incident log and four white boards or screens (as shown in **Figure 7.4.6**) outlining the:

- Recognised Current Situation
- Key Issues
- Strategic Aim and Objectives
- Actions to be Carried Out or Have Been Completed

7.4.5.1 Information Management Officer/Team

This role will be assigned to trained senior personnel. Some Fire and Civil Defence personnel have also been trained to allow the immediate operation of the MOSCU. The function of the Information Management Team will be to interrogate, test, process, analyse and present all incoming information required for the decision making process.



Figure 7.4.6 Manual IMS Display in an Air Shelter

7.4.5.2 Information Management Display

A crucial element is that the information management display should be readily visible to everyone, and certainly to individuals that have a decision making or advisory roles. This is a prime source of information for both operational co-ordination and communications to the public and media. The electronic displays in the LCC and MOSCU are shown in **Figures 7.4.2 and 7.4.5** above. The manual display is shown in **Figure 7.4.6** above.

7.4.5.3 Action Management Officer / Team

The function of this role is to assemble an Action Plan (from information that has come from the IMS Key Issues Board) and ensure that it is communicated to all agencies responsible for delivering it, and monitor / audit delivery as well as reporting this back to the Co-Ordination Group. At less complex incidents, one Officer / Team may undertake both the information and action management functions. Where the demands of the Major Emergency require the appointment of a separate Action Management Officer, this person may be a representative from one of the Principle Response Agencies.

7.5.4.4 Specialist Team Leaders and Expert Advisors

A range of specialist team leaders and expert advisers may be assigned permanent or temporary seats at the Local Co-Ordination Group desk. They may themselves lead teams either at or remote from the centre. Generally, they should advise or direct activity strictly within their mandate of authority. On occasion specialists or advisors may be invited to contribute to debate in a broader context.

7.5.4.5 Support Teams

Galway County Council has support teams available for key roles from the various Council sections which will enable the Agency's support to be mobilised and function in accordance with this MEP. Individual section mobilisation procedures are outlines in **Appendices B4 to B10**.

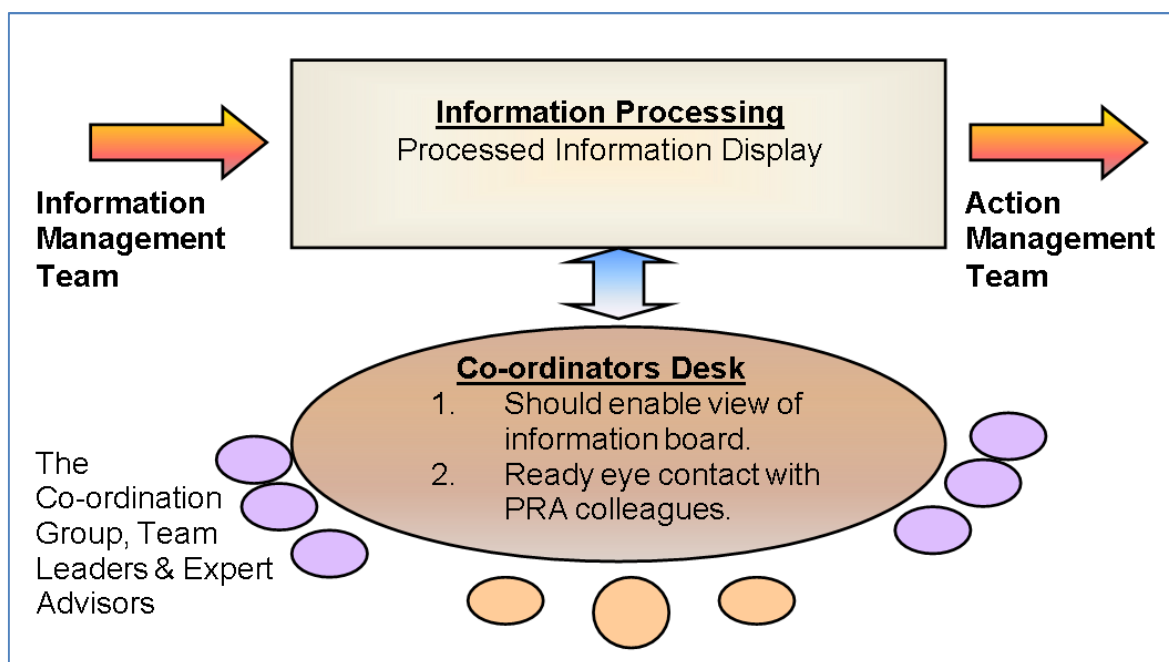


Figure 7.4.7 A Schematic of a Generic Co-ordination Centre

7.5.4.6 Co-Ordination Group Meetings

The way in which Co-Ordinating Group meetings are held is very important. It is vital that information given by any one representative must be heard by all others. In order to maintain control of meetings a one voice policy is operated and the general procedure for conducting co-ordination meetings is outlined in **Figure 7.3** below.

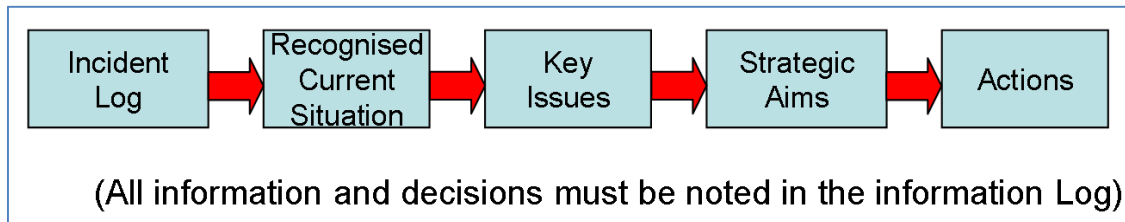


Figure 7.4.8 - A Schematic of Generic Information Management System

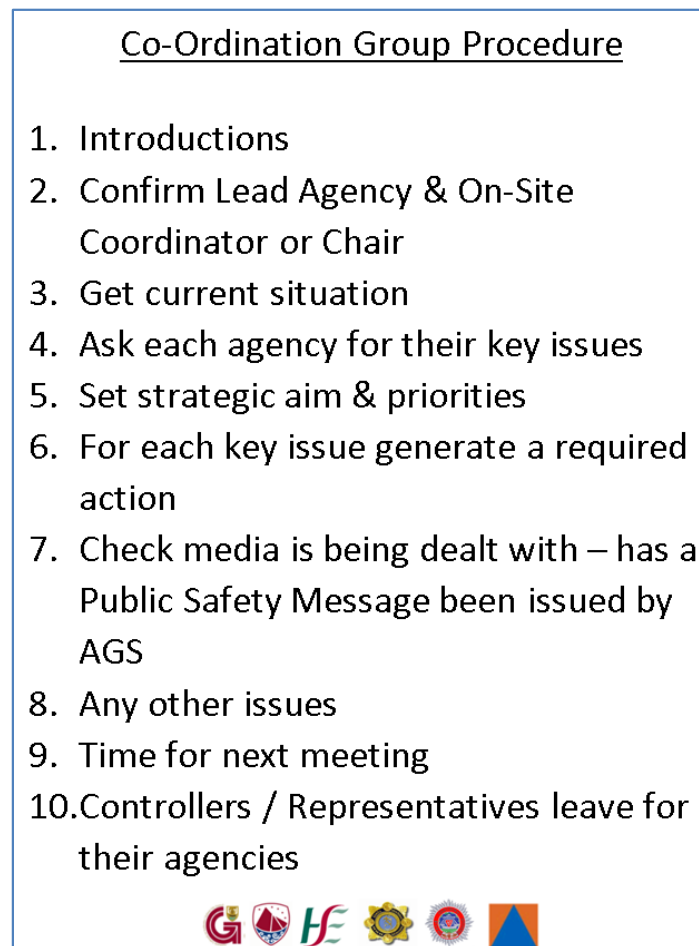


Figure 7.4.9 – Co-Ordinating Group Meeting Procedure

Section 7.5 - Communications Facilities

7.5.1 Galway County Council Communications Systems

Galway County Council relies on technical communication facilities to enable it to function and for different units to communicate, both on-site and between the site and the CMT, MOSCU and LCC. Radio and other communications facilities are vital tools for Galway County Council. GCC maintains 2 levels of redundancies if normal phone and mobile phone systems are unavailable.

The GCC Communications Sub-Plan is included as **Appendix A17**. The specific communication systems used in each element are as follows:

7.5.1.1 Galway County Council

- Fixed Landlines (including teleconference facility)
- Mobile Phones
- Fax
- E-mail
- Satellite Phone (RSFO)
- TETRA (National Digital Radio Service) – Lone working, GFRS, GCD, GCC ME
- eIMS System
- SharePoint
- MapAlerter text messaging system
- Saadian Alert System
- MS Teams / Cisco WebEx
- GIS Systems (CRISPP, SWEMS, GEMMS)
- Emergency VHF network (Galway Civil Defence)

7.5.1.2 Galway Fire & Rescue Service

Specific systems in addition to the Galway County Council list above include:

- TETRA mobile radio systems on all fire appliances, vehicles and with each RSFO
- TETRA hand portable radios in all Fire Service first turn out appliances, incident command unit, mobile on-site coordination unit and the RSFO vehicle (a unit will be provided for the Controller of Operations)
- UHF hand-held personal radios carried on all fire appliances
- Mobile UHF repeater systems fitted to the GFRS incident Command unit and 4X4 vehicle (GY11J1)
- Marine VHF handheld radios (GY11 and GY18)

7.5.1.3 Galway Civil Defence

Specific systems in addition to the above include:

- VHF mobile radios on all vehicles

- UHF hand portable radios
- TETRA hand portable radios
- Marine VHF handheld radios

Both Galway Fire & Rescue Service and Galway Civil Defence have their own communication protocols, and these will be followed in the event of an emergency.

TETRA is a secure digital radio system. All other forms of communications should not be considered secure. This should be borne in mind when wording any transmission, including cellular telephone conversations which may contain sensitive information.

Messages should be carefully composed, preferably written down if circumstances allow, before transmission to ensure that no time is wasted in delivering the message, and to avoid the inclusion of unnecessary phrases. Delivery of speech should be deliberate, at a pace that is slightly slower than normal.

7.5.2 Inter-Agency Communication

Communication systems serve command structures within services and it is neither necessary nor desirable that there is inter-agency radio communication at all levels. However, it is critical that robust arrangements for inter-agency communication at Local Co-Ordination Group and On-site Co-Ordination Group levels are in place and possibly other levels as required. TETRA radios are provided for this purpose. As an alternative, the Fire Service or Civil Defence can make hand-portable radios available for inter-agency communication on-site.

7.5.3 Communication Between Site and the Local Co-Ordination Centre.

It is essential that traffic is minimised to ensure fullest availability for emergency use. All communication between the On-Site Co-Ordination and the Local Co-Ordination Centres shall pass between the Controllers of Operations / On-Site Co-ordinator to the Local Co-Ordination Group. There will also be a communication link between the Crisis Management Team and any on-site and off-site communication teams.

Section 7.6 - Exercising the Lead Agency's Co-Ordination Roles

7.6.1 Determination of Lead Agency

It is important that there is rapid determination of the Lead Agency in each emergency situation, as this determines which one of the three Controllers of Operations is to act as the On-Site Co-Ordinator. When this determination is made, the person assuming the role of On-Site Co-Ordinator should **note the time** and that the determination was made in the presence of the two other Controllers on-site. This should then be communicated by the On-Site Co-Ordinator to all the parties involved in the response including WRCC Fire, and the On-Site Co-Ordinator should begin to undertake that role. Two mechanisms are envisaged to determine the Lead Agency for any emergency.

- The first is by pre-nomination which should be the primary basis for determining the Lead Agency. Pre-nomination for common incident types are outlined in **Appendix A13**
- The second is a default arrangement where the categorisations in **Appendix A13** do not seem to apply and the Lead Agency is not obvious. In these situations, which should be rare, Galway County Council as the Local Authority will be the default Lead Agency

Where Galway County Council is designated as the Lead Agency but are not for some reason in attendance, An Garda Síochána will assume the role of Lead Agency until relieved by Galway County Council when they arrive.

7.6.2 Review of Lead Agency

The Lead Agency role may change over time, to reflect the changing circumstances or phases of the Major Emergency. Ownership of the Lead Agency mantle should be reviewed at appropriate stages of the Major Emergency. All changes in Lead Agency designation emanating from the site, and the timing thereof, will be by agreement of the three Controllers of Operations, and should be recorded and communicated as per the initial determination. As the emphasis of operations may shift from the site to other areas, the Local Co-Ordination Group may review the issue and determine a change in the Lead Agency as appropriate.

7.6.3 Galway Council's Co-Ordination Function as Lead Agency

In the event of Galway County Council been assigned the Lead Agency role, it will be assigned the responsibility for the co-ordination function (in addition to its own functions) and it should lead all the co-ordination activity associated with the emergency both on-site and off-site, and make every effort to achieve a high level of co-ordination. The function of the Lead Agency for any emergency includes:

- ensuring involvement of the three Principal Response Agencies and the Principal Emergency Services in sharing information on the nature of the emergency situation

- Ensuring involvement of the range of organisations (other than Principal Response Agencies) who may be requested to respond in co-ordination activities and arrangements
- Ensuring that mandated co-ordination decisions are made promptly and communicated to all involved
- Ensuring that site management issues are addressed and decided
- Ensuring that public information messages and media briefings are co-ordinated and implemented
- Ensuring that pre-arranged communications (technical) links are put in place and operating
- Operating the generic information management system
- Ensuring that the ownership of the Lead Agency role is reviewed, and modified as appropriate
- Ensuring that all aspects of the management of the incident are dealt with before the response is stood down
- Ensuring that a report on the co-ordination function is prepared in respect of the emergency after it is closed down, and circulated (first as a draft) to the other services which attended

The mandate for the On-Site Co-Ordinator is outlined in **Appendix A7**.



Figure 7.6.1 – Galway County Council's Roles as Lead Agency

Section 7.7 - Public Information

7.7.1 Role of Galway County Council in Relation to Early Warning and Special Public Warnings

In conjunction with other PRAs / PES Galway County Council will make arrangements to:

- Provide advice before emergencies occur
- Warn the public if an emergency is likely to occur or has occurred
- Provide information and advice for the public if an emergency is likely to occur or has occurred

There are circumstances when it may be necessary to protect members of the public who are in the vicinity of an emergency event. 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 and advice on closing windows and doors. 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.

7.7.2 Methods of Communication

Public safety messages should be issued through An Garda Síochána who have a well-established means of disseminating information to the public quickly. Public safety messages should:

- **I**nform
- **R**eassure
- **A**dvice

7.7.3 Methods of Communication

Early warning and special public notices shall be relayed in the event of an emergency. The Public can be kept informed by use of the following;

- Galway County Council internet service - useful for posting more information than would be communicable by emergency calls or broadcasts
- Local broadcasters may also be called upon to broadcast messages on behalf of Galway County Council in particular Galway Bay FM
- Galway County Council emergency helpline service – Galway County Council will establish an emergency helpline and mobilise a telephonist to deal with requests for information from the public. This function may be delegated to an external provider including after hours
- Galway County Council text alerts system (MapAlerter)
- Galway County Council social media platforms (including Facebook and Twitter)

On a National level the Public shall be informed by the use of existing arrangements whereby emergency announcements may be made on RTÉ television and radio channels

and other broadcasters. In this situation assistance will be received from the NDFEM and the National Emergency Co-Ordination Group (NECG).

7.7.4 Information to the Public:

It is the duty of Galway County Council to provide information to the public. In the event of an emergency, a member of the Communications Team / Media Liaison Team / Information Officer will be designated as the Public Information Co-Ordinator. This person will provide information for the public directly by liaising with designers to create any printed material that will provide information to the public as well as any other relevant groups.

This can be achieved in a number of ways by distributing information via;

- Public libraries
- Public offices
- Community & leisure centres
- Shopping centres
- Use of vehicles with public address systems
- Door to door calling and passing of information to Environmental Health Officers to inform schools, crèches, nursing homes etc.

Any published material with contact details or health and safety information will be distributed to the appropriate places where the public will then be directed in order to collect the material. Special arrangements should be made for hard to reach groups including the elderly, the disabled and those that cannot read so they should also receive the information in a timely manner. Consideration should also be given to people who are unable to communicate in English – using translated material.

7.7.5 Help Lines

Should the need for a separate Local Authority help line occur, then a new dedicated number will be used. All call centre staff, answering both the dedicated help line and the other Council call centre telephones will use specific log sheets to record details that are provided to callers, and all queries received. Should media enquiries become too great for existing communications personnel to deal with, staff can be drafted in to help take and record media enquiries and issue statements. To ensure consistent messages, the public telephone help lines will be provided with the same information as that issued directly to the media.

Galway County Council continues to develop GIS based systems to ensure the accurate recording of requests and the timely sharing of information. For example the new severe weather management system and the COVID-19 community assistance scheme.

Section 7.8 - The Media

7.8.1 Liaison with the Media

The media will respond quickly to a large-scale incident and this media presence may extend into days or weeks. The media will need to be managed at the On-Site Co-Ordination Centre and also at the Local Co-Ordination Centre – Áras an Chontae as shown in **Figure 7.8.1** below.

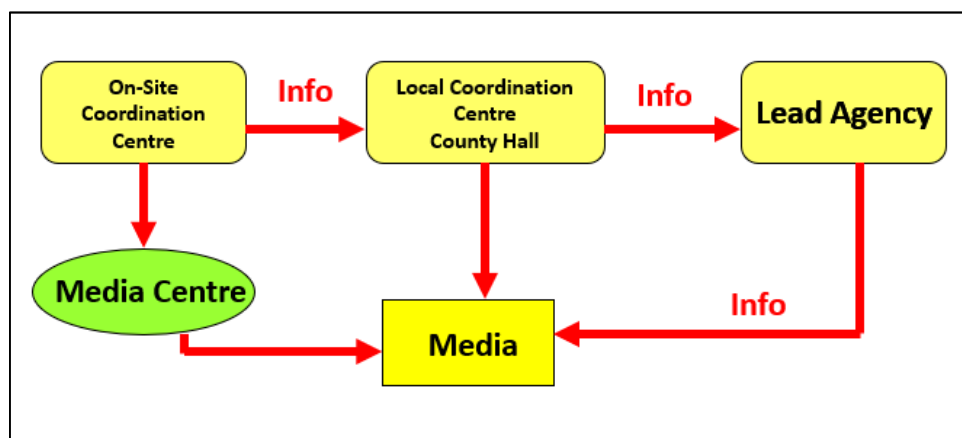


Figure 7.8.1 Media and the Co-Ordination Centres

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. More detailed information in relation to managing the media is contained in the **West Region Inter-Agency Public Communication Plan: Media Liaison**.

In the event of a Major Emergency in County Galway, Galway County Council will provide a Media Liaison Officer for both the On-Site and Local Co-Ordination Centres. The Media Liaison Officers will be responsible for acting as a sole channel between Galway County Council and the Public.

All On-Site statements should be approved with the On-Site Co-Ordinator or with the Media Liaison Officer. All statements to the media at Local (off-site) level should be approved with the Chair of the Local Co-Ordination Group. Details of the names and contact numbers for the Media Liaison Officers both on and off site are provided in the **Appendix B2**. The mandate for the MLO is outlined in **Appendix A12**.

7.8.2 On-Site Arrangements for the Media

Galway County Council will designate a Media Liaison Officer at the site and the activities of the Media Liaison Officers on-site will be co-ordinated by the Media Liaison Officer of the Lead Agency. All statements to the media should be approved with the On-Site Co-Ordinator or his/her Media Liaison Officer.

The Media Liaison Officer must keep accurate and timely information on the emergency so that in consultation with the local Co-ordination Groups:

- They can be the point of contact for all media enquiries
- They can answer information queries from the general public
- They can obtain and provide information from/to Rest Centres, other agencies, press officers, local radio, press etc.
- They will be responsible for setting up an information helpline
- They should liaise with other Media Liaison Officers

7.8.3 Media at Local/Regional Co-Ordination Centres.

The Local/Regional Co-Ordination Group should take the lead in terms of working with the media, away from the site during a Major Emergency. As with arrangements at the site, Galway County Council has designated a Media Liaison Officer at the Local Co-Ordination Centre in Áras an Chontae 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 approved with the Chair of the Local/Regional Co-Ordination Group.

7.8.4 Media Arrangements at Locations Associated with the Emergency

In many situations media attention will move quickly away from the site to other locations, including the Local Co-Ordination Centre, Survivor Centre, hospitals and mortuaries. The Local Co-Ordination Group should take the lead in terms of working with the media away from the site. As with arrangements at the site, each PRA should designate a Media Liaison Officer at the Local Co-Ordination Centre and the activities of these officers should be coordinated by the Media Liaison Officer of the Lead Agency. All statements to the media at this level should be approved with the chair of the Local Co-Ordination Group.

7.8.5 Media Action Plan

On receipt of the initiating call from the Controller of Operations / Chair of the Local Coordination Group the MLO should report to the Local Co-Ordination Centre – County Hall for briefing. The following actions will need to be considered;

- Establish the nature of the incident, who **the Lead Agency** is and assess likely media interest. The Lead Agency will be responsible for ensuring that the media response teams of all organisations work in a coordinated manner. It is critical to establish which agency is leading on communications with the media as this will ensure that messages are not confused and that the media have, at least initially, a single contact point from which to gain information

- Seek **priority early information** from the Controller of Operations for the safety of the public and ensure this is published
- Contact the Caretaker in order to gain out of hours access to the Media Office in order to issue initial messages to the media.
- Check that a public safety message has been sent by AGS
- Issue a media release or **holding statement** on approval from the Controller of Operations
- Contact Media Liaison Officers and dispatch them to the scene both to assist the Controller of Operations and to deal with media at scene. Each Principal Response Agency should designate a Media Liaison Officer at the site and the activities of the Media Liaison Officers should be coordinated by the Media Liaison Officer of the Lead Agency
- Contact the **Media Liaison Officers from the other agencies** likely to be affected in order to seek mutual aid and coordinated use of staff. Each Principal Response Agency should designate a Media Liaison Officer at the Local Co-Ordination Centre and the Media Liaison Officer of the Lead Agency should coordinate the activities of the Media Liaison Officers
- Advise the On-Site Controller of Operations of all **Media Requests** for information
- Ensure the **Media office** of Lead Agency at County Hall is adequately staffed until a full media response is established
- Establish initial contact with **local radio/television** stations to ensure that only accurate information on the incident is broadcast
- Ensure the GCC **website** displays the latest information available to the public and liaise with the IT Department and the Customer Services Manager
- Ensure spokespersons on-site and at the Local Co-Ordination Centre are available and briefed on the media requirements. Spokespeople will normally be senior officers from the relevant Agency
- Report back to Lead Agency Media Office on the nature of the response
- Monitor media coverage including social media and correct where necessary
- Arrange regular briefing of the media at scene – with information agreed for release in a co-ordinated response
- Keep media response structure aware of what has been agreed for release at the scene
- Seek staff to assist in managing the media at the scene if necessary
- Ensure adequate records are kept of enquiries received and information released
- Consider long term staff needs – sustainability

7.8.6 Establishing a Media Centre

A Major Emergency may also justify the establishment of a Media Centre. The Media Centre would ideally be a site in close proximity to the incident. The location of the centre will ultimately depend on the nature of the incident, its location, potential longevity, scale and seriousness of the incident or possible incidents. This can be a building / area specifically designated for use by the media and for liaison between the media and the Principal Response Agencies. The media centre will be set up by the Lead Agency with the assistance and cooperation of other Agencies. **The media centre will be determined**

as the most appropriate in the circumstances. It is important to note that media organisation satellite vehicles etc require significant space.

Joint working facilities for communications professionals and spokespersons are essential within the media centre. This will enable communications managers from different Agencies to liaise with one another, agree messages / lines to take, brief spokespersons and communicate effectively on strategic approaches.

Support staff may be required to help with the communications effort during a Major Emergency. They will be drafted in to perform roles, which require some of the skills used in their day-to-day jobs. These can range from administration duties such as copying and distributing news releases and making press cuttings to managing the smooth operation of facilities such as the call centre. A Media Centre Co-ordinator appointed by the Lead Agency (but not necessarily from that Agency's Media liaison staff may be required.

7.8.7 Holding Statements

Once the initial facts have been established an initial holding statement for the local media should be produced. Holding statements can help relay information quickly to a demanding media, provide reassurance to the public and relive pressure. The information contained in a holding statement will need to be made available for the main call centre staff in County Hall.

Holding statements can be prepared in advance with blank spaces left for relevant information to be inserted. This will save time at the beginning of an incident and enables us to get clear messages to the media without delay. Holding statements will be simple, straightforward and will only contain accurate facts. Holding Statements will be authorised by the Controller of Operations of the Lead Agency and will be shared with all Agencies involved and issued promptly to the media.

7.8.8 Subsequent Updates

The media will be broadcasting from the scene of the Major Emergency and coverage is likely to be almost continuous. Updates every half hour, or as a minimum every hour, will be required. These can be timed to fit in around news bulletins and be used to support news release information. Great care should be taken to ensure that no information in relation to individual casualties or premature or uncorroborated estimates of the numbers of casualties or the potential causes of the incident are released until details have been confirmed and agreed.

7.8.9 Media Conferences / Briefings

Media conferences / briefings are a useful channel for reiterating key messages and reinforcing appeals or information and advice to the public in a Major Emergency. Press conferences will be organised by the Lead Agency and will involve senior officers / staff members who are leading the response to the incident / emergency.

They are a useful opportunity to reinforce reassuring messages to the public via the media but are also an opportunity for the media to ask searching or hostile questions. This will

mean participants will need to be properly briefed and prepared for all potential questions. The media centre may provide a suitable venue for press conferences in addition to other venues around the city (main foyer, meeting rooms) may be utilised.

The deadlines of all interested media should be taken into account when organising a time for the conference. Information should be provided with written copies of the statements that were read out including any extra information that the public will need such as help line numbers, contacts for press.

7.8.10 Nominated Spokespersons

The appropriate spokespersons will be nominated by the Chief Executive and or the Director of Services and be fully briefed on the emerging situation. They will either be, depending on the scale of the incident:

- The Chief Executive
- A Director of Services
- Deputy Director of Services
- A Senior Engineer (Controller of Operations / On-Site Co-Ordinator)
- A Senior Fire Officer
- Designated Media Liaison Officers

Spokespersons will take part in Press Conferences as appropriate, as well as conducting interviews with the media. When giving statements stick to the facts, if you don't know – say you don't know but that you will investigate/ endeavour to find out. A list of typical media queries can be found in **Section 7.8.16**. An Irish speaking spokesperson will also be nominated to ensure the Irish language media have equal access to the information.

7.8.11 Visits by VIPS

Visits by VIPs can lift the morale of those affected as well as those who are involved with the response. A Government Minister may make an early visit to the scene or areas affected, not only to mark public concern but also to be able to report to Government on the response. Local TD's and / or Councillors may also accompany a Government Minister visiting the scene which would be arranged through the Minister's Office.

Visits to the scene of an emergency need to take account of the local situation and the immediate effects on the local community. VIP visits should not interrupt rescue and life-saving work and the Principal Emergency Services must be consulted about the timing of visits. VIPs will require comprehensive briefing before visiting the site and will require briefing before any meetings with the media. VIPs may also require PPE.

VIPs are likely to want to meet those survivors who are well enough to see them. It will be for the hospitals to decide, on the basis of medical advice and respect for the wishes of individual patients and their relatives, whether it is appropriate for VIPs and/or the media to visit casualties. If the media cannot have access to wards, VIPs can still be interviewed afterwards, at the hospital entrance, about how patients and medical staff are coping. Such VIP visits are best managed by the Media Team of the 'host' venue in close consultation with AGS.

7.8.12 Interviews with Survivors and their Families

The media will be keen to obtain interviews with survivors and their families. While this may be a cathartic experience for individuals in the long run, many will feel too shocked and distressed to give interviews in the immediate aftermath of an incident. The first consideration should always be the well-being of the individual. However, if a survivor, relative or friend is willing and able to speak briefly at a press conference or give an interview, it will certainly relieve pressure on all concerned. They will need support and advice from Media Liaison Officers from involved organisations in preparing what they are going to say and in dealing with any follow-up enquiries from the media. Strenuous efforts should also be made to shield survivors and their families from aggressive pursuit by less responsible members of the media.

7.8.13 Release of Casualty Figures

Great care should be taken to ensure that no information about individual casualties, or premature or uncorroborated estimates of the numbers of casualties, is released until details have been confirmed and agreed. Names should never be released until next of kin have been informed. In general, this information will be confirmed only by the Principal Emergency Services involved.

7.8.14 Monitoring the Media Coverage

Monitoring of the media coverage is crucial, particularly when incidents run over a couple of days or even into weeks. Monitoring media coverage is a matter of course and should be done by the Media Liaison Officers of each organisation and any issues arising should be rectified with inaccurate information corrected.

7.8.15 Elected Members

Elected Members also need to be kept informed in case the media approaches them. It is important that Elected Members who are approached to comment on aspects of the response or the Council's policies, should only give interviews or statements after consultation with the Controller of Operations. This is vital to ensure continuity of messages via the media to the public.

7.8.16 Typical Media Queries

Casualty Information

The accuracy of information in relation to casualties is of vital importance and the key information sought must be verified before distribution to media outlets.

- How many were killed/injured
- Of those injured how serious is their condition
- Of the total involved how many were uninjured
- Were any of the victims prominent persons
- Who was involved in the aftermath of the incident
- Facilities to deal with the injured/deceased

Property Damage

- Estimated value of property loss
- Kinds of structures involved
- Damage to any important property such as art treasures, historical etc
- Is other property threatened
- What measure have been undertaken / being undertaken to protect property
- Has the area been damaged by disaster before

Response and Relief Activities

- Who discovered the emergency
- Who raised the alarm
- How quickly were response units on the scene
- What agencies responded
- How many are engaged in the response
- How was the emergency contained
- What was the extent of the evacuation required
- How are the displaced and homeless being cared for

Other Characteristics of the Emergency

- Were there any explosions or fires
- Toxic clouds
- Collapse of structures
- Crimes or violence
- Attempts at escape or self-rescue
- What was the extent of the disaster
- Expected duration
- Crowd issues
- Threats to the general public
- Any other unusual happenings
- Any accompanying accidents
- Effects on families and survivors
- Other services effected
- Traffic effects

Causes of the Emergency

This is determined usually by a lengthy detailed investigation and assumption. Speculation as to the causes of the disaster should be avoided. Litigation details of the incident should not be entered into.

- Were there any previous indications of danger
- Could the disaster have been prevented
- How did the incident occur
- Criminal Investigations and Inquests (should be dealt with sensitively with a view to upcoming statutory enquiries or investigations by statutory agencies)

- What plans were in place to mitigate the emergency and when were they last tested
- Why was a COMAH site allowed to operate at that location

Recovery Phase

- Who will lead te investigation
- What actions are likely
- How long will it take
- Who will pay for it

Section 7.9 - Site Management Arrangements

7.9.1 Site Management

The highest-ranking Officer of Galway County Council at the scene will, de facto, have the role of Controller of Operations for Galway County Council until relieved. The initial important task of the Controller of Operations in association with the other two Controllers of Operations is the development of a Site Management Plan. Once agreed, the resulting site plan should be implemented and communicated to all responding groups. An Idealised Site Management Arrangement is shown in **Figure 7.9.1** below with some or all of the facilities being required depending on the nature of the emergency and the site.

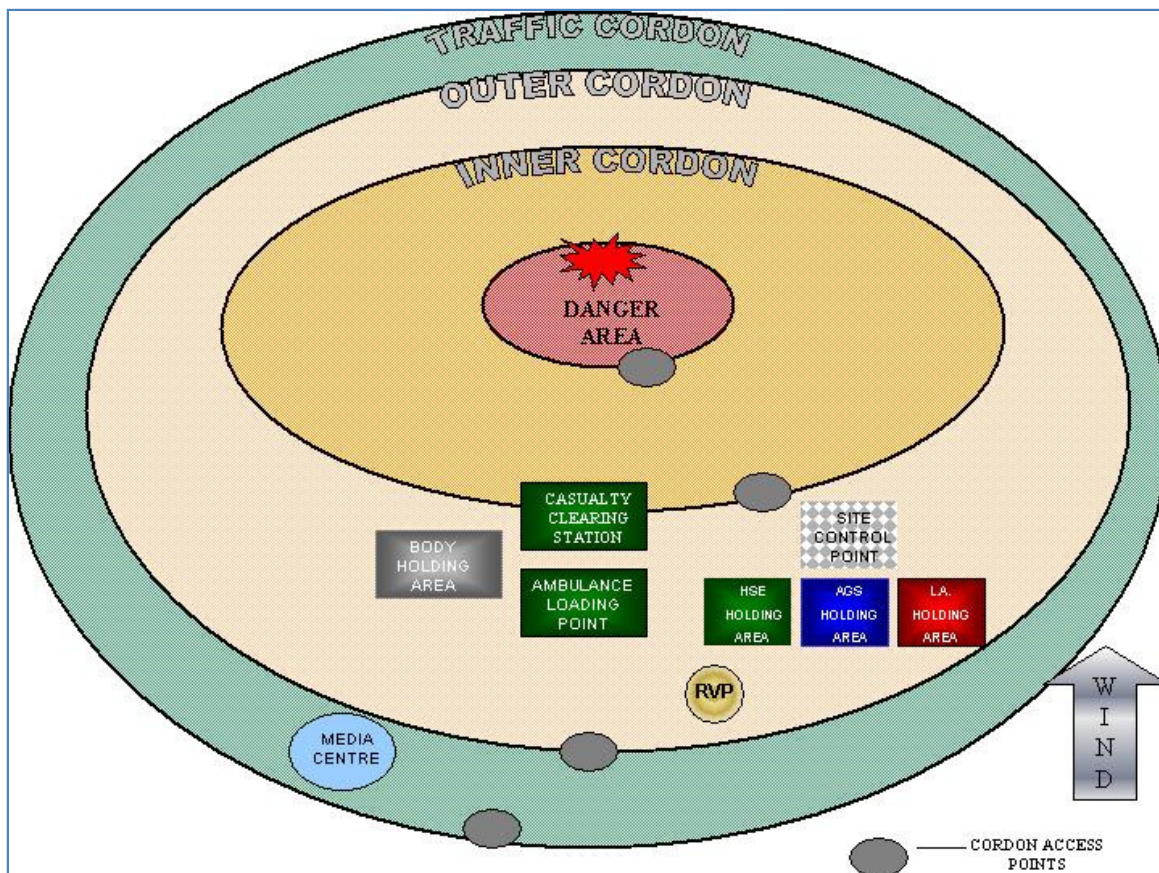


Figure 7.9.1: Idealised Scene Management Arrangements

The main components of a typical Site Plan are some or all of the following:

- Inner, Outer and Traffic Cordons
- Principal Response Agency Control Points

- Holding Areas for the Principal Emergency Services or the Principal Response Agencies
- A Danger Area if declared
- Cordon and Danger Area Access Points
- Rendezvous Point
- Site Access Routes
- Site Control Point
- On-Site Co-Ordination Centre
- Casualty Clearing Station
- Ambulance Loading Area
- Survivor Reception Centre
- Friends and Relatives Reception Centre
- Media Centre

Additional information in relation to the **Site Management Plan** is contained in **Appendix A18**.

7.9.2 Control of Access / Identification of Personnel and Council Services

In order to control access to a Major Emergency site, cordons will be established as quickly as possible at the site for the following reasons;

- to facilitate the operations of the Principal Emergency Services and other Agencies
- to protect the public, by preventing access to dangerous areas
- to protect evidence and facilitate evidence recovery at the site

Three cordons will be established including an Inner, Outer and Traffic Cordon, along with access cordon points (**see Appendix A18**). The Cordons will be implemented by An Garda Síochána after a decision by and agreement with the On-site Co-Ordination Group. An Garda Síochána will control the Cordon Access Points to the Traffic and the Outer Cordons while the Lead Agency will control the Cordon Access Points to the Inner Cordon and the Danger Area.

7.9.3 Danger Areas

A **Danger Area** may also be declared by a Senior Fire Officer of Galway Fire & Rescue Service where there is a definite risk to rescue personnel over and above that which would normally pertain at emergency operations.

7.9.4 Identification of Personnel at the Site of a Major Emergency

All uniformed personnel responding to the site of a Major Emergency should wear the prescribed uniform, including high visibility and safety clothing, issued by their Agency. The service markings on this clothing should be made known in advance to the other organisations that may be involved in the response. Senior personnel 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 shown in **Table 7.9.1** below.




Organisation	Bib Clour	Wording	Sample
Health Service Executive	Green / White Chequer	HSE Controller	
Local Authority	Red / White Chequer	LA Controller	
An Garda Síochána	Blue / White Chequer	AGS Controller	

Table 7.9. 1 Indication of Controllers of Operations

When the Lead Agency has been determined, the On-Site Co-ordinator should wear a distinctive bib with the words On-Site Co-Ordinator clearly visible front and back. This is normally achieved by switching bib labels.

7.9.5 Non-Uniformed Personnel

Non-uniformed personnel from Galway County Council should attend the scene in high visibility jacket with the name Galway County Council and their job function clearly displayed.

7.9.6 Air Support and Air Exclusion Zones

Aerial support can only be requested by the On-Site Co-Ordinator after consultation with the other Controller of Operations. All requests must be channelled through An Garda Síochána.

Where the Principal Response Agencies consider it appropriate and beneficial, the On-Site Co-Ordinator may request, through An Garda Síochána, that an Air Exclusion Zone be declared around the emergency site by the Irish Aviation Authority. 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.

Section 7.10 - Mobilising Additional Resources

7.10.1 Mobilising External Organisations

There are a number of Organisations and Agencies, which may be called on to assist the Principal Response Agencies in responding to a Major Emergency. The arrangements for this assistance are agreed with each Agency and set out in each Principal Response Agency's Major Emergency Plan. The organisations may be grouped as follows:

- Civil Defence
- Defence Forces
- Irish Coastguard
- Other Voluntary Emergency Services (for example the Irish Red Cross)
- Utility Companies
- Transport Companies
- Private Sector

The roles of these Agencies are outlined in **Section 4**. The Voluntary Agency which is part of Galway County Council is Galway Civil Defence.

All personnel and equipment mobilised by Galway County Council to site must report to the Galway County Council Holding Area. They cannot enter the Inner Cordon, until authorised to do so by the On-Site Co-Ordinator.

All uniformed Voluntary Emergency Services, members of the private sector and utilities personnel responding to the site of the Major Emergency should wear the prescribed uniform, including high visibility and safety clothing issued by their organisation. All personnel should carry a form of photo-identification. The organisations markings on this clothing should be made known in advance to the other organisations that may be involved in the response. The vehicles of these services responding to a Major Emergency should be readily identifiable.

The On-Site Co-Ordinator has the task of co-ordinating all external support and assistance into the overall response action plan. The Controller of Operations of the service which requested mobilisation of the external resource has responsibility for managing and integrating the contribution of these resources to the tasks identified in the response. The Controller of Operations should ensure that;

- The scope and scale of the tasks to be assigned to the responding organisations is clear
- A Liaison Officer is appointed for each organisation to the support team of the relevant Controller of Operations or the On-Site Co-Ordination Group. The Liaison Officers should maintain the closest possible contact between their own organisations and the relevant team or group, and be changed or rotated only to the minimum extent necessary
- Communication is established between the External Agency and the Principal Response Agency which mobilised it
- Regular feedback is provided to the On-site Co-Ordination Centre

7.10.2 Mobilisation of Civil Defence

Civil Defence will mobilise at the request of the On-Site Co-Ordinator after consultation with the other Controllers of Operations. All requests for Civil Defence assistance should be channelled through Galway County Council’s Controller of Operations. In turn they will contact the Civil Defence Officer who in turn will mobilise Civil Defence personnel in accordance with their mobilisation procedure contained in **Appendix B10**.

On arrival at the scene, the Civil Defence Officer shall report to the On-Site Co-Ordinator at the On-Site Co-Ordination Centre where they shall be detailed a task. As the situation changes the On-Site Co-Ordinator may decide to re-allocate the Civil Defence resources. It should be noted that:

- Civil Defence personnel will only be stood down from the site by the Galway County Council Controller of Operations as the situation warrants
- Civil Defence will use its own communications system for internal command purposes and for the Officer in Charge (OiC) of Civil Defence personnel to communicate effectively with and provide such reports as are requested to the officer on-site to whom they are directed to report
- The OiC will provide an operational debriefing and reporting of all activity undertaken by Civil Defence

Galway Civil Defence also has a limited capability 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.
- the provision of food / catering for all personnel at the site of a Major Emergency

A summary of the assistance Galway Civil Defence can provide to the PRAs is listed in the **Table 7.10.1** below.

Supported Agency	Assistance Provided
Local Authority	Provision of Transport Rescue - Open Country - Building and Transport - Water / Flood / Rope Communications Welfare (for Responders and Evacuees) including the setting up of Rest / Evacuation Centres Mass fatality (Flexmort) Decontamination / medical support
An Garda Síochána	Traffic and Crowd Control Water / Land Search (including drone) Evacuation
Health Service Executive	First Aid / Medical Support Casualty Evacuation (including 4 x 4 ambulance)

Table 7.10.1 Roles of Galway Civil Defence

7.10.3 Mobilisation of Defence Forces

Galway County Council recognise that assistance requested from the Defence Forces should be either in Aid to the Civil Power (ATCP) (An Garda Síochána) or in Aid to the Civil Authority (ATCA) (Local Authority or Health Service Executive). In the event of a Major Emergency, the Defence Forces will operate under the provisions of the Defence Acts 1954 to 2013 as amended, and in accordance with agreed Memoranda of Understandings (MOUs) and Service Level Agreements (SLAs).

The Defence Forces should be mobilised at the request of the highest-level Co-Ordination Group convened (On-Site, Local, Regional or National Co-Ordination Group) in order to avoid multiple and competing requests. All requests for Defence Forces assistance must be channelled through An Garda Síochána to Defence Forces Headquarters (DFHQ) for ATCP and through the NDFEM for ATCA as per agreed procedures. The Defence Forces will operate under their own command and control structure.

On foot of a request for Aid to either the Civil Power or the Civil Authority, the Defence Forces will:

- Determine if the Defence Forces can accede to the request
- Determine which of the requested tasks the Defence Forces are in a position to undertake
- Provide a Liaison Officer to the Local or On-Site Co-Ordination Groups as appropriate

The role of the Defence Forces Liaison Officer is to:

- Assist in the process of determining which tasks the Defence Forces will undertake
- Provide technical advice where necessary
- Act as a conduit between the Defence Forces and the Local or On-Site Co-Ordination Groups

The On-Site Co-Ordinator should, in consultation with the other Controllers of Operations:

- Determine the requirements to be requested, in terms of Defence Forces resources, for the site response and, once Defence Forces resources have been committed, the tasks to be requested and the procedures for the altering of such requirements or tasks as the situation requires
- Determine where and to whom the Defence Forces will report and also determine communication links for ongoing reporting on the status of the Defence Forces response
- Include for the provision to the Defence Forces commander of a communication system, to enable effective communications and the provision of reports as requested
- Provide for the Defence Forces being stood down from the site as the situation warrants
- Include procedures for requesting operational debriefing and reporting of all activity undertaken by the Defence Forces

Defence Forces contact details and assistance request form are contained in **Appendix B16**.

7.10.4 Mobilisation of the Irish Coastguard

There are pre-existing arrangements for the mobilisation of the Irish Coastguard in support of the Principal Emergency Services in relation to rescue helicopters, water rescue assets and land based teams. Additional Irish Coastguard resources shall mobilise at the request of the On-Site Co-Ordinator after consultation with the other Controllers of Operations. In turn the Irish Coastguard resources will report to the On-Site Co-Ordinator who in turn assigns the tasks for the Irish Coastguard. Contact details for the Irish Coastguard are contained in **Appendix B15**.

7.10.5 Mobilisation of The Irish Red Cross

The main relationship between the Irish Red cross and the Principal Response Agencies in Major Emergency response is as an auxiliary resource to the National Ambulance Service. The Irish Red Cross also has the capability to provide limited search and rescue and in-shore rescue support to both An Garda Síochána and the Irish Coast Guard.

The Irish Red Cross shall mobilise at the request of the On-Site Co-Ordinator after consultation with the other Controllers of Operations. In turn the Irish Red Cross will report to the On-Site Co-Ordinator who in turn assigns the tasks for the Irish Red Cross. Contact details for Voluntary Emergency Services including the Irish Red Cross are contained in **Appendix B18**.

7.10.6 Mobilisation of Voluntary Emergency Services

The normal range of Voluntary Emergency Services includes:

- The Order of Malta Ambulance Corps
- St John's Ambulance Service
- Galway Mountain Rescue
- Irish Cave Rescue Organisation
- Search and Rescue Dog Association (SARDA)
- Community Inshore Rescue Units (Corrib-Mask Rescue and Oranmore-Maree Coastal Rescue)
- The RNLI
- Galway Sub-Aqua Club

The Voluntary Emergency Services Sector will mobilise at the request of the On-Site Co-Ordinator after consultation with the other Controller of Operations. All Heads of Voluntary Emergency Services will report to the On-Site Co-Ordination Centre and await instructions to assigned tasks. Contact details for Voluntary Emergency Services are contained in **Appendix B18**.

7.10.7 Mobilisation of Utilities

Utilities operate under their own legislative and regulatory framework but, during the response to an emergency, it is important that they are involved in the co-ordination arrangements. Utilities may be requested to provide representatives or experts to both the On-Site and Local Co-Ordination Centres as appropriate. Contact details for utilities is contained in **Appendix B19**.

7.10.8 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, train, factory, etc. They may also be called on to assist in the response to a Major Emergency by providing specialist 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.

Potential support may be required from;

- *Local coach and transport operators (see Appendix B21)*
- *Temporary accommodation providers (see Appendix B22)*

7.10.9 Arrangements for Mobilising Additional Organisations

The Galway County Council Controller of Operations should ensure that, where the resources of the Council 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 / support are identified. Requests for support should be passed to either the Council's Crisis Management Team or the Local Co-Ordination Centre who will arrange to obtain the support via mutual aid arrangements with neighbouring Authorities. Where National Level resources are required as part of the management of the incident, requests for those resources should be directed by the Lead Agency to the Lead Government Department.

7.10.10 Command, Control and Co-ordination of Additional Resources

The On-Site Co-Ordinator has the task of co-ordinating all external support and assistance into the overall response action plan. The Controller of Operations of the service which requested mobilisation of the external resource has responsibility for managing and integrating the contribution of these resources to the tasks identified in the response.

Section 7.11 – Casualty, Fatality and Survivor Arrangements

7.11.1 General

The primary objective of any response to a Major Emergency is to provide effective arrangements for the rescue, care, treatment and rehabilitation of all individuals affected by the emergency. These individuals may be divided into two main categories as follows:

- Casualties, including persons who are killed or injured, and
- 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, the Principal Response Agencies should also make arrangements for the reception, facilitation and support of the friends and relatives of some or all of these individuals.

7.11.2 Casualties and Survivors and Galway County Council's Role

The On-Site Co-Ordinator, in association with the other Controllers of Operations, will need to make an early assessment of the casualty situation and identify if there are particular aspects which may impact on casualty management, such as significant numbers of disabled, sick or immobile persons involved, and take action accordingly.

7.11.3 Injured

At the site of a Major Emergency, the priorities of the Principal Response Agencies are to save life, prevent further injury, rescue those who are trapped or in danger, triage casualties, provide them with appropriate treatment and transport them to the appropriate hospital(s) where necessary.

The injured need to be rescued from the scene and cared for as quickly and safely as possible by the rescuers, who must be mindful of the requirement of the ambulance and medical teams on site. Ambulance paramedics then need to be able to administer the appropriate pre-hospital treatment before the patients are taken to the acute receiving hospitals.

7.11.3.1 Arrangements for Triage

Once injured casualties have been rescued or found, they should be assessed or triaged as quickly as possible. Casualties are often found some distance from the primary site and search teams, co-ordinated by An Garda Síochána, should be established where considered necessary.

Triage is a dynamic process of assessing casualties and deciding the priority of their treatment, using a two-stage process of triage sieve and triage sort. Following initial triage, casualties will normally be labelled using the Cruciform Casualty Triage Card and maybe 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. Standard cards are used as follows:

- Red (Immediate)
- Yellow (Urgent)
- Green (Delayed)
- White (Dead)

7.11.3.2 Transporting Lightly Injured and Uninjured Persons from the Site

It should be noted that while some casualties will be transported to the acute receiving hospital(s) by the National 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. Galway County Council will assist the other Principal Response Agencies with any available resources which are likely to come from Civil Defence, the Defence Forces or private companies.

7.11.3.3 Casualty Clearing Stations

The Casualty Clearing Station will be established by the National Ambulance Service in consultation with the Health Service Executive. After initial triage, casualties will be brought to the Casualty Clearing Station where they are further triaged, treated as necessary, and prepared for transport to hospital. The Health Service Executive Controller of Operations will, in consultation with the Site Medical Officer and the designated acute receiving hospitals, decide on the hospital destination of casualties.

7.11.4 Fatalities

It is important for Galway County Council personnel to note that the bodies of casualties, which have been triaged as dead, should not be moved from the incident site unless this is necessary to effect the rescue of other casualties. The only other 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. The recovery of the dead and 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. Galway County Council may assist An Garda Síochána in this function. Procedures for dealing with mass fatalities are outlined later in this Section and in the ***Regional Mass Fatalities Plan / Regional Covid-19 Mass Fatality Plan*** under the ***National Mass Fatality Framework***.

7.11.5 Role of the Coroner

The Coroner is an independent Judicial Officer who has responsibility for investigating all sudden, unexplained, violent or unnatural deaths. It is the task of the Coroner to establish the 'who, when, where and how' of an unexplained death. All such deaths in Ireland are investigated under the Coroners' Act, 1962. The Coroner has overall responsibility for

The Coroners' Act, 1962

S 17.—Subject to the provisions of this Act, where a coroner is informed that the body of a deceased person is lying within his district, it shall be the duty of the coroner to hold an inquest in relation to the death of that person if he is of opinion that the death may have occurred in a violent or unnatural manner, or suddenly and from unknown causes or in a place or in circumstances which, under provisions in that behalf contained in any other enactment, require that an inquest should be held.

the identification of bodies and remains and they are entitled to exclusive possession and control of a deceased person until the facts about their death have been established.

A full post-mortem and forensic examination will be carried out on each body from a Major Emergency and each death will be the subject of an Inquest. The post-mortem is carried out by a Pathologist, who acts as the 'Coroners Agent' for this purpose. Details of Coroner Districts for County Galway and contact details are contained in **Appendix B20**.

The Coroner will chair the Mass Fatality Sub-Group which will advise the LCG in relation to the capacity of local mortuaries and if they need to be augmented, or if the National Temporary Mortuary should be deployed. At the scene of a Major Emergency the Coroner may need the facilities of a temporary mortuary or temporary holding facilities. If required it will be the responsibility of Galway County Council to provide a temporary mortuary / holding facility supported by the NDFEM who have arrangements in place to deploy a contracted **National Temporary Mortuary** on a regional basis in support of Local Authorities.

7.11.6 Planning for Multiple Fatalities

Multiple fatalities are a feature of many Major Emergencies and each Principal Response Agency should have robust arrangements in place, which set out that Agency's role in dealing with fatal casualties. Once rescue is complete, and there are no further live casualties at the site, the focus of work there turns to evidence recovery. No removal / recovery of the dead will usually take place prior to the completion of the Garda evidence collection process or without the Coroner's authority. Exceptions to this arise if the situation requires the removal / recovery of the dead in order to effect the rescue of other casualties or in circumstances where bodies are likely to be lost or damaged due to their location or the nature of the incident.

Procedures for dealing with mass fatalities are outlined later in this Section and in the **Regional Mass Fatalities Plan / Regional Covid-19 Mass Fatality Plan** under the **National Mass Fatality Framework**. During the COVID-19 pandemic GCC prepared an inter-agency **Local Mortality Management Plan** which includes a comprehensive inter-agency response to both multiple fatality emergencies and excess mortality due to a pandemic in the community when normal mortality mechanisms have been compromised. The plan includes a GIS based mortality system which is capable of recording and tracking fatalities. Under this plan the LCG are supported by a Mass Fatality Sub-Group.

Stage	Who	Action	Facilities Required	Who May Assist
Finding the Casualty	Any Agency			
Recognising as dead	Doctor or Paramedic	Label Casualty as 'DEAD'	Triage Labels	
Pronouncing Dead	Doctor	Sign Triage Label with date and time		
In-situ Forensic examination and recording	Garda	Gather evidence and photograph	Forensic Kits Cordons	Forensic Pathologist
Removal of remains to body holding area	Garda	Move body and maintain chain of evidence	Designated Body Holding Area Body Bags Stretchers	Local Authority
Removal of body to Mortuary/ Temporary Mortuary	Garda	Move body and maintain chain of evidence		Undertakers
Identification	Garda		Casualty Identification Form	Specialist teams
Notification of relatives	Garda			
Viewing for Identification purposes	Garda		Viewing Facilities	Next Kin/ relation/ friend/ Psychosocial support
Viewing for grieving purposes	Garda		Viewing Facilities	HSE staff, Clergy / psychosocial support
Post Mortem	Pathologist		Suitably equipped mortuary	Pathology technicians
Certification of Death	Pathologist			
Handover to relatives	Garda			
Burial / Cremation	Family or Local Authority			
Criminal Investigation (if appropriate)	Garda	Investigation of criminal responsibility		
Inquest (for criminal investigations the inquest will be adjourned until investigation complete)	Coroner	Determination of cause of death		

Table 7.11.1 Stages for Dealing with Fatal Casualties

Table 7.11.1 above shows sequentially, the stages for dealing with fatal casualties and the agency responsible for each stage. In the event of a Major Emergency involving multiple casualties, the receiving hospitals will very likely be stretched to capacity. In such situations, the transfer of large numbers of remains to hospital mortuaries will only serve to exacerbate problems there. The option of distributing remains to a number of mortuaries may be considered. However, this may hinder the work of An Garda Síochána and the pathology team, particularly where extensive disruption to bodies has occurred and matching procedures are required. Therefore, plans generally concentrate on the;

- Provision of holding facilities,
- Providing additional capacity at hospital mortuaries
- Deploying the National Temporary Mortuary
- Replacing normal community mortality mechanisms if they are compromised

7.11.7 Arrangements for Dealing with Fatalities, Both On and Off-Site

The On-Site Co-Ordinator, in association with the other Controllers of Operations and in consultation with the LCG, Mass Fatality Sub-Group and the LCG, will decide if it is possible to remove remains to hospital mortuaries or if it is necessary to establish a Body Holding Area at the site. The Body Holding Area, if established,

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).

7.11.8 Body Holding Area (Multiple Fatalities)

If considered necessary, a Body Holding Area may be designated as part of the site management arrangements. It 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. However, this is not a suitable place for the prolonged storage of bodies (particularly without refrigeration) and appropriate arrangements should be made to ensure minimal delay in transmission to a mortuary (temporary or otherwise). Another option is to move remains off-site to a dedicated Mass Fatality Holding Area. Details of multiple fatality storage available to Galway County Council is included in **Section 7.11.10**.

7.11.9 Temporary Mortuaries

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

In Ireland, there are two public mortuaries, situated in Dublin and Cork. Within Galway County there are smaller mortuaries at each of the two acute public hospitals. The capacities of these mortuaries have been increased during the Covid-19 pandemic as shown in **Table 7.11.2** below. Existing hospital mortuary capacity could be potentially

increased by an additional 80 spaces for an individual hospital or smaller numbers (12, 20 or 24) for multiple hospitals as outlined in **Table 7.11.2** below.

Hospital / Local Authority	Normal Capacity	Augmented Capacity	Total Capacity
Local Hospitals			
Galway University Hospital	12	56	68
Portiuncula University Hospital	10	-	10
Regional Hospitals			
Mayo University Hospital	12	36	48
Roscommon University Hospital	3	-	3
Total Regional Hospital Capacity			129

Table 7.11.2 Local / Regional Hospital Mortuary Capacity

It is likely that Temporary Mortuaries will be needed to meet the requirements of any Major Emergency involving large numbers of fatalities. The NDFEM have arrangements in place to deploy a contracted National Temporary Mortuary Arrangement on a regional basis in support of Local Authorities. The designated location for the National Temporary Mortuary is Dun Ui Mhaoiliosa, Renmore, Galway City with an alternate at Galway Airport. The latter has significantly more room and is in a more central location for City and County access. It also has sufficient space and independent buildings with sufficient room for other facilities including for **Friends and Relatives Reception Centres**.

Considerable pre-planning and effort is necessary to deliver a Temporary Mortuary in the event of a Major Emergency. The NDFEM have also provided National guidance as follows:

- **Standard Operational Procedures for the Activation and Deployment of the National Temporary Mortuary**
- **National Temporary Mortuary Operational Standard Operational Procedure**

There are three response categories as outlined in **Table 7.11.3** below. In terms of storage capacity Galway County can accommodate a Category 3 response with existing local hospital and temporary holding capacity. This capacity increases with the deployment of regional holding assets. However, it should be borne in mind that some holding capacity may be required on-site or for transportation purposes. Storage capacity is only one aspect of the resources required to operate a temporary mortuary. All of these factors must be carefully considered by the On-Site Coordinator in consultation with the Coroner, the Mass Fatality Sub-Group and the Local Co-Ordination Group.

Response Category	Fatality Numbers	Solution
1	1 - 5	Regional
2	6 - 15	Regional
3	> 16	National

Table 7.11.3 – Multiple Fatality / Temporary Mortuary Response Categories

It is the responsibility of the Local Authority to provide a Temporary Mortuary through National arrangements supported by the HSE and An Garda Síochána. ,

It should be noted that a Temporary Mortuary might be required to operate for weeks or months after an incident.

Further guidance can be obtained in “*Coroners’ Practice and Procedure*” by Dr. Brian Farrell (2000), the “*Royal College of Pathologists Guidelines*” and in the British Home Office “*Guidance on Dealing with Fatalities in Emergencies*”.

7.11.10 Multiple Fatality Storage

Galway County Council’s multiple fatality storage capacity is outlined in **Table 7.11.4** below and consists of two GFRS owned refrigerated trucks with a total capacity of 48. One truck is available for immediate deployment. Galway County Council also manages regional mass fatality resources. Firstly, a multiple fatality refrigerated container (capacity of 20) on contract with a service provider. This container is available to the West, Northwest and Midlands regions. Secondly, a flexmort refrigerated body holding tent (capacity of 12) available to the West region only.

Multiple fatality units may be transported by GFRS, Galway Civil Defence or the Defence Forces or even private transport operators. The units are generally operated in-situ by Galway Civil Defence supported by the HSE, An Garda Síochána and the Defence Forces as necessary and appropriate.

Additional flexmort units are available in other regions, including in Sligo (capacity of 12) and Tullamore (capacity of 12) with larger units (Capacity of 50) available in Dublin and Cork through the NDEFM / NECG.

Multiple Fatality Holding Units	Capacity	Designation	Lead Time
MF Container (Calanan Containers, Kells, Co Meath)	20	Regional West, Northwest, Midlands	24 hours
MF Flexmort Unit	12	Regional	3 hours
MF Refrigerated Truck GFRS MFU-1	24	Galway	Immediate
MF Refrigerated Truck GFRS MFU-2	24	Galway	24 Hours
Total Capacity	80		

Table 7.11.4 – Local / Regional Portable Multiple Fatality Holding Capacity

Galway County Council also have the capability to establish a Mass Fatality Holding Area (MFHA) at Galway Airport using refrigerated trailers. The area can have a capability of 48 within 24 hours and up to 480 over a number of days. Galway Airport is in a very central are within the county and an on the outskirts of the city and close to the intersection of the M6, M17 and M18 motorways.

7.11.11 Identification of Deceased

The Coroner, with the assistance of An Garda Síochána, has overall responsibility for the identification of bodies and remains and they are entitled to exclusive possession and control of a deceased person until the facts about their death have been established. A full post-mortem and forensic examination will be carried out on each body from a Major Emergency and each death will be the subject of an inquest. The post-mortem is carried out by a pathologist, who acts as the 'Coroners Agent' for this purpose.

7.11.12 Viewing of Deceased

Even though a Major Emergency may have resulted in multiple fatalities, each individual death represents a tragedy for the family concerned. When planning facilities for the victims of a Major Emergency, due consideration should be given to the likely wish of each bereaved family to spend time with the remains of their deceased relative(s).

A distinction needs to be drawn between viewing for identification purposes and viewing as part of the grieving process. Viewing for identification can be 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. Where it is 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, the authorities should not seek to prevent the next of kin from viewing an identified body. Viewing facilities should allow families direct access to the body and the viewing area should take into account religious and cultural needs where appropriate.



Figure 7.11.2 Flexmort Refrigerated Body Holding Unit (12 Fatalities)

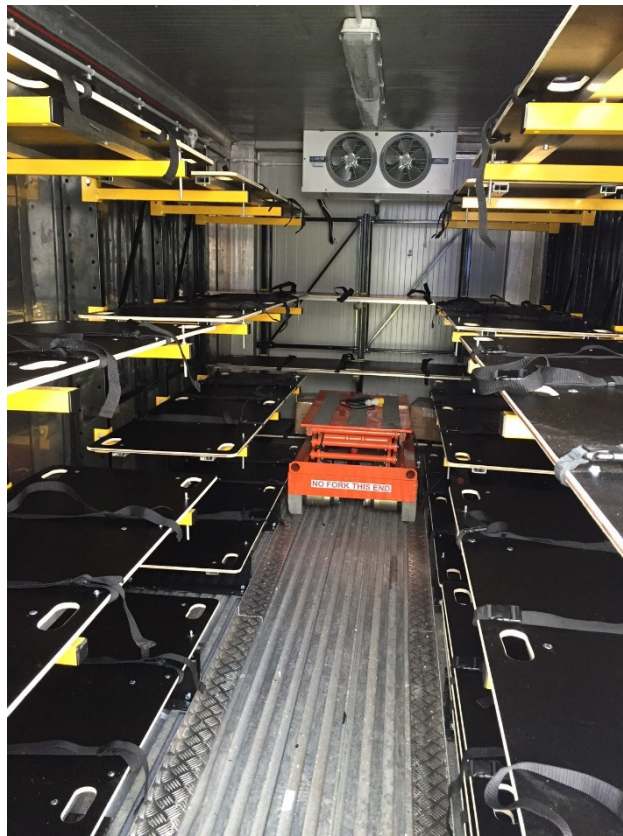


Figure 7.11.3 Multiple Fatality Body Holding Container (20 Fatalities)



Figure 7.11.4 GFRS Multiple Fatality Unit (24 Fatalities)

In a pandemic situation viewing of remains may not be advisable or permissible. Other arrangements, including the provision of information, should be considered to assist families as outlined in the **Local Mortality Management Plan**.

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. Where bodies have been severely traumatised, families should be thoroughly briefed, so that they may make an informed decision before viewing the body. Appropriate support staff and/or religious representatives, as well as normal family support networks, should be available to assist families in all viewing situations.

Viewing facilities may be required for large scale emergencies. Unless there are definite health or safety concerns, the Authorities should not seek to prevent the next of kin from viewing an identified body. Viewing is conducted under the control of An Garda Síochána. In situations where the bodies have been severely traumatised it may be inappropriate to allow viewing. Where it is appropriate, viewing for identification purposes needs to be organised with great sensitivity to avoid increased trauma for relatives.

7.11.13 Survivor Reception Centre

A Survivor Reception Centre should be designated and established at the earliest possible opportunity. The On-Site Co-Ordinator, in conjunction with the other Controllers of Operations, should determine if such a centre is to be established, and its location in the site management plan. It is the responsibility of the Galway County Council to establish and run this centre. Transport from the Survivor Reception Centre to home/meet relatives/safe place will be arranged as soon as it is practicable. This responsibility will lie with Galway County Council who have identified suitable potential buildings for this purpose as recorded in the GIS-based **Galway Emergency Mortality Management System (GEMMS)**. Alternatively tents and air shelters can be provided by GFRS, GCD or the Defence Forces.

All those who have survived the incident uninjured can be directed to the Survivor Reception 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.).

The assistance of the Civil Defence and the Voluntary Ambulance Services may be required to provide a variety of services at the Survivor Reception Centre which should be secure from any unauthorised access and provide the maximum possible privacy for survivors.

Galway County Council personnel and associated Agencies must be particularly aware of the needs of those individuals, who because of dependency or disability are particularly vulnerable during emergencies. Vulnerable persons can include children in schools, nurseries and childcare centres as well as persons whose movement is inhibited either by reason of age, illness (including mental illness) or disability (including hearing or visually impaired). Galway County Council personnel will seek the advice of the Council's Senior Social Worker in such cases.

Particular attention is required when an emergency involves or threatens a community hospital, residential centre or day centre where such individuals reside or are present for a part of the day. Re-location of such individuals will be the responsibility of the HSE but they will require assistance from Galway County Council.

7.11.14 Casualty Information

Gathering of casualty information will be the responsibility of An Garda Síochána.

7.11.15 Disaster Victim Identification

In the aftermath of a major emergency the identification of fatalities (Disaster Victim Identification – DVI) will be the responsibility of An Garda Síochána.

7.11.16 Casualty Bureau

In the event of a Major Emergency involving significant numbers of casualties, An Garda Síochána will establish a Casualty Bureau to collect and collate the details (including condition and location) of all casualties and survivors. Galway County Council may be asked to assist An Garda Síochána but any information must be transferred to An Garda Síochána.

7.11.17 Assistance to An Garda Síochána

To facilitate this process, a Liaison/Casualty Officer will normally be sent by An Garda Síochána to each hospital where casualties are being treated. Galway County Council may assist in the collection and collation of casualty data. This information may then be used to provide updates to family and friends. Any information collected on any casualty is transferred via An Garda Síochána to the Casualty Bureau, who will generally set up an information hot line, in order that concerned family and friends may inquire about their relatives.

7.11.18 Friends and Relatives Reception Centres

The purpose of a **Friends and Relatives Reception 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 Local Co-Ordination Group should determine the need for and arrange for the designation and operation / staffing of such centres.

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. It is the responsibility of Galway County Council to provide welfare facilities for 'friends and relatives' located at this reception centre. Galway County Council have identified suitable potential buildings for this purpose as recorded in the GIS-based **Galway Emergency Mortality Management System (GEMMS)**. Alternatively tents and air shelters can be provided by GFR, GCD or the Defence Forces.

7.11.19 Foreign-National Casualties

In some incidents an emergency may involve significant numbers of casualties from other jurisdictions. In such circumstances, the Local Co-Ordination Centre should notify the relevant embassy if the nationality of the victims is known. The Department of Justice should be approached if assistance is required in obtaining interpreters from private sector providers. The Department of Foreign Affairs (which operates an out of hours Duty Officer System) should also be approached for appropriate assistance and liaison purposes.

7.11.20 Foreign Language Communication Resources

Advice may be sought from An Garda Síochána as to the use of interpreters. Generally, the local Garda Station will have a list of approved interpreters which may be called upon in the event of an emergency. Advice may also be sought from the Department of Foreign Affairs. Some useful contact numbers are contained in **Appendix A19**.

7.11.21 Pastoral and Psycho-Social Care and Support Arrangements

The On-Site Co-Ordinator needs to ensure that, where appropriate, pastoral services are mobilised to the site and facilitated by the Principal Response Agencies in their work with casualties and survivors. Similarly, individual services should make arrangements for necessary pastoral services at any other locations associated with the emergency, such as hospitals.

Pastoral and psycho-social support arrangements for casualties and other affected members of the public are the responsibility of the Health Service Executive. Requests for advice or support should be made through the LCG to the HSE CMT.

Section 7.12 - Emergencies Involving Hazardous Materials

7.12.1 Major Hazardous Material Incidents.

Galway County Council will be designated the Lead Agency for response to normal major hazardous materials incidents within County Galway. A generic methodology for dealing with such incidents and relevant cordons is outlined in **Figure 7.12.3**. All GFRS first responding appliances carry Hazmat incident equipment with additional equipment carried on the GFRS Hazardous Materials Unit GY11G1 as shown in **Figure 7.12.1**. Galway County Council are not the designated Lead Agency for the following:

- Emergencies involving biological agents where the Lead Agency will be the Health Service Executive, and
- Emergencies where terrorist involvement (CCBRN) is suspected where An Garda Síochána will be the Lead Agency

The Defence Forces, when requested, will assist An Garda Síochána in an Aid to the Civil Power role with Explosive Ordnance Disposal teams. Details of specific actions to be taken in the event of a CCBRN incident are contained in the **Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents Arising from Terrorist Activity**. **Department of the Environment, Community and Local Government Circular Letter EM 01-12** refers.

7.12.2 Conventional, Chemical, Biological, Radiological and Nuclear (CCBRN) Incidents.

Other issues relating to managing the response to CCBRN incidents are set out in two protocols for dealing with suspected chemical and biological agents.. 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** (Beaumont Hospital, Dublin) and the **National Virus Reference Laboratory** (UCD). Where terrorist involvement is suspected, An Garda Síochána will act as the Lead Agency.

7.12.3 Plan for 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** issued by the Department of Defence.

Galway County Council will provide assistance in relation to the activation of this plan under the direction of the NECG and the Lead Government Department.

7.12.4 National Public Health (Infectious Diseases) Plan

A **National Public Health Emergency Plan For Infectious Diseases** such as Avian Flu, Swine Flu, Pandemic Flu, Foot and Mouth, Corona Virus has been prepared by the Department of Health (www.dohc.ie) who are advised by the **National Public Health**

Emergency Team (NPHEC). Details of specific actions to be taken in the event of an infectious disease emergency or the activation of the National Public Health Plan are detailed in the Protocol for Multi-Agency Response to Public Health Emergencies.

Galway County Council will provide assistance in relation to the activation of this plan under the direction of the NECG and the Lead Government Department.

7.12.5 National Emergency Plan for Nuclear Accidents

A National Emergency Plan for Nuclear Accidents has been prepared by the Department of Housing, Planning and Local Government. Details of specific actions to be taken in the event of a local radiological emergency or the activation of the National Emergency Plan for Nuclear Accidents are detailed in the **Protocol for Multi-Agency Response to Radiological/ Nuclear Emergencies**.

Galway County Council will provide assistance in relation to the activation of this plan under the direction of the NECG and the Lead Government Department. Galway Civil Defence will have a role as part of the National Civil Defence plan for contamination monitoring.

7.12.6 COMAH Sites

As outlined in **Section 3** there exists a possibility of emergencies involving hazardous materials at the three COMAH sites within Galway City and County all of which may be responded to by personnel of Galway County Council. Each of these sites has an external plan:

- Circle K, Galway Harbour
- Colas Bitumen Emulsion West, Oranmore
- Tynagh Power Station, Tynagh

It is important to note that one of the hazardous substances at these sites are also transported to / from the sites and therefore hazardous material emergencies can occur anywhere along the road network. Of particular concern is the delivery of HCL to Colas in Oranmore by 40,000 litre road tanker which equates to the volume of the on-site storage tank and potentially large limits of concern off site. Each site has an External Emergency Plan which is a sub-plan of the Major Emergency Plan.

7.12.7 Decontamination

The need for decontamination of individuals and the Agency to carry it out will be established by the On-Site Co-Ordinator, in association with the other Controllers of Operations.

The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. The Health Service Executive will be responsible for decontamination where required to protect health service facilities such as hospitals from secondary contamination. The Health Service Executive have a number of mobile public decontamination units operated by the National Ambulance Service one of which is based in Tuam, County Galway.

Galway Fire and Rescue Service have responsibility for providing other forms of physical decontamination of persons at the site (other than clinical). Galway Fire and Rescue Service will provide decontamination facilities for the functional area of County Galway



Figure 7.12.1 GFRS Hazardous Materials Unit



Figure 7.12.2 GFRS Decontamination Facilities

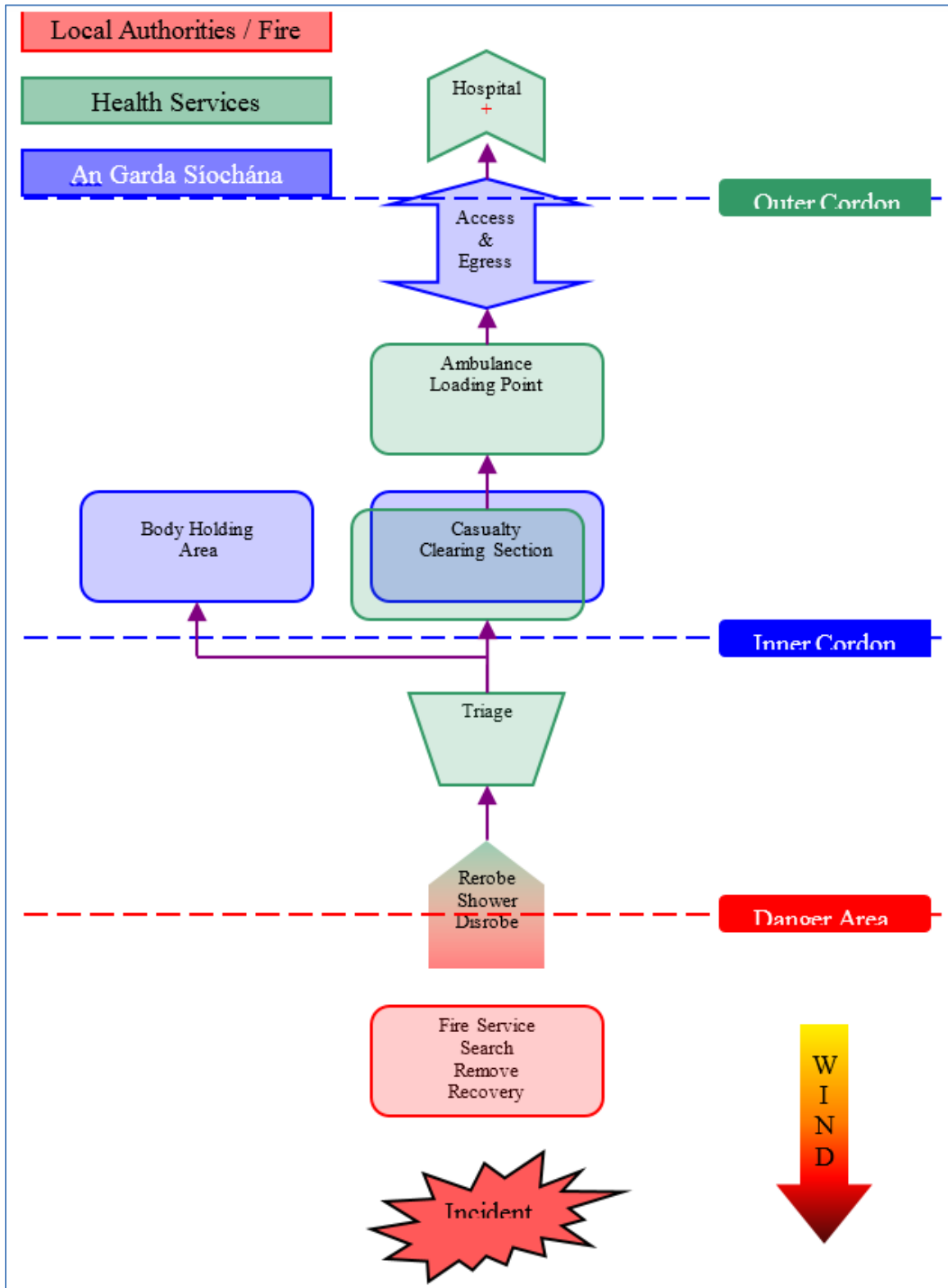


Figure 7.12.3 Managing Hazardous Materials Emergencies

using their mobile decontamination unit carried on their Hazardous Materials Vehicle (See **Figure 7.12.1** above). Their decontamination capabilities, as shown in **Figure 7.12.2** above, consist of:

- Fire fighter decontamination tents
- Public decontamination tent and emergency clothing
- Emergency decontamination

Where emergency decontamination of the public is required, Galway Fire and Rescue Service may use any or all of its decontamination equipment including improvised equipment prior to the arrival of dedicated equipment. Where persons have to 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. A simplified site layout for an incident involving hazardous materials is shown in **Figure 7.12.3** above.

GFRS carry fifty (50) sets of pre and post-decontamination emergency clothing. GFRS and Galway Civil Defence can also provide several air shelters for use by medical personnel on-site as necessary. HSE and GFRS decontamination units are interoperable. GFRS may request assistance from Galway Civil Defence in relation to the operation of decontamination facilities for the Public, particularly when HSE resources / personnel are not available or in short supply.

Section 7.13 - Protecting Threatened Populations

7.13.1 Threatened Populations

Some emergencies may threaten a large surrounding area because of the danger to life from environmental or structural hazards. Care must be taken to ensure that evacuation does not place those concerned in greater danger. Protection of threatened populations is usually achieved by;

- Advising affected individuals to take shelter indoors in an appropriate place, or
- Moving people temporarily to a safe area, by evacuation where appropriate or feasible

The On-Site Co-Ordinator will take the decision as to how best to protect a threatened population, after consultation with the other Controllers of Operations.

7.13.2 Sheltering

Sheltering indoors is usually the first step in protecting threatened populations. Advice is usually to remain indoors with windows and doors closed and air conditioning systems switched off. Those affected are also advised to tune to local radio stations for updates on the situation and to cooperate with emergency services when required. Persons with acute medical conditions are advised to make the information known to the emergency services. One of the key decisions for the On-Site Co-Ordinator in consultation with the other Controllers of Operations in relation to how best to protect the Public, is to assess the practicality of an evacuation. This is particularly the case when large numbers are involved and resources are reduced.

7.13.3 Evacuation Arrangements

Evacuation is usually undertaken on the advice of the Fire Service or Health Service Executive. Where decided upon, the process of evacuation will be undertaken by An Garda Síochána, with the assistance of the other appropriate Agencies. A suitable evacuation assembly point will need to be established and rest centres set up by Galway County Council and Galway Civil Defence. Personnel from Galway County Council, and Galway Civil Defence and possibly from voluntary agencies will staff rest centres. The centres will provide security, welfare, communication, catering and medical facilities. Evacuees should be documented and basic details passed to the Casualty Bureau. Galway County Council will assist in this role.

7.13.4 Involvement of the HSE and the Local Public Health Service

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

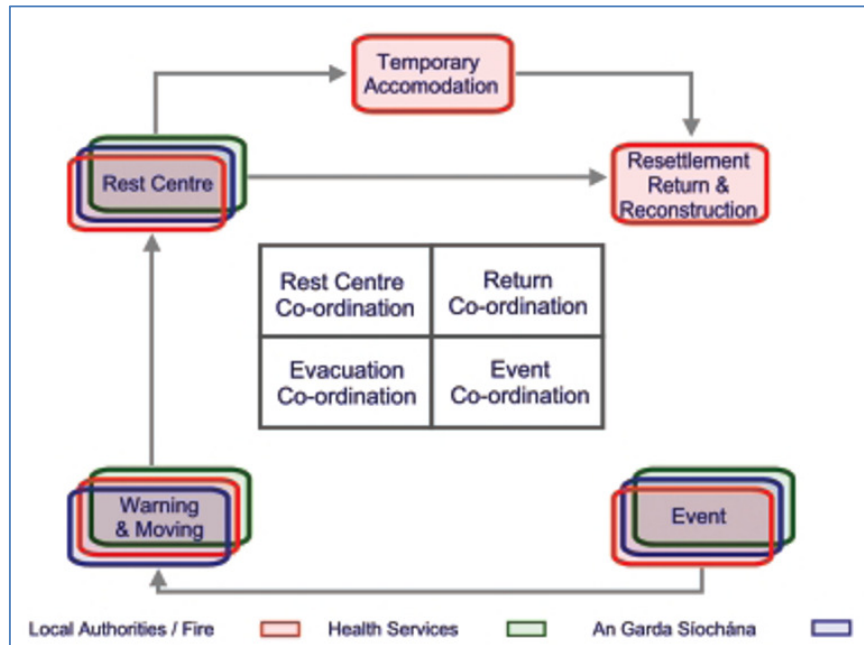


Figure 7.13.1- Structure of Evacuation

will be considerable concern among both the persons immediately affected and the wider public. In such situations, the Health Service Executive Controller of Operations should ensure that the local public health services are informed of the situation as soon as possible so they can become involved in the response at the earliest possible stage.

GFRS may provide assistance in relation to determining danger areas and limits of concern, including where possible the use of consequence and effect modelling.

7.13.5 Upper Tier COMAH Sites

Specific evacuation procedures for COMAH sites in Galway City and County have been identified in the relevant External Emergency Plans drafted by the Local Competent Authorities including Galway County Council. COMAH sites in Galway City and County are:

- Circle K Oil Terminal, Galway Harbour – Upper Tier
- Colas Bitumen Emulsion West, Oranmore, County Galway – Upper Tier
- Tynagh Energy, Tynagh, County Galway – Lower Tier

7.13.6 Evacuation Sub-Plan

An Evacuation Sub-Plan is contained in **Appendix 19**, a list of transportation providers in **Appendix 21**, and potential emergency accommodation contact details is contained in the GIS-based **Galway Emergency Mortality Management System (GEMMS)**.

Section 7.14 - Early and Public Warning Systems

7.14.1 Monitoring Potentially Hazardous Situations

Early warning systems are currently in place for Severe Weather forecasts including flooding. This is a 24 hour service provided by Met Éireann and the Office of Public Works. Weather warnings are usually colour coded (yellow, orange and red in order of severity) with warning threshold criteria identified by the issuing Authority. Weather warnings will be coordinated by the National Emergency Co-Ordination Centre (NECC).

There may be a need to inform the public of the current situation or of a possible need for evacuation. Under the **Severe Weather or Flood Response Plans**, Galway County Council's **Severe Weather Assessment Team (SWAT)** will review forecasts based on information provided by Met Eireann and the OPW. Where necessary the CMT will be convened and also the Local Co-Ordination Group if deemed necessary. Further details in relation to severe weather planning is contained in **Section 11 and Appendix A20**. Severe weather plans include the following:

- GCC Severe Weather (Other Than Flooding) Plan, and
- GCC Flood Emergency Response Plan

Other warning systems are in place for other emergencies including public water contamination, road closures etc and are available on the Galway County Council Intranet.

7.14.2 How Warnings are Disseminated

Warnings may be disseminated to the public by use of some or all of the following mediums:

- Radio and T.V. broadcasting
- Web / internet services including social media
- Local helpline / information line
- Automated text services (MapAlerter)
- Established site-specific warning systems
- Door to door
- Vehicle public address
- Severe weather event management system – automatic social media messages for weather alerts and road closures
- Road closure map (Galway.ie)

For non-weather-related emergencies, immediate public safety messages should be issued via An Garda Síochána Press Office using the following principles:

- **I**nform
- **R**eassure
- **A**dvice

Section 7.15 - Emergencies Arising on Inland Waterways

7.15.1 Liaison with the Irish Coast Guard

An Garda Síochána are the initial Lead Agency for 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.

Galway County Council can provide assistance from Galway Fire and Rescue Service and Galway Civil Defence for swiftwater / flood rescue / search and recovery operations and both organisations have significant training and equipment (including drone technology). In Galway City and County, Galway Fire and Rescue Service are likely to be the first responding agency, and in the City co-responding arrangements are in place through the ***Inter-Agency Water Rescue Protocol for Galway City***.

There are also some inland water rescue volunteer organisations that may be asked to provide assistance such as the Irish Coastguard, RNLI and Corrib – Mask Community Rescue Boat and Oranmore – Maree Coastal Rescue Unit.

7.15.2 Receiving 999/112 Calls and Mobilising of Resources to Inland Waterway Emergencies

The Irish Coast Guard has responsibility for receiving 999/112 calls and the mobilising of resources to Inland Waterway emergencies.

The functional area of Galway County is covered by two different coast guards areas – Valentia Coast Guard and the Malin Coast Guard. There are two coast guard coastal teams in Costelloe Bay and Cleggan. There are two relevant Coastguard helicopters – R115 based in Shannon and R118 based in Sligo, Contact Details of the Irish Coast Guard are contained in ***Appendix B15***.

In the fast flowing waters around Galway City a fast response of relevant agencies is necessary and specific reciprocal mobilisation procedures are contained in the ***Inter-Agency Water Rescue Protocol for Galway City***.

Section 7.16 - Emergencies Arising on Off-Shore Inhabited Islands

7.16.1 Overview of the Islands

Galway has four large inhabited islands (not connected by a land bridge) with populations as outlined in **Table 7.16.1** below. Inis Mor has shown a population decrease of almost 10% since the previous census while Inis Meain, Inis Oirr and Inisboffin have shown population increases of between 9 and 17%. All of the islands are significant tourist attractions which results in significant temporary population and ferry traffic increases during the Summer months. The three Aran islands are served by ferry and air links to the mainland while Inisboffin is served by a ferry only.

Island	Population Census 2016
Inis Mor	762
Inis Meain	183
Inis Oirr	281
Inisboffin	175

Table 7.16.1 - Island Populations

7.16.2 Routine Emergency Incidents on the Islands

Routine medical incidents on the islands are dealt with by HSE island-based assets (generally Doctors and Public Health Nurses depending on the island) supported by the IRCG rescue helicopter service and the HSE / Air Corps Emergency Aeromedical Service.

Inis Mor is the only island with its own Fire Brigade (GY21) and a Garda presence. A Fire Service response to routine incidents for the other islands, or to support the Brigade on Inis Mor is enabled by the **GFRS Island Response Plan** which utilises the inter-agency plan referred to in **Section 7.16.3** below. Other mitigation measures are also in place including pre-positioning of equipment including water tankers and targeted community fire safety programmes.

7.16.3 Major Emergency Incidents on the Islands

An **Inter-Agency Island Response Plan** has been developed by the Principal Response Agencies, the IRCG and Aer Aran Islands who operate the three island airports and Connemara airport Inverin. They also have responsibility for the air strips at Cleggan near Clifden and Inisboffin both of which are not currently in use except by the IRCG. This plan is revised and exercised annually in addition to other standard island exercises.

Section 7.17 - Safety, Health and Welfare Considerations

7.17.1 Safety, Health and Welfare of Staff

Under the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work Act (General Application) Regulations 2007, Galway County Council has a legal obligation to safeguard as far as is reasonably practicable, the Safety, Health and Welfare of its staff including while responding to emergencies. Galway County has a corporate safety statement and an ISO 45001 accredited safety management system which set out the approach of Galway County Council to managing safety and meeting its statutory requirements. The Council will implement safe work systems and methods to protect the safety, health and welfare of all involved in executing the Major Emergency Plan. At the site of an emergency the Council will operate its own safety (including personal protective equipment) and welfare management procedures. The Council is committed to implementing, controlling and maintaining a programme that ensures where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level.

All Galway County Council staff have a legal obligation in relation to Safety, Health and Welfare at work and are required to follow guidelines contained in their Council's safety procedures/safety statement. In addition staff must comply with all health and safety rules and regulations and attend all relevant health and safety training provided.

17.7.2 Support Arrangements for Safety of Council and Rescue Personnel

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 generally be appointed having responsibility for the oversight and management of the safety of the Council's response personnel. All other relevant officers will continue to exercise command over their own personnel working on-site.

17.7.3 Personal Protective Equipment

All Galway County Council personnel will wear appropriate personal protective equipment at the site of a Major Emergency. As a minimum this will consist of a hard hat, hi-viz jacket, wet weather clothing, gloves and safety shoes/boots. Additional equipment may be required for specific tasks as outlined in the safety management system including additional eye, ear and respiratory protection.

17.7.4 Operating within the Danger Area

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'.

Each section of Galway County Council should establish from the On-Site Co-Ordinator if a Danger Area has been defined (see **Section 7.9**) as part of site management arrangements and, if so, what particular safety provisions may apply. No member of Galway County Council shall operate within the Danger Area without permission and without applying the safety provisions in force. Where any doubt exists the Galway Fire & Service Incident Commander should be consulted.

17.7.5 Procedures and Evacuation Signal for the Danger Area

Where a situation deteriorates to a point where the Officer in Charge of the Danger Area decides that it is necessary to withdraw response personnel from a Danger Area. An evacuation message will be sent over the communication network. Additionally, a signal comprising **repeated sounding of a siren for ten seconds on, ten seconds off**, will be given. All personnel should withdraw on hearing this signal to a pre-determined safe zone. The Principle Response Agencies / Principle Emergency Services will confirm that all of their personnel have evacuated.

17.7.6 Physical Welfare of Responders (food, shelter, toilets)

Galway County Council's Controller of Operations will ensure that appropriate welfare arrangements and facilities including rest, food, shelter and toilets are provided for all response personnel at the site.

Shelters

GFRS and Galway Civil Defence have a total of 8 air shelters available for use. Additional tentage may be requested through the Defence Forces

Emergency Replacement Clothing

GFRS currently has 50 sets of emergency clothing on its Hazmat Unit (pre and post-decontamination but which can be used for other emergencies).

Bedding

Galway Civil Defence currently has 30 sets of fold-up beds and sleeping bags. Additional sets can be sourced through the Defence Forces.

Feeding

Short term feeding arrangements may be sourced from local service providers. For extended incidents this function may be assumed by welfare teams from Galway Civil Defence who are FSAI certified and trained in taking over an existing kitchen, or to set up an Emergency catering unit in any existing building. Galway Civil Defence does not currently possess a mobile feeding unit and the nearest available FSAI certified 3 tonne Mobile Feeding Unit is in Roscommon Civil Defence which would be available to Galway Civil Defence by arrangement. Additionally, Galway Civil Defence carries a small stock of pack rations and further assistance may be requested from the Defence Forces

The level of on-site welfare provision is dependent on the situation but will generally be;

- **For 2 hours or less** all that would be required is tea/coffee, water and light refreshments

- For **2 to 4 hours** a light lunch would be necessary for example soup and sandwiches
- For **4 to 12 hours** a hot meal is vital
- For **periods longer than 12 hours**, a comprehensive feeding and rest programme is essential. Galway County Council will endeavour to provide hot meals every 4 to 5 hours

Temporary Accommodation and Toilets

Temporary accommodation and toilet arrangements can be made locally or provided by external service providers (see **Appendix B22**)

7.16.7 Psycho-Social Support for Personnel

The demands of a Major Emergency will impact heavily on the resources, both human and material, of the responding agencies. Recent incidents have shown that welfare and trauma support should be made available to staff of organisations deployed in major incident scenarios. This support should be available from the very outset and early stages of the incident where required, and if requested by individual organisations. The responsibility for identifying the need for welfare support rests jointly with the individuals, their managers and the department within each organisation with responsibility for staff welfare.

Those who are particularly traumatized by the events of a Major Emergency may require skilled professional help, this will be provided by Galway County Council. Currently an **Employee Assistance Programme** exists which enables employees and their immediate family to access confidential advice and support 24 hours a day 365 days a year. This type of service ensures confidentiality and overcomes the cultural resistance to such a service. These facilities should also be made available to support staff, even if they are not directly involved at the scene, e.g. administration staff, drivers and communications staff. During a major emergency staff should be briefed and reminded of the availability of support services.

Galway Fire and Rescue Service and Galway Civil Defence personnel also have separate critical incident stress management programmes (CISM) available given the nature of their work. This system includes peer supporters and specialist assistance through group debriefs or personal counselling (confidential).

Additional support in this area and perhaps for specific and very traumatic events can be provided through the HSE.

Section 7.18 - Logistical Issues/ Protracted Incidents

7.18.1 Arrangements for Rotation of Front-Line Rescue / Field Staff

Front line rescue / field staff will be relieved at protracted incidents in accordance with Galway County Council safety, health and welfare arrangements. Crews from the West Region may be called upon to assist and support the emergency.

7.18.2 Maintaining Adequate Equipment and Supplies

The Crisis Management Team in conjunction with the Local Co-Ordination Group will ensure that there is adequate equipment and supplies for the response to the incident. Where necessary mutual aid arrangements with adjacent Local Authorities will be utilised. Support can also be obtained through the NECG.

7.18.3 Arrangements for Ongoing Welfare of Field Staff

Staff welfare arrangements need to be given priority during the response and recovery stages of an incident, so that the needs of all staff, both emergency response teams and general staff (including management), are catered for. In addition, the needs of staff that are not directly involved in responding to the incident should also be considered. Those members of staff who continue in their normal work are supporting colleagues in the emergency response and may be taking on additional work in the process. They can be as critical to the organisation's response as those involved on-site.

Galway County Council's Controller of Operations should ensure that appropriate rest and refreshment facilities are provided for response personnel as well as for survivors in accordance with **Section 7.17**.

7.18.4 Maintaining Normal Emergency Cover During a Major Emergency

The Crisis Management Team in conjunction with the Local Co-Ordination Group will make the necessary arrangements to ensure the normal emergency cover is maintained where possible in areas where resources have been depleted by the Major Emergency.

Section 7.19 - Investigations

7.19.1 Investigations Arising from the Emergency

The scene of a suspected crime will be preserved until a complete and thorough examination has been made. An Garda Síochána will need to obtain evidence of the highest possible standard and will require that all evidence is left in situ, unless a threat to life or health prevents this. Statements may be required from Galway County Council staff on their involvement at the scene.

7.19.2 Preservation of Evidence

The preservation of the site of a Major Emergency, which results from criminal action, is of paramount importance and should receive a priority rating from the outset. 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 incurs the responsibility of 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. Statutory investigations other than criminal investigations may also depend on the preservation of evidence.

Galway County Council will have some role in site clearance, demolition, clean-up operations, removal and disposal of debris. Such activity is only to be completed following consultation with and approval of An Garda Síochána (or other investigative body) to avoid the possible unnecessary destruction of evidence. **At all times the priority of the response remains the protection of life.**

7.19.3 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:

- the Health and Safety Authority (HSA)
- the Air Accident Investigation Unit (AAIU)
- the Marine Casualty Investigation Unit (MCIU)
- the Environmental Protection Agency (EPA)

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.

Section 7.20 - Community / VIPs / Observers

7.20.1 Links with Communities Affected by an Emergency

Where communities are affected by a Major Emergency, efforts should be made to establish contacts / links with the community utilising established links such as Community Groups/ Public Representatives, Community Liaison Officers within the community, and the Public Participation Network.

7.20.2 Arrangements for Receiving VIPs Who Wish to Visit

All requests for visits to the site or facilities associated with it should be referred to the Local Co-Ordination Group. Requests for visits to Agency specific locations should also be referred to the Crisis Management Team. Public representatives and other dignitaries may wish to attend the site of the emergency, as well as associated facilities, such as hospitals, to express sympathy on behalf of the public to the injured and bereaved, and to support the emergency response workers.

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.

7.19.1 Arrangements for National / International Observers

National and International observers may request to attend the incident. The presence of experts from other regions or jurisdictions, who wish to act as observers at an incident, can greatly enhance operational debriefings and facilitate the process of learning lessons from the emergency. The Local Co-Ordination Group should make arrangements to facilitate any such observers whenever possible.

Section 7.21 - Standing-Down the Major Emergency

7.21.1 Standing-Down of the Major Emergency

The decision to stand down the Major Emergency status of the incident at the site should be taken by the On-Site Co-Ordinator in consultation with the other Controllers of Operations and the Local Co-Ordination 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 plan may be stood down generally following agreement by the three Principal Response Agencies responding to the emergency or in respect of all or certain Galway County Council services following consultation with the other Principal Response Agencies.

Even after this Plan has been stood down, certain County Council services may be required to continue carrying out activities related to the emergency and in such circumstances full control shall revert to the heads of those services.

7.21.2 Operational Debriefing and Reporting of Activity

When the incident has ended, Galway County Council will, if feasible, conduct a hot debrief for its staff that are involved in the emergency. In addition the two other Principle Response Agencies involved in the incident will hold a series of operational debriefs. Galway County Council will review their response, and the inter-agency co-ordination aspects of the response after every declaration of a Major Emergency.

A multi-agency cold debrief will then be held and lessons learned will be incorporated into a revised Major Emergency Plan as necessary. This review should be hosted by the Lead Agency and involve all services which were part of the response. The purpose of the review should be to formulate the lessons learned from the incident in relation to co-ordination and to document these.

Multi-agency debriefs should consider the contribution provided by other, non-emergency service agencies to expand the knowledge and learning process that debriefs should collate. This is notwithstanding the potential conflict of interest that may result in later investigations. This aspect should be considered when inviting Agencies other than Principal Emergency Services to the debrief.

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 would be disclosed to individuals involved in legal proceedings.

Section 8 - Agency Specific Elements and Sub-Plans

8.1 Agency Plans

When planning and preparing for a Major Emergency it is important that all Major Emergency Plans tie in with the functions of the other Principal Response Agencies. A summary of functions of each Principal Response Agency is included in the Appendices.

- Galway County Council **Appendix A14**
- An Garda Síochána **Appendix A15**
- HSE West **Appendix A16**

Galway County Council will respond to an emergency in accordance with its own predetermined arrangements, and with the assumption that other services are doing likewise. The Principal Response Agencies may make arrangements with others to assist them in undertaking functions, but responsibility for the functions remains with the Principal Response Agency.

Arising from the risk assessment process described in **Section 3**, Galway County Council's Major Emergency Plan has identified where specific plans / arrangements exist for responding to emergencies. A number of Sub-Plans exist within Galway County Council;

8.2 Internal Sub-Plans & Stand-Alone Plans

- Evacuation Sub-Plan **Appendix A19**
- Severe Weather Sub-Plan
- Oil Pollution Sub-Plan
- Flood Response Sub-Plan
- Protection of Drinking Water Supplies Sub-Plan
- GFRS Major Incident Plan – Galway Harbour
- GFRS Major Incident Plan – Island Response
- GFRS / Galway Civil Defence Flood Response Plan

8.3 External Sub-Plans

- Local Mortality Management Plan
- External Emergency Plans for Circle K, Colas and Tynagh Energy
- Galway Racecourse Inter-Agency Site-Specific Emergency Plan
- Inter-Agency Island Response Plan

8.4 Regional Plans

- Regional Communications / Media Plan
- Regional Mass Fatalities Plan
- Plan for Regional Level Co-Ordination

Section 9 - Plan for Regional Level Co-Ordination

9.1 Regional Level Major Emergency

Each Principal Response Agency has participated in the preparation of a **Plan for Regional Level Co-Ordination**, which sets out arrangements for response to Major Emergencies at Regional Level. Regional Level Major Emergencies may be declared, with the **Plan for Regional Level Co-Ordination** activated. This will provide for mutual aid, support and co-ordination facilities to be activated in a region, the boundaries of which are determined to suit the exigencies of the particular emergency.

Galway County Council is among four Local Authorities in the Western Major Emergency Region. Building on good practice that has emerged over the years, the Principal Response Agencies, within the Western Region have worked together to co-ordinate the inter-agency aspects of Major Emergency preparedness and management. This region incorporates the following counties;

- County Galway
- Galway City
- County Mayo
- County Roscommon

9.2 Declaring a Regional Level Major Emergency

A Regional Level Major Emergency may be declared where the nature of an emergency is such that:

- The resources available in the functional area of County Galway 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 functional 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, after consultation with the other Principal Response Agencies may declare a Regional Level Major 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 Co-Ordination 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.

The Lead Agency which has declared the Regional Level Major Emergency will convene and chair the Regional Co-Ordination Group.

Depending on the circumstances, the goal of regional co-ordination may be achieved by using:

- a single Regional Co-Ordination Centre; or
- A Regional Co-Ordination Centre supported by one or more Local Co-Ordination Centres

Any of the nominated Local Co-Ordination Centres may be used as a Regional Co-Ordination Centre, or a specific Regional Centre may be designated for this purpose.

Section 10 - Links with National Emergency Plans

10.1 Activation of the Plan in Response to National Emergencies

Each Principal Response Agency should provide for working with appropriate National bodies and responding to and activating appropriate aspects of their Major Emergency Plans following requests arising from National Emergency situations as per **Figure 10.1**. The Major Emergency Plan for Galway County Council may be activated by one of the Principal Response Agencies on request from a body acting under the provisions of one of the following National Emergency Plans:

10.1.1 National Emergency Plan for Nuclear Accidents

In the event of a nuclear or radiological emergency resulting in the activation of the **National Emergency Plan for Nuclear Accidents (NEPNA)**, the National Emergency Co-Ordination Group (NECG) will be convened and chaired by the Department of Housing, Planning and Local Government (DHPLG). The Group will be advised by the Radiological Protection Institute of Ireland (RPII) and other Agencies in relation to the measures necessary to protect the Public. The Plan may be activated irrespective of whether the incident occurs in Ireland or in a neighbouring country.

The **NEPNA** contains details of the pre-planned specific personal and public actions and protective measures to be taken. The advice provided and the measures taken will depend on the type and extent of the incident and the areas of the country that are affected.

Galway County Council will assist in the provision of accommodation and welfare arrangements for evacuees and displaced persons and will also assist in the provision of food and rest facilities for those responding to the emergency. Guidance for the Principle Response Agencies is provided in the **Protocol for Multi-Agency Response to Radiological / Nuclear Emergencies**. Galway Civil Defence will have a monitoring role in relation to nuclear emergencies. GFRS will also respond to local radiological emergencies as necessary.

10.1.2 Public Health (Infectious Diseases) Plan

Notifiable infectious diseases are reported to the Department of Health for their investigation and control. Investigation and control measures are outlined in the **National Plan for Infectious Diseases (NPID)**. These diseases are also reported in anonymised format, to the Health Protection Surveillance Centre (HPSC) for National surveillance.

Depending on the seriousness of the outbreak, the National Emergency Co-Ordination Group (NECCG) may be convened and chaired by the Department of Health (DH). The NECC and the relevant Director for Public Health will provide Galway County Council with appropriate advice in order to guide them in their functions under their own Major Emergency Plan. Guidance for the Principle Response Agencies is provided in the **Protocol for Multi-Agency Response to Public Health Emergencies**.

10.1.3 Animal Health Plan

Galway County Council has appointed a Local Authority Veterinary Inspector (LAVI) to provide advice and assistance in the event of an outbreak of an infectious animal disease within County Galway. In addition to this a number of guidance documents have been prepared by the Department of Agriculture, Food and Marine (DAFM) which provide guidance on the role of Galway County Council during an animal disease outbreak. The following Protocols have been issued:

- Foot and Mouth Disease
- Avian Influenza
- Swine Influenza

In addition to these Protocols, further guidance has been released and distributed to all Local Authorities on **Whole-House Gassing of Poultry in Response to an Outbreak of Avian Influenza** and the role which the GFRS will undertake during an outbreak. All relevant Fire Services Personnel have received vaccinations as required by the **Avian Flu Protocol**. A **Foot and Mouth Disease Operations Manual** has also been issued by the DAFM.

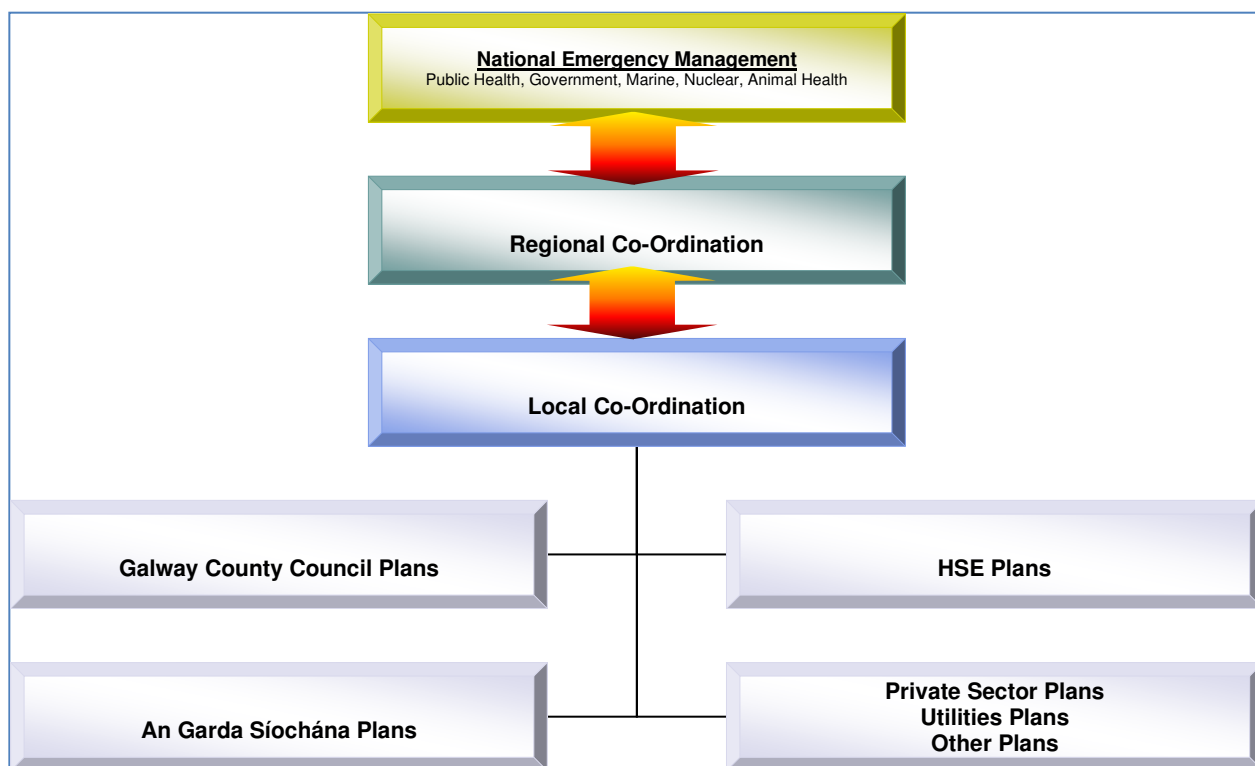


Figure 10.1 Linking Major Emergency Plans with National and Other Plans

10.2 Activation of the Plan on Request of the Irish Coast Guard

As Galway has a very long Atlantic coastline, this Major Emergency Plan may be activated by Galway County Council in response to a request from the Irish Coast Guard following a threatened or actual emergency in the Irish Maritime Search and Rescue Region.

10.3 Activation of the Plan on Request of a Minister of Government

The Major Emergency Plan of Galway County Council may be activated in response to a request from a Minister of Government in light of an emergency / crisis situation. National bodies, operating under a National Emergency Plan may request Galway County Council to assist in a response or to perform their normal functions / roles arising from a National Level Major Emergency as shown in **Figure 10.1**. Roles of the Local Authority might include;

- Monitoring and / or reporting on impacts in their functional area
- Undertaking pre-assigned roles in National Emergency Plans such as implementing or co-ordinating counter measures in their functional area
- Undertaking certain tasks following an emergency or crisis
- Acting as a communications and co-ordinating conduit

10.4 National Guidance Documents

The following guidance documents have been issued by the National Directorate for Fire and Emergency Management (NDFEM) of the Department of Housing, Planning and Local Government;

- A Framework for Major Emergency Management
- A Framework for Major Emergency Management – Appendices
- A Guide to Preparing a Major Emergency Plan
- A Guide to Flood Emergencies
- A Protocol for Multi-Agency Response to Flood Emergencies
- A Guide to Severe Weather Emergencies
- A Guide to Local Coordination Centres
- A Guide to Risk Assessment
- A Guide to Motorway and Dual Carriageway Emergencies – Strategic
- A Guide to Motorway and Dual Carriageway Emergencies – Tactical
- A Guide to for PRA Local Competent Authorities – SEVESO III
- A Protocol for Multi-Agency Response to Radiological / Nuclear Emergencies
- A Protocol for Multi-Agency Land-Based Response to Marine Emergencies
- A Protocol for Multi-Agency Response to Rail Related Emergencies
- A Guide to Managing Evacuation and Rest Centres
- Inter-Agency Public Communications Plan - Media Liaison
- A Guide to Working with the Media
- A Guide to Working with the VES
- A Guide to Planning and Staging Exercises
- A Guide to Undertaking an Appraisal

- A Guide to Host Nation Support for the Principal Response Agencies
- A Guide to Miscellaneous Issues
- National Temporary Mortuary Arrangement - Standard Operational Procedures
- National Temporary Mortuary Arrangement - Operational Standard / Operational Procedures

Section 11 – Summary Severe Weather Sub-Plans



Figure 11.1 - Severe Snow Events

11.1 Severe Weather Emergencies

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 of the Principal Response Agencies to severe weather events.

Severe weather events are forecast by Met Éireann. Arrangements are 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. The Office of Public Works will also issue coastal flood, river catchment and surge warnings to Local Authorities. Warnings are issued by e-mail to the **GCC Severe Weather Group**.

The severe weather warnings cover events that cause significant disruption or constitute a significant risk to people. The types of severe weather and flooding conditions that are considered appropriate for contingency planning purposes under the Sub-Plans are severe storms and gales, persistent low temperatures and heavy snow, heat waves and major flooding. The type of specific severe weather event risks which are assessed are outlined in **Table A11.1** below.

11.2 Severe Weather Assessment

Not all severe weather events will be Major Emergencies, but the principles and arrangements for co-ordinated response to Major Emergencies should inform all response agencies in relation to severe weather events. Local Authorities will ensure that effective arrangements are in place to receive and respond promptly to public service

severe weather and flood warnings issued by Met Éireann and the OPW. Galway County Council's **Severe Weather Assessment Team (SWAT)** will convene at an early stage and provide information to the CMT and the LCG if convened. The Council will repeat Public weather warnings automatically on their website and via the text messaging service MapAlerter.

Risk Categories	Outcome Description for Planning Purposes
Storms and Gales	Storm force winds affecting most of the region for at least 6 hours.
Low temperatures and heavy snow	Snow lying over most of the region for at least one month. Most lowland areas experience some snow falls in excess of 30 cm, some drifts in excess of 1m, and a period of at least 7 consecutive days with daily mean temperatures below -3C.
Major local flooding (including coastal)	A sustained period of heavy rainfall extending over two weeks, perhaps combined with snow melt, resulting in steadily rising river levels over a region. Localised flooding of more than 1,000 and less than 10,000 properties. There would be a major impact on minor roads and some National Primary and Secondary roads impassable for a time. Some main rail lines would be closed (where bridges are deemed to be unsafe for example). Some minor rail lines and stations would be closed.
Localised flash flooding	Heavy localised rainfall leading to flash flooding. Likely that no flood defences in place. Flooding of up to 200 properties.
Heat wave	Extended period of weather with minimum day temperatures of 30°C and minimum night temperatures of 16°C

Table 11.1 - Severe Weather Events

11.3 Sub-Plans for Responding to Severe Weather Emergencies

Galway County Council has two severe weather Sub-Plans in place which form part of the Major Emergency Plan namely:

- The Flood Response Plan, and
- The Severe Weather (Excluding Flooding) Plan

The Sub-Plans provide a framework for the activation, allocation and deployment of Council resources in the event of a severe weather occurrence. However, many of the weather events may not necessitate the declaration of a Major Emergency.

11.3 Flooding Emergencies

Galway County Council has a separate **Flood Response Sub-Plan** which is a Sub-Plan of this Major Emergency Plan. Flood events are generally classified as:

- **Fluvial** – flooding associated with rivers where the banks are over-topped. Historically this has typically affected Ballinasloe, Loughrea, Craughwell, Tuam, Gort and Claregalway
- **Pluvial** – flooding associated with surface water and surface ponding. This a particular issue annually in South Galway
- **Coastal** – flooding along the Galway coast is a potential issue annually particularly in a combination of strong Southerly winds, weather depressions, high tides and tidal surges. Oranmore and Connemara are particularly susceptible

The OPW provides a flood and surge warning service to the Local Authority.

11.3 Severe Weather (Excluding Flooding) Sub-Plan

Galway County Council has a separate **Severe Weather (Excluding Flooding) Sub-Plan** which caters for weather related emergencies other than flooding and is a Sub-Plan of Galway County Council's Major Emergency Plan.

Met Eireann Issue three types of weather warnings in order of severity as follows:

- Yellow
- Orange
- Red

These warnings are summarised in **Figure 11.2** below.

STATUS YELLOW – **Weather Alert – Be Aware**The concept behind YELLOW level weather alerts is to notify those who are at risk because of their location and/or activity, and to allow them to take preventative action. It is implicit that YELLOW level weather alerts are for weather conditions that do not pose an immediate threat to the general population, but only to those exposed to risk by nature of their location and/or activity.

STATUS ORANGE – **Weather Warning – Be Prepared**This category of ORANGE level weather warnings is for weather conditions which have the capacity to impact significantly on people in the affected areas. The issue of an Orange level weather warning implies that all recipients in the affected areas should prepare themselves in an appropriate way for the anticipated conditions.

STATUS RED – **Severe Weather Warning – Take Action**The issue of RED level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving their families out of the danger zone temporarily; by staying indoors; or by other specific actions aimed at mitigating the effects of the weather conditions.

Figure 11.2 Met Eireann Severe Weather Warnings

11.4 Pre-Planning for Weather Emergencies

Galway County Council implements an annual winterisation programme annually in anticipation of severe weather events and have considerable experience of dealing with such events over the years. This programme involves:

- The continuous monitoring of weather forecasts and updating of key personnel and the emergency services
- Reacting to weather advisories and warnings as issued Nationally
- Maintaining vehicles and equipment including gritters and snow ploughs in a state of readiness
- Gritting road infrastructure at pre-set temperature levels
- GFRS and GCD maintain water / flood rescue assets in a state of readiness as per their joint flood response plan

A Winter-Ready information campaign is launched annually by the NECG and the Office of Emergency Planning (OEP) to provide advice to the Public and Business Community. A dedicated web site and information booklets are available.

11.5 Possible Effects of Weather Emergencies

The possible effects of a severe weather event are;

Storms

- Cars blown out of lanes on roads
- Widespread removal of branches from trees; many trees uprooted
- Tiles, slates and chimneys dislodged from many buildings; some structural damage
- Road obstruction
- Widespread damage to buildings; some buildings collapse
- Flooding

Flooding

- Homes and businesses flooded and uninhabitable
- Routes impassable
- Isolation of communities
- Coastal damage
- Loss of critical infrastructure

Snow / Blizzard

- Major routes impassable
- Local loss of power and telecommunication lines
- Isolation of Communities
- Supply chain disruption

11.6 Response and Coordination for Weather Emergencies

Within Galway County Council, the response to a severe weather event is coordinated by the **Severe Weather Assessment Team (SWAT)** and the **Crisis Management Team**

Level	Description	Warning Level
1	Routine Weather Events or All Clear	Nil
2	Routine Severe Weather Event	Yellow
3	Exceptional Severe Weather Event	Orange / Red
4	Major Emergency	Red

Table 11.2 - Severe Weather Response Levels

(CMT) and the Municipal Districts using the **Severe Weather Event Management System (SWEMS)**. There are four levels of response as outlined in **Table 11.1** above, and as with all emergencies inter-agency cooperation will be vital and the LCG may also be activated.

A severe weather event may cause major transport disruption and would seriously affect the Council's ability to deliver services around the region and also impact on traffic entering the region from neighbouring areas. This would also have an effect on the Principal Emergency Services and their ability to respond. Priority will be directed towards keeping the Motorways and National Primary and National Secondary Roads open. These include the M6 / N6, M17 / N17, M18 / N18, N59, N84, N83, N63, N65, N66 and the N67. These routes will be prioritised to remain open to traffic to keep connection between the major towns in the County and with the hospitals and medical centres.

11.7 Public Information

It will be important to provide full information at the earliest opportunity to those likely to be affected by the disruption, including residents, staff and Members of the Council, other Agencies and the media. In the event of National Roads being significantly affected by snow or floods, road closures and detours will be required. The travelling public will be informed and alerted through the Media (Radio) and with the use of Variable Messaging Signs (VMS) erected where feasible at strategic locations.

11.8 Declaration of a Major Emergency

A Major Emergency declaration as a result of a severe weather event will require inter-agency support and also inter-Department co-operation within Galway County Council. Housing, Infrastructure and Operations, Water Services, Environment Sections and the Emergency Services will all have a role in dealing with the Emergency. In the event of the declaration of a Major Emergency as a result of a severe weather event, the Council will seek to:

- Identify those areas most likely / severely affected
- Implement co-ordination procedures
- Implement actions as identified in the Sub and Section plans
 - For severe snow implement the Infrastructure and operations section & severe weather plan for maintaining critical roads open to transport

- For major flooding implement evacuation if required as per the evacuation procedure.
- Give priority to vulnerable areas and people
- Work closely with partner organisations including the Principal Response Agencies, Principal Emergency Services and Utility Companies in our response to the emergency

In the event of the declaration of a Major Emergency as a result of a severe weather event, the Council will take the following action:

- The Municipal Districts will endeavour to keep the motorways and National roads open by deploying snowploughs
- Municipal District teams will be deployed to assist with local access in emergency situations for the supply of essential food and heating material and for access for the health service and partner organisations
- In the event of severe flooding to homes and property, arrangements will be made for the evacuation where properties are uninhabitable (the evacuation will be coordinated in accordance with **Section 7.13** and **Appendix A19**)
- Provision of sandbags from Council stores and pumping equipment may be deployed where appropriate
- The Council staff will work with other organisations and the ESB and telecom companies to assist in their works to maintain essential services
- Deploy work crews and equipment to maintain drainage systems
- Increase output at pumping stations to assist with storm water drainage
- Deploy work crews and plant to flood risk areas to undertake flood alleviation works
- Evaluate resources and equipment required to contain the incident
- Identify methods of draining affected properties and areas
- Establish shift systems & staff welfare facilities
- Provide advice and direction on drainage issues to the On-Site Coordinator
- Provide information on the incident to Crisis Management Team and/or the Local Coordination Group through SWEMS
- Arrange for the distribution of flood defence equipment to priority defence locations
- Deploy resources & equipment to assist householders & business to drain flood waters from their premises
- Inform Environmental Health and Public Health Sections of the HSE of any public health issues which may arise
- Liaise with other responding agencies at an operational level
- Provide advice to the Public on measures to be taken to alleviate the flood impact
- Formulate Public information requirements
- Alleviate the impact on critical infrastructure e.g. affecting water or sewerage treatment facilities and/or other utilities
- Assist with the installation of temporary flood defences for the protection of property
- Arrange for the deployment of temporary defence solutions where required
- Arrange for the provision of heavy goods vehicle drivers, for relief duties
- Arrange for the provision of flood hazard maps to assist in the designation of operational sectors by the On-Site Co-Ordinator
- Mobilise GCD to provide critical transport in conjunction with the HSE / NAS



Figure 11.4 - GCC Road Gritting During Severe Weather

Section 12 - Site and Event Specific Arrangements and Plans

12.1 Site / Event Specific Emergency Plans

As a consequence of the Risk Assessment process detailed in **Section 3** of this Plan a number of sites and events have been identified as requiring site and event specific plans. These plans are to be considered Sub-Plans of the Major Emergency Plan and are as follows:

- GFRS Major Incident Plan for Galway Harbour
- Inter-Agency Plan for Island Response in conjunction with the Irish Coastguard
- Site Specific Inter-Agency Emergency Plan for Galway Racecourse – Additional event management and traffic management plans are completed annually by the Galway Race Committee and An Garda Síochána in consultation with Galway County Council
- Non-Routine Music Events / Sporting Events. Event management plans are completed prior events. Galway County Council personnel have an input into the planning of such events.

12.2 COMAH (SEVESO) Sites

Galway has two Upper Tier COMAH (SEVESO) sites - (Circle K, Galway Harbour and Colas, Oranmore), which require a site-specific External Emergency Plan. An External Emergency Plan also exists for the Tynagh Energy in Tynagh, Co. Galway which is a Lower Tier site. External Emergency Plans are deemed to be Sub-Plans of the Major Emergency Plans of all of the Principal Response Agencies including Galway County Council's Major Emergency Plan.

Name	Address	Classification	Activity
Colas Bitumen Emulsion West	Oranmore, Co Galway	Upper Tier	Chemical Plant
Circle K	Galway Harbour	Upper Tier	Fuel Terminal
Tynagh Energy	Tynagh, Co Galway	Lower Tier	Power Station

Table 12.1 COMAH Sites Galway

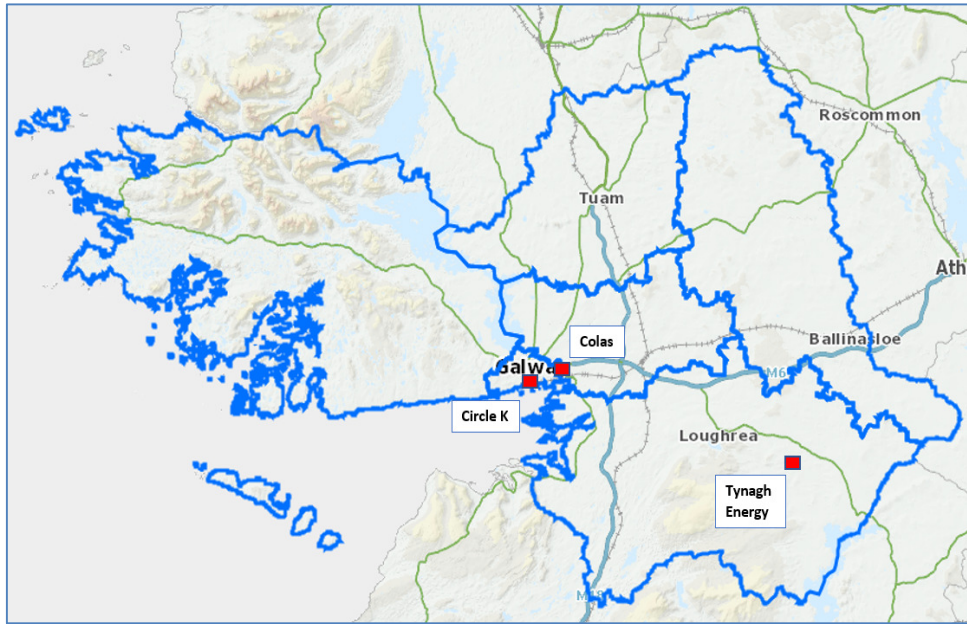


Figure 12.1 COMAH Sites Galway

Section 13 - The Recovery Phase

13.1 Support for Individuals and Communities

As the incident progresses towards the recovery phase, the Principal Emergency Services will need to consider a formal handover to Galway County Council in order to facilitate the Council's leading role in the return to normality, the rehabilitation of the community and restoration of the environment.

Although the emergency response stage may have passed, the recovery stage is also important and includes consideration of many strategic issues which need to be addressed, at both individual Principal Response Agency and Inter-Agency level. The recovery phase can typically 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

A structured transition from response to recovery is critical for Agencies, both collectively and individually. The recovery stage may be as demanding on Galway County Council resources and staff of the individual Agencies as the emergency itself, as work may extend for a considerable time after the incident.

13.1.1 Supporting Individuals and Communities Affected by the Emergency

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.

It is imperative that Galway County Council restores its critical services to a pre-emergency state as quickly and efficiently as possible.

It is in the later stages of a major incident (the recovery period and return to normality) that Galway County Council's involvement may be prolonged and extensive. The services and staff the Council 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 advice
- Building control

- Road services
- Public health and environmental issues
- Provision of reception centres
- Re-housing and accommodation needs
- Transport
- Social services
- Psycho-social support
- Help lines, and
- Welfare and financial needs

There are specific requirements for each Agency in the recovery process. These requirements are:

Local Authority

- Clean-up
- Rebuilding the community and infrastructure
- Responding to community welfare needs (e.g. housing)
- Restoration of services
- Administering financial aid in conjunction with other agencies

An Garda Síochána

- Identification of fatalities
- Preservation and gathering of evidence
- Investigation and criminal issues
- Dealing with survivors
- Dealing with relatives of the deceased and survivors, and
- Provision of an appropriate response to the immediate public need

Health Service Executive

- Provision of health care and support for casualties and survivors
- Support for relatives of casualties and survivors
- Responding to community welfare needs
- Restoration of health services
- Psycho-social support

13.1.2 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. For this reason, the arrangements for co-ordination of response should continue to operate during the transition from response stage to recovery stage. 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. From the earliest stage, it may be appropriate also for the Local, Regional or National Co-Ordination Group to appoint a Recovery Working Group to plan ahead.

It is recommended that Galway County Council's Crisis Management Team will continue to function until the issues arising in the recovery phase are more appropriately dealt with

by the Council's normal management processes. Such aid may also be dispensed through established support networks including the Irish Red Cross under the guidance of the Department of Social Protection or the Department of Health.

13.2 Clean-Up

In the aftermath of a Major Emergency the responsibility for coordinating the clean-up operation has been assigned to the Local Authority. The removal of debris and contaminated waste is of concern. Galway County Council in consultation with the EPA and specialist companies should 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.

13.2.1 Site Clean-up / Decontamination and the Removal of Debris

Galway County Council will ensure that the holder of waste material or polluting matter will be responsible for the clean-up of sites, the removal of debris and the decontamination of sites.

Following an incident, the holder of waste material or polluting matter shall carry out a Risk Assessment in order to limit or prevent a risk to public health and safety and/or environmental pollution. The Risk Assessment shall identify the hazards created as a result of the incident (both direct and indirect), all potential receptors and the possible interconnecting pathways. It shall quantify the level of risk associated with the site (based on the significance of the hazard and the sensitivity of the identified receptors) and recommend remedial measures which shall be approved by Galway County Council.

The selection of remedial measures is dependent on the results of the Quantitative Risk Assessment which will be site specific. It should be noted that prior to the Risk Assessment it shall be assumed that the waste material or polluting matter shall be removed from the site unless it can be demonstrated that an alternative provides greater protection to public health and the environment.

There are a number of Risk Assessment approaches and tools available. Agreement on the most appropriate response shall be sought from Galway County Council at the outset.

There may be situations where Galway County Council are directly involved in the clean-up effort and the following functions are likely:

- Arrange and oversee the clean-up of an affected area/s
- Engage specialist contractors to assist with recovery actions
- Arrange for site clearance, demolition, clear-up operations, removal and disposal of debris and decontamination

13.3 Restoration of Infrastructure and Services

Galway County Council will ensure that its critical services are restored to normal levels as quickly as possible. Galway County Council has a Business Continuity Plan to meet these demands.

13.3.1 Procedures and Arrangements for Monitoring the Recovery Phase

The Co-Ordination of emerging recovery issues may arise on the agendas of the Local, Regional or National Co-Ordination Groups from the earliest stages of the response phase. For this reason, the arrangements for co-ordination of response should continue to operate during the transition from response stage to recovery stage. At a point when the issues on the agendas of Co-Ordination Groups are largely recovery focused, it may be appropriate to re-title the group as the Local, Regional or National Recovery Co-Ordination Group. From the earliest stage, it may be appropriate also for the Local, Regional or National Co-Ordination Group to appoint a Recovery Working Group to plan ahead.

It is recommended that the Crisis Management Team should continue to function until the issues arising in the response phase are more appropriately dealt with by the Agency's normal management processes.

13.3.2 Liaison with Utilities

The utility companies may need to be mobilised in the response or recovery phases in order to provide essential services such as gas, water and electrical supplies and communications facilities. The senior representative of the utility companies will liaise directly with the LCG and senior members on-site will liaise with the Controller of Operations of Galway County Council who will remain in consultation with the On-Site Co-Ordinator if the Local Authority is not the Lead Agency.

13.3.3 Determining Priorities

The demands of a Major Emergency will impact heavily on resources, both human and material, of the responding agencies. Consideration needs to be given to managing the conflicting demands of the immediate emergency response, the longer-term recovery and the maintenance of normal services. Priorities will be decided by the On-Site and Local Co-Ordination Groups and the Crisis Management Team to ensure that the critical services are prioritised i.e. hospitals, water supply, food, communications, etc. Furthermore, the Crisis Management Team will ensure that all appropriate business continuity plans are implemented and key actions established.

13.3.4 Protection Against Continuing Hazards & Health and Safety

The recovery phase of the emergency may extend for days or weeks after the Major Emergency has been stood down. This phase may involve Galway County Council staff working in the field on clean-up or restoring Council services to the affected areas. During this phase the senior staff member of each Council section should be aware of hazards that arise as the situation changes and as such should periodically carry out a **Dynamic Risk Assessment** to ensure the continuing safety of all council staff.

The safety, health and welfare of staff must continue to be a priority. Any lack of focus on safety because the response phase has passed must be strongly resisted.

Section 14 - Review of the Major Emergency Plan

14.1 Internal Review of the Major Emergency Plan

An internal review of the Major Emergency Plan will be undertaken by Galway County Council every two years or earlier if necessary. The review should be held as close as possible to the annual date of implementing the plan and should include;

- Updating the roles of individuals that hold key positions in the Major Emergency plan
- Updating the risk holders within the functional area of Galway County Council
- Update names and numbers of utility companies, private companies etc.
- Review current risk assessments and update as required
- Plan exercises

An Appraisal of Galway County Councils work in the Major Emergency Planning area including exercises and training will be completed annually. The Major Emergency Development Committee will meet bi-monthly and contact lists contained in the Major Emergency Plan (**Appendices B**) are to be updated on a rolling basis via the ME SharePoint and this is the responsibility of each Director of Service.

14.2 External Review of the Major Emergency Plan

An external review of the Major Emergency Plan will be undertaken by Galway County Council in partnership with the other Principal Response Agencies at a local level after the internal review of the Major Emergency Plan has been completed. This review will then be validated by the Western Regional Steering Group. The review will be based on lessons learned from the internal review and also lessons learned arising from activations and exercises held throughout the year.

14.2.1 Regional Level Review.

Following an internal review, each Principal Response Agency's Major Emergency Plan should be reviewed and validated by the Regional Steering Group for Major Emergency Management.

Each Agency's annual appraisal should also be reviewed and validated by the Regional Steering Group for Major Emergency Management. Any issues arising from the review should be referred back to Galway County Council for appropriate action.

In cases of disagreement between Galway County Council as a Principal Response Agency and the Regional Steering Group, the National Steering Group should be consulted and should decide on the issue.

The Regional Steering Group will also complete a Regional Level Annual Report to the National Steering Group for review and validation by the National Steering Group. Any issues arising from the review should be referred back to the Regional Steering Group for Major Emergency Management for appropriate action.

14.2.2 Review of the MEP by the Department of Housing Planning and Local Government.

In addition to Galway County Council's Major Emergency Plan being reviewed locally and regionally following an internal review, it must also be reviewed and validated by the National Directorate for Fire and Emergency Management (NDFEM) of the Department of Housing, Planning and Local Government. Any issues arising from the review should be referred back to Galway County Council for appropriate action.

14.3 Review After Every Activation of the Plan.

Following from the activation of the MEP, each of the services and sections of Galway County Council involved in the incident will hold a series of operational debriefs. Initially these will be confined to each particular service, but later a multi-section debrief will be held within Galway County Council by the Major Emergency Development Committee (MEDC) and lessons learned will be incorporated into this Plan and other service manuals as appropriate.

Multi-agency debriefs should consider the contribution provided by other, non-emergency service Agencies to expand the knowledge and learning process notwithstanding the potential conflict of interest that may result in later investigations. This aspect should be considered when inviting Agencies other than the Principal Emergency Services to any debriefs.



Galway County Council

Comhairle Chontae na Gaillimhe

MAJOR EMERGENCY PLAN

2021

Appendices - Part A

Generic Appendices



Document Version 8
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Appendices – Part A

Generic Appendices to the Galway County Council Major Emergency Plan are as follows:

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Appendix A1 – Galway County Council MEP Activation Procedure

Declaration of a Major Emergency by an Authorised Officer of Galway County Council

**Galway County Council
Activation of Major Emergency Plan
Contact the West Region Communication Centre in Castlebar**

The Authorised Officer of Galway County Council (*see Appendix B1*) shall Notify the West Region Communications Centre (Fire) of the Declaration of the Major Emergency using the following numbers:

WRCC Fire	Telephone Number	Back up Number
Castlebar	094-9034747	094-9034705

If this number is not answered use 112/999 as an alternative

The Authorised Officer will use the following message format:

**This is (Name, rank and service)
A (Type of incident) has occurred/is imminent
at(Location)**

**As an Authorised Officer of Galway County Council I declare that
a Major Emergency exists.**

**Please activate the mobilisation arrangements in the Galway
County Council Major Emergency Plan.**

After the declaration is made the authorised officer should use the mnemonic **METHANE** to structure and deliver an information message.

**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 Types of Casualties
E Emergency Services Present and Required**

If the caller is not an Authorised Officer the information will be passed to the RSFO.

ME Declared by Galway County Council – Advise other PRA's

Where the initial declaration of the Major Emergency is made by Galway County Council, WRCC(Fire) will immediately notify the other two PRAs, An Garda Síochána & HSE West, of the declaration and provide information as available, using the dedicated numbers for the following:

- HSE NAS National Emergency Operations Centre (NEOC), Tallaght, Co. Dublin
- Galway Gard Divisional HQ, Renmore, Galway

If these numbers are not answered use 999/122 as an alternative.

The operator shall use the following message format:

This is (Name, rank) in the West Region Communications Centre, Castlebar.

Galway County Council has activated it's Major Emergency Plan.

The operator will then use the mnemonic METHANE to structure and deliver the information message.

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 Types of Casualties
E	Emergency Services Present and Required

ME Declared by other PRA – Galway County Council Confirms Activation

When WRCC (Fire) receives notification of a Major Emergency from another PRA, WRCC(Fire) will confirm to the other two PRAs via their Communications Centres that the Galway County Council Major Emergency Plan has been activated. The operator shall use the following message format followed by the METHANE message:

This is (Name, rank)..... in the West Region Communications Centre.

We have received a call from(HSE or An Garda Síochána)..... that a Major Emergency has been declared.

The Galway County Council Major Emergency Plan has now been activated.

Appendix A2 – Galway County Council’s Major Emergency Mobilisation Procedure

A2.1 Overview of Activation of the MEP

Designated personnel only as listed in **Appendix B1** are authorised to activate Galway County Council’s Major Emergency Plan. An Authorised Officer will contact WRCC (Fire) using the activation procedure outlined in **Appendix A1** (*the procedure is repeated at the start of the document*). WRCC (Fire) will immediately inform the other PRAs using the procedure outlined in **Appendix A1** so their Major Emergency Plans can also be activated.

Where WRCC (Fire) is informed of the activation of the Major Emergency Plan by another PRA, WRCC (Fire) will acknowledge the activation as per the procedure outlined in **Appendix A1** and then activate Galway County Council’s Major Emergency Plan.

A2.2 Mobilisation of Galway County Personnel in the Event of a Major Emergency

WRCC (Fire) will activate Galway County Council’s mobilisation procedure and contact the designated personnel to fill the various Key Roles as listed in **Appendix B2**. WRCC (Fire) may use the Saadian message system to initiate the mobilisation procedure. If there is no response from authorised personnel or designated appointment holders, WRCC (Fire) will then move down the list of alternatives for the various appointments. The order of mobilisation shown in **Figure A2.1** below is as follows:

- The On-Site Co-Ordination Group
- The Crisis Management Team
- The Local Co-Ordination Group Representative
- Nominated Key Support Staff

Each Section of Galway County Council has its own specific Mobilisation Procedure listed in **Appendix B4 to B10**. Once the senior person of the Section is mobilised in response to the Major Emergency, they will then implement their Section’s mobilisation procedure as necessary.

A2.3 On-Site Co- Ordination Group

In the event of a Major Emergency the most important aspect of the initial mobilisation is to ensure that the On-Site Co-Ordination Group are informed of and mobilised to the incident as quickly as possible. Therefore WRCC (Fire) in accordance with **Appendix B2** will contact the following personnel in order;

- The **Controller of Operations** or designated Alternative
- The **On- Site Information Manager** or designated Alternative
- The **On-Site Media Liaison Officer** or designated Alternative
- The **Rostered Senior Fire Officer RSFO**

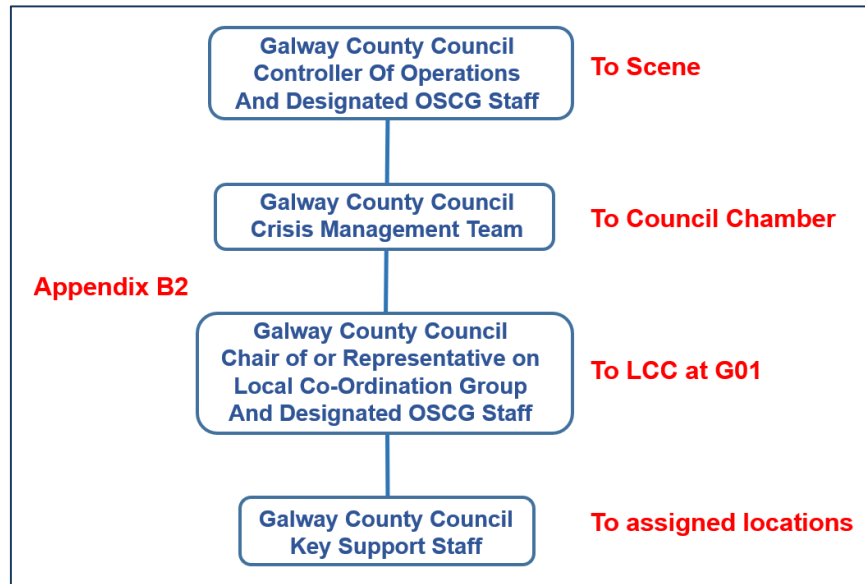


Figure A2.1 - ME Mobilisation Order Galway County Council

Contact details for the On-Site Coordination Group are contained in **Appendix B2**.

A2.4 The Mobile On-Site Co-Ordination Unit

The RSFO will request WRCC (Fire) to mobilise the Mobile On-Site Co-Ordination Unit (MOSCU) GY15C1, based at Gort (GY15), to the scene and to report to the Fire Incident Commander unless otherwise directed.

A2.5 The Crisis Management Team

Once the On-Site Co-Ordination Group have been informed, WRCC (Fire) will contact the following personnel in order;

- The **Chair of the Crisis Management Team** and the other members of the Crisis Management Team as follows:
 - Each Director of Service
 - Head of Finance
 - Media Liaison Officer
 - Chief Fire Officer
 - Civil Defence Officer
 - Head of IS
 - Head of Customer Services

Contact details for the Chair of the Crisis Management Team are contained in **Appendix B2**

Should a member of the Crisis Management Team require any or his/her staff to support the Crisis Management function, these support personnel will be mobilised using the Section Mobilisation Plans as detailed in **Appendix B4 to B10**.

- **The Chief Executive** - who will be the Council representative on the Local Co-Ordination Group. Contact details for the Chief Executive are contained in **Appendix B2**

A2.6 Key Support Staff

Once the OSCG and the CMT have been mobilised, WRCC (Fire) will mobilise the following key support staff as per **Appendix B2**;

- **The Pre-Designated Facilities Manager** whose responsibility it is to prepare and set up the Crisis Management area and Local Co-Ordination Centre. Contact details for the Facilities Manager are contained in **Appendix B2**. The Facilities Manager will contact and mobilise personnel required to assist them in setting up the Crisis Management Area and the Local Co-Ordination Centre for operation
- The **Pre-Designated Caretaker** who will immediately proceed to Áras an Chontae and open the building in preparation for the arrival of the Crisis Management Team and representatives of the other PRAs on the Local Co-Ordination Group
- **IS Personnel** to establish an IS network, set up a video conferencing capability, set up telephone and radio communications, and set up TVs and any other IT and telecommunications equipment
- During Working hours the Facilities Manager will organise the removal of all vehicles from the rear of Áras an Chontae to facilitate the parking of vehicle belonging to the other PRAs responding to the emergency and also any media vehicles that may attend. The Facilities Manager will also arrange to have the barriers to the Car Park left open and have personnel posted at the barrier to restrict access
- The **SACFO / ACFO MEM**
- The **Municipal District / Area Engineer for the Area in which the Incident occurs**. The Municipal District / Area Engineer will mobilise County Council personnel as required as per **Appendices B11 to 14**

A2.7 Local Co- Ordination Group

Once the Controllers of Operations for the three PRAs have assembled on-site they will decide which Agency will assume the role of Lead Agency. If it is decided that Galway County Council will exercise the role of Lead Agency then WRCC (Fire) will be tasked to initiate the Mobilisation Procedure for the Local Co-Ordination Group as outlined in **Appendix A3**.

A2.8 Department of Housing, Planning and Local Government

Once the Major Emergency Plan has been activated Galway County Council will inform the Department of Housing, Planning and Local Government via the CMT using the proforma outlined in **Appendix A4**.

Appendix A3 –Local Co-ordination Group Mobilisation Procedure

A3.1 Local Co-ordination Group Mobilisation Procedure

WRCC (Fire) will contact the GCC Controller of Operations to ascertain which Principal Response Agency is designated as the Lead Agency and who have responsibility for mobilisation of the LCG.

A3.2 Galway County Council is the Lead Agency

If Galway County Council is designated as the Lead Agency then;

- WRCC (Fire) will contact the GCC Representative on the Local Co-Ordination Group and inform them that Galway County Council is the Lead Agency and that they will be Chairing the Local Co-Ordination Group
- WRCC (Fire) will request / confirm the following information from the representative;
 - Location for the Group to meet (usually Áras An Chontae, Prospect Hill, Galway)
 - Time to be communicated for first meeting
 - If any additional personnel should attend meeting
- On receiving the above information WRCC (Fire) will pass it onto the Communications Centres of the other PRAs and request that they relay the information to their representatives on the Local Co-Ordination Group
- Once WRCC (Fire) is informed by the other Agencies of details of the members of the Local Co-Ordination Group with contact details, WRCC(Fire) will pass these to the Galway County Council Representative

A3.3 Galway County Council is Not the Lead Agency

If Galway County Council is not the Lead Agency then;

- WRCC (Fire) will contact the communications centre of the Lead Agency and provide the names and contact details of the Galway County Council Representative
- WRCC (Fire) will request / confirm the following information from the Lead Agency;
 - Location for Group to meet (usually Áras An Chontae, Prospect Hill, Galway)
 - Time to be communicated for first meeting
 - If any additional personnel should attend meeting.
- WRCC will then relay the above information to the Galway County Council Representative on the Local Co-ordination Group

A3.4 LCG Teleconference

The Chair of the LCG may decide to hold an initial telephone / video conference for the representatives of the LCG prior to the first meeting. The Lead Agency will be responsible for co-ordinating the teleconference. If Galway County Council is the Lead Agency, the Chair of the LCG can use the teleconference facility on the normal phone system, MS Teams, or use the teleconference / video conference facilities in the LCC (Room G01).

A3.5 Mobilisation of the GCC Local Co-Ordination Group

Once the LCG has been activated by the Lead Agency WRCC (Fire) will contact the members of the Local Co-Ordination Group (as outlined in **Appendix B2**) as follows;

- **The Chief Executive** - who will be the Council's Representative on the Local Co-Ordination Group and the Chair if GCC are the Lead Agency
- The **Information Management Officer** for the Local Co-Ordination Centre
- The **Action Manager** for the Local Co-ordination Centre
- The **Media Liaison Officer** for the Local Co-Ordination Centre
- The **Facilities Manager** to ensure that the Local Co-Ordination Centre set-up is underway
- The **Caretaker County Hall** to open the building and facilities
- IS support
- The **Chief Fire Officer**
- The **Civil Defence Officer**

WRCC (Fire) may use the Saadian message system to initiate the mobilisation procedure. If there is no response from authorised personnel or designated appointment holders, WRCC (Fire) will then move down the list of alternatives for the various appointments.

Appendix A4 –Proforma for Notification of DoHPLG of Activation of the Major Emergency Plan

MEM C/L 05 – 08, ANNEX 1
Framework for Major Emergency Management
Format for Notifying D/HPLG of Declaration of a Major Emergency
Dial 1800 303 063

Date _____ Time _____

Galway County Council Notification of Declaration of a Major Emergency

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 Housing, Planning 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 :

EXERCISES 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



Appendix A5 – Galway County Council Local Risk Assessment

GCC Local Risk Assessment

Local Risk Assessments are contained in *Galway County Council's Local Risk Assessments – Galway City and County 2021*. A copy can be found on the GCC ME SharePoint SITE. Twenty-four assessments are summarised in **Figure A5.1 and Table A5.1** below.

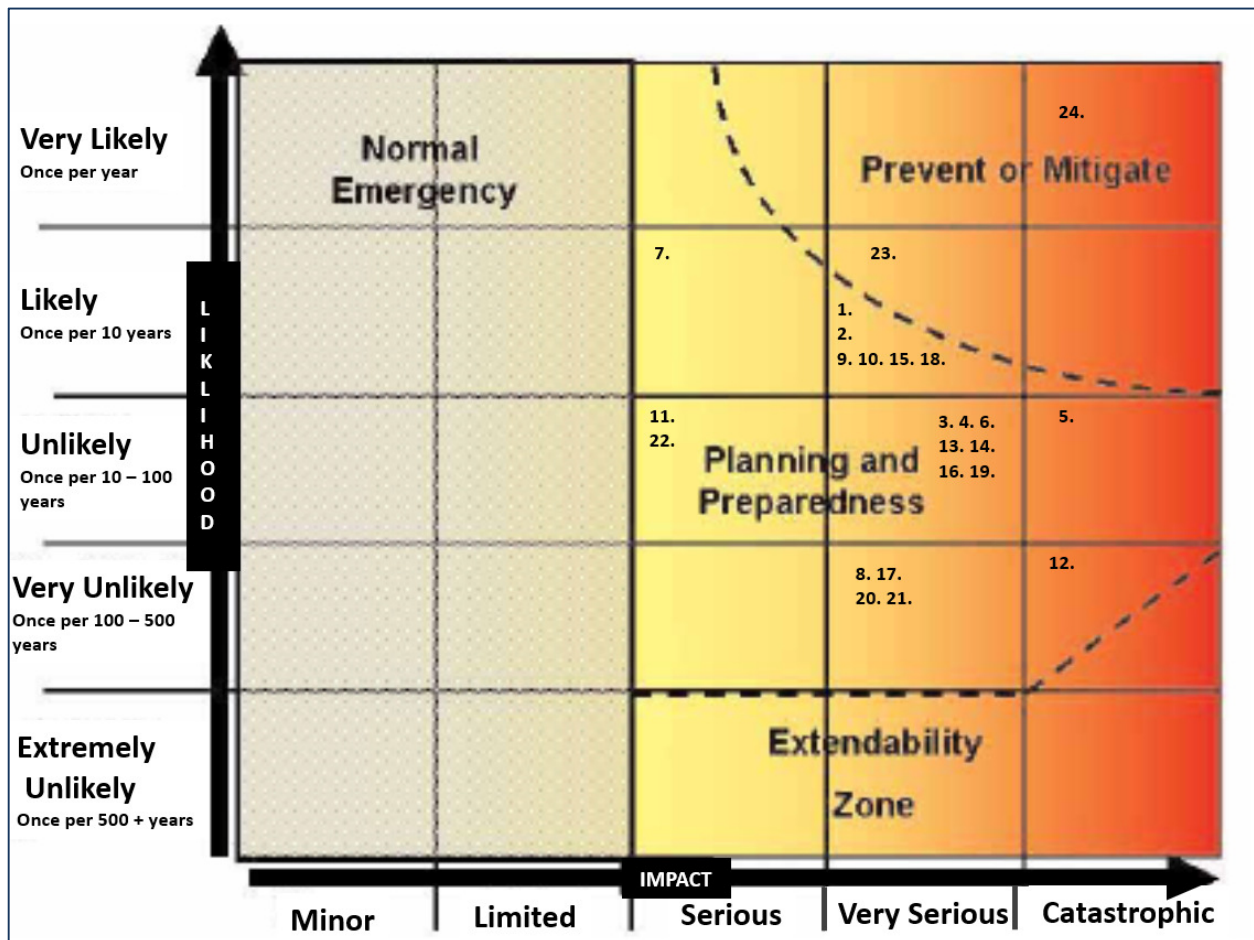


Figure A5.1 Galway County Risk Matrix

	Risks Identified	Regional	Local	Lead Agency	Risk/Impact
No	Transport				
1	Large RTC	Yes	Yes	AGS	Likely/Very Serious
2	Motorway RTC	yes	Yes	AGS	Likely/Very Serious
3	Large RTC & Hazardous materials	Yes	Yes	GCC	Unlikely /Very Serious
4	Rail Accident	Yes	Yes	GCC	Unlikely/Very Serious
5	Air Accident	Yes	Yes	GCC	Unlikely/Catastrophic
6	Ship Fire Ship sinking	No	yes	GCC	Unlikely/Very Serious
7	Collision/sinking of pleasure craft/cruisers	Yes	Yes	AGS	Likely/Serious
8	Bridge Collapse	No	Yes	GCC	Very Unlikely/Very Serious
	Meteorological				
9	Severe Weather	Yes	Yes	GCC	Likely/Very Serious
10	Flooding	Yes	Yes	GCC	Likely/Very Serious
11	Landslide	Yes	Yes	GCC	Unlikely/ Serious
12	Tsunami	Yes	Yes	GCC	Very Unlikely /Catastrophic
	Technological				
13	Gas Leak pipeline	Yes	Yes	GCC	Unlikely /Very Serious
14	Fire/Leak in bulk storage facility	Yes	Yes	GCC	Unlikely /Very Serious
15	Fire large building – public etc	No	Yes	GCC	Likely /Very serious
16	Hazardous Substances –petrochemical Galway Harbour	No	Yes	GCC	Unlikely /Very Serious
17	CBRN	Yes	Yes	AGS	Very Unlikely/Very Serious
18	Environmental Pollution	Yes	Yes	GCC	Likely/Very Serious
19	Seveso II Top Tier Site Galway City	Yes	Yes	GCC	Unlikely/Very Serious
	Civil				
20	Terrorism	Yes	Yes	AGS	Very Unlikely/Very Serious
21	Large Crowd events	Yes	Yes	AGS	Very Unlikely/Very Serious
22	Water supply shortage/contamination	No	Yes	GCC	Unlikely/Serious
23	Loss of Critical Infrastructure	Yes	Yes	All	Likely/Very Serious
24	Communicable Diseases – Flu Pandemic -SARS / COVID-19	Yes	Yes	HSE	Very Likely/Catastrophic

Table A5.1 Approved Galway County Risk Register

Appendix A6 – Mandate of the Controller of Operations

The Framework for Major Emergency Management provides that each Principal Response Agency (Galway County Council, An Garda Síochána and the HSE) should exercise control over its own services operating on the site, and also those services (other than the other Principal Response Agencies) which it mobilises to the site.

For this purpose, Galway County Council will have a Controller of Operations at the site (or each site) of the Major Emergency. The officer in charge of the initial response of Galway County Council will be the Council's initial Controller of Operations until relieved through the pre-determined process in accordance with **Appendix B2**. The Controller of Operations is empowered to make all decisions relating to Galway County Council's functions taking account of decisions of the On-Site Co-Ordination Group.

The mandate of the Controller of Operations is set out below:

- Make such decisions as are appropriate to the role of controlling the activities of Galway County Council's services at the site (Controlling in this context may mean setting priority objectives for individual services but command of each section should remain with the officers of that section)
- Meet with the other two Controllers of Operations and determine the Lead Agency in accordance with **Appendix A13**
- Undertake the role of On-Site Co-Ordinator where Galway County Council is identified as the Lead Agency
- Participate fully in the site co-ordination activity, including the establishment of a Site Management Plan in accordance with **Section 7.9** and **Appendix A18**
- Where a service other than Galway County Council is the Lead Agency, to ensure that Galway County Council's operations are co-ordinated with the other Principal Response Agencies, including ensuring secure communications with all Agencies responding to the Major Emergency at the site
- Decide and request the attendance of such services they deem necessary
- Exercise control over such services they have requested to attend
- Operate a Holding Area to which personnel from Galway County Council will report on arrival at the site of the Major Emergency and from which they will be deployed
- Requisition any equipment they deem necessary to deal with the incident
- Seek such advice as they require
- Maintain a log of Galway County Council's activity at the incident site including any decisions made
- Contribute to and ensure Information Management Systems operate effectively including the mobilisation of the MOSCU, and

- Liaise with Galway County Council's Crisis Management Team on the handling of the Major Emergency
- Ensure the safety, as far as is reasonably practicable, of all Galway County Council personnel using the safety management system and the dynamic risk assessment process

Appendix A7 – Mandate of the On-Site Co-Ordinator

The primary mechanism used to deliver co-ordination on-site is the arrangement for an On-Site Co-Ordinator provided by the Lead Agency. As soon as they meet, the three Controllers of Operations should determine which Agency is the Lead Agency and thereby establish who is the On-Site Co-Ordinator.

The On-Site Co-Ordinator will chair the On-Site Co-Ordination Group. In addition to the On-Site Co-Ordinator, this group should comprise the Controllers of Operations of the other two PRAs, an Information Management Officer, a Media Liaison Officer, an Action Management Officer (where considered appropriate), a Log keeper, and representatives of other Agencies and specialists as appropriate.

While the On-Site Co-Ordinator is empowered to make decisions, as set out below, decisions should be arrived at generally by the consensus of the On-Site Co-Ordination Group. Where consensus is not possible, the On-Site Co-Ordinator should only make decisions after hearing and considering the views of the other two Controllers of Operations and if necessary liaising with the Local Co-Ordination Group.

The mandate of the On-Site Co-Ordinator is set out below:

- Assume the role of On-Site Co-Ordinator when the three Controllers of Operations determine that GCC is the Lead Agency. Once appointed they should note the time and date that the determination was made in the presence of the two other Controllers of Operations on site
- Inform all parties involved in the response that they have assumed the role of On-Site Co-Ordinator
- Determine which facility should be used as the On-Site Co-Ordination Centre. Depending on the circumstance, this may be a vehicle designated for the task (such as the GFRS MOSCU), a tent or other temporary structure or an appropriate space / building adjacent to the site which can be used for co-ordination purposes
- Ensure involvement of the three Principal Response Agencies and the Principal Emergency Services (and others as appropriate) in the On-Site Co-Ordination Group
- In conjunction with the other Controllers of Operations ensure that the strategic aim and specific objectives are set
- Ensure that mandated co-ordination decisions are made promptly and communicated to all involved
- Ensure that a Site Management Plan is made, disseminated to all services and applied
- Develop an auditable list of Actions (an Action Plan) and appoint an Action Management Officer where necessary

- Determine if and what public information messages are to be developed and issued in co-ordination with the LCG
- Ensure that media briefings are co-ordinated with the LCG
- Ensure that the Information Management System is operated, including the capture of data for record-purposes at regular intervals
- Ensure that the ownership of the Lead Agency role is reviewed and modified as appropriate at different stages of the emergency
- Ensure that pre-arranged communications (technical) links are put in place and are operating
- Ensure that inter-service communication systems have been established, and that communications from the On-Site Co-Ordination Centre to the Local Co-Ordination Centre have been established and are functioning
- Exercise an over-viewing role of all arrangements to mobilise additional resources to the site of the Major Emergency, and to track the status of mobilisation requests, and deployment of additional resources
- Ensure that, where the resources of an individual Principal Response Agency 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 Principal Response Agencies
- Determine at an early stage if ongoing assistance is required from casual volunteers, so that An Garda Síochána's cordoning arrangements can take account of this
- Co-ordinate external assistance into the overall response action plan
- Ensure that, where appropriate, pastoral services are mobilised to the site and facilitated by the Principal Response Agencies in their work with casualties
- Work with the Health Service Executive Controller of Operations to establish the likely nature, dimensions, priorities and optimum location for delivering any psycho-social support that will be required, and how this is to be delivered and integrated with the overall response effort
- Decide to stand down the Major Emergency status of the incident at the site, in consultation with the other Controllers of Operations, and the Local Co-Ordination Group
- Ensure that all aspects of the management of the incident are dealt with before the response is stood down
- Conduct an on-site hot debrief at the end of the emergency if appropriate
- Ensure that a report on the co-ordination function is prepared in respect of the Major Emergency after it is closed down, and circulated (first as a draft) to the other Agencies / Services that attended

Appendix A8 – Mandate of the Chair & the Local Co-Ordination Group

Chair of the Local Co-Ordination Group

The activation of the inter-agency Local Co-Ordination Group (*See Appendix A3*) is a key level of co-ordination. The Local Co-Ordination Group will comprise representatives of the other two Principal Response Agencies, an Information Management Officer, a Media Liaison Officer, an Action Management Officer where considered appropriate, Regional Major Emergency representatives of other Agencies and specialists as appropriate.

When a Major Emergency has been declared and the Lead Agency determined, the mandate of the designated Chair of the Local Co-ordination Group is to:

- Contact the nominated members of the Local Co-Ordination Group and confirm which Local Co-Ordination Centre will be used for the Major Emergency, the time at which the Group will convene and any other arrangements necessary to facilitate the Local Co-Ordination Group in performing its functions
- Conduct an initial telephone or video conference with the other Representatives on the LCG as necessary
- Activate the Local Co-Ordination Centre and the appropriate support arrangements required to facilitate the Local Co-ordination Group
- Chair the Local Co-Ordination Group and exercise the mandates associated with this position.
- Decide if it is necessary to declare a Regional Major Emergency and subsequently to activate a Regional Co-Ordination Group (if necessary)
- Ensure that a report on the co-ordination function is prepared in respect of the Major Emergency after it is closed down and circulated (first as a draft) to the other services involved

Local Co-Ordination Group

Once it has been activated the mandate of the Local Co-Ordination Group is to:

- Establish high level objectives for the situation, and give strategic direction to the response
- Determine and disseminate the overall architecture of response co-ordination
- Anticipate issues arising
- Provide support for the on-site response
- Resolve issues arising from the site
- Ensure the generic Information Management System is operated

- Take over the task of co-ordinating the provision of information for the public as soon as it meets and use all available channels to make concise and accurate information available
- Decide and to take action to manage public perceptions of the risks involved as well as managing the risks, during emergencies that threaten the public
- Co-ordinate and manage all matters relating to the media, other than on-site
- Establish and maintain links with the Regional Coordination Centre (if involved)
- Establish and maintain links with the Lead Government Department / National Emergency Co-ordination Centre
- Ensure co-ordination of the response activity, other than the on-site element
- Decide on resource and financial provision
- Take whatever steps are necessary to start to plan for the recovery phase

Appendix A9 – Mandate of the Chair & the Crisis Management Team

Crisis Management Team

The members of the Crisis Management Team are the senior managers of the Council and other enablers from within the various sections of Galway County Council. They will meet at Arás and Chontae (Council Chamber) immediately upon the declaration of a Major Emergency.

The Crisis Management Team provides support to the Council's representative at the Local Co-ordination Group, supports its Controller of Operations on-site and endeavours to maintain the Council's normal day-to-day services that the community requires.

The use of a Crisis Management Team within the Council's Major Emergency Plan facilitates the mobilisation of senior staff to deal with the crisis in light of the evolving situation rather than leaving multiple roles to a small number of individuals who hold key positions. In this way, the objectives of prioritising and managing a protracted crisis can be dealt with effectively, while keeping the day-to-day business of Galway County Council operating.

The Crisis Management Team is a strategic level management group within Galway County Council which is assembled during a Major Emergency to:

- Manage, control and co-ordinate the Council's overall response to the situation
- Provide support to the Council's Controller of Operations on-site and mobilise resources from within the County Council or externally as required
- Provide support to the Council's representative on the Local Co-Ordination Group
- Liaise with the DoHPLG / NECC and other relevant Government Departments on strategic issues
- Ensure appropriate participation of the Council in the inter-agency co-ordination structures

Once the Crisis Management Team assembles in the Crisis Management Centre their first task is to inform DoHPLG that a Major Emergency has been declared as per **Appendix A4**.

Chair of the Crisis Management Team

The CMT will be chaired by the Chief Executive or the designated alternate. The role of the Chair of the CMT is as follows:

- Activate the CMT area in the Council Chamber including any support services necessary
- Prepare the LCC
- Convene the CMT and ensure representation as set out below and in **Appendix B3**
- Liaise with and support the GCC Controller of Operations on-site
- Liaise with and support the GCC representative on the LCG
- Ensure business continuity as appropriate

- Manage roles of the CMT as outlined above
- Ensure that the GCC communications plan is operating effectively
- Set up the GCC public help line

Membership of the Crisis Management Team

The initial members of the CMT in accordance with **Appendix B3** are as follows:

- Each Director of Service
- Head of Finance
- Head of IS
- Chief Fire Officer
- Civil Defence Officer
- Media Liaison Officer
- Head of Customer Services

If any of the above are unable to attend designated alternatives must attend in their place. Additional personnel may be required as necessary and depending on the situation and its duration. A mobilisation procedure for the CMT is outlined in **Appendix B3**.

Additional personnel may be added to the CMT as deemed necessary depending on the Major Emergency and these may include some or all of the following:

- Senior Engineers relevant to the emergency
- Senior Executive Officers relevant to the emergency
- GIS Officer
- Health and Safety Officer
- Senior Social Worker
- Facilities Manager

Appendix A10 – Mandate of the Chair & Regional Co-Ordination Group

In certain circumstances the Framework provides that the local response to a Major Emergency may be scaled up to a Regional Level Major Emergency. This may occur where the nature of an 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
- Consequences of the emergency are likely to impact significantly outside of the local area, or
- Incident(s) is spread across more than one Local Authority or Division of An Garda Síochána, or
- 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 a Regional Level Emergency and activate the **Plan for Regional Level Co-ordination** (see **Section 9**). The key provision in ensuring co-ordination of the extended response is the activation of a Regional Co-Ordination Group whose primary function is to maintain co-ordination of the Principal Response Agencies involved in the extended response region. The boundaries of the actual region for response purposes should be determined by the Lead Agency, which has declared the Regional Level Major Emergency, in light of the circumstances prevailing or are likely to develop. The regions for response purposes need not coincide necessarily with the pre-determined regions for preparedness.

The Lead Agency which has declared the Regional Level Major Emergency will convene and chair the Regional Co-Ordination Group.

Depending on the circumstances, the goal of Regional Co-Ordination may be achieved by using:

- A single Regional Co-Ordination Centre; or
- A Regional Co-Ordination Centre supported by one or more Local Co-Ordination Centres

The method of operation of a Regional Co-Ordination Centre will be similar to the Local Co-Ordination Centre and further guidance may be found in **Section 7**. Any one of the nominated Local Co-Ordination Centres may be used as a Regional Co-Ordination Centre, or a specific Regional Centre may be designated for this purpose. The choice of location will be determined in each situation by the Chair of the Local Co-Ordination Group declaring the Regional Level Major Emergency and will depend on the location and nature of the emergency and any associated infrastructural damage. When a Regional Co-Ordination Centre is activated, it too becomes a key information management system node with links to each active Local Co-Ordination Centre and onward to the Lead Government Department and / or National Emergency Co-ordination Group as appropriate.

Appendix A11 – Mandate of Information / Action Management Officers

Information Management Officers

An Information Management Officer or small Information Management Team will be appointed for each Co-Ordination Centre. The team will also include one or more log keepers. This Officer / Team have the task of gathering and logging appropriate and relevant information pertaining to the emergency from the PRAs . This information is then presented on the Recognised Current Situation board and facilitates the Co-Ordination Group in:

- Identifying Key Issues
- Setting the Overall Aim and Specific Objectives for each of the PRAs
- Developing the Action Plan which is communicated to all Agencies responsible for delivering it

Information Management Officers may be a representative(s) from one or more of the Agencies other than the Lead Agency, or other trained personnel. The MOSCU when mobilised will arrive with a trained Information Management Officer from GFRS, and GCD have also a small number of Information Mangers / Log keepers.

Action Management Officer / Team

Where it is considered appropriate an Action Management Officer or small Action Management Team may be appointed. This Officer / Team have the task of assembling an Action Plan, appropriate details of which should be displayed on the Action Board as part of the Information Management System. The Action Manager / Team will ensure that the:

- Action Plan is communicated to all Agencies responsible for delivering it
- Delivery of the Action Plan is monitored / audited
- Completed actions are reported back to the Co-Ordination Group

At less complex incidents one Information Manager / Team may undertake both the information and action management functions. Where the demands of the Major Emergency require the appointment of a separate Action Management Officer, this person may be a representative(s) from one of the Agencies other than the Lead Agency, or other trained personnel.

For further details on the Information Management Process refer to **Section 7.4.5**.

Appendix A12 – Mandate of the Media Liaison Officer

Media Liaison Officers

The media will respond quickly to a large-scale incident and this media presence may extend into days or weeks. 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. Each Principal Response Agency should designate a Media Liaison Officer at the site and the activities of the Media Liaison Officers on-site should be co-ordinated by the Media Liaison Officer of the Lead Agency. All statements to the media should be cleared with the On-Site Co-Ordinator.

The Local Co-Ordination Group should take the lead in terms of working with the media, away from the site, during a Major Emergency. As with arrangements at the site, each Principal Response Agency should designate a Media Liaison Officer at the Local Co-Ordination 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 Co-Ordination Group.

Working to facilitate the needs of the media will help reduce the possibility of attempts at unauthorised access to the site of the emergency or other sites associated with it. Regular media briefings should be scheduled to suit television and radio broadcasts where possible. These briefings should also be used to promulgate help-line telephone numbers and necessary public information messages. Background information that has been compiled before the event can be used to inform holding statements for use during the early stages of the incident. Site viewing areas may also be required.

In many situations media attention will move quickly away from the site to other locations, including the Local Co-Ordination Centre, hospitals where casualties are being treated and mortuaries and, therefore arrangements for the media at or adjacent to these locations will need to be provided.

Social Media

In addition to the usual media, managing social media will be very important and challenging. This is best co-ordinated by the Local Co-Ordination Group Lead Agency Media Liaison Officer in conjunction with the other PRAs. It is important that social media messages issued are accurate and coordinated and that inaccurate external messages are corrected quickly.

Public Safety Messages

Public safety messages are usually and effectively issued through An Garda Síochána and should be repeated by the individual PRAs as necessary. Any other arrangements should be agreed by the OSCG and the LCG.

Appendix A13 - Determination of the Lead Agency

Determination of Lead Agency

This Appendix sets out the mechanisms for determining the Lead Agency in different situations. Two mechanisms, which should be applied in sequence by the three Controllers of Operations at the site are envisaged to determine the Lead Agency for any emergency.

- The first is by pre-nomination. In the **Table A13.1** below pre-nominated Lead Agencies for common incident types are listed, and this should be the primary basis for determining the Lead Agency
- The second is a default arrangement, where the categorisations in the table do not seem to apply and the Lead Agency is not obvious. In these situations, which should be rare, the Local Authority will be the default Lead Agency

It is important that there is rapid determination of the Lead Agency in each emergency situation, as this determines which one of the three Controllers of Operations is to act as the On-Site Co-Ordinator. When this determination is made, the person assuming the role of On-Site Co-Ordinator should note the time and that the determination was made in the presence of the two other Controllers of Operations on site. This should then be communicated by the On-Site Co-Ordinator to all the parties involved in the response, and the On-Site Co-Ordinator should begin to undertake that role.

The Lead Agency role may change over time, to reflect the changing circumstances of the Major Emergency. Ownership of the Lead Agency mantle should be reviewed at appropriate stages of the Major Emergency. All changes in Lead Agency designation emanating from the site, and the timing thereof, will be by agreement of the three Controllers of Operations, and should be recorded and communicated as per the initial determination. As the emphasis of operations may shift from the site to other areas, the Local Co-Ordination Group may review the issue and determine a change in the Lead Agency, as appropriate.

Emergency Incident Type	Initial Pre-nominated Lead Agency	Likely change
Road Traffic Accident ⁽¹⁾	An Garda Síochána	To Local Authority when involving Hazardous Materials
Hazardous Material	Local Authority ⁽²⁾	
Fire	Local Authority	
Train Crash	Local Authority	To An Garda Síochána when rescue phase complete
Aircraft Incident	Local Authority	To An Garda Síochána when fire-fighting / rescue phase complete
Rescue	Local Authority	
Weather Related	Local Authority	
Biological Incident	Health Services	
Open Country Search and Rescue (low land)	An Garda Síochána	
Open Country Search and Rescue (high land)	An Garda Síochána ⁽³⁾	
Public order / Crowd Events	An Garda Síochána	
CCBRN ⁽⁴⁾ Conventional ⁽⁵⁾ Chemical Biological Radiological Nuclear ⁽⁶⁾	An Garda Síochána	Local Authority Health Service Ex. Local Authority Local Authority
Accidental Explosions / Building Collapse	Local Authority	To An Garda Síochána to investigate when search and rescue completed
Environmental / Pollution	Local Authority	
Marine Emergency impacting on shore	Local Authority ⁽⁷⁾	
Water Rescue inland	An Garda Síochána ⁽⁸⁾	

Table A13.1 Pre-nominated Lead Agencies for Different Categories of Emergency

Notes:

(1) Road traffic accident in this context excludes Road Traffic accidents involving Hazardous Materials (other than fuel in vehicles).

(2) As its Principal Emergency Service, GFRS is assigned initial responsibility for each category where the Local Authority is designated as Lead Agency, as it is likely to be the first attendance of that agency at the site. This may become a broader Local Authority function at a later stage of the Major Emergency.

- (3) An Garda Síochána may be assisted by specialist groups, such as Mountain Rescue teams.
- (4) Where terrorist involvement is suspected, An Garda Síochána should assume the lead role, regardless of the agent. Should it subsequently transpire that there is no terrorist involvement; the Lead Agency may change as indicated above.
- (5) The Defence Forces, when requested, will assist An Garda Síochána, in an Aid to the Civil Power role, with Explosive Ordnance Disposal (EOD) teams, at suspected terrorist incidents. Additional Defence Forces support in an Aid to the Civil Power role may be sought, if required.
- (6) It is envisaged that Local/Regional involvement would arise only on foot of activation under the National Emergency Plan for Nuclear Accidents (NEPNA).
- (7) The Irish Coast Guard has responsibility for co-ordinating response to marine emergencies at sea. The Irish Coast Guard may, in certain circumstances, request the Principal Emergency Services to assist them offshore. When the Irish Coast Guard request the declaration of a Major Emergency, where casualties are being brought ashore (or pollution is coming, or threatening to come ashore), the onshore response will be co-ordinated by the Local Authority.
- (8) The Irish Coast Guard has responsibility for receiving 999/112 calls and the mobilising of resources to Inland Waterway emergencies. The Framework provides that An Garda Síochána should 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.

Appendix A14 – Functions of Galway County Council

Galway County Council will undertake the following responsibilities in response to a Major Emergency being declared;

- Declaration of a Major Emergency and notifying the other relevant Principal Response Agencies
- Mobilisation of predetermined resources and activating predetermined procedures in accordance with its Major Emergency Mobilisation Procedure
- Acting as Lead Agency where this is determined in accordance with **Section 7** and undertaking the specified coordination function
- Providing a Mobile On-Site Co-Ordination Unit
- Providing the Local Co-Ordination Centre
- Protection and rescue of persons and property
- Controlling and / or extinguishing of fires
- Dealing with hazardous material incidents including:
 - Identification, containment, neutralisation and clearance of chemical spills and emissions;
 - Decontamination (other than clinical decontamination) on-site of persons affected (under medical supervision where necessary)
- Advising on protection of persons threatened by sheltering or evacuation
- Requesting assistance from the Defence Forces in line with agreed protocols, MOUs, SLAs and current practices
- Arranging / overseeing clean-up of affected areas
- Limiting damage to infrastructure and property
- Provision of access / transport to / from the site of the emergency
Provision of additional lighting required, beyond what the Principal Emergency Services normally carry
- Assisting An Garda Síochána to recover bodies when requested
- Support for An Garda Síochána forensic work
- Support for the Coroner's role, including provision of body holding and temporary mortuary facilities
- Accommodation and welfare ⁽¹⁾ of evacuees and persons displaced by the emergency
- Provision of food, rest and sanitary facilities as appropriate for all personnel involved in the response to the emergency

- Engaging any specialist contractors required to assist with emergency operations
- Exercising control of any voluntary or other service which it mobilises to the site
- Liaison with utilities regarding restoration / maintenance / or enhancing services provided to the site or to persons affected
- Site clearance, demolition, clear-up operations, removal and disposal of debris ⁽²⁾
- Monitoring and / or reporting on the impact in its functional area of any emergency / crisis which falls within the ambit of a National Emergency
- Coordinating ⁽³⁾ / undertaking any countermeasures in its functional area which are required / recommended by an appropriate national body
- Any other function, related to its normal functions, which is necessary for the management of the emergency / crisis
- Any function which the On-Site Co-Ordinating Group requests it to perform
- Maintaining essential Local Authority services (e.g. roads availability, fire and emergency operations cover, public water supply, wastewater treatment, waste disposal) during the Major Emergency

(1) Welfare in this case is intended to mean food, bedding, sanitary and washing facilities

(2) This should be done after consultation with An Garda Síochána to avoid the possible destruction of evidence.

(3) Galway County Council should co-ordinate local aspects of National Emergency Plan for Nuclear Accidents

Appendix A15 – Functions of An Garda Síochána

An Garda Síochána will undertake the following responsibilities in response to a Major Emergency being declared;

- Declaration of a Major Emergency and notifying the other Principal Response Agencies
- Mobilisation of predetermined resources and activating predetermined procedures in accordance with its Major Emergency Mobilisation Procedure
- Requesting assistance from the Defence Forces in line with agreed protocols, MOUs, SLAs and current practices
- Acting as Lead Agency, where this is determined in accordance with **Section 7**, and undertaking the specified co-ordination function
- Maintaining law and order
- Implementing agreed site plan / management arrangements as appropriate
- Traffic management
- Crowd control
- Implementing agreed aspects of evacuation procedures
- Informing the public as necessary and on the advice of the Competent Authorities of actual or potential dangers arising from the emergency
- Co-ordinating / conducting searches for missing persons
- Assisting and directing survivors / uninjured persons away from the site (and any danger area) to places of safety
- Collecting information on casualties and survivors
- Arrangements in respect of the dead in association with the Coroner
- Recovery of bodies
- Provision of casualty bureau / casualty information service
- Preservation of the site
- Collection of evidence and forensic work ⁽¹⁾
- Assisting the Coroner in the case of fatal casualties, inquiries or criminal proceedings
- Engaging any specialist contractors required to assist with emergency operations
- Exercising control of any voluntary or other service which it mobilises to the site
- Monitoring and / or reporting on the impact in its functional area of any emergency / crisis which falls within the ambit of a National Emergency

- Undertaking any countermeasures in its functional area which are required / recommended by an appropriate National Body
- Any other function, related to its normal functions, which is necessary for the management of the emergency / crisis
- Any function which the On-Site Co-Ordinating Group requests it to perform
- Maintaining essential Garda services during the Major Emergency

(1) Precedence should only be given to this activity where it will not interfere with the protection of life, the rescue of live casualties, and the treatment of casualties

Appendix A16 – Functions of the Health Service Executive

The Health Service Executive will undertake the following responsibilities in response to a Major Emergency being declared;

- Declaration of a Major Emergency and notifying the other Principal Response Agencies
- Mobilisation of predetermined resources and activating predetermined procedures in accordance with its Major Emergency Mobilisation Procedure
- Acting as Lead Agency where this is determined in accordance with **Section 7**, and undertaking the specified co-ordination function
- Provision of medical advice and assistance
- Provision of medical aid to casualties at the site
- Triage of casualties and assigning them to hospitals for evacuation
- Casualty evacuation and ambulance transport
- Provision of hospital treatment
- Provision of psycho-social support to persons affected by the emergency
- Certification of the dead
- Support for forensic work of An Garda Síochána
- Support for the Coroner's role
- Provision of community welfare services⁽¹⁾
- Clinical decontamination and decontamination of contaminated persons on arrival at hospital
- Advising and assisting An Garda Síochána and Local Authorities on public health issues arising
- Exercising control of any voluntary or other service which it mobilises to the site
- Monitoring and / or reporting on the impact in its functional area of any emergency / crisis which falls within the ambit of a National Emergency
- Coordinating⁽²⁾ / undertaking any countermeasures in its functional area which are required / recommended by an appropriate national body
- Any other function, related to its normal functions, which is necessary for the management of the emergency/crisis
- Any function which the On-Site Co-Ordinating Group requests it to perform
- Maintaining essential health services during the Major Emergency

- (1) Welfare in this case is intended to mean the normal community welfare support services.
- (2) The Health Service Executive should co-ordinate local aspects of the National Public Health (Infectious Diseases) Emergency Plan.

Appendix A17 – GCC Communications Sub-Plan

A17.1 General

Galway County Council relies on technical communication facilities to enable it to function and for different units to communicate, both on-site and between the site and the CMT, MOSCU and LCC. Radio and other communications facilities are vital tools for Galway County Council.

The success or failure of the management of a Major Emergency will depend on the ability of all parties to communicate and pass information to and between the various co-ordination centres. The **Communications Sub-Plan** allows for three levels of redundancy, should landline and / or mobile telephone communications fail. Normal and emergency communications means are outlined in **Table A17.1** below.

	Information	Communication	Staff Alerts
Normal	ME SharePoint GIS systems	Phone system E mail MS Teams GIS systems	E mail Intranet message board MapAlerter Social media feeds Saadian
First Redundancy	Softcopy held on stand-alone laptops (including MOSCU, LCC, GFRS appliance tablets)	Mobile phone	Mobile phone text & message cascade
Second Redundancy	Hardcopy (including the MOSCU and LCC)	TETRA	TETRA & verbal cascade
Third Redundancy		Satellite phone Civil Defence / GFRS VHF / UHF network	Essential messages over commercial radio station

Table A17.1 Normal and Emergency Communications Means

A17.2 GCC Communications

The available means of communications normally within Galway County Council are as follows:

- Fixed Landlines (including teleconference facility)
- Mobile phones
- Fax
- E-mail
- Satellite phone (RSFO)
- TETRA (National Digital Radio Service) – Lone working, GFRS, GCD, GCC ME
- eIMS system
- SharePoint

- MapAlerter text messaging system
- Saadian alert system
- MS Teams / Cisco WebEx
- GIS systems (CRISPP, SWEMS, GEMMS)
- Emergency VHF network (Galway Civil Defence)

A17.3 Staff Communications During Significant Events

As outlined in **Table A17.1** above there are three levels of redundancy in relation to staff communications. These are required in situations where there may be loss of power, loss of mobile phone coverage or loss of internet coverage. In relation to Major Emergencies or significant events, staff are encouraged to subscribe free to MapAlerter to receive automatic weather alerts / warnings, road closures and other specific safety alerts and advice.

As levels of redundancy are activated the audience reached may be reduced. In the worst-case scenario, the priority is to maintain communications between key role holders, who will have a responsibility to cascade key alerts verbally to their staffs. Both the MOSCU and LCC have back-up power arrangements in place. The latter also powers Aras and Chontae.

All staff are encouraged to have available the following equipment;

- Spare mobile phone power source and vehicle charger
- Laptop vehicle charger
- Spare TETRA radio battery and vehicle charger
- Battery operated transistor radio and spare batteries
- Torch and spare batteries

A17.4 Major Emergency Dedicated Communications

In anticipation that fixed landline and mobile phone services may be compromised, there is a dedicated TETRA ME communications system linking the Local Co-Ordination Centre / Crisis Management Team (one portable base radio) and the Mobile On-Site Co-Ordination Unit (two base radios – one portable and one fixed). There are dedicated hand portables also available for the following:

MOSCU / RSFO

- Controller of Operations
- Site MLO

LCC

- GCC Representative or Chair of the LCG
- Chair of the CMT
- MLO

The TETRA ME network is maintained by GFRS. Additionally, as part of the GCC lone worker programme there are significant numbers of TETRA hand portable radios available within the GCC staff and Roads Section. In a Major Emergency key section

personnel should make arrangements within their sections to have access to a TETRA radio and make the Issy number available to the CMT. The GCC TETRA contact directory is outlined in **Appendix B23**. A back-up satellite phone is available through the RSFO.

TETRA is a secure digital radio system. All other forms of communications should not be considered secure. This should be borne in mind when wording any transmission, including cellular telephone conversations which may contain sensitive information.

Messages should be carefully composed, preferably written down if circumstances allow, before transmission to ensure that no time is wasted in delivering the message, and to avoid the inclusion of unnecessary phrases. Delivery of speech should be deliberate, at a pace that is slightly slower than normal.

A17.5 Major Emergency Management Information

Information necessary to effectively deal with MAJOR Emergencies or significant events are contained primarily on the GCC ME SharePoint site and on various GIS based systems (CRISPP, SWEMS, GEMMS). For redundancy, as per **Table A15.1** above Information is also contained on laptops at the MOSCU and LCC, in addition to hardcopies.

A17.6 eIMS System

An electronic Information Management System is available in the Mobile On-Site Coordination Unit and the Local Co-Ordination Centre. This system facilitates the sharing of the IMS boards electronically between co-ordination centres, the CMT and key role holders via their laptops and smart phones. Loss of internet coverage will only effect sharing of the boards and not the use of the system. The eIMS system used with MS Teams facilitates the remote operation of coordination centres if required. Manual IMS boards are carried on the MOSCU and available at the LCC.

A17.7 Inter-Agency Communications

Routinely landline, e mail, MS Teams and mobile phones are used for inter-agency communications. All PRAs now use TETRA and this is likely to be the basis of secure inter-agency communication during Major Emergencies.

Communication systems serve command structures within services and it is neither necessary nor desirable that there is inter-agency radio communication at all levels. However, it is critical that robust arrangements for inter-agency communication at Local Co-Ordination Group and On-site Co-Ordination Group levels are in place and possibly other levels as required. TETRA radios are provided for this purpose. As an alternative, the Fire Service or Civil Defence can make hand-portable radios available for inter-agency communication on-site and Civil Defence can establish a VHF network.

A17.8 Communication Between Site and the Local Co-Ordination Centre.

It is essential that traffic is minimised to ensure the fullest availability of systems for emergency use. All communication between the On-Site Co-Ordination and the Local Co-Ordination Centres shall pass between the Controllers of Operations / On-Site Co-

ordinator to the Local Co-Ordination Group. There will also be a communication link between the Crisis Management Team and any on-site and off-site communication teams.

A17.9 CMT and LCC Phone Numbers

There are no longer dedicated direct line phones available. Personnel working in the CMT or the LCC will bring their own telephone handsets and connect them to the telephone points provided in both locations. Key contact numbers will need to be circulated to key personnel and other co-ordination centres during a Major Emergency.

All internal lines have a direct dial-in facility by dialling the prefix 091 509--- before the extension number. The rooms also have a direct dial out facility by dialling zero (0) followed by the phone number.

A17.10 Galway Fire & Rescue Service

In addition to the GCC TETRA ME and lone working networks, GFRS and WRCC (Fire) also operate via the TETRA network. There are TETRA fixed radios and hand portable radios in all first responding appliances in all stations, including the Incident Command Unit (GY11C1) and MOSCU (GY15C1). Each RSFO is also equipped with a dedicated TETRA hand portable. GFRS also has the following specific systems;

- TETRA mobile radio systems on all fire appliances, vehicles and with each RSFO
- TETRA hand portable radios in all first turn out appliances, incident command unit, mobile on-site coordination unit and the RSFO vehicle (a unit will be provided for the Controller of Operations)
- UHF hand-held personal radios carried on all fire appliances
- Mobile UHF repeater systems fitted to the GFRS incident Command unit (GY11C1) and 4X4 vehicle (GY11J1)
- A satellite phone (RSFO)
- Marine VHF handheld radios (GY11 and GY18)

Hand portables are available from GFRS for distribution to the On-Site Controllers of Operations if required. Galway Fire & Rescue Service have their own communication protocols, and these will be followed in the event of an emergency.

A17.11 Civil Defence

Civil Defence have access to several TETRA hand portable radios and have the following specific systems;

- VHF mobile radios on all vehicles
- UHF hand portable radios
- TETRA hand portable radios
- Marine VHF handheld radios

Galway Civil Defence have their own communication protocols, and these will be followed in the event of an emergency. If required Galway Civil Defence can be tasked with setting

up a dedicated VHF radio network at co-ordination centres for use during a Major Emergency.

A17.12 Communications with the Public

Communications with the Public is covered in ***Section 7.7.***

Appendix A18 – Site Management Arrangements

A18.1 Site Layout

The successful management of Major Emergencies requires simple, clear and unambiguous site arrangements, which are understood and accepted by all. A typical site management arrangement that should be aspired to at all Major Emergency sites is shown in **Figure A18.1** below.

One of the main functions of the On-Site Co-Ordination Group is to match the components of the typical site plan, as described below, with the terrain of the Major Emergency. As soon as is practicable, the On-Site Co-Ordinator should discuss and agree the principal site arrangements with the other Controllers of Operations. Once agreed, the resulting site plan should be disseminated for implementation to all responding organisations.

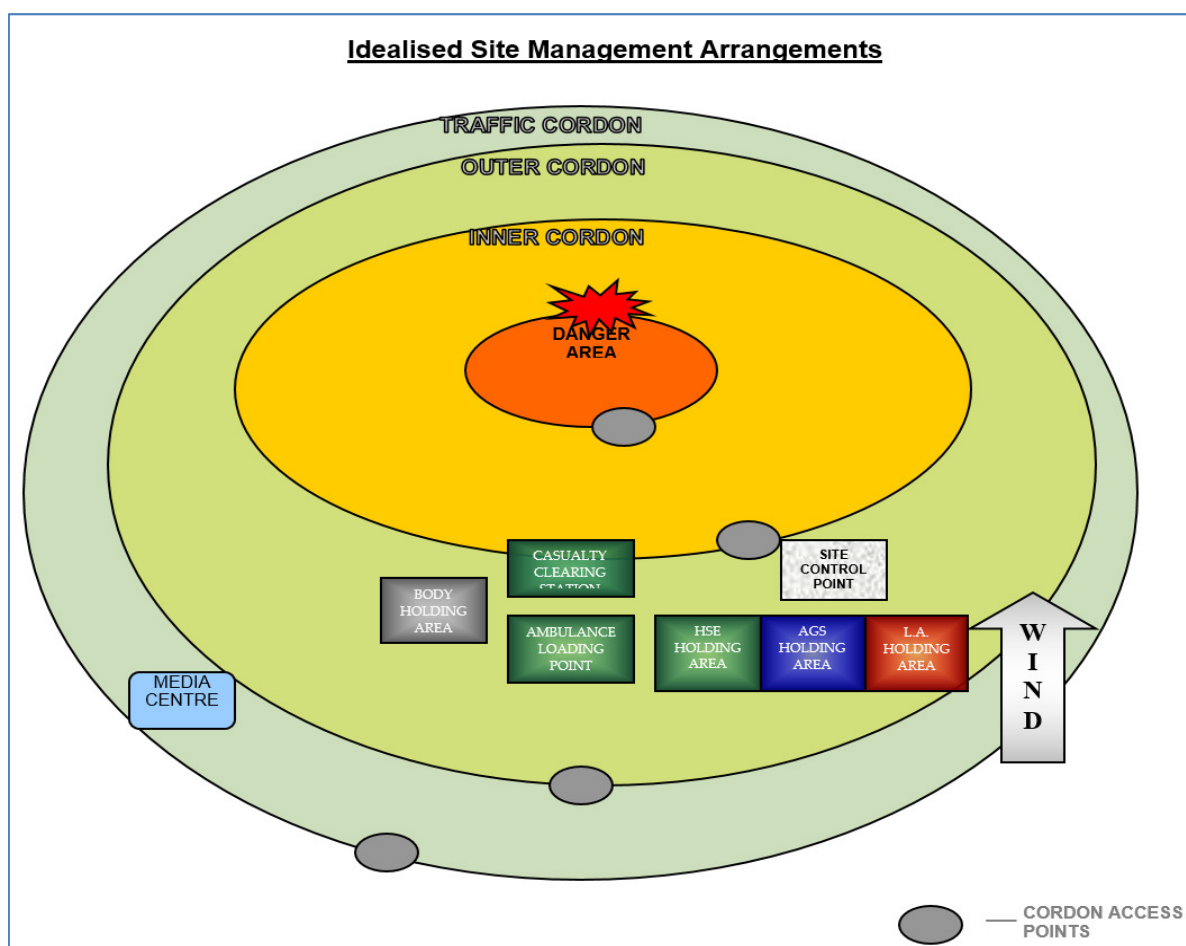


Figure A18.1 - Typical Site Layout for Major Emergencies

A18.2 Components of a Typical Site Plan

As described previously in **Section 7.9** the main components of a typical Site Plan should contain some or all of the following:

- Inner, Outer and Traffic Cordons
- A Danger Area, if appropriate
- Cordon and Danger Area Access Points
- Rendezvous Point
- Site Access Routes
- Holding Areas for the Different Services
- Principal Response Agency Control Points
- Site Control Point
- On-Site Co-Ordination Centre
- Casualty Clearing Station
- Ambulance Loading Area / Point
- Body Holding Area
- Survivor Reception Centre
- Friends and Relative Reception Centre
- Media Centre

Each of these is described briefly in the following paragraphs as well as a short note on both a Survivor Reception Centre and a Friends and Relatives Reception Centre.

A18.3 Cordons

Cordons should be established as quickly as possible at the site of a Major Emergency for the following reasons:

- To facilitate the operations of the Principal Emergency Services and other Agencies
- To protect the public by preventing access to dangerous areas
- To protect evidence and facilitate evidence recovery at the site

An Garda Síochána will establish the cordons (Inner/Outer/Traffic) which are considered appropriate, in consultation with the On-Site Co-Ordination Group. To facilitate movement through cordons and around the site, it is important that staff from all responding agencies should wear their identification of service and role (*see Section 7.9*), and keep prominent any supplementary identification issued to them.

Cordons for COMAH sites, Galway Harbour, Galway Racecourse and Island Response are pre-determined in the relevant External Emergency or Site-Specific Plans.

A18.3.1 The Inner Cordon

The Inner Cordon is used to define an area where the Principal Emergency Services work to rescue casualties and survivors and deal with the substance of the emergency. This is also the area where evidence will need to be protected. Persons working inside this area should have appropriate personal protective equipment (PPE).

A18.3.2 The Outer Cordon

The Outer Cordon is intended to seal off an extensive area around the Inner Cordon. The area between the Inner and Outer Cordons provides space for the Site Control Point, the On-Site Co-Ordination Centre, the Casualty Clearing Station, the Ambulance Loading Area, the Body Holding Area and the Holding Areas of the responding services.

A18.3.3 The Traffic Cordon

A Traffic Cordon is established to restrict vehicle access to the wider area around the site. One of the key objectives of a Traffic Cordon is to ensure the free passage of emergency response vehicles into and out of the site, and to prevent congestion at and around the site.

A18.4 Inner Cordon Access Point

An Inner Cordon Access Point should be established as soon as possible to facilitate and record the flow of responders into and out of the working area. The Inner Cordon Access Point should be under the control of the Lead Agency and should have a direct link back to the On-Site Co-Ordination Centre. In this way, the Controllers of Operations can build a picture of the deployment of responders from the various services (by getting a summary of their briefing / debriefing from officers) as they enter and leave the working area.

A18.5 Outer Cordon Access Point

The Outer Cordon Access Point (or points) is a control point(s) established by An Garda Síochána to control and direct the flow of responders into the site. The approach route to the Outer Cordon Access Point should be established as soon as possible and notified to all services. It should be signposted where this is feasible.

A18.6 A Danger Area

A Danger Area may be declared by the Fire Incident Commander and in some cases the other PRAs (see also **Section 5.5.4**) where there is a definite risk to rescue personnel, over and above that which would normally pertain at emergency operations. This risk could arise because of dangers posed by

- The release of hazardous materials
- Buildings in danger of further collapse
- The threat of explosion
- The presence of an armed individual
- The threat of infectious disease

Any Officer / responder who is aware of such additional risks should bring them to the immediate attention of the On-Site Co-Ordinator via his/her Controller of Operations. The On-Site Co-Ordination Group may, in light of the available information, decide to declare a Danger Area and may designate an Officer, appropriate for the circumstances, (e.g. the

Senior Fire Officer at the site in a case involving hazardous materials), to define the boundaries and to control access to the Danger Area.

When the Defence Forces deploy an Explosive Ordnance Disposal (EOD) team in Aid to the Civil Power the Officer in Charge of the team, upon arrival at the scene, will assume responsibility for the EOD task and inform the On-Site Co-Ordinator of the boundaries of the Danger Area and advise on necessary Cordon(s) through An Garda Síochána.

Where it is necessary that services continue to operate in a Danger Area, they should apply their normal incident and safety management arrangements, and relevant Officers should continue to exercise command / control over their own personnel working in the Danger Area.

Where a situation deteriorates to a point where the Officer in charge of the Danger Area decides that it is necessary to withdraw response personnel from a Danger Area, a signal comprising repeated sounding of a siren for **ten seconds on and ten seconds off**, will be given in addition to radio messages. All personnel should immediately withdraw from the Danger Area on hearing this signal.

A18.7 Danger Area Access Point

In situations where a Danger Area is declared, a Danger Area Access Point should be established on direction from the Officer in charge to act as a safety checkpoint.

A18.8 The Rendezvous Point (RVP)

The Rendezvous Point is the location to which all resources responding to the emergency site are directed in the first instance. An Garda Síochána will organise the Rendezvous Point. Other services may have one of their Officers present to direct responding vehicles into action or to that service's Holding Area.

A18.9 Holding Areas

A Holding Area should be designated for each responding service. This area is for resources not immediately required at the site or which having completed some tasks are being held in reserve. As the Health Service Executive and the Local Authority may need to deploy large numbers of vehicles to a Major Emergency site, the relevant Holding Areas should be of sufficient size (site permitting) to accommodate these vehicles.

Depending on the site, the Holding Areas may be in a joint area, or in a series of separate areas. The Health Service Executive Holding Area should normally be as close as possible to the Ambulance Loading Point / Casualty Clearing Station and should include an Ambulance Parking Area.

Each Agency's Holding Area will be under the control of an Officer from that agency. Holding Areas may be also used for briefing / debriefing of crews and as rest areas for personnel. Staff welfare facilities should ideally be co-located with the Holding Areas.



Figure A18.2 - Expanded Mobile On-Site Coordination Unit

A18.10 PRA Control Point

The PRA Control Point is the place at a Major Emergency site from which the Controller of Operations controls, directs and co-ordinates the PRA's response to the emergency. The first response vehicle from each of the Principal Emergency Services that arrives at the site will become the Control Point of that service, until the relevant Controller of Operations declares otherwise. In order that these Control Points should be clearly distinguishable in the early stages of an emergency response the first response vehicles from each service should be the only vehicles which have their flashing beacons on. Subject to safety considerations, all other response vehicles should turn off their beacons once they arrive on site. Dedicated incident control vehicles may take over the Control Point function when they arrive.

A18.11 Site Control Point

The Site Control Point is the area where, if practical, the three PRA Control Points are co-located.

A18.12 On-Site Co-Ordination Centre

The On-Site Co-Ordination Centre is a specific area / facility (usually at the Site Control Point), where the On-Site Co-Ordinator is located and the On-Site Co-Ordination Group meets. The On-Site Co-Ordinator should determine which facility will be used as the On-Site Co-ordination Centre. Depending on circumstance, this may be a standard vehicle designated for the task, a purpose-built vehicle, a tent or other temporary structure, or an appropriate space / building adjacent to the site. GFRS will mobilise their Mobile On-Site Coordination Unit to site and this can be extended using air shelters carried on other

incident support vehicles as necessary. A command centre is shown in **Figure A18.2** above.

A18.13 Casualty Clearing Station

The Casualty Clearing Station is the area established at the site by the National Ambulance Service, where casualties are collected, triaged, treated and prepared for evacuation to acute receiving hospitals.

A18.14 Ambulance Loading Area

The Ambulance Loading Area is an area close to the Casualty Clearing Station where casualties are transferred to ambulances for transport to hospital.

A18.15 Body Holding Area

The Body Holding Area is an area, under the control of An Garda Síochána, where the dead can be held temporarily until transferred to a Mortuary or Temporary Mortuary.

The On-Site Co-Ordinator, in association with the other Controllers of Operations, 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. It should be noted that the Body Holding Area is not an 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).

Galway County Council has access to a contracted refrigerated multiple casualty container and owns a refrigerated multiple casualty tent (flexmort) and two specially configured refrigerated trucks giving a total capacity of 80. Additional flexmort units are available at Sligo and Tullamore, or via the NECG. Additionally, Galway County Council can establish a Mass Fatality Holding Area at Galway Airport using refrigerated trailers with a capacity of up to 480.

A18.16 Survivor Reception Centre

The Survivor Reception Centre is a secure location to which survivors, not requiring hospital treatment, can be taken for shelter, first aid, interview and documentation. Where considered appropriate, a Survivor Reception Centre (or Centres) should be designated and established at the earliest possible opportunity. The On-Site Co-Ordinator in conjunction with the other Controllers of Operations should determine if such a centre is to be established and where it is to be located. The Survivor Reception Centre is not usually located at the site, but rather in a suitable near-by premises, such as a hotel or community centre / hall.

It is the responsibility of the Local Authority to establish and run the Survivor Reception Centre supported by the other agencies including An Garda Síochána, the HSE, Galway Civil Defence and if necessary the VES. Provision should be made at the Centre for the immediate physical and psycho-social needs of survivors (e.g. hot drinks, food, blankets, telephones, first aid for minor injuries, etc) in association with the other Principal Response Agencies.

A18.17 Friends and Relatives Reception Centre

Some incidents may warrant the establishment of a Friends and Relatives Reception Centre(s) at an appropriate location(s) associated with the emergency. While not normally located at the site, it may be necessary and appropriate for the On-Site Co-Ordinator in conjunction with the other Controllers of Operations to determine the need for and arrange for the designation and operation / staffing of such a centre(s) as part of the site management arrangements.

A18.18 Media Centre

The Media Centre is a building / area specifically designated for use by the media, and for liaison between the media and the Principal Response Agencies. It is the responsibility of the Lead Agency to establish and run this centre. In this regard it should be noted that the media are likely to respond quickly to any Major Emergency and a media presence at the site may extend for days or even weeks.

Appendix A19 – Evacuation Sub-Plan / Protecting Threatened Populations

A19.1 Evacuation Overview

During a Major Emergency or Severe Weather Incident, evacuations may become necessary for a number of reasons such as a major fire, hazardous materials incident or severe flooding. Some evacuations will be short term (less than 24 hours) while others may be for a longer term (more than 24 hours). Some evacuations may allow residents time to prepare while other orders for evacuation may only provide a few minutes notice. Therefore, evacuation orders will vary depending on each situation. The decision to implement an evacuation order will be issued by the On-Site Co-Ordinator in conjunction with the other Controllers of Operations and the Local Co-Ordination Group. Evacuation will be the responsibility of An Garda Síochána assisted as necessary by the other PRAs. The evacuation of nursing homes and other care facilities is the responsibility of the HSE. Galway County Council will be responsible for providing temporary accommodation assisted by the other PRAs and other relevant organisations. The evacuation and provision of temporary accommodation for larger numbers over an extended period of time is a very significant task that should not be under-estimated.

Historically evacuations in Ireland are rare and when they have occurred, they have tended to be self-catered, as most people had extensive family links in both community and Nationally where they could be accommodated. In more recent times this situation has changed with higher non-National populations who often have fewer ties to the community, an aging population, and smaller families. Formal assistance is more likely to be necessary and must be planned for. Furthermore, Galway is unique in that it has an island community and a large Gaeltacht community.

A19.2 The Purpose of the Evacuation Sub-Plan

The purpose of the Evacuation Sub-Plan is to provide guidance on how to plan for and respond to an emergency requiring evacuation. The Emergency Evacuation Sub-Plan includes plans for events from partial-immediate area and full-immediate area evacuation and of the surrounding neighbourhoods. National guidance is available in the form of the document ***Guidance for the Management of Evacuation and Rest Centres***. The generic process is shown in ***Figure A19.1*** below and consists of the following phases;

- The event necessitating an evacuation
- Warning and moving the Public
- Rest centres for short-term shelter and welfare
- Temporary accommodation for longer durations
- Re-settlement and return

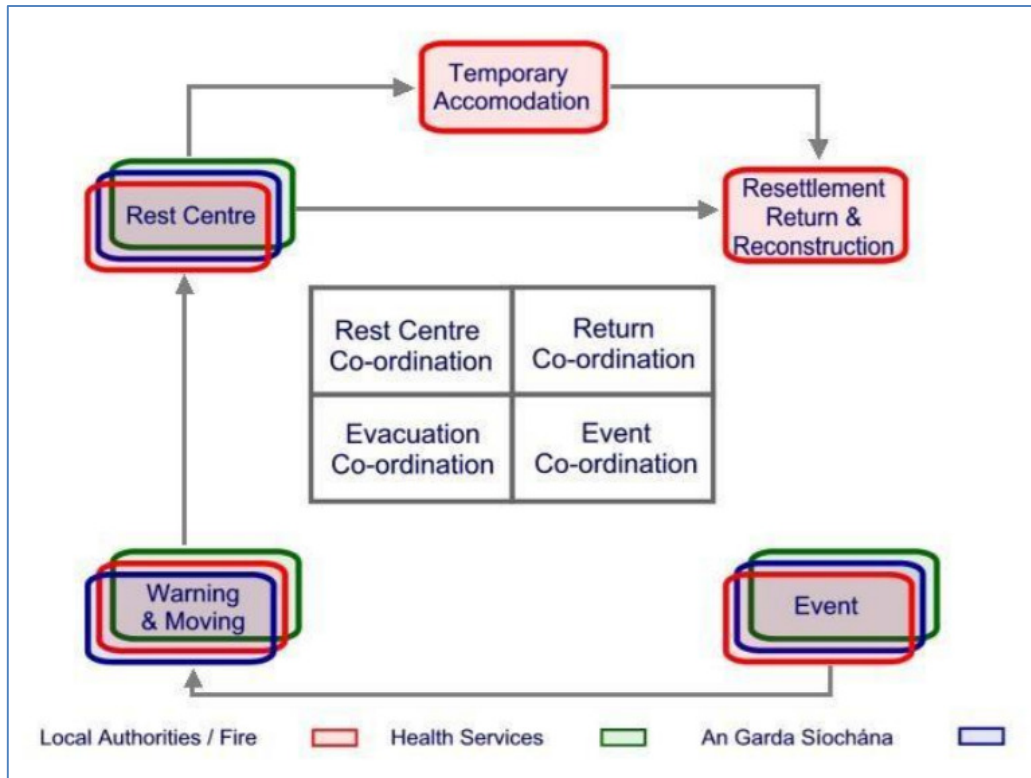


Figure A19.1 The Generic Evacuation Process

The GCC Multi-Hazard Evacuation Sub-Plan shown in **Figure A19.2** should be adjusted and implemented following a risk assessment for any particular incident. It is designed to manage, coordinate, and implement the evacuation of specific areas of Galway County in particular where timelines are very short and resources are scarce at least initially.

A19.3 Incidents Potentially Requiring Evacuation

The following is a non-exhaustive list of incidents which could potentially require evacuation;

- A Major Accident (for example a plane or train crash)
- An Act of Terrorism (unstable person creating a dangerous situation)
- An Uncontrolled Incident (Fire or explosion)
- A Hazardous Materials Incident (spillage and vapour cloud)
- Erosion or Land Slide
- Severe Weather including Flooding
- Systems Failure

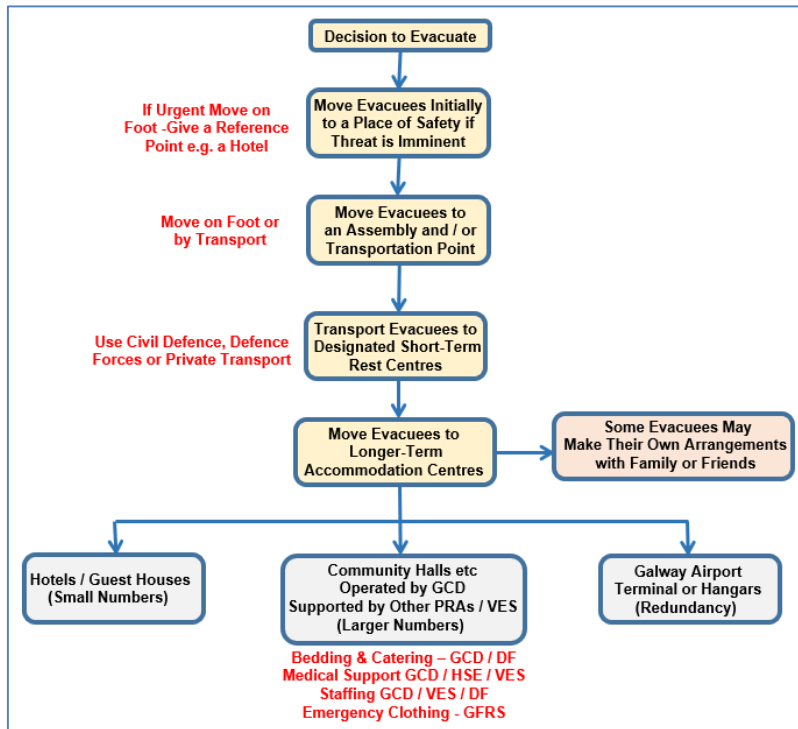


Figure A19.2 GCC Evacuation Process

A19.4 Evacuation Objectives

The objectives of any evacuation are as follows:

- Protection of life
- Timely and efficient notifications to the public
- Orderly evacuation of personnel to a place of safety
- Management of the evacuation process so as not to interfere with the arrival and tasks of emergency responders
- Providing adequate and safe shelter and welfare facilities for those that are displaced
- Provide medical and psycho-social support to those who need it
- Maintaining security during the evacuation period
- Safe and orderly return of evacuees

A19.5 Evacuation Responsibilities

The decision to implement an evacuation order will be issued by the On-Site Co-Ordinator in conjunction with the other Controllers of Operations and the Local Co-Ordination Group. Evacuation will be the responsibility of An Garda Síochána assisted as necessary by the other PRAs. Galway County Council will be responsible for providing temporary accommodation assisted by the other PRAs and other relevant organisations.

Town	Population	Town	Population	Town	Population
Abbeyknockmoy	262	Cong	145	Maigh Cuilinn	1,704
Ahascragh	195	Corrandulla	241	Milltown	207
An Cheathrú Rua	781	Corrofin	627	Monivea	308
Annaghdown	198	Craughwell	769	Mount Bellew	774
An Spidéal	237	Dunmore	600	Moylough	518
Athenry	4,445	Eyrecourt	252	Na Forbacha	356
Baile Chláir	1,248	Galway	79,934	Oranmore	4,990
Ballinasloe	6,662	Glenamaddy	480	Oughterard	1,318
Ballinderreen	483	Gort	2,994	Portumna	1,450
Ballygar	687	Headford	973	Rosscahill	306
Bearna	1,998	Kilcolgan	141	Roundstone	214
Cill Rónáin	247	Killimor	336	Tuam	8,767
Clarinbridge	384	Kinvara	734	Turloughmore	240
Clifden	1,597	Lackaghbeg	545	Williamstown	148
Cluain Bú	350	Loughrea	5,556	Woodford	239

Table A19.1 Population of Galway Towns (CSO 2016)

A19.6 Population of Towns in County Galway

The populations of the main towns of Galway are shown in **Table A19.1** above.

A19.7 Physical Evacuation Sequence

Once an evacuation order has been issued and communicated to the public, the physical evacuation sequence may involve some or all of the following:

Assembly Centre

This is an agreed area that should be within walking distance from evacuated homes and businesses and easily accessible for mobile persons. From here displaced persons are brought to a Transport Centre. Persons in need of assistance are assisted to this area or brought directly to another appropriate centre.

Transportation Centre

This Centre is an easily identifiable and spacious area with good transportation links and toilet facilities. It is envisaged that displaced persons are kept here for a minimum amount of time before being transported to a Rest Centre. Traffic control by An Garda Síochána or the Local Authority roads section may be required. Efforts should be made to devise and maintain separate routes for emergency vehicles going to the event site and for traffic evacuating the area.

Rest Centre

Rest Centres are places where people evacuated from premises (including residential, industrial, commercial, entertainment and education properties) can go to receive appropriate shelter and welfare care until they can return to the evacuated area, or be otherwise accommodated. They are generally used for short durations. On occasion and depending on the situation it may be appropriate to skip this centre and go straight to an Accommodation Centre. The Rest Centre should have the following:

- Good communications
- Separate office accommodation
- A large hall or rooms
- A basic kitchen to provide tea, coffee, soup and sandwiches

It is the responsibility of the Local Authority to ensure that arrangements are in place to provide Accommodation Centre accommodation, and the necessary welfare services, for evacuees. Most community centres and schools would be suitable and widely dispersed in most areas of habitation.

The setting up and operation of Rest Centres will be the responsibility of Galway Civil Defence who have qualified welfare and medical personnel. GCD will be supported by the County Council Housing Section including social workers, the HSE, and An Garda Síochána. The Defence Forces and selected other agencies subject to approval. Adequate record keeping will be essential.

Accommodation Centre

Accommodation Centres are places where displaced persons are catered for over longer periods of time varying from overnight to several nights or longer. The priority should be to utilise existing accommodation facilities such as hotels or guest houses working with the Department of Social Protection. However, there may be situations or locations where this is not possible.

It is the responsibility of Galway County Council Housing Section working with Galway Civil Defence to ensure that arrangements are in place to provide Accommodation Centres and the necessary welfare services displaced persons. Possible suitable properties include:

- Leisure or community centres,

- Day Centres or other HSE properties (not required to treat casualties)
- Schools.
- Churches
- GAA halls

A potential list of premises which may be suitable for use as Accommodation Centres is contained in the GIS based **Severe Weather Event Management System (SWEMS)**. A redundancy option will be the former Galway Airport. Prior to the use of any particular building as an Accommodation Centre a full risk assessment should be conducted to determine suitability.

At Regional Level, key information about Accommodation Centres in Local Authority areas should be recorded and maintained to facilitate mutual aid, both within and external to the planning region.

Accommodation Centres represent a complex, multi-agency response to the needs of evacuees. Potentially involved are the Local Authority, An Garda Síochána, the Health Service Executive, the owner of the premises being used, voluntary emergency services, welfare and advice organisations, other public service organisations which can provide help, advice and support, and private companies, such as catering firms, and transport operators. Elected representatives, friends and relatives of evacuees and the media will also have an interest in what is going on in both Rest and Accommodation Centres.

Planning for an Accommodation Centre

In planning for, and establishing, Rest / Accommodation Centres, the issues to be addressed include:

- Convenience of buildings to known areas at risk
- Even spread across an area, to allow for general risks
- Availability, given that evacuations can occur at any time of the day or night
- Facilities, staff and equipment required for effective operation of a Centre
- Management arrangements.
- Provision of physical and welfare help which is appropriate to the situation and to the social/religious/cultural/physical/financial needs of the displaced
- Keeping records
- Safety of the displaced, staff and building contents
- Triggers and mechanisms for identifying the need for a Centre and initiating action to establish one
- Preparation and integration of plans, including establishing understandings on roles, responsibilities and resources
- Infrastructure

Rest / Accommodation Centre Manager

An Accommodation Centre must have an Accommodation Centre Manager appointed. The Accommodation Centre Manager must know;

- How many people are likely to be evacuated and some idea of demographics – families, schoolchildren, elderly people, tourists or travellers, problems, expected difficulties in relation to language and diet
- When will the evacuation take place.
- Approximately how long it is likely to last, what refreshments will be suitable
- Whether the displaced are likely to have any particular needs, for example, if they will be wet and will require a change of clothes
- Where would be a safe area for an Accommodation Centre
- Any known groups with special needs, for example residents of nursing homes or sheltered accommodation. The HSE will be responsible for the evacuation of these types of facilities

Planning a Centre

In order to plan and respond effectively, organisations involved in the running of Rest / Accommodation Centres will require:

- An understanding, and acceptance of the roles and responsibilities of different organisations and agencies
- A list of potential Centres including information on access and setting up
- An agreed plan for receiving an alert that a Centre may be needed, taking a decision on whether and where to open a Centre, and communicating this information within and between organisations
- An agreed plan for the setting up and operation of a potential Centre, including its overall management
- Alert and callout arrangements for staffing a Centre
- An appreciation of Child Protection issues and responsibilities

An Accommodation Centre Operational Plan will be required for each Centre in operation.

Structure of Accommodation Centre

Separate areas will be necessary for both displaced people and staff. Ideally, it is envisaged that people are accommodated in either family groups or male / female areas. It needs a large hall and several lockable rooms with ample toilet and shower facilities or portable facilities may be arranged. Facilities for the provision of refreshments or meals either organic to the Centre or provided by external service providers,

The following facilities will be required as a minimum;

- A reception and security area to receive the displaced and regulate access
- A communications area to facilitate communications with relevant agencies
- An information hub / customer service area
- Accommodation areas (family / male / female / persons with disabilities)
- Toilet / showers (may be organic / prefabricated / or an arrangement with nearby facilities including halls or leisure centres)
- Refreshment facilities (organic or mobile)
- Kitchen facilities for preparation of meals (organic or mobile or external service provider)

- Indoor and outdoor (secure) recreation areas
- Storage areas
- Office areas

A19.8 Galway Civil Defence & Immediate Actions

Galway Civil Defence has undergone considerable training in this area and have significant experience at managing centres and providing welfare assistance at large crowd events. The management and operation of such centres will be the responsibility of Galway Civil Defence who will be assisted by the other PRAs as necessary under the direction of the LCG and GCC Housing Section. The immediate actions by Civil Defence on tasking to provide a centre is as follows:

- Select a suitable building using SWEMS and in consultation with the OSCG and the LCG
- Establish the context and extent of the requirement
- Conduct a risk assessment and develop an Operational Plan for the centre
- Consult with the GCC Senior Social Worker and the HSE CEMO
- Appoint a Centre Manager and staff
- Mobilise the welfare unit from Roscommon County Council or a suitable private alternative
- Arrange suitable transport from GCD, the Defence Forces, Bus Eireann or private operators
- Request a field kitchen from the Defence Forces
- Request 50 sets of emergency clothing from GFRS
- Deliver temporary bedding from GCD stores and request additional stocks from the Defence Forces
- Request tables and chairs if required from the Defence Forces
- Assess the need for involvement of CD Units from outside the County and the VES
- Provide an on-site Medical Team in conjunction with the HSE

A19.9 Emergency Transportation

Transportation will be required to ferry displaced personnel to and from the Centre. A certain amount will also be required to support the Centre staff. Transport may be sourced as follows:

- Civil Defence
- Defence Forces
- HSE
- VES

- Private companies (See **Appendix B21** for a list of private operators within County Galway)

A19.10 Evacuation Communication - Public Alerting

Alerting members of the public to an evacuation requirement is the responsibility of An Garda Síochána and the following means can be used:

- Door to door
- Drive through and use of loudspeakers
- National and local Media including radio and T.V public announcements
- Local helpline / information line
- Web sites
- Social Media – including Facebook and twitter
- Telephone messages and Automated Text services:
- are the first and main method of disseminating information

Every caution is necessary to ensure inclusion of persons with communication and mobility issues.

A19.11 Translation Services

Translation services may be required and can be arranged through An Garda Síochána. The following additional services may be useful;

- NUIG Translation Services Irish translation - An Oifig Aistriúcháin (The Translation Office). Telephone: 091 495170 / 495428 / 495480
- CTC Commercial Translation Centre, No 8 Boireann Bheag, Roscam, Galway – Ireland. Telephone 1850 200 833 / 091 539792

A19.12 Dealing with Persons with Disabilities

Dealing with member of the public who have disabilities will be challenging and will be the responsibility of the HSE and potentially assisted by the VES. The following contact may be useful: Galway Deaf Club Telephone 091 563224 Contact via Text

A19.13 Site Specific Plans

Evacuation is also covered in the following site-specific plans which should be consulted:

- External Emergency Plan for Circle K, Galway Docks
- External Emergency Plan for Colas Bitumen Emulsion West, Oranmore, Galway
- External Emergency Plan for Tynagh Energy, Tynagh, County Galway
- Site Specific Plan for Galway Racecourse
- Inter-Agency Island Response Plan
- GCC Housing Section - Emergency Evacuation Plan – Traveller Specific Halting Sites

Appendix A20 – Galway Civil Defence

A20.1 Overview

The primary role of Galway Civil Defence is to support the Principal Emergency Services and to provide community support by promoting, developing and maintaining Civil Defence as an effective volunteer-based organisation. Training is delivered in the following areas:

- Casualty First Aid
- Search & Rescue
- Line Rescue
- Radiation Monitoring
- Welfare functions
- Communications
- Water Search & Recovery

A20.2 Response to Major Emergencies

In addition to normal training in specific skills, Civil Defence undertakes training to ensure its volunteers are familiar with the emergency management framework and response arrangements within Galway County Council and the other Principal Response Agencies. Civil Defence will contribute to the preparation for emergency management within Galway County Council.

Galway Civil Defence continues to identify and recruit suitable volunteers to provide an effective and meaningful rapid response team to augment the statutory agencies for emergency planning.

A20.3 Casualty Service

Volunteers are trained to life saving, intermediate, advanced and instructor levels to provide a first aid and ambulance service. All relevant personnel are PHECC registered.

A20.4 Search and Rescue

Rescue activity in Civil Defence can be divided into three categories. Members are trained in:

- Urban rescue
- Open country search for missing persons and
- Water based search and recovery including boat handling

Civil Defence currently also uses drone technology in these roles.

A20.5 Radiation Monitoring

The Civil Defence organisation has a nuclear radiation monitoring responsibility in the event of a nuclear accident, a nuclear war or potential terrorist nuclear detonation. Civil Defence train wardens on the operation of detection monitoring equipment.

Under the Government's ***National Emergency Plan for Nuclear Accidents***, the Department of Housing, Planning and Local Government is the co-ordinating body for the response of all Government departments and agencies. Under the Plan a number of important and specific functions have been allocated to the Civil Defence and the warden service would implement these. The functions include:

- Conducting static radiation monitoring from a number of fixed points around the country
- Collecting samples of differing types including soil, water and vegetation, and transporting them to the laboratories of the Radiological Protection Institute of Ireland (RPII) and other designated laboratories for analysis
- Assisting where required, in implementation of control measures

A20.6 Welfare Service

Civil Defence is the only voluntary organisation that is trained in this field and therefore provides unique services in times of emergency in support of the PRA's. There can be considerable suffering and further loss of life in emergencies if proper aftercare is not provided for disaster victims. This can range from basic physical needs such as providing hot meals, drinks or caring support in the form of counselling. Volunteers could always assist with the provision of food for emergency personnel on a disaster site. Volunteers could assist with the establishment of temporary accommodation, registration of personnel etc.

A20.7 Communications

Civil Defence operates two independent radio communications systems in support of its various activities and operations. One is a VHF system which provides wide area radio coverage, typically county coverage and beyond. This is a national system, which incorporates a network of radio base stations and hill-top repeater sites to provide an independent countrywide national network. This system enables radio communications between the bases located in County HQ and Civil Defence vehicles fitted with VHF mobile radios as they travel throughout the county area.

The second is a UHF system, which is used primarily for on-site radio communications. This provides local radio coverage at incident sites and local areas of operations using UHF mobile radios, fitted to vehicles and hand portable radios.

Civil Defence also operates Marine VHF hand portable radios in support of its boating activities which enables radio communications between the boat crews and other agencies such as the RNLI, the Irish Coastguard and the various coastal and harbour radio stations.

Civil Defence also has access to a number of pooled TETRA radios as part of the National Digital Radio Service which can be used for inter-agency secure communications.

A20.8 Personnel Resources Possibly Available During an Emergency

Civil Defence would expect in the region of 25 to 30 personnel to respond initially to an emergency. It must be remembered that personnel are volunteers and large numbers may not be sustainable over long periods of time. Support from other counties may be available if required for longer duration incidents.

A20.9 Equipment

The following equipment is available;

- 5 x minibuses
- 5 x (4x4) Vehicles
- 5 x CEN Ambulances
- 4 x (4x4) Ambulances
- 1 x Command Unit
- 3 x Boats (2 x RIBs & 1 x Flood Response Boat)
- 6 x Battery powered Scene Lights.

A20.10 Mobilisation

Mobilisation procedures are outlined in **Appendix B10**. The Civil Defence Officer is a member of the Galway County Council CMT.

A20.11 Command / Control / Co-Ordination

The Civil Defence Officer is a member of the Galway County Council CMT. At the scene of an emergency the Civil Defence Officer or the designated Unit Commander will report to the Galway County Council Controller of Operations or Senior Fire Officer for deployment. Civil Defence volunteers will remain under the control of the Civil Defence Officer or the designated Unit Commander.

A20.12 Training & Preparation

The following Civil Defence Training is conducted in preparation for major emergencies:

- Regular briefings and workshops on new plans to ensure volunteers are familiar with Galway County Council's Major Emergency Plan and other plans
- The Civil Defence Officer (CDO) attends meetings / seminars on the ME plan & implications for CD volunteers at emergency site.
- CDO is a member of the Major Emergency Management Development Committee (MEDC) and SEVESO Emergency Planning Groups
- Tabletop exercises annually
- Information and updates
- Training delivered regularly

- Volunteers are activated by CDO or designate in the event of an emergency

A20.13 De-Briefing & Reporting

Before standing down of the Major Emergency and departing the scene, the section should meet and discuss all aspects undertaken both on and off-site). This should be compiled and submitted to the relevant Director. Representatives should attend any subsequent debriefs as required.

A20.14 Safety

In a Major Emergency Situation, there are typically a large number of professional (and voluntary) groups working within the controlled area. Each group is working to a specific mandate. It is important that each group stays focused to its objectives and does not change focus to another group unless officially directed to do so. Safety is a primary concern and be assessed before any task is undertaken by way of a risk assessment, ongoing dynamic risk assessment and Service procedures must be followed at all times and appropriate PPE should be used.

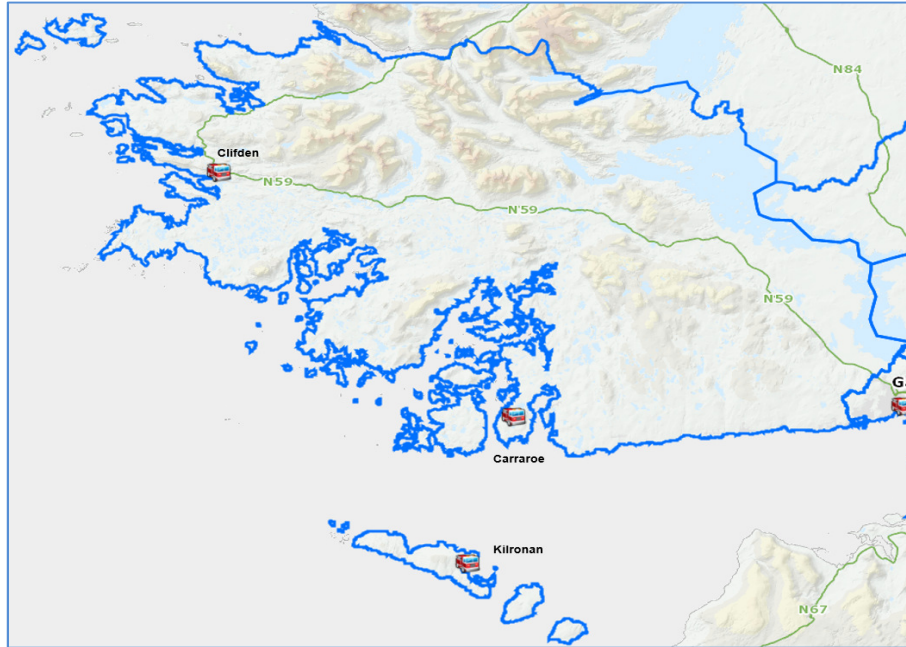
All Civil Defence personnel at the site of an emergency will be clearly identifiable as Galway County Council Civil Defence personnel. Ideally, official identification will also be supplied. All Civil Defence personnel will carry their standard PPE and use collective PPE as the situation requires.

A20.15 Media

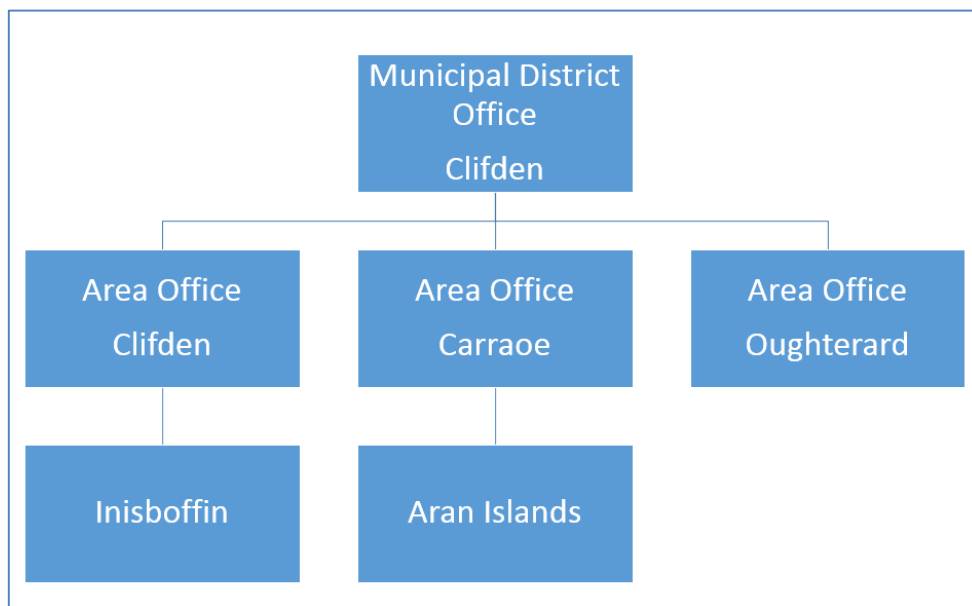
Major Emergencies by their nature attract large media attention. All media statements are supplied by the Media Liaison Officer (or another nominated person) usually based at the On-Site or Local Co-Ordination Centre (Áras an Chontae). Any requests for information or statements should be directed to the Media Liaison Officer only.

Appendix A21 – Sub- Plan Connemara Municipal District

A21.1 Connemara Municipal District



A21.2 Connemara Municipal District Organisation



A21.3 Main Urban Centres Within the District

- Clifden
- Letterfrack
- Oughterard
- Moycullen
- Barna
- Spiddal
- Carraroe
- Kilkieran
- Carna
- Rosmuc
- Roundstone

A21.4 Significant Risks Within the District

- Water / sewage treatment plants
- Roads
- Proximity to coast / lakes / rivers
- Islands
- Forests - wildfires
- Airport
- Port
- Wind farms
- Isolation of island communities
- Severe weather / flooding (including coastal)
- Landslides

A21.5 Water Area

Connemara Municipal District is part of the Western Water Area.

A21.6 Water / Sewage Treatment Within the District

- Ballyconeely waterworks
- Carraroe water / sewerage scheme
- Cleggan / Claddaghduff water / sewerage scheme
- Clifden waterworks
- Clifden sewerage treatment plant
- Clonbur water / sewerage scheme
- Cornamona water supply scheme
- Inisboffin waterworks
- Inis Oirr water supply scheme
- Inis Mor water supply scheme
- Kilkieran / Carna water supply scheme
- Leenane waterworks
- Letterfrack waterworks
- Moycullen sewerage scheme

- Oughterard sewerage scheme
- Roudstone water supply scheme
- Rosmuc water supply scheme
- Spiddal waterworks
- Tir an Fhia water supply scheme
- Tully / Tullycross water supply scheme

Relevant contact details are contained in **Appendix B13**.

A21.7 Brief Description of Functions of the District

- Road construction and maintenance
- Water services (water and sewage treatment and maintenance)
- Environmental protection
- Housing maintenance

A21.8 Possible Functions Required During a Major Emergency

It is expected that the roles allocated to personnel of the Municipal District will mirror their normal roles except that working hours may be extended and risk levels may be augmented and in some cases significantly so. Roles can be generally summarised as follows:

- Road accidents / diversions / traffic management
- Clearance of fallen trees and other obstructions
- Burst / contaminated water mains
- Oil spills
- Flooding
- Snow / ice clearance
- Environmental protection

A21.9 Possible Resources Available During a Major Emergency

Personnel

- Engineers / supervisors
- Trades
- General construction operatives
- Plant operators

Relevant contact details are contained in **Appendix B12**.

Transport / Machinery

- Tractors and trailers
- Loaders
- Lorries
- Snow ploughs / gritters
- Pick ups
- Hired plant

Relevant contact details are contained in **Appendix B12**.

Equipment

- Road signage
- Sand bags
- Hired equipment

A21.10 Mobilisation Procedure During a Major Emergency

- Notify the Municipal District / Area Engineer
- Notify the DOS Infrastructure and Operations
- Mobilise the relevant GSS
- GSS mobilises on-call team
- Mobilise additional or full workforce as necessary
- Mobilise water caretakers

Council, Directorate and Municipal District contact lists are contained in **Appendices B1 to B14**.

A21.11 Command and Control

Normal command and control structures will be applied as per **Section 6** for Major Incidents and Major Emergencies within the Municipal District. The Municipal Engineer may initially act as the GCC Controller of Operations and an On-Site Co-Ordination Centre should set up at the scene. Where GCC is designated as the Lead Agency the GCC Controller of Operations will act as the On-Site Co-Ordinator. The Controller of Operations will liaise with the CMT and the OSCG will liaise with the LCG. When relieved by a Key Appointment Holder, the Municipal District Engineer will be assigned a supporting role as necessary.

A21.12 Site Management

Site management arrangements will be implemented where possible in accordance with **Section 7.9** and **Appendix A18**.

A21.13 On-Site Co-Ordination Centre

An On-Site Co-Ordination Centre should be set up at the scene as per **Section 6**. The GFRS MOSCU may be requested as necessary. For wide area emergencies the OSCC may be set up in the Municipal District or Area Office as follows:

- Clifden Office
- Carraroe Office
- Oughterard Office

A21.14 Communications

Communications will be as set out in the GCC Communications Plan in **Section 7.5** and **Appendix A17**.

A21.15 Contact Lists

See **Appendices B1 to B14**.

A21.16 Planning and Preparedness

Core functions of the Municipal District are to execute their roles in an Emergency situation and as far as is practicable continue to provide services to the Public. It is vital that the Municipal District prepares for such Emergencies on a regular basis. The Municipal District Engineer will be responsible for the following:

- Ensure all personnel are aware of the MEP and their responsibilities
- Mobilisation procedures are kept up to date and practiced regularly
- Liaising with other PES locally including AGS, the GFRS Station Officer, Civil Defence Unit, IRCG Teams, NAS personnel and Utilities
- There are sufficient MEM IMS boards and tabards in the Municipal or Area office which may be used as an OSCC

A21.17 Training

Training conducted by personnel of the Municipal District includes:

- Role related training
- Health and safety training
- Major emergency familiarisation training including risk assessment in higher risk situations including Red Weather Warnings

A21.18 Reporting and Debriefing

During a Major Emergency reporting structures are laid out in **Section 6**. Following the Major Emergency and before departing the scene Municipal District personnel and other Agencies should meet for a hot debrief to discuss all aspects undertaken (on and off-site). A cold debrief may also be arranged. All aspects undertaken and all lessons learned should be submitted to the Director of Service. A representative may subsequently be required to attend a formal Inter-Agency debrief as required.

A21.19 Integrated Working

In a Major Emergency there are typically a large number of Sections / Agencies working within the controlled area (or wider area for a wide area emergency) and inter Section / Agency support will be very important. Each Group will be working to a specific mandate and it is vital that each Group stays focussed on its own objectives. Focus should not change to another Group unless officially directed to do so.

A21.20 Island Response

This Municipal District includes the four large inhabited islands. Island response procedures are outline in **Section 7.16**.

A21.21 Principal and Voluntary Emergency Services

Main Garda Stations	Ambulance Bases	Fire Stations	IRCG Teams	Civil Defence Centres
Clifden Oughterard Spiddal Carraroe Inis Mor	Clifden Carraroe	Clifden GY14 Carraroe GY22 Inis Mor GY21	Cleggan Casla / Rosaveel	Galway City

A21.22 Temporary Accommodation

A list of potential temporary accommodation / rest centres within the Municipal District is contained in the ***GCC Severe Weather Event Management System***.

A21.23 Public Safety Messages

Public safety messages should be issued by An Garda Síochána in accordance with ***Section 7.7***. Such messages should be repeated as necessary by the GCC MLO.

A21.24 Media

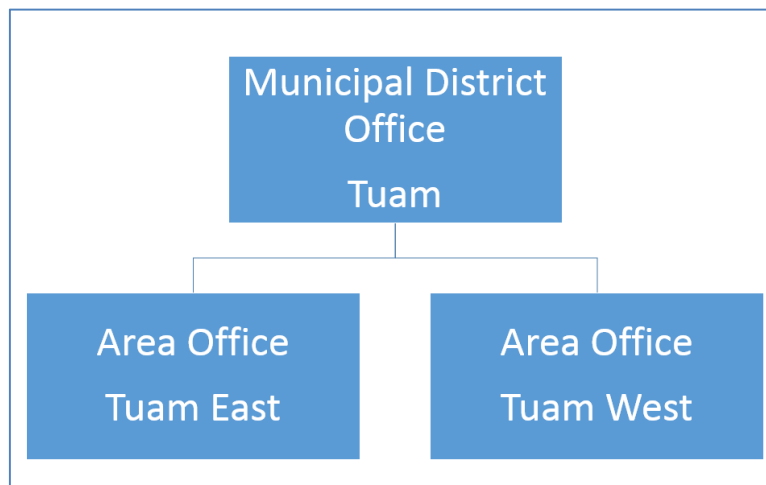
Major Incidents or Major Emergencies will typically attract significant media attention. All media statements are supplied by the MLO at the OSCG or LCG / CMT in accordance with ***Section 7.8***. Any requests for information by the media should be referred to the relevant MLO.

Appendix A22 – Sub– Plan Tuam Municipal District

A22.1 Tuam Municipal District



A22.2 Tuam Municipal District Organisation



A22.3 Main Urban Centres Within the District

- Tuam
- Milltown

- Headford
- Claregalway
- Abbeyknockmoy
- Dunmore

A22.4 Significant Risks Within the District

- Water / sewage treatment plants
- Roads including the M17 motorway
- Proximity to coast / lakes / rivers
- Forests - wildfires
- Wind farms
- Severe weather / flooding (including coastal)

A22.5 Water Area

Tuam Municipal District is part of the Northern Water Area.

A22.6 Water / Sewage Treatment Within the District

- Dunmore waterworks / sewage works
- Headford water supply and sewerage scheme
- Tuam treatment works
- Tuam waterworks

Relevant contact details are contained in **Appendix B13**.

A22.7 Brief Description of Functions of the District

- Road construction and maintenance
- Water services (water and sewage treatment and maintenance)
- Environmental protection
- Housing maintenance

A22.8 Possible Functions Required During a Major Emergency

It is expected that the roles allocated to personnel of the Municipal District will mirror their normal roles except that working hours may be extended and risk levels may be augmented and some cases significantly so. Roles can be generally summarised as follows:

- Road accidents / diversions / traffic management
- Clearance of fallen trees and other obstructions
- Burst / contaminated water mains
- Oil spills
- Flooding
- Snow / ice clearance
- Environmental protection

A22.9 Possible Resources Available During a Major Emergency

Personnel

- Engineers / supervisors
- Trades
- General construction operatives
- Plant operators

Relevant contact details are contained in **Appendix B12**.

Transport / Machinery

- Tractors and trailers
- Loaders
- Lorries
- Snow ploughs / gritters
- Pick ups
- Hired plant

Relevant contact details are contained in **Appendix B13**.

Equipment

- Road signage
- Sand bags
- Hired equipment

A22.10 Mobilisation Procedure During a Major Emergency

- Notify the Municipal District / Area Engineer
- Notify the DOS Infrastructure and Operations
- Mobilise the relevant GSS
- GSS mobilises on-call team
- Mobilise additional or full workforce as necessary
- Mobilise water caretakers

Council, Directorate and Municipal District contact lists are contained in **Appendices B1 to B14**.

A22.11 Command and Control

Normal command and control structures will be applied as per **Section 6** for Major Incidents and Major Emergencies within the Municipal District. The Municipal Engineer may initially act as the GCC Controller of Operations and an On-Site Co-Ordination Centre should set up at the scene. Where GCC is designated as the Lead Agency the GCC Controller of Operations will act as the On-Site Co-Ordinator. The Controller of Operations will liaise with the CMT and the OSCG will liaise with the LCG. When relieved by a Key Appointment Holder, the Municipal Engineer will be assigned a supporting role as necessary.

A22.12 Site Management

Site management arrangements will be implemented where possible in accordance with **Section 7.9** and **Appendix A18**.

A22.13 On-Site Co-Ordination Centre

An On-Site Co-Ordination Centre should be set up at the scene as per **Section 6**. The GFRS MOSCU may be requested as necessary. For wide area emergencies the OSCC may be set up in the Tuam Municipal District Office.

A22.14 Communications

Communications will be as set out in the GCC Communications Plan in **Section 7.5** and **Appendix A17**.

A22.15 Contact Lists

See **Appendices B1 to B14**.

A22.16 Planning and Preparedness

Core functions of the Municipal District are to execute their roles in an Emergency situation and as far as is practicable continue to provide services to the Public. It is vital that the Municipal District prepares for such Emergencies on a regular basis. The Municipal District Engineer will be responsible for the following:

- Ensure all personnel are aware of the MEP and their responsibilities
- Mobilisation procedures are kept up to date and practiced regularly
- Liaising with other PES locally including AGS, the GFRS Station Officer, Civil Defence Unit, IRCG Teams, NAS personnel and Utilities
- There are sufficient MEM IMS boards and tabards in the Municipal or Area office which may be used as an OSCC

A22.17 Training

Training conducted by personnel of the Municipal District includes:

- Role related training
- Health and safety training
- Major emergency familiarisation training including risk assessment in higher risk situations including Red Weather Warnings

A22.18 Reporting and Debriefing

During the Major Emergency reporting structures are laid out in **Section 6**. Following the Major Emergency and before departing the scene Municipal District personnel and other

Agencies should meet for a hot debrief to discuss all aspects undertaken (on and off-site). A cold debrief may also be arranged. All aspects undertaken and all lessons learned should be submitted to the Director of Service. A representative may subsequently be required to attend a formal Inter-Agency debrief as required.

A22.19 Integrated Working

In a Major Emergency there are typically a large number of Sections / Agencies working within the controlled area (or wider area for a wide area emergency) and inter Section / Agency support will be very important. Each Group will be working to a specific mandate and it is vital that each Group stays focussed on its own objectives. Focus should not change to another Group unless officially directed to do so.

A22.20 Principal and Voluntary Emergency Services

Main Garda Stations	Ambulance Bases	Fire Stations	IRCG Teams	Civil Defence Centres
Tuam Headford Dunmore	Tuam Galway	Tuam GY19	N/A	Loughrea Galway City

A22.21 Temporary Accommodation

A list of potential temporary accommodation / rest centres within the Municipal District is contained in the ***GCC Severe Weather Event Management System***.

A22.22 Public Safety Messages

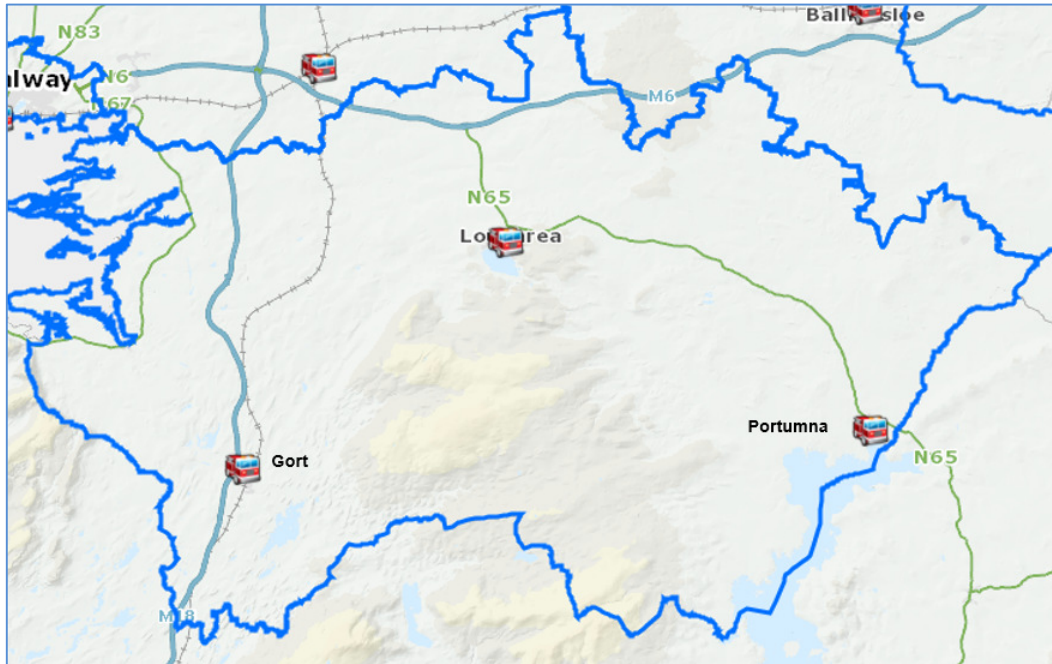
Public safety messages should be issued by An Garda Síochána in accordance with ***Section 7.7***. Such messages should be repeated as necessary by the GCC MLO.

A22.23 Media

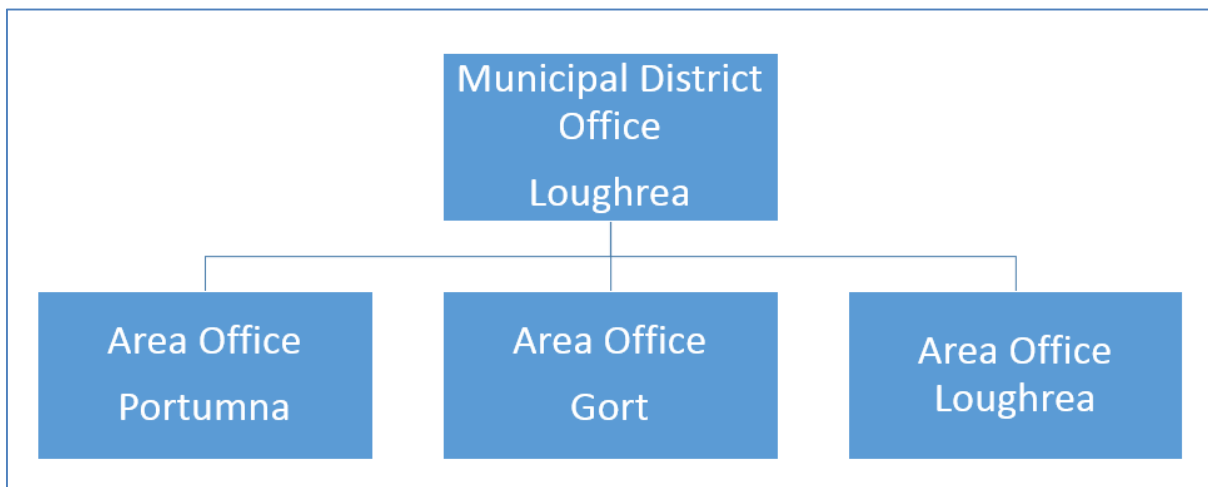
Major Incidents or Major Emergencies will typically attract significant media attention. All media statements are supplied by the MLO at the OSCG or LCG / CMT in accordance with ***Section 7.8***. Any requests for information by the media should be referred to the relevant MLO.

Appendix A23 – Sub- Plan Loughrea Municipal District

A23.1 Loughrea Municipal District



A23.2 Loughrea Municipal District Organisation



A23.3 Main Urban Centres Within the District

- Loughrea

- Craughwell
- Gort
- Portumna

A23.4 Significant Risks Within the District

- Water / sewage treatment plants
- Roads including the M6 and M18 motorways
- Proximity to coast / lakes / rivers
- Forests - wildfires
- Wind farms
- Severe weather / flooding (including coastal)
- Landslides

A23.5 Water Area

Loughrea Municipal District is part of the Southern Water Area.

A23.6 Water / Sewage Treatment Within the District

- Craughwell waterworks
- Gort water / sewerage scheme
- Kilimor waterworks
- Loughrea sewerage treatment plant
- Loughrea waterworks
- Portumna sewerage works
- Portumna / Woodford water supply scheme
- Woodford water works and sewerage works

Relevant contact details are contained in **Appendix B13**.

A23.7 Brief Description of Functions of the District

- Road construction and maintenance
- Water services (water and sewage treatment and maintenance)
- Environmental protection
- Housing maintenance

A23.8 Possible Functions Required During a Major Emergency

It is expected that the roles allocated to personnel of the Municipal District will mirror their normal roles except that working hours may be extended and risk levels may be augmented and some cases significantly so. Roles can be generally summarised as follows:

- Road accidents / diversions / traffic management
- Clearance of fallen trees and other obstructions
- Burst / contaminated water mains

- Oil spills
- Flooding
- Snow / ice clearance
- Environmental protection

A23.9 Possible Resources Available During a Major Emergency

Personnel

- Engineers / supervisors
- Trades
- General construction operatives
- Plant operators

Relevant contact details are contained in **Appendix B12**.

Transport / Machinery

- Tractors and trailers
- Loaders
- Lorries
- Snow ploughs / gritters
- Pick ups
- Hired plant

Relevant contact details are contained in **Appendix B12**.

Equipment

- Road signage
- Sand bags
- Hired equipment

A23.10 Mobilisation Procedure During a Major Emergency

- Notify the Municipal District / Area Engineer
- Notify the DOS Infrastructure and Operations
- Mobilise the relevant GSS
- GSS mobilises on-call team
- Mobilise additional or full workforce as necessary
- Mobilise water caretakers

Council, Directorate and Municipal District contact lists are contained in **Appendices B1 to B14**.

A23.11 Command and Control

Normal command and control structures will be applied as per **Section 6** for Major Incidents and Major Emergencies within the Municipal District. The Municipal Engineer may initially act as the GCC Controller of Operations and an On-Site Co-Ordination

Centre should set up at the scene. Where GCC is designated as the Lead Agency the GCC Controller of Operations will act as the On-Site Co-Ordinator. The Controller of Operations will liaise with the CMT and the OSCG will liaise with the LCG. When relieved by a Key Appointment Holder, the Municipal Engineer will be assigned a supporting role as necessary.

A23.12 Site Management

Site management arrangements will be implemented where possible in accordance with **Section 7.9** and **Appendix A18**.

A23.13 On-Site Co-Ordination Centre

An On-Site Co-Ordination Centre should be set up at the scene as per **Section 6**. The GFRS MOSCU may be requested as necessary. For wide area emergencies the OSCC may be set up in the Municipal District or Area Office as follows:

- Loughrea Office
- Portumna Office
- Gort Office

A23.14 Communications

Communications will be as set out in the GCC Communications Plan in **Section 7.5** and **Appendix A17**.

A23.15 Contact Lists

See **Appendices B1 to B14**.

A23.16 Planning and Preparedness

Core functions of the Municipal District are to execute their roles in an Emergency situation and as far as is practicable continue to provide services to the Public. It is vital that the Municipal District prepares for such Emergencies on a regular basis. The Municipal District Engineer will be responsible for the following:

- Ensure all personnel are aware of the MEP and their responsibilities
- Mobilisation procedures are kept up to date and practiced regularly
- Liaising with other PES locally including AGS, the GFRS Station Officer, Civil Defence Unit, IRCG Teams, NS personnel and Utilities
- There are sufficient MEM IMS boards and tabards in the Municipal or Area office which may be used as an OSCC

A23.17 Training

Training conducted by personnel of the Municipal District includes:

- Role related training
- Health and safety training
- Major emergency familiarisation training including risk assessment in higher risk situations including Red Weather Warnings

A23.18 Reporting and Debriefing

During the Major Emergency reporting structures are laid out in **Section 6**. Following the Major Emergency and before departing the scene Municipal District personnel and other Agencies should meet for a hot debrief to discuss all aspects undertaken (on and off-site). A cold debrief may also be arranged. All aspects undertaken and all lessons learned should be submitted to the Director of Service. A representative may subsequently be required to attend a formal Inter-Agency debrief as required.

A23.19 Integrated Working

In a Major Emergency there are typically a large number of Sections / Agencies working within the controlled area (or wider area for a wide area emergency) and inter Section / Agency support will be very important. Each Group will be working to a specific mandate and it is vital that each Group stays focussed on its own objectives. Focus should not change to another Group unless officially directed to do so.

A23.20 Principal and Voluntary Emergency Services

Main Garda Stations	Ambulance Bases	Fire Stations	IRCG Teams	Civil Defence Centres
Loughrea Portumna Gort	Loughrea	Loughrea GY16 Portumna GY18 Gort GY15	N/A	Loughrea

A23.21 Temporary Accommodation

A list of potential temporary accommodation / rest centres within the Municipal District is contained in the ***GCC Severe Weather Event Management System***.

A23.22 Public Safety Messages

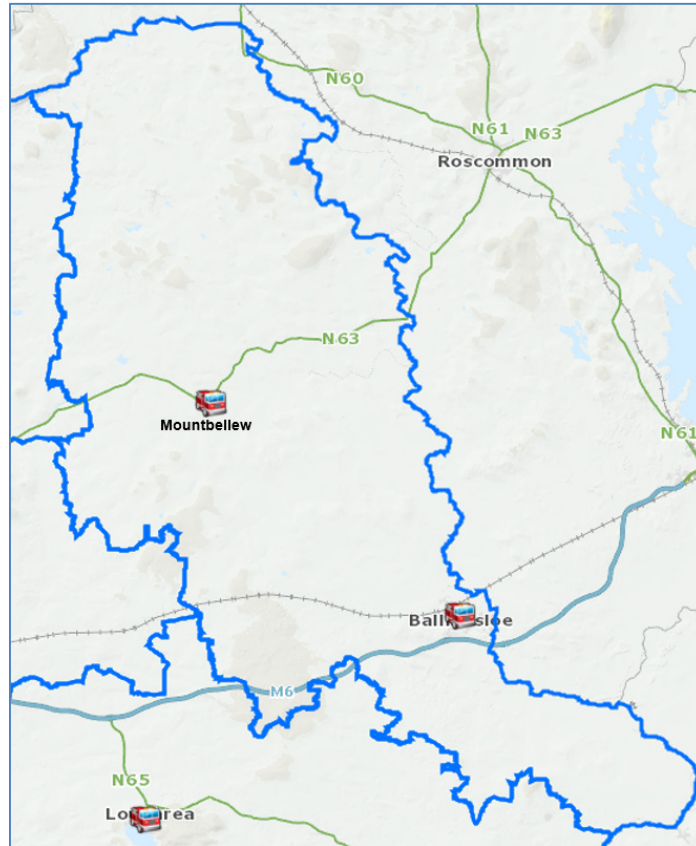
Public safety messages should be issued by An Garda Síochána in accordance with **Section 7.7**. Such messages should be repeated as necessary by the GCC MLO.

A24.23 Media

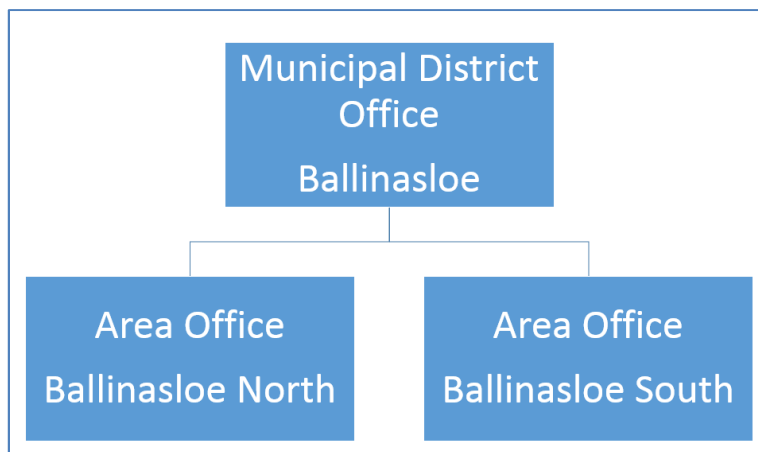
Major Incidents or Major Emergencies will typically attract significant media attention. All media statements are supplied by the MLO at the OSCG or LCG / CMT in accordance with **Section 7.8**. Any requests for information by the media should be referred to the relevant MLO.

Appendix A24 – Sub- Plan Ballinasloe Municipal District

A24.1 Ballinasloe Municipal District



A24.2 Ballinasloe Municipal District Organisation



A24.3 Main Urban Centres Within the District

- Ballinasloe
- Caltra
- Ahascragh
- Mountbellew
- Glenamaddy
- Kilkerrin
- Mountbellew
- Moylough
- Ballygar
- Williamstown
- Kilconnell
- Laurencetown
- Eyrecourt

A24.4 Significant Risks Within the District

- Water / sewage treatment plants
- Roads including the M6 motorway
- Proximity to lakes / rivers
- Forests - wildfires
- Wind farms
- Severe weather / flooding
- Landslides
- Landfill

A24.5 Water Area

Ballinasloe Municipal District is part of the Southern Water Area.

A24.6 Water / Sewage Treatment Within the District

- Ballinasloe waterworks and sewerage scheme
- Eyrecourt waterworks
- Kilconnell water supply scheme
- Williamstown waterworks / sewage works
- Ballygar waterworks / sewage works
- Ballymoe waterworks / sewage works
- Glenamaddy waterworks / sewage works
- Moylough sewerage scheme
- Mountbellew waterworks / sewage works
- Kilkerrin / Moylough waterworks and Gortgarrow pumphouse

Relevant contact details are contained in **Appendix B13**.

A24.7 Brief Description of Functions of the District

- Road construction and maintenance
- Water services (water and sewage treatment and maintenance)
- Environmental protection
- Housing maintenance

A24.8 Possible Functions Required During a Major Emergency

It is expected that the roles allocated to personnel of the Municipal District will mirror their normal roles except that working hours may be extended and risk levels may be augmented and some cases significantly so. Roles can be generally summarised as follows:

- Road accidents / diversions / traffic management
- Clearance of fallen trees and other obstructions
- Burst / contaminated water mains
- Oil spills
- Flooding
- Snow / ice clearance
- Environmental protection

A24.9 Possible Resources Available During a Major Emergency

Personnel

- Engineers / supervisors
- Trades
- General construction operatives
- Plant operators

Relevant contact details are contained in **Appendix B12**.

Transport / Machinery

- Tractors and trailers
- Loaders
- Lorries
- Snow ploughs / gritters
- Pick ups
- Hired plant

Relevant contact details are contained in **Appendix B12**.

Equipment

- Road signage
- Sand bags
- Hired equipment

A24.10 Mobilisation Procedure During a Major Emergency

- Notify the Municipal District / Area Engineer
- Notify the DOS Infrastructure and Operations
- Mobilise the relevant GSS
- GSS mobilises on-call team
- Mobilise additional or full workforce as necessary
- Mobilise water caretakers

Council, Directorate and Municipal District contact lists are contained in **Appendices B1 to B14**.

A24.11 Command and Control

Normal command and control structures will be applied as per **Section 6** for Major Incidents and Major Emergencies within the Municipal District. The Municipal Engineer may initially act as the GCC Controller of Operations and an On-Site Co-Ordination Centre should be set up at the scene. Where GCC is designated as the Lead Agency the GCC Controller of Operations will act as the On-Site Co-Ordinator. The Controller of Operations will liaise with the CMT and the OSCG will liaise with the LCG. When relieved by a Key Appointment Holder, the Municipal Engineer will be assigned a supporting role as necessary.

A24.12 Site Management

Site management arrangements will be implemented where possible in accordance with **Section 7.9** and **Appendix A18**.

A24.13 On-Site Co-Ordination Centre

An On-Site Co-Ordination Centre should be set up at the scene as per **Section 6**. The GFRS MOSCU may be requested as necessary. For wide area emergencies the OSCC may be set up in the Ballinasloe Municipal District Office.

A24.14 Communications

Communications will be as set out in the GCC Communications Plan in **Section 7.5** and **Appendix A17**.

A24.15 Contact Lists

See **Appendices B1 to B14**.

A24.16 Planning and Preparedness

Core functions of the Municipal District are to execute their roles in an Emergency situation and as far as is practicable continue to provide services to the Public. It is vital

that the Municipal District prepares for such Emergencies on a regular basis. The Municipal District Engineer will be responsible for the following:

- Ensure all personnel are aware of the MEP and their responsibilities
- Mobilisation procedures are kept up to date and practiced regularly
- Liaising with other PES locally including AGS, the GFRS Station Officer, Civil Defence Unit and Utilities
- There are sufficient MEM IMS boards and tabards in the Municipal or Area office which may be used as an OSCC

A24.17 Training

Training conducted by personnel of the Municipal District includes:

- Role related training
- Health and safety training
- Major emergency familiarisation training including risk assessment in higher risk situations including Red Weather Warnings

A24.18 Reporting and Debriefing

During the Major Emergency reporting structures are laid out in **Section 6**. Following the Major Emergency and before departing the scene Municipal District personnel and other Agencies should meet for a hot debrief to discuss all aspects undertaken (on and off-site). A cold debrief may also be arranged. All aspects undertaken and all lessons learned should be submitted to the Director of Service. A representative may subsequently be required to attend a formal Inter-Agency debrief as required.

A24.19 Integrated Working

In a Major Emergency there are typically a large number of Sections / Agencies working within the controlled area (or wider area for a wide area emergency) and inter Section / Agency support will be very important. Each Group will be working to a specific mandate and it is vital that each Group stays focussed on its own objectives. Focus should not change to another Group unless officially directed to do so.

A24.20 Principal and Voluntary Emergency Services

Main Garda Stations	Ambulance Bases	Fire Stations	IRCG Teams	Civil Defence Centres
Ballinasloe	Ballinasloe	Ballinasloe GY13 Mountbellew GY17	N/A	Ballinasloe

A24.21 Temporary Accommodation

A list of potential temporary accommodation / rest centres within the Municipal District is contained in the ***GCC Severe Weather Event Management System***.

A24.22 Public Safety Messages

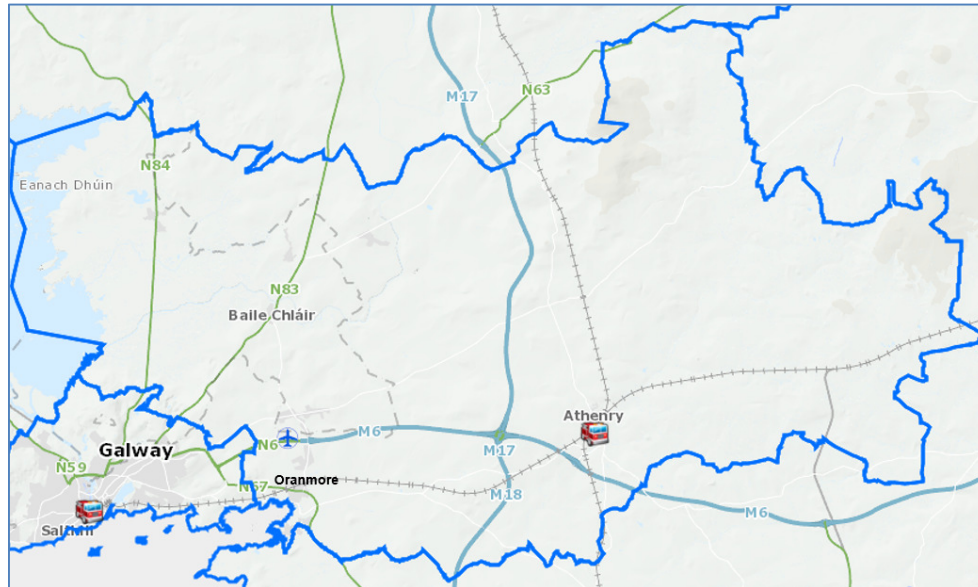
Public safety messages should be issued by An Garda Síochána in accordance with ***Section 7.7***. Such messages should be repeated as necessary by the GCC MLO.

A24.23 Media

Major Incidents or Major Emergencies will typically attract significant media attention. All media statements are supplied by the MLO at the OSCG or LCG / CMT in accordance with ***Section 7.8***. Any requests for information by the media should be referred to the relevant MLO.

Appendix A25 – Sub– Plan Athenry / Oranmore Municipal District

A25.1 Athenry / Oranmore Municipal District



A25.2 Main Urban Centres Within the District

- Athenry
- Oranmore
- Clarinbridge
- Kilcolgan

A25.3 Significant Risks Within the District

- Water / sewage treatment plants
- Roads including the M6, M17 and M18 motorways
- Proximity to coast / lakes / rivers
- Forests - wildfires
- Airport
- Wind farms
- Severe weather / flooding (including coastal)
- Landslides

A25.4 Water Area

Athenry / Oranmore Municipal District is part of the Southern Water Area.

A25.5 Water / Sewage Treatment Within the District

- Athenry waterworks and sewerage works (Luimnagh)
- Clarinbridge / Kilcolgan water supply scheme
- Kinvara waterworks and sewerage works
- Oranmore waterworks and sewerage works

Relevant contact details are contained in **Appendix B13**.

A25.6 Brief Description of Functions of the District

- Road construction and maintenance
- Water services (water and sewage treatment and maintenance)
- Environmental protection
- Housing maintenance

A25.7 Possible Functions Required During a Major Emergency

It is expected that the roles allocated to personnel of the Municipal District will mirror their normal roles except that working hours may be extended and risk levels may be augmented and some cases significantly so. Roles can be generally summarised as follows:

- Road accidents / diversions / traffic management
- Clearance of fallen trees and other obstructions
- Burst / contaminated water mains
- Oil spills
- Flooding
- Snow / ice clearance
- Environmental protection

A25.8 Possible Resources Available During a Major Emergency

Personnel

- Engineers / supervisors
- Trades
- General construction operatives
- Plant operators

Relevant contact details are contained in **Appendix B12**.

Transport / Machinery

- Tractors and trailers
- Loaders
- Lorries
- Snow ploughs / gritters
- Pick ups
- Hired plant

Relevant contact details are contained in **Appendix B12**.

Equipment

- Road signage
- Sand bags
- Hired equipment

A25.9 Mobilisation Procedure During a Major Emergency

- Notify the Municipal / Area Engineer
- Notify the DOS Infrastructure and Operations
- Mobilise the relevant GSS
- GSS mobilises on-call team
- Mobilise additional or full workforce as necessary
- Mobilise water caretakers

Council, Directorate and Municipal District contact lists are contained in **Appendices B1 to B14**.

A25.10 Command and Control

Normal command and control structures will be applied as per **Section 6** for Major Incidents and Major Emergencies within the Municipal District. The Municipal Engineer may initially act as the GCC Controller of Operations and an On-Site Co-Ordination Centre should be set up at the scene. Where GCC is designated as the Lead Agency the GCC Controller of Operations will act as the On-Site Co-Ordinator. The Controller of Operations will liaise with the CMT and the OSCG will liaise with the LCG. When relieved by a Key Appointment Holder the Municipal Engineer will be assigned a supporting role as necessary.

A25.11 Site Management

Site management arrangements will be implemented where possible in accordance with **Section 7.9** and **Appendix A18**.

A25.12 On-Site Co-Ordination Centre

An On-Site Co-Ordination Centre should be set up at the scene as per **Section 6**. The GFRS MOSCU may be requested as necessary. For wide area emergencies the OSCC may be set up in the Athenry Municipal District Office.

A25.13 Communications

Communications will be as set out in the GCC Communications Plan in **Section 7.5** and **Appendix A17**.

A25.14 Contact Lists

See **Appendices B1 to B14**.

A25.15 Planning and Preparedness

Core functions of the Municipal District are to execute their roles in an Emergency situation and as far as is practicable continue to provide services to the Public. It is vital that the Municipal District prepares for such Emergencies on a regular basis. The Municipal District Engineer will be responsible for the following:

- Ensure all personnel are aware of the MEP and their responsibilities
- Mobilisation procedures are kept up to date and practiced regularly
- Liaising with other PES locally including AGS, the GFRS Station Officer, Civil Defence Unit and Utilities
- There are sufficient MEM IMS boards and tabards in the Municipal or Area office which may be used as an OSCC

A25.16 Training

Training conducted by personnel of the Municipal District includes:

- Role related training
- Health and safety training
- Major emergency familiarisation training including risk assessment in higher risk situations including Red Weather Warnings

A25.17 Reporting and Debriefing

During the Major Emergency reporting structures are laid out in **Section 6**. Following the Major Emergency and before departing the scene Municipal District personnel and other Agencies should meet for a hot debrief to discuss all aspects undertaken (on and off-site). A cold debrief may also be arranged. All aspects undertaken and all lessons learned should be submitted to the Director of Service. A representative may subsequently be required to attend a formal Inter-Agency debrief as required.

A25.18 Integrated Working

In a Major Emergency there are typically a large number of Sections / Agencies working within the controlled area (or wider area for a wide area emergency) and inter Section / Agency support will be very important. Each Group will be working to a specific mandate and it is vital that each Group stays focussed on its own objectives. Focus should not change to another Group unless officially directed to do so.

A25.19 Principal and Voluntary Emergency Services

Main Garda Stations	Ambulance Bases	Fire Stations	IRCG Teams	Civil Defence Centres
Athenry Oranmore	Galway	Athenry GY12	N/A	Galway City

A25.20 Temporary Accommodation

A list of potential temporary accommodation / rest centres within the Municipal District is contained in the ***GCC Severe Weather Event Management System***.

A25.21 Public Safety Messages

Public safety messages should be issued by An Garda Síochána in accordance with ***Section 7.7***. Such messages should be repeated as necessary by the GCC MLO.

A25.22 Media

Major Incidents or Major Emergencies will typically attract significant media attention. All media statements are supplied by the MLO at the OSCG or LCG / CMT in accordance with ***Section 7.8***. Any requests for information by the media should be referred to the relevant MLO.

Appendix A26 - Distribution List

Galway County Council
Chief Executive
Director of Service, Housing
Director of Service, Operations and Infrastructure
Director of Service, Planning, Environment & Emergency Services
Director of Service, Community and Rural Development and Corporate Services
Head of Finance
Head of Information Systems
Media Liaison Officer
Facilities Manager, Aras and Chontae
Senior Engineers
Municipal District Engineers
Health and Safety Officer
Senior Executive Officers
Chief Fire Officer
Civil Defence Officer
An Gard Síochána
Chief Superintendent Galway Division
Inspector, Major Emergency Management
Health Service Executive
Area Manager
Chief Emergency Management Officer
Defence Forces
Officer Commanding, Dún Uí Mhaoilíosa, Renmore, Galway
Other Local Authorities
CE, Galway City Council
CE, Clare County Council
CE, Mayo County Council
CE, Roscommon County Council
CE Westmeath County Council
CE, Offaly County Council
CE, Tipperary County Council
Government Departments
Department of Housing, Planning and Local Government
Department of Health
Department of Justice
Department of Defence
Other Agencies
District Manager Irish Rail
Regional Manager, ESB Networks
Regional Manager Bus Eireann
Environmental Protection Agency
Health and Safety Authority
Galway Port Company
Rossaveel Harbour Company

Appendix 27 - Glossary of Terms and Acronyms

Glossary of Terms

Ambulance Loading Point	An area, close to the Casualty Clearing Station, where casualties are transferred to ambulances for transport to hospital.
Body Holding Area	An area, under the control of An Garda Síochána, where the dead can be held temporarily until transferred to a Mortuary or Temporary Mortuary.
Business Continuity	The processes and procedures an organisation puts in place to ensure that essential functions can continue during and after an adverse event.
Casualty	Any person killed or injured during the event. (For the purpose of the Casualty Bureau it also includes survivors, missing persons and evacuees).
Casualty Bureau / Casualty Information Centre	Central contact and information point, operated by An Garda Síochána, for all those seeking or providing information about individuals who may have been involved.
Casualty Clearing Station	The area established at the site by the ambulance service, where casualties are collected, triaged, treated and prepared for evacuation.
Casualty Form	A standard form completed in respect of each casualty and collated in the Casualty Bureau.
Civil Protection	The term used in the European Union to describe the collective approach to protecting populations from a wide range of hazards.
Collaboration Command	Working jointly on an activity. The process of directing the operations of all or part of a particular service (or group of services) by giving direct orders.

Control	The process of influencing the activity of a service or group of services, by setting tasks, objectives or targets, without necessarily having the Authorities to give direct orders.
Controller of Operations	The person given Authorities by a principal response agency to control all elements of its activities at and about the site.
Co-operation	Working together towards the same end.
Co-ordination	Bringing the different elements of a complex activity or organisation into an efficient relationship through a negotiated process.
Cordons	The designated perimeters of an emergency site, with an Outer Cordon, an Inner Cordon, a Traffic Cordon and a Danger Area Cordon, as appropriate.
Crisis Management Team	A strategic level management group, which consists of senior managers from within the principal response agency, which is assembled to manage a crisis and deal with issues arising for the agency both during the emergency and the subsequent recovery phase.
Danger Area	An area where there is a definite risk to rescue personnel, over and above that which would normally pertain at emergency operations
Decision Making Mandate	Establishes the envelopes of empowered activity and decision-making to be expected, without references to higher authorities.
Decontamination	A procedure employed to remove hazardous materials from people and equipment.
Emergency Response	The short-term measures taken to respond to situations which have occurred.
Evacuation	The process whereby people are directed away from an area where there is danger, whether immediate or anticipated.
Evacuation Assembly Point	A building or area to which evacuees are directed for onward transportation.

Friends and Relatives Reception Centre

A secure area, operated by An Garda Síochána, for the use of friends and relatives arriving at or near the site of the emergency.

Garda Code Instructions

A document containing instructions, legislation, processes and procedures in respect of the day-to-day management of An Garda Síochána.

Hazard

Any phenomenon with the potential to cause direct harm to members of the community, the environment or physical infrastructure, or being potentially damaging to the economic and social infrastructure

Hazard Identification

A stage in the Risk Assessment process where potential hazards are identified and recorded.

Hazard Analysis

A process by which the hazards facing a particular community, region or country are analysed and assessed in terms of the threat/risk which they pose.

Holding Area

An area at the site, to which resources and personnel, which are not immediately required, are directed to await deployment.

Hospital Casualty Officer

The Member of An Garda Síochána responsible for collecting all information on casualties arriving at a receiving hospital.

Impact

The consequences of a hazardous event being realised, expressed in terms of a negative impact on human welfare, damage to the environment or the physical infrastructure or other negative consequences.

Information Management Officer

A designated member of the support team of a principal response agency who has competency/training in the area of information management.

Information Management System

A system for the gathering, handling, use and dissemination of information.

Investigating Agencies

Those organisations with a legal duty to investigate the causes of an event.

Lead Agency	The principal response agency that is assigned the responsibility and mandate for the coordination function.
Likelihood	The probability or chance of an event occurring.
Local Co-ordination Centre	A pre-nominated building, typically at county or sub-county level, with support arrangements in place, and used for meetings of the Local Co-ordination Group.
Local Co-ordination Group	A group of senior representatives from the three Principal Response Agencies (An Garda Síochána, HSE and Local Authorities) whose function is to facilitate strategic level co-ordination, make policy decisions, liaise with regional/national level coordination centres, if appropriate, and facilitate the distribution of information to the media and the public.
Major Emergency Management	The range of measures taken under the five stages of the emergency management paradigm.
Major Emergency Plan	A plan prepared by one of the Principal Response Agencies.
Major Emergency	Any event which, usually with little or no warning, 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 requiring the activation of specific additional procedures to ensure effective, co-ordinated response.
Media Centre	A building/area specifically designated for use by the media, and for liaison between the media and the Principal Response Agencies.
Media Holding Statements	Statements that contain generic information that has been assembled in advance, along with preliminary incident information that can be released in the early stages of the emergency.
Mitigation	Apart of risk management and includes all actions taken to eliminate or reduce the risk to

Mutual Aid	people, property and the environment from the hazards which threaten them. The provision of services and assistance by one organisation to another.
National Emergency	A centre designated for inter-departmental co-ordination purposes.
On-Site Coordinator	The person from the Lead Agency with the role of coordinating the activities of all agencies responding to an emergency.
On-Site Coordination Centre	Specific area/facility at the Site Control Point where the On-Site Co-ordinator is located and the On-Site Coordination Group meet.
On-Site Co-ordination Group	Group that includes the On-Site Co-ordinator and the Controllers of Operations of the other two agencies, an Information Management Officer, a Media Liaison Officer and others as appropriate.
Operational Level	The level at which the management of hands-on work is undertaken at the incident site(s) or associated areas.
Principal Emergency Services (PES)	The services which respond to normal emergencies in Ireland, namely An Garda Síochána, the Ambulance Service and the Fire Service.
Principal Response Agencies (PRA)	The agencies designated by the Government to respond to Major Emergencies i.e. An Garda Síochána, the Health Service Executive and the Local Authorities.
Protocol	A set of standard procedures for carrying out a task or managing a specific situation.
Receiving Hospital	A hospital designated by the Health Service Executive to be a principal location to which Major Emergency casualties are directed.
Recovery	The process of restoring and rebuilding communities, infrastructure, buildings and services.

Regional Co-ordination Centre

A pre-nominated building, typically at regional level, with support arrangements in place and used by the Regional Co-ordination Group.

Regional Co-ordination Group

A group of senior representatives of all relevant Principal Response Agencies, whose function is to facilitate strategic level co-ordination at regional level.

Rendezvous Point (RVP)

The Rendezvous Point is the location to which all resources responding to the emergency site are directed in the first instance. An Garda Síochána will organise the Rendezvous Point. Other services may have one of their officers present to direct responding vehicles into action or to that service's Holding Area.

Response

The actions taken immediately before, during and/or directly after an emergency.

Resilience

The term used to describe the inherent capacity of communities, services and infrastructure to withstand the consequences of an incident, and to recover/restore normality.

Rest Centre

Premises where persons evacuated during an emergency are provided with appropriate welfare and shelter.

Risk

The combination of the likelihood of a hazardous event and its potential impact.

Risk Assessment

A systematic process of identifying and evaluating, either qualitatively or quantitatively, the risk resulting from specific hazards.

Risk Holders

Organisations and companies, which own and/or operate facilities and/or services where relevant hazards are found, such as Airlines, Chemical Manufacturers, etc.

Risk Management

Actions taken to reduce the probability of an event occurring or to mitigate its consequences.

Risk Matrix

A matrix of likelihood and impact on which the results of a risk assessment are plotted.

Risk Regulators	Bodies with statutory responsibility for the regulation of activities where there are associated risks, such as the Health and Safety Authorities, the Irish Aviation Authorities, etc.
Rostered Senior Fire Officer (RSFO)	Senior Fire Officer on duty 24/7
Scenario	A hypothetical sequence of events, usually based on real experiences or on a projection of the consequences of hazards identified during the risk assessment process.
SEVESO sites	Industrial sites that, because of the presence of dangerous substances in sufficient quantities, are regulated under Council Directives 96/82/EC and 2003/105/EC, commonly referred to as the Seveso II Directive.
Site Casualty Officer	The Member of An Garda Síochána with responsibility for collecting all information on casualties at the site.
Site Control Point	The place at a Major Emergency site from which the Controllers of Operations control, direct and co-ordinate their organisation's response to the emergency.
Site Medical Officer	The medical officer with overall medical responsibility at the site, who will liaise with the health service Controller of Operations on all issues related to the treatment of casualties.
Site Medical Team	A team drawn from a pre-arranged complement of doctors and nurses, with relevant experience and training, which will be sent to the site, if required.
Site Management Plan	The arrangement of the elements of a typical Major Emergency site, matched to the terrain of the emergency, as determined by the On-Site Co-ordination Group.
Standard Operating Procedures	Sets of instructions, covering those features of an operation that lend themselves to a definite or standardised procedure, without loss of effectiveness.

Support Team

A pre-designated group formed to support and assist individuals operating in key roles, such as On-Site Co-ordinator, Chair of Local Co-ordination Group, etc.

Strategic Level

The level of management that is concerned with the broader and long-term implications of the emergency and which establishes the policies and framework within which decisions at the tactical level are taken.

Survivor Reception Centre

Secure location to which survivors, not requiring hospital treatment, can be taken for shelter, first aid, interview and documentation.

Tactical Level

The level at which the emergency is managed, including issues such as, allocation of resources, the procurement of additional resources, if required, and the planning and co-ordination of ongoing operations.

Temporary Mortuary

A building or vehicle adapted for temporary use as a mortuary in which post mortem examinations can take place.

Triage

A process of assessing casualties and deciding the priority of their treatment and/or evacuation.

Glossary of Acronyms

AAIU	Air Accident Investigation Unit
ACFO	Assistant Chief Fire Officer
AGS	An Garda Síochána
CAMP	Computer Aided Mobilisation Project
CCBRN	Conventional Explosive, Chemical, Biological, Radiological or Nuclear
CFO	Chief Fire Officer
CMT	Crisis Management Team
DVI	Disaster Victim Identification
ECO	Emergency Control Operator
EECO	Executive Emergency Communications Officer
EOD	Explosives Ordnance Disposal
GCC	Galway County Council
GCD	Galway Civil Defence
GEMMS	Galway Emergency Mortality Management System
GFRS	Galway Fire & Rescue Service
GIS	Geographical Information Systems
HSE	Health Service Executive
IRCG	Irish Coast Guard
LCC	Local Co-Ordination Centre
LCG	Local Co-Ordination Group
LMMP	Local Mortality Management Plan
MEM	Major Emergency Management

MEP	Major Emergency Plan
METHANE	Major Emergency Declared Exact Location of the emergency Type of Emergency (Transport, Chemical etc) Hazards present and potential Access/egress routes Number and Types of Casualties Emergency services present and required
MOU	Memorandum of Understanding
NAS	National Ambulance Service
NECC	National Emergency Co-Ordination Centre
NECG	National Emergency Co-Ordination Group
NEPNA	National Emergency Plan for Nuclear Accidents
MFHA	Mass Fatality Holding Area
MFU	Mass Fatality Unit
NOTAM	Notice to Airmen
OIC	Officer in Charge
OSCC	On-Site Co-Ordination Centre
OSCG	On-Site Co-Ordination Group
PDF	Permanent Defence Forces
PES	Principal Emergency Services
PRA	Principal Response Agency
RNLI	Royal National Lifeboat Institution
RSFO	Rostered Senior Fire Officer
RVP	Rendezvous Point
SACFO	Senior Assistant Chief Fire Officer
SAR	Search and Rescue

SECO	Senior Emergency Control Officer
SLA	Service Level Agreement
SOP	Standard Operating Procedure
SOG	Standard Operating Procedure
SWAT	Severe Weather Assessment Team
SWEMS	Severe Weather Event Management Team
VIP	Very Important Person
WRCC	Western Regional Control Centre (Fire)

Appendix 28 – List of Reference Documents

- Circular Letter EM 01-12 CBRN Protocol
- Circular Letter EM 02-12 Mass Fatality Planning and Guidance
- Circular Letter EM 06-13 A Revised Guide to Flood Emergencies
- Circular Letter EM 01-19 Mass Fatality SOP
- Coillte Forestry Emergency Plans
- Inter-Agency Island Response Plan
- Chemicals Act - Control of Major Accident Hazards Involving Dangerous Substance Regulations, 2015 (S.I. No. 209 of 2015)
- Circle K, Galway Harbour - External Emergency Plan
- Colas Bitumen Emulsion West, Oranmore - External Emergency Plan
- Tynagh Energy, Tynagh - External Emergency Plan
- Flood Response Sub Plan
- Severe Weather Sub-Plan
- GFRS - Aviation Major Incident Plan
- Galway Harbour Emergency Plan - GALFIRE
- GFRS Galway Harbour Major Incident Plan
- GCC Inland Pollution Plan
- Local Mortality Management Plan
- M18 & M6 Motorway Plans
- Offshore Oil Pollution Plan (Marine)
- Protocol for Multi-Agency Response to Emergencies arising from Infectious Diseases Pandemics (Draft)
- Rossaveel Harbour Emergency Plan
- West Region Risk Assessment
- West Region Communications Plan
- West Region Plan for Regional Level Co-Ordination
- West Region Mass Fatality Plan
- West Region COVID-19 Mortality Management Plan
- West Region Evacuation Plan
- A Framework for Major Emergency Management
- A Framework for Major Emergency Management – Appendices
- A Protocol for Responding to a CBRN Incident
- A Protocol for Multi-Agency Response to Radiological / Nuclear Emergencies
- A Protocol for Multi-Agency Land-Based Response to Marine Emergencies
- A Protocol for Multi-Agency Response to Rail Related Emergencies
- A Protocol for Multi-Agency Response to Flood Emergencies
- A Guide to Preparing a Major Emergency Plan
- A Guide to Flood Emergencies
- A Guide to Severe Weather Emergencies
- A Guide to Local Coordination Centres

- A Guide to Risk Assessment
- A Guide to Motorway and Dual Carriageway Emergencies – Strategic
- A Guide to Motorway and Dual Carriageway Emergencies – Tactical
- A Guide to for PRA Local Competent Authorities – SEVESO III
- A Guide to Managing Evacuation and Rest Centres
- Inter-Agency Public Communications Plan - Media Liaison
- A Guide to Working with the Media
- A Guide to Working with the VES
- A Guide to Planning and Staging Exercises
- A Guide to Undertaking an Appraisal
- A Guide to Host Nation Support for the Principal Response Agencies
- A Guide to Miscellaneous Issues
- National Temporary Mortuary Arrangement - Standard Operational Procedures
- National Temporary Mortuary Arrangement - Operational Standard / Operational Procedures

- Department of Agriculture – Guide to Foot and Mouth Disease
- Department of Agriculture – Guide to Avian Influenza
- Department of Agriculture – Guide to Swine Influenza

Appendix 29 – Defence Forces Request Form

Defence Forces Aide to the Civil Authority (ATCA) Request Form



REQUEST FOR DF ASSISTANCE

1. Requesting Agency

Name (BLOCK CAPITALS)	Date	Time
Grade/Title		
Telephone Number	E mail address	
Name of Requesting Agency		
Address of Requesting Agency		

2. Location of task

GPS Co-ordinates	Eir code:
Address	
Point of Contact- Name	
Telephone Number	E mail address

3. Duration & Purpose of Task

Start (DD/MM/YY)	Estimated Finish (DD/MM/YY)
DF SUPPORT REQUESTED	
Transportation	<input type="checkbox"/>
Engineering Assets	<input type="checkbox"/>
Personnel	<input type="checkbox"/>
Aerial Reconnaissance-Air Corps	<input type="checkbox"/>
Naval Service	<input type="checkbox"/>

4. General Description of the Task Required

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5 Additional information & remarks

Remarks:

6. Requesting Agency Clearance

Name
Address
Telephone Number
E mail
Signature

