



**Comhairle Contae Chorcaí**  
**Cork County Council**

## **Major Emergency Plan**

<b>Title:</b>	<b>Major Emergency Plan</b>
<b>Version</b>	<b>8.0</b>
<b>Approval Date</b>	<b>December 2021</b>
<b>Prepared By</b>	<b>Major Emergency Management Committee</b>
<b>Approved By</b>	<b>J. Fogarty, Deputy CE</b>

## Record of Issues and Amendments

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<b>Version No.</b>	<b>Date</b>	<b>Section Amended</b>	<b>Issued By</b>
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(iii)	Irving Oil (formerly Phillips66) Whitegate Refinery Ltd., Whitegate. Co. Cork	
(iv)	Marinochem Ireland Ltd., Marino Point, Cobh. Co. Cork	
(v)	Eli Lily, Dunderrow, Kinsale. Co. Cork	
(vi)	Irish Distillers Ltd., Midleton. Co. Cork	
(vii)	Thermo Fisher Scientific Ireland (formerly GSK), Currabinny, Carrigaline, Co. Cork	
(viii)	Pfizer Ireland Pharmaceuticals, Ringaskiddy Drug Substance Plant, Ringaskiddy, Co. Cork	



- (ix) Novartis Ringaskiddy Ltd., Ringaskiddy Co. Cork
- (x) BASF Ireland Ltd., Little Island. Co. Cork
- (xi) Irish Distillers Ltd., Dungourney, Co. Cork
- (xii) PCS, Carrigaline, Co. Cork

**Appendix 8:** Regional ContactDetails

**Appendix 9:** Procedure for requesting assistance from the Defence Forces

**Appendix 10:** Inter-Agency Emergency Plan for Cork Airport

~~**Appendix 11:** Port of Cork Emergency Plan~~

**Appendix 12:** Bantry Bay Port Emergency Plan

**Appendix 13:** Glossary of Terms and Abbreviations

**Appendix 14:** Regional Media Plan

**Appendix 15:** Site Management Arrangements

**Appendix 16:** Multiple Fatalities Guide (MEM Region South)

**Appendix 17:** Pre-nominated Lead Agencies for different Categories of Emergency

**Appendix 18:** List of Authorised Persons to activate Major Emergency Plan

**Appendix 19:** Format for Notifying DHPCLG of Declaration of a Major Emergency

**Appendix 20:** Evacuation Guide (MEM Region South)

**Appendix 21:** Cork County Council's Contact Centre Arrangements)

**Appendix 22:** Memorandum of Understanding between NDFEM & EPA

**Appendix 23:** Voluntary Emergency Services Guide (MEM Region South)

**Appendix 24** Inter-Agency Emergency Plan for Jack Lynch Tunnel

**Appendix 25** Oil and Hazardous & Noxious Substances Spill Contingency Plan

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## Foreword

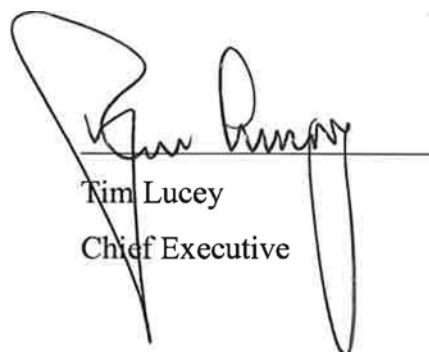
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This amendment of the eighth issue of Cork County Council's Major Emergency Plan takes effect from noon on the 8<sup>th</sup> December 2021. The plan has been prepared and reviewed in accordance with the *Framework for Major Emergency Management*.

Under the Framework, a network of robust arrangements for the management of Major Emergencies has been developed and put in place in Local Authorities, An Garda Síochána and the HSE at Local, Regional and National level. The Framework emphasises a systematic approach to Major Emergency Management and the *Major Emergency Plan* itself is a critical document underpinning our preparedness to deliver a first-class response should disaster strike. It is a priority of the Council to be always prepared to measure up to best international standards in Major Emergency Management.

While no contingency plan can cater for every possible scenario the procedures set out in the *Major Emergency Plan* will ensure that staff at all levels are aware of their responsibilities and that appropriate actions are initiated in a timely and effective manner to deal with a Major Emergency through all its phases.

The *Major Emergency Plan*, and indeed the many more specific plans that support it, will be subject to regular review and appraisal under the terms of the Framework. In particular, the lessons to be learned from emergencies that occur in County Cork and elsewhere will be captured and used to continually improve and strengthen our arrangements.



Tim Lucey  
Chief Executive

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**Activation Procedure**

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**THIS SECTION HAS BEEN OMITTED FROM  
THIS VERSION FOR CONFIDENTIAL  
REASONS**

**CORK COUNTY COUNCIL  
MAJOR EMERGENCY PLAN**

**Cover Sheet for Munster Regional Communications Centre**

**On activation of the Cork County Council's Major Emergency Plan by an Authorised Officer, MRCC will:**

- 1) Mobilise the Fire Brigade according to Control Room Procedures and inform RSFO.**
- 2) Notify Principal Response Agencies (PRA's)**

**Where MRCC receive notification of a Major Emergency from another PRA, MRCC as part of pre-set actions, confirm to the other 2 PRA's involved that the Cork County Council's Major Emergency Plan has been activated.**

- 3) Notify RSFO (N&E), Cork County Fire Service**
- 4) Notify RSFO (S&W), Cork County Fire Service**
- 5) Notify RSFO (Serious Incidents) Cork County Fire Service**
- 6) Notify Chief Fire Officer, Cork County Fire Service**
- 7) Notify Chief Executive or Divisional Manager by phone**
- 8) Notify All of Cork County Council's Major Emergency Staff via Saadian Text Alert**

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## Section 1 - Introduction to Plan

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### 1.1 Cork County Council

Cork County Council is the Local Authority responsible for Local Government in County Cork.

### 1.2 Purpose

The purpose of this plan is to put in place arrangements that will enable the three Principal Response Agencies (PRA's) for the area, An Garda Síochána, the Health Service Executive and the Local Authority to co-ordinate their efforts whenever a Major Emergency occurs.

### 1.3 The Objectives of the Major Emergency Plan

The objective of this Major Emergency Plan is to protect life and property, to minimise disruption to the community and to provide immediate support for those affected. To achieve this objective the Plan sets out the basis for a co-ordinated response to a Major Emergency and the different roles and functions to be performed by the various agencies. The fact that procedures have been specified in the Plan should not restrict the use of initiative or common-sense by individual officers in the light of prevailing circumstances in a particular emergency. The priorities of Cork County Council's response in an emergency are;

- Protection and care of the public at times of vulnerability.
- Clear leadership in times of crisis.
- Early and appropriate response.
- Efficient, coordinated 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.

#### **1.4 The scope of the Major Emergency Plan and the situations / conditions in which the Plan will be activated.**

This Major Emergency Plan provides for a co-ordinated response to Major Emergencies that may arise, for example, from fires, explosions, gas releases, and transportation accidents, spillages of dangerous substances and from severe weather. The types of emergency normally resulting from oil supply crises, electrical power 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.

This plan consists of **two** distinct parts;

- the Plan proper is intended to provide uniform procedures in relation to those matters which can be standardised nationally e.g. activation of Plan, control of operations, allocation of functions etc.;
- the Appendices which are attached to this Plan which contain further specific procedures and protocols relevant to the operation of the Plan;

#### **1.5 The relationship / inter-operability of the Major Emergency Plan with other emergency plans.**

An Garda Síochána, the Health Service Executive and Cork County Council are the PRA's charged with managing the response to emergency situations which arise at a local level in Cork County Council's functional area.

In certain circumstances, the local response to a Major Emergency may be scaled up to a Regional Level Response, requiring the activation of the Plan for Regional Level Co-ordination

The Major Emergency Plan also contains specific sub-plans such as the Severe Weather Plan, Flood Emergency Response Plan, Drinking Water Incident Response Plan and External Emergency Plans for Upper Tier Establishments coming under the Seveso Regulations. *See Appendices 4, 5, 6 & 7.*

#### **1.6 The language / terminology of the Plan**

A full set of relevant terms and acronyms are provided in *Appendix 13*, which should be used by **all** agencies.



## 1.7 The distribution of the Plan

Full Copies of the plan will be distributed in hardcopy or electronic format to all appropriate officers and departments of Cork County Council.

Name / Organisation
<b>Cork County Council</b> <ul style="list-style-type: none"><li>• Chief Executive</li><li>• Divisional Managers</li><li>• Director of Services</li><li>• Heads of Function</li><li>• County Engineer</li><li>• Senior Engineers</li><li>• Area Engineers</li><li>• Media Liaison Officers</li><li>• Chief Fire Officer</li><li>• Rostered Senior Fire Officers</li><li>• Civil Defence Officer's</li><li>• Local Co-ordination Room</li><li>• Crisis Management Team Room</li><li>• Each Fire Station</li></ul>
<b>Other Local Authorities</b> Available via Inter-Agency Emergency Management Office website <a href="http://www.iaemo.ie">www.iaemo.ie</a>
<b>An Garda Síochána</b> Available via Inter-Agency Emergency Management Office website <a href="http://www.iaemo.ie">www.iaemo.ie</a>
<b>Health Service Executive (South)</b> Available via Inter-Agency Emergency Management Office website <a href="http://www.iaemo.ie">www.iaemo.ie</a>
<b>Munster Regional Communications Centre</b>
<b>Department of Housing, Planning &amp; Local Government</b>
<b>Defence Forces</b> Available via Inter-Agency Emergency Management Office website <a href="http://www.iaemo.ie">www.iaemo.ie</a>
<b>Airports / Ports</b> Available via Inter-Agency Emergency Management Office website <a href="http://www.iaemo.ie">www.iaemo.ie</a>

## 1.8 The status of the Plan and when and how it will be reviewed / updated

This Plan will be reviewed annually or as required.

## 1.9 Public access to the Plan

An abridged version of the Major Emergency Plan is available to the public on Cork County Council's website at [www.corkcoco.ie](http://www.corkcoco.ie)

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## Section 2 - Cork County Council and its Functional Area

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### 2.1 Functional area of Cork County Council

The functional area of Cork County Council is the administrative area of Cork County. The county is served by 55 councilors, representing eight Municipal Districts and is the largest elected assembly outside of Dublin. The main administrative office is located at County Hall, Carrigrohane Road, Cork. There are three divisional offices in Mallow, Clonakilty & Skibbereen, 8 Municipal District Offices, 22 Area Offices and 20 Fire Stations in County Cork. Other premises include Local Enterprise Offices, Environmental Laboratories, Water & Wastewater Treatment Plants, Pumping Stations, Libraries, Road Design Offices and the Energy Office. Cork County Council employs over 2,000 people with annual revenue budget of approximately €300 million. Cork County Council delivers its functions and services through the structure outlined in Section 4.1.

### 2.2 Boundaries and characteristics of the area.

County Cork covers an area of 7,294 Km<sup>2</sup> which makes Cork the largest county in Ireland with a population of approximately 332,211. The County has a coastline of 1,100 km and has seven inhabited islands. There are many rivers throughout the County including the Munster Blackwater, River Lee and River Bandon. There are a number of mountain ranges in the County including the Caha, Slieve Mish, Derrynasaggart, Boggeragh and Knockmealdown mountains. There is a strong agricultural base in the county with much of north Cork lying within the “Golden Vale” which is a fertile dairy-farming region. Cork Harbour is one of the largest natural harbours in the world and the Port of Cork is a busy commercial port with seasonal ferry crossings to France and Spain. Cork International Airport has direct flights to the UK and Europe and connecting flights to other International destinations. County Cork has a strong industrial base, particularly in the Cork Harbour area where a high number of chemical, pharmaceutical and petrochemical companies are based primarily in Ringaskiddy, Little Island, Carrigtwohill and Whitegate. (See [Cork County Council - Risk Assessment in Major Emergency Management](#) for a more detailed assessment of the characteristics of the area).

### 2.3 Partner Principal Response Agencies

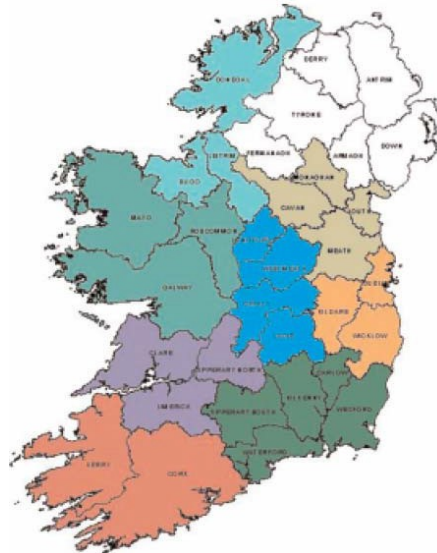
Other agencies responsible for Emergency Services in this area are: -

- Health Service Executive (South): comprising of counties Kerry, Cork, Waterford, Wexford, Carlow, Kilkenny and South Tipperary.
- An Garda Síochána: Cork City Division, Cork North Division & Cork West Division.
- Cork City Council (A City/County Agreement is in place for Fire Service cover in the Cork City environs area of the County).

Assistance may be required by other agencies such as the Irish Coastguard, Defence Forces, Civil Defence, Irish Red Cross, Mountain Rescue etc.

### 2.4 Regional Preparedness

Under certain specific circumstances Regional Level Major Emergencies may be declared and 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. There are eight regions in total that have been created for Major Emergency purposes. The regions are shown in the Map below.



**Figure 2.1**  
**Map of the Major Emergency Management regions**

Cork County Council is part of the Major Emergency Management South Region. The Principal Response Agencies for the region include:

- Cork County Council
- Cork City Council
- Kerry County Council
- H.S.E. (South)
- An Garda Síochána (Cork City Division, Cork North Division, Cork West Division & the Kerry Division)

An Inter-Agency Regional Steering Group has been established for the South Region. This group is representative of the senior management from each of the Principal Response Agencies (PRA's) with the chair of the group rotating every two years between Agencies.

A Regional Working Group on Major Emergency Management has also been established to support the work of the Steering Group. The membership of the Regional Working Group is drawn from key operational personnel in the Principal Response Agencies and also representatives from the Defence Forces, Irish Coastguard and the Port of Cork. The Chairperson of the group also rotates every two years between Agencies.

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## Section 3 - Risk Assessment for the Area

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### 3.1 History of area in terms of Emergency Events

To prepare effectively to deal with potential emergencies it is necessary to have regard to specific risks faced by a community. Risk Assessment is a process by which the hazards facing a particular community are identified and assessed in terms of the risk which they pose. (See [Cork County Council - Risk Assessment in Major Emergency Management for detailed Risk Assessment](#))

A number of Major Emergencies and large-scale serious incidents have occurred within County Cork or off the Cork coast over the years including:

- Glounthaune Bus Crash, 1978
- Whiddy Island Disaster, 1979
- Buttevant Rail Crash, 1980
- Air India, 1985 (off south-west coast)
- Hickson's Pharmachem Fire, Ringaskiddy, 1993
- Manx2 Air-crash, Cork Airport, 2011

### 3.2 The general and specific risks that may be faced locally and regionally

Cork County Council has undertaken a Risk Assessment in accordance with the [Framework for Major Emergency Management](#) and [A Guide to Risk Assessment in Major Emergency Management](#). A Regional Risk Assessment has also been undertaken by the Principal Response Agencies in the South Region and approved by the Regional Steering Group. (See [MEM Risk Assessment – Region South](#) for detailed information)

### 3.3 Scenarios

The following have been selected as exemplars on which preparedness for Major Emergencies in Cork County Council has been based.

- Flooding & Severe Weather
- Aircraft Collision / Loss
- Water Contamination / pollution incident
- Fire / Explosion / Toxic Cloud release at industrial site
- Fire/ Major Crowd Safety incident

- Major Road / Rail Incident
- Marine Emergency in Port (Passenger Ferry)
- Hazardous materials incident (Transportation)
- Loss of critical infrastructure
- Pandemic Influenza outbreak

### **3.4 Site / event specific Emergency Plans associated with the Major Emergency Plan**

Associated with this Plan are site/event specific emergency plans for Cork County Council and other agencies/sites. *(See Appendices 4, 5, 6, 7, 10, 11 &12)*

- Severe Weather Plan (excluding flooding)
- Flood Emergency Response Plan
- Drinking Water Incident Response Plan
- External Emergency Plans for Upper Tier Seveso Sites
- Inter-Agency Emergency Plan for Cork Airport
- Inter-Agency Emergency Plan for the Jack Lynch Tunnel
- Bantry Bay Port Emergency Plan
- Oil Spill / Hazardous Noxious Substances Contingency Plan

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## Section 4 - Resources for Emergency Response

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### 4.1 Structure / resources / services of the Council, which may be used for Emergency Response

Cork County Council delivers its functions and services through the following Divisions and Directorates.

- Roads & Transportation
- Municipal District Operations & Rural Development
- Housing
- Environment & Emergency Services
- Planning & Development
- Economic Development, Enterprise & Tourism
- County Engineer & Water Services
- Corporate Services
- Finance
- Personnel
- ICT

All or any part of the above directorates may be called upon in the event of a Major Emergency event occurring in County Cork.

#### **Fire Service**

The Fire Service will usually form Cork County Council's primary response to a Major Emergency and is structured as follows:

#### **Headquarters: -**

- Fire & Building Control Dept., County Hall Campus

#### **3 Divisional Offices: –**

- Midleton, Mallow and Bantry

#### **20 Retained Fire Stations in Four Divisions: -**

- South – Bandon, Carrigaline, Crosshaven, Kinsale, Macroom
- North - Charleville, Fermoy, Kanturk, Mallow, Millstreet, Mitchelstown.
- West – Bantry, Castletownbere, Clonakilty, Dunmanway, Schull, Skibbereen
- East – Cobh, Midleton, Youghal

#### Personnel (Full-Time):-

The Fire and Building Control Department of Cork County Council is comprised of 251 staff as follows:

- 30 Senior Fire Officers each holding a professional qualification
- 11 Administrative Staff
- 20 Station Officers
- 20 Sub-Station Officers
- 167 Fire-fighters
- 3 Fitter Mechanics/Technician Staff

#### Vehicle Fleet

35 Water tenders (Class B Appliances), 1 Hydraulic Platform, 4 Water Carriers, 3 Emergency Tenders, 3 4x4 vehicles, 3 Mobile Workshops, 4 General Purpose Vans, 1 Mobile Incident Command Unit

#### Rostered Senior Fire Officers

There are three Rostered Senior Fire Officers on-call at any one time and these officers will be available to respond to a Major Emergency including:

- Rostered Officer (North & East)
- Rostered Officer (South & West)
- Serious Incidents Rostered Officer

### **4.2 Special staffing arrangements during a Major Emergency**

Cork County Council will call-in off-duty staff on a voluntary basis to assist the organisation in the response to a Major Emergency. In addition, the Civil Defence under the Authority of Cork County Council can be mobilised by the Civil Defence Officer for the area. However, the Civil Defence response is dependent on the availability of volunteers, *see section 4.4.1.*

### **4.3 Other organisations / agencies that may be mobilised to assist in the response to a Major Emergency**

There are a number of organisations and agencies which may be called upon to assist the PRA's in responding to major emergencies in addition to specialist national and local organisations. These organisations are as follows;

- Defence Force



- Civil Defence
- Irish Coast Guard
- The Irish Red Cross
- Voluntary Emergency Services such as Mountain Rescue groups, River Rescue, SARDA (Search and Rescue Dog Association), I.C.R.O. (Irish Cave Rescue Organization), Order of Malta.
- Community Volunteers
- Utility companies (ESB, Bord Gáis, Bus Éireann etc)
- Communications providers (Eircom, Vodafone, O2, Three etc)
- Private contractors

(See [Appendix 8 – Regional Contact Details](#) & [Appendix 23- – Voluntary Emergency Services Guide](#))

#### **4.3.1 Civil Defence**

There are two branches of Civil Defence within Cork County’s region. These are based in Mallow & Skibbereen. In the event of a Major Emergency, Civil Defence units will report to their respective headquarters and be at the disposal of the Local Authority Controller of Operations. Civil Defence ambulance units based close to Cork City will report to Ambulance Control, Kinsale Business Park, Kinsale Road, if requested.

##### **Civil Defence Skills/Capabilities**

The skills/capabilities available within Civil defence include the following:

- First aid – ambulance based
- Search and rescue – land based
- Search and recovery – water based
- Radiation monitoring
- Radio communications
- Auxiliary Fire Service
- Portable fire pump skills
- Welfare provision

See [Appendix 23- – Voluntary Emergency Services Guide](#)

#### **4.3.2 The Defence Forces**

The Defence Forces can provide a significant support role in a Major Emergency response. However, there are constraints and limitations, and their involvement has to be pre-planned. It should not be assumed that local military units have personnel available, with either the skill set or equipment to undertake specialist tasks. Provision of Defence Forces capabilities is dependent on the exigencies of the service and within available resources at the time.

It is recognised that assistance requested from the Defence Forces should be either in Aid to the Civil Power (An Garda Síochána) or in Aid to the Civil Authority (Local Authority or Health Service Executive). The major distinguishing feature between the two types of Aid is that the Defence Forces response to requests for Aid to the Civil Power is primarily an armed response while Defence Forces response to requests for Aid to the Civil Authority will be unarmed.

#### **4.3.3 The Irish Red Cross**

The Irish Red Cross is established and regulated under the Red Cross Acts, 1938-54. 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 ambulance services. Subsidiary search and rescue and in-shore rescue units of the Irish Red Cross support An Garda Síochána and the Irish Coast Guard.

#### **4.3.4 Voluntary Emergency Services Sector**

*See [Appendix 23- – Voluntary Emergency Services Guide](#)*

#### **4.3.5 The community affected**

In emergency situations, such as flooding, landslides, bog and forest fires, a sense of solidarity and community prompts people to become involved.

Individuals acting in this way are termed “Community Volunteers” in Major Emergency Management and they can provide a valuable resource to the Principal Response Agencies, as well as to casualties and those needing assistance. 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.

The activities of the “Community Volunteer” may fall into two categories:

- those which are instinctive and unplanned in the immediate aftermath of an emergency occurring; and
- those which are part of a planned response to a situation (such as a search for missing persons).

In the first case, the involvement of Community Volunteers could give rise to conflict with the designation of cordons as part of site management arrangements. It is important that at an early stage the On-Site Co-Ordinator, in association with the other Controllers, should determine if on-going assistance is required from Community Volunteers, so that An Garda Síochána cordoning arrangements can take account of this.

Where the On-Site Co-Ordinator determines that Community 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, four or five persons, depending on the tasks, with one of their number as team leader. Where available, orange armbands emblazoned with the word ‘Volunteer’ or suitable abbreviation, e.g. ‘VOL’, will be issued by Civil Defence with whom they will be offered a temporary volunteer status.

#### **4.3.6 Utilities**

Utilities are frequently involved in the response to emergencies, usually to assist the Principal Response Agencies in making situations safe. They may also be directly involved in restoring their own services, for example, electricity supply in the aftermath of a storm. 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. *(See Appendix 8 – Regional Contact Details)*

#### **4.3.7 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.

#### **4.4 Mutual aid**

In the event that resources within Cork County Council are not sufficient to bring a situation under control, or the duration of an incident is extended such that additional resources are required, then support may be obtained from neighbouring counties. Local Authorities will support each other on a mutual aid basis. Support is most likely to be requested from;

- Cork City Council
- Kerry County Council
- Limerick City & County Council
- Tipperary County Council
- Waterford City & County Council

#### **4.5 Regional Level Co-Ordinated Response**

Cork County Council is one of three Local Authorities in the South Region, see *section 2.5*. In certain circumstances, the local response to a Major Emergency may be scaled up to a Regional Level Emergency. This may occur where the nature of an emergency is such that:

- the resources available in the local area where the incident occurs do not appear to be sufficient to bring the situation under control in an expeditious and efficient manner; or,
- the consequences of the emergency are likely to impact significantly outside of the local area; or,
- the incident(s) is spread over the area of more than one Local Authority or Division of An Garda Síochána; or,

- the incident occurs at or close to a boundary of several of the Principal Response Agencies.

The Chair of the Local Co-ordination Group may declare that a Regional Level Major Emergency exists and activate the Plan for Regional Level Co-ordination. The key provision for 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 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.

**Note: The regions for response purposes need not necessarily coincide with the designated regions for preparedness.**

#### **4.6 National / International Assistance**

In the event that the scale of the emergency becomes too large, complex or long in duration a request may be made to seek assistance from neighbouring or other regions of the country, or from outside the state. This decision should be made by the Lead Agency in consultation with the other Principal Response Agencies at the Regional Co-ordination Centre.

The Regional Co-ordination Group shall identify and dimension the level/type of assistance likely to be required and its duration. It shall also seek to identify the possible options for sourcing such assistance, be that from neighbouring regions, elsewhere in the state, the United Kingdom or from other EU member states.

The 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 European Union 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 to the National Liaison Officer at the Department of Housing, Planning Community & Local Government.

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## **Section 5 - Preparedness for Major Emergency Response**

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### **5.1 Assignment of responsibility for Major Emergency Management**

The Chief Executive is responsible for Cork County Council's Major Emergency Management arrangements and preparedness, as well as for the effectiveness of the agency's response to any Major Emergency which occurs in its functional area.

### **5.2 Documentation of a Major Emergency Management Programme**

The responsibility for overseeing the implementation of the Major Emergency Management Programme within Cork County Council is assigned to the Divisional Manager (North), supported by the Major Emergency Management Committee including sub-groups and support teams across the whole organisation.

### **5.3 Key roles identified in the Major Emergency Plan**

Cork County Council has nominated competent individuals and alternates to the following key roles.

- Controller of Operations
- On-Site Co-Ordinator
- Chair of Crisis Management Team
- Chair of Local Co-ordination Group
- Information Management Officers / Action Management Officers
- Media Liaison Officers

*See [Appendix 3\(i\)](#) for list of nominations and contact details*

### **5.4 Support teams for key roles**

Support teams will be mobilised and tasked by the Crisis Management Team to support and assist individuals in key roles in the response to a Major Emergency.

### **5.5 Staff development programme**

The provisions of the Framework and the tasks arising from the new Major Emergency Management arrangements involve a significant level of development activity, both within Cork County Council and jointly with our regional partners.

In parallel with risk assessment and mitigation processes and the preparation of the Major Emergency Plan, Cork County Council has initiated an internal programme to develop its level of preparedness, so that in the event of a Major Emergency it will be in a position to respond in an efficient and effective manner and discharge the assigned functions in accordance with the Framework.

## **5.6 Training programme**

Training is a key element in the development of preparedness for Cork County Council, to ensure the provision of an effective, co-ordinated response to Major Emergencies when required. There are many levels of training, ranging from general awareness of the Major Emergency Management arrangements to equipping people with knowledge and skills to perform key roles.

The training programme encompasses the following areas:

- Information Management
- On-Site Co-Ordinator / Controller of Operations
- Crisis Management Team
- Media skills
- Inter-Agency Training

## **5.7 Internal exercise programme**

Internal exercises and training is used to raise awareness, educate individuals on their roles and the roles of others and promote co-ordination and co-operation, as well as validating plans, systems and procedures.

## **5.8 Joint / Inter-Agency training and exercise programmes**

Joint Inter-Agency training and exercises are provided at a Regional Level, co-ordinated by the Regional Working Group. The aims of the training and exercising programme are to improve awareness and educate all involved in the roles and responsibilities of Principal Response Agencies in the event of a Major Emergency.

## **5.9 The allocation of specific resources including a budget for preparedness**

Cork County Council provides a budget for Major Emergency preparedness, which reflects the expenditure required to meet the costs of implementing Cork County

Council's internal preparedness as well as Cork County Council's contribution to Regional Level Inter-Agency preparedness.

**5.10 Procurement and use of resources (including engaging third parties) to assist in response to Major Emergencies**

The Crisis Management will sanction the use of emergency funds to assist in the response to a Major Emergency.

**5.11 Annual appraisal of preparedness**

Cork County Council will carry out and document an annual internal appraisal of its preparedness for Major Emergency Response. The appraisal shall be undertaken in accordance with [\*A Guide to undertaking an Appraisal\*](#) and shall be sent for external appraisal to the Regional Steering Group and the Department of Housing, Planning, Community & Local Government.



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## **Section 6 - The Generic Command, Control and Co-ordination Systems**

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### **6.1 Command arrangements**

Cork County Council shall exercise command over its own services in accordance with its normal command structure. Control of Cork County Council's services at the site of the emergency shall be exercised by the Controller of Operations. *See also Section 6.2.2 for control of other services.*

### **6.2 Control arrangements**

Cork 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 each Principal Emergency Service shall be the agency's Controller of Operations until relieved through the agency's pre-determined process.

In certain situations, e.g. where an emergency affects an extensive area or occurs near the borders of Divisions of An Garda Síochána or areas of the Health Service Executive or of the Local Authorities, there may be response from multiple units of the Principal Response Agencies. There should be only one Controller of Operations for each of the three Principal Response Agencies and it will be necessary to determine from which unit of the Principal Response Agencies 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 (Local Government Act 2001). Where they are not so covered and the issue cannot be resolved quickly in discussion between the responding officers of the different units of those services, the Local Authority Controller of Operations should be the designated person from the Local Authority whose Rostered Senior Fire Officer was first to attend the incident.

#### **6.2.1 Control of all services / sections of the Council which respond**

The Controller of Operations is empowered to make all decisions relating to his/her agency's functions but must take account of decisions of the On-Site Co-ordination Group in so doing.

### **6.2.1.1 Controller of Operations**

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

- To make such decisions as are appropriate to the role of controlling the activities of his/her agency's services at the site (Controlling in this context may mean setting priority objectives for individual services; command of each service should remain with the officers of that service.);
- To meet with the other two controllers and determine the Lead Agency;
- To undertake the role of On-Site Co-Ordinator, where the service s/he represents is identified as the Lead Agency;
- To participate fully in the site co-ordination activity, including the establishment of a Site Management Plan;
- Where another service is the Lead Agency, to ensure that his/her agency'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;
- To decide and request the attendance of such services as s/he determines are needed;
- To exercise control over such services as s/he has requested to attend;
- To operate a Holding Area to which personnel from his/her agency will report on arrival at the site of the Major Emergency and from which they will be deployed;
- To requisition any equipment s/he deems necessary to deal with the incident;
- To seek such advice as s/he requires;
- To maintain a log of his/her agency's activity at the incident site and decisions made;
- To contribute to and ensure Information Management Systems operate effectively;
- To liaise with his/her Principal Response Agency's Crisis Management Team on the handling of the Major Emergency.

### 6.2.1.2 On-Site Co-Ordinator

The On-Site Co-Ordinator is mandated to make decisions, as set out below. Decisions should be generally be arrived at by the consensus of the On-Site Co-ordinating 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. Where circumstances permit, the On-Site Co-Ordinator should refer decision reached without consensus to the Local Co-ordination Group.

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

- To assume the role of On-Site Co-Ordinator when the three Controllers determine the Lead Agency. Once appointed s/he should note the time and that the determination was made in the presence of the two other Controllers on site;
- To inform all parties involved in the response that s/he has assumed the role of On-Site Co-Ordinator;
- To determine which facility should be used as the On-Site Co-ordination Centre. Depending on the circumstance, this may be
  - a vehicle, or
  - a tent or other temporary structure, or
  - an appropriate space/building adjacent to the site, which can be used for co-ordination purposes;
- To ensure involvement of the three Principal Response Agencies and the Principal Emergency Services (and others, as appropriate) in the On-Site Co-ordination Group;
- To ensure that mandated co-ordination decisions are made promptly and communicated to all involved;
- To ensure that a Scene Management Plan is made, disseminated to all services and applied;
- To determine if and what public information messages are to be developed and issued;
- To ensure that media briefings are co-ordinated;
- To ensure that pre-arranged communications (technical) links are put in place and operating;

- To ensure that the Information Management System is operated, including the capture of data for record-purposes at regular intervals;
- To develop an auditable list of Actions (an Action Plan) and appoint an Action Management Officer where necessary;
- To ensure that the ownership of the Lead Agency role is reviewed, and modified as appropriate;
- To ensure that inter-service communication systems have been established and that communications from site to the Local Co-ordination Centre have been established and are functioning;
- To 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;
- To 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;
- To determine, at an early stage, if ongoing assistance is required from Community Volunteers, so that An Garda Síochána cordoning arrangements can take account of this;
- To co-ordinate external assistance into the overall response action plan;
- To ensure that, where appropriate, pastoral services are mobilised to the site and facilitated by the principal response agencies in their work with casualties;
- To work with the Health Service Executive Controller 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;
- To decide to stand down the Major Emergency status of the incident at the site, in consultation with the Controllers of Operations and the Local Co-ordination Group;
- To ensure that all aspects of the management of the incident are dealt with before the response is stood down; and,
- To 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 that attended.

### 6.2.1.3 Local Co-ordination Group

Once the Local Co-ordination Group has been activated the mandate is as follows:

- To establish high level objectives for the situation and give strategic direction to the response;
- To determine and disseminate the overall architecture of response co-ordination;
- To anticipate issues arising;
- To provide support for the on-site response;
- To resolve issues arising from the site;
- To ensure that the information management system is operated, including the capture of data for record-purposes at regular intervals;
- To 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;
- To 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;
- To co-ordinate and manage all matters relating to the media, other than on- site;
- To establish and maintain links with the Regional Co-ordination Centre (if involved);
- To establish and maintain links with the lead Government Department/National Emergency Co-ordination Centre;
- To ensure co-ordination of the response activity, other than the on-site element;
- To decide on resource and financial provision; and
- To take whatever steps are necessary to start to plan for recovery.

#### **6.2.1.4 Crisis Management Team**

The Crisis Management Team is a strategic level management group within each Principal Response Agency which is assembled during a Major Emergency is to:

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

**The members of Cork County Council's Crisis Management Team, who are detailed in Appendix 3, will convene at the Crisis Management Centre in County Hall when a Major Emergency is declared.**

The use of Crisis Management Teams within each of the Principal Response Agencies 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 running.

The Crisis Management Team provides support to the Local Authority Representative on the Local Co-ordination Group, supports their own Controller of Operations on site and maintains the agency's normal day-to-day services.

### **6.2.2 Control of external organisations / agencies mobilised to assist the Council**

There are a number of organisations and agencies, which may be called on to assist the Principal Response Agencies in responding to Major Emergencies.

At the site of an emergency, Cork County Council will exercise control over not only its own services but any additional services that Cork County Council mobilises to the site.

### **6.2.3 Support arrangements for the Control function**

An On-site Co-ordination Centre will be established at the site of a Major Emergency, which will be attended by a Controller of Operations from each of the Principal Response Agency's and each agency's support team.

## **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 (*see section 6.2.1 of this document for Co-ordination arrangements*).

### **6.3.1 Lead Agency for Co-ordination purposes**

One of the three Principal Response Agencies will be designated as the Lead Agency for any emergency and thereby assume responsibility for leading co-ordination. Therefore, while the responsibility for co-ordination may be shared, in any given situation responsibility for leading cooperation belongs specifically to one of the three Principal Response Agencies. The Lead Agency has both the responsibility and mandate for the co-ordination function.

The mechanisms for determining and designating the Lead Agency in any situation are set out below. 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.

1. The first is by pre-nomination. (Details given in the Appendix 17, *pre-nominated lead agencies for common incident types are presented, and this should be the primary basis for determining the Lead Agency*)

2. The second is a default arrangement, where the categorisations in the table in [Appendix 17](#) 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.

### **6.3.2 On-Site Co-ordination function, including arrangements for support teams**

On-site Co-ordination is facilitated by the On-Site Co-ordinator and the On-Site Co-ordination Group. The roles of the On-site Co-ordinator and the On-Site Co-ordination Group have been outlined in *section 6.2.1 of this document*.

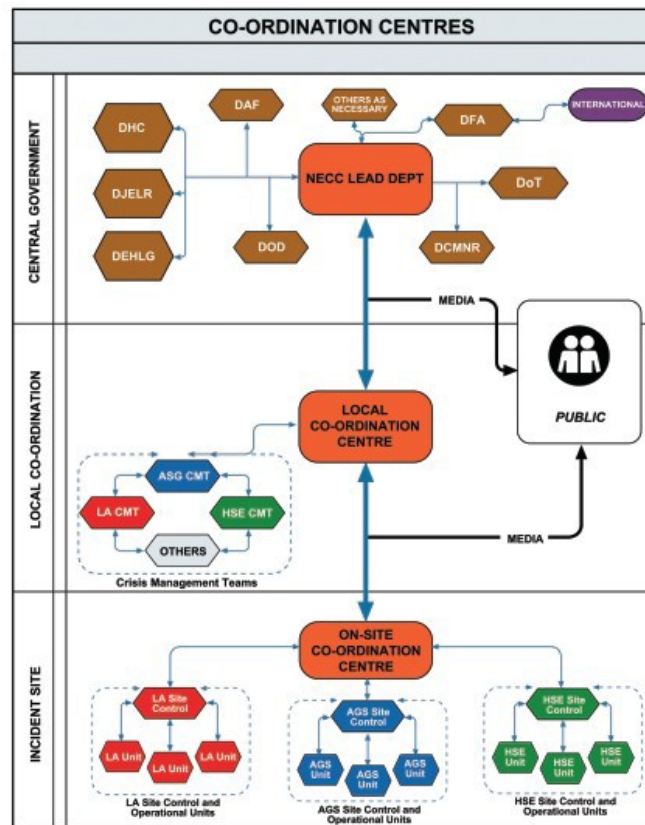
### **6.3.3 Co-ordination function at the Local / Regional Co-ordination Centres**

When a Major Emergency has been declared and the Lead Agency determined, the relevant officers of the Lead Agency should implement a Local Co-ordination Group mobilisation procedure. The representative of the Lead Agency will Chair the Local Co-ordination Group, which will be located in the Local Co-ordination Centre, and will exercise the mandates associated with this position. 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), representatives of other agencies and specialists and support teams as appropriate.

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". 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”.

Any one of the nominated Local Co-ordination Centres may be used as a Regional Coordination 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-ordinating Group declaring the Regional Level Emergency and will depend on the location and nature of the emergency and any associated infrastructural damage.





**Figure 6.0 Schematic Diagram Illustrating Command, Control and Co-ordination Levels and Information Flows**

**6.3.4 Mutual aid and regional level co-ordination**

The Controller of Operations for Cork County Council shall ensure that, where the Council’s resources do not appear to be sufficient to bring a situation under control, or the duration of an incident is extended, support is obtained via mutual aid arrangements with neighbouring Local Authorities (*See section 4.5 and 4.6 of this document*).

**6.3.5 Multi-site or wide area emergencies**

Multi-site or wide area emergencies may require the declaration of a Regional Level Emergency and activate the Plan for Regional Level Co-ordination *see section 6.3.3 of this document*.

### 6.3.6 Links with National Emergency Plans

This Major Emergency Plan will operate as an integral part of any National plans which may be activated in a National Emergency.

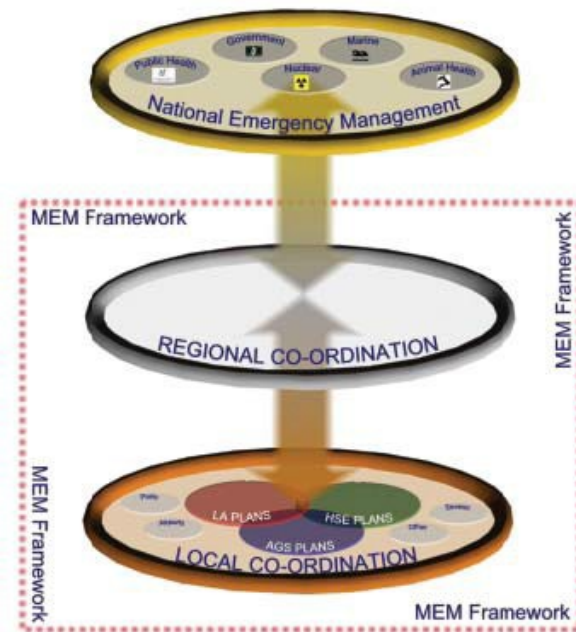


Figure 6.1: Linking Major Emergency Plans with National Plans and Other Plans

### 6.3.7 Links with National Government

Where assistance from Government is required, such assistance may be requested by the Regional Co-ordination Group. National resources will be available in the event of a Major Emergency at Local or Regional Level.

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## Section 7 - The Common Elements of Response

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<b>7.0</b>	<b>Sub-sections setting out how the following common elements of the response to any Major Emergency will be</b>
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- 7.1 Declaring a Major Emergency
- 7.2 Initial Mobilisation
- 7.3 Command, Control and Communication Centres
- 7.4 Co-ordination Centres
- 7.5 Communications Facilities
- 7.6 Exercising the Lead Agency's Co-ordination Roles
- 7.7 Public Information
- 7.8 The Media
- 7.9 Site Management Arrangements
- 7.10 Mobilising Additional Resources
- 7.11 Casualty and Survivor Arrangements
- 7.12 Emergencies involving Hazardous Materials
- 7.13 Protecting Threatened Populations
- 7.14 Early and Public Warning Systems
- 7.15 Emergencies arising on Inland Waterways
- 7.16 Safety, Health and Welfare Considerations
- 7.17 Logistical Issues/ Protracted Incidents
- 7.18 Investigations
- 7.19 Community/ VIPs/ Observers
- 7.20 Standing-Down the Major Emergency

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## Section 7.1 - Declaring a Major Emergency

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### 7.1.1 Declaring a Major Emergency (Refer to the COMMON PAGE – Page 1)

A Major Emergency will be declared by an Authorised Officer of whichever Principal Response Agency (PRA) considers that the criteria in the definition of a ‘Major Emergency’ below have been satisfied.

A message declaring a Major Emergency shall follow the format in the **ACTIVATION SECTION** set out at the beginning of this plan (Pages 1-2).

**Only an Authorised Officer of a Principal Response Agency can declare that a Major Emergency exists.**

**A Major Emergency is any event, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment of 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.**

### 7.1.2 Activating the Major Emergency Plan

The Major Emergency Plan will immediately be activated when a Major Emergency is declared. The Plan will be activated by whichever of the following agencies first becomes aware of the declaration: -

- Health Service Executive
- Local Authority
- An Garda Síochána

The Major Emergency Plan will also be activated in other specific circumstances as follows:

- On request from a national body acting under the provisions of one of the following National Emergency Plans:
  - National Emergency Plan for Nuclear Accidents,
  - Public Health (Infectious Diseases) Emergency Plan,
  - Animal Health Plan;

- In response to a request from the Irish Coast Guard following a threatened or actual emergency in the Irish Maritime Search and Rescue Region
- In response to a request from a Minister of Government in light of an emergency/crisis situation.

**7.1.3 Arrangements for activation of Major Emergency Plan by Fire Service personnel (other than Rostered Senior Fire Officers)**

The Fire Service Incident Commander who makes the decision that it is necessary to activate the Major Emergency Plan will alert the appropriate Rostered Senior Officer (N&E or S&W) through the Munster Regional Communications Centre and provide details of the incident using the ETHANE Message format.

<b>E</b>	<b>EXACT LOCATION OF THE EMERGENCY</b>
<b>T</b>	<b>TYPE OF EMERGENCY (TRANSPORT, CHEMICAL, Etc)</b>
<b>H</b>	<b>HAZARDS, PRESENT AND POTENTIAL</b>
<b>A</b>	<b>ACCESS/EGRESS ROUTES</b>
<b>N</b>	<b>NUMBER AND TYPES OF CASUALTIES</b>
<b>E</b>	<b>EMERGENCY SERVICES PRESENT AND REQUIRED</b>

**Note:** Any Fire Officer who is for the time being, in charge of an incident is authorised to request the activation of the Major Emergency Plan.

However, it is only the Rostered Senior Fire Officer (or other authorised officer) who can formally declare the Major Emergency using the instructions in the ‘Activation Section’ of the plan

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## Section 7.2 - Initial Mobilisation

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### 7.2.1 Major Emergency Mobilisation Procedure

The initial mobilisation of Cork County Council resources will be facilitated through the Munster Regional Communications Centre. The initial fire brigade response to the activation of the Major Emergency Plan will be the pre-determined attendance (PDA) of:

- 3 Water Tenders,
- 1 Emergency Tender,
- 1 Control Unit
- 1 Brigade Mechanic's Van
- 1 Rostered Senior Fire Officer (RSFO) (S&W)
- 1 Rostered Senior Fire Officer (RSFO) (N&E)
- 1 Roster Senior Fire Officer for Serious Incidents

The Crisis Management Team will be notified of the activation of the Major Emergency Plan by text alert or phone call by the Munster Regional Communications Centre.

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

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## **Section 7.3 - Command, Control and Communication Centres**

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<b>7.3.1 Command, Control and Communication Centre to be used</b>
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The Munster Regional Communications Centre located in Limerick shall be the Control Centre to mobilise, support and monitor the Fire Service and other services requested/required by Cork County Council. The Munster Regional Communications Centre shall notify the other Principal Response Agencies of the activation of the Major Emergency Plan. The Munster Regional Communications Centre will also notify all other appropriate personnel in Cork County Council as required by the Rostered Senior Fire Officer.

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## Section 7.4 - Co-ordination Centres

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### 7.4.1 On-Site Co-ordination

Fire Service operations will be supported by the Incident Command Unit located in Bandon Fire Station. On-site co-ordination is to be supported by means of the Inter-Agency On-Site Co-ordination Unit which is located in Carrigaline Fire Station. The Munster Regional Communications Centre will mobilise these Control Units in accordance with the Pre-determined Attendance (PDA) on the activation of the Major Emergency Plan. It may also be possible to use a suitable building (with appropriate facilities) near the incident for On-site Co-ordination.

### 7.4.2 Crisis Management Team

Cork County Council's Crisis Management Team will convene at Floor 2, County Hall ready to assist the Chair of the Local Co-ordination group and the Controller of Operations. *(Please refer to Appendix 3 for details regarding the personnel nominated to form the Crisis Management Team).*

### 7.4.3 Location of pre-determined Local Co-ordination Centre

The Local Co-ordination Group will meet at Cork County Council's Local Co-ordination Centre, Floor 2, County Hall, Carrigrohane Road, Cork or such other Local Authority facility as determined by the Local Co-ordination Group.

### 7.4.4 Location of the predetermined Regional Co-ordination Centre(s)

The Chair of the Local Co-ordination Group may declare a Regional Level Emergency and activate the Plan for Regional Co-ordination if required. Any one of the nominated Local Co-ordination Centres in the region may be used as a specific 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-ordinating Group and will depend on the location and nature of the emergency.



#### **7.4.5 Information Management**

Key personnel have been identified to act as Information Managers in the event of a Major Emergency event occurring and are listed in *Appendix 3*. Information is to be received from the On Site Co-ordinator / Controller of Operations, disseminated into key information points for the Local Co-ordinating Group and developed into key actions for the Crisis Management Team or for the On Site Co-ordinator / Controller of Operations.

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## **Section 7.5 - Communications Facilities**

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### **7.5.1 Communications systems**

Fire services communication facilities:

- Main appliance radio system (VHF)
- Handheld portable radio sets (UHF)
- Internet / Intranet facilities / Email
- Mobile Phones

Communication facilities available at Local co-ordination Centres:

- Fixed Landlines
- Fire Service base radio (VHF)
- Tetra radio
- Internet / Intranet / Email
- Mobile Phones
- Fax

### **7.5.2 Inter-Agency Communication on Site, including Protocols and Procedures**

When On-Site Co-ordination is established, hand-held portable radios will be used for communication between the Controllers of Operations. In any case, all three Controllers of Operations shall be located in close proximity to each other at the On-site Co-ordination Centre.

### **7.5.3 Communications between Site and Co-ordination Centres**

Communications between the site and co-ordination centres are to be by any/all of the following: Fire Service radio, tetra radio, fixed landlines, mobile phones, fax or amateur radio emergency network.

All communication between On-site Co-ordination Centre and the Local Co-ordination shall pass between the Controller of Operations / On-site Co-ordinator to the Local Co-Ordination Group, supported by the work of trained Information Management Officers at the scene and at the co-ordination centres.

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## Section 7.6 - Exercising the Lead Agency's Co-ordination Roles

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### 7.6.1 Lead Agency Concept

The Framework for Major Emergency Management provides that one of the three Principal Response Agencies will be designated as the Lead Agency for any Major Emergency and thereby assume responsibility for leading co-ordination. The Lead Agency has both the responsibility and mandate for the co-ordination function.

There are two mechanisms for determining and designating the Lead Agency, which are to be applied in sequence by the three Controllers of Operations at the Site. They are as follows:

1. Pre-nomination in accordance with the table provided in *Appendix 17*. This method pre-nominates the Lead Agency for various types of incident, and this should be the primary method of determination for the Lead Agency
2. In the event that the emergency does not fall into the categorisations of the table in *Appendix 17* then the Lead Agency by 'default' will be Cork County Council.

Rapid determination of the Lead Agency is essential as this in turn determines which of the three Controllers of Operations is to act as the On-Site Co-ordinator.

The Controller of Operations for the Lead Agency is to act as the On-Site Co-ordinator.

The On-Site Co-ordinator should note the time that the determination of the Lead Agency was made in the presence of the other two Controllers of Operations. The determination is to be communicated to all parties involved in the response.

### 7.6.2 Review & transfer of Lead Agency role

The Lead Agency role may change over time, to reflect the changing circumstances of the 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 at the site and should be recorded and communicated as per the initial determination.

### **7.6.3 Cork County Councils Co-ordination function as “Lead Agency”**

In the event of Cork County Council being 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 Systems;
- 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.

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## Section 7.7 - Public Information

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### **7.7.1 Cork County Council's role in situations where early warning and special public warning arrangements are needed**

In certain situations, it may be crucial for the Principal Response Agencies to provide timely and accurate information directly to the public on an emergency situation. This is 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.

**The Local Co-ordination Group should take over the task of co-ordinating the provision of information to the public as soon as it meets. 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”, webpages, automatic text messaging, as well as through liaison with the media.

The On-Site Co-ordinator or Local Co-ordination Group may request the media to carry ***Public Information Notices during*** a Major Emergency to disseminate important messages to the public such as:

- Hazard Warnings to the Community
- Road Traffic Control information
- Requests for Specialist Assistance

### **7.7.2 Provision of telephone / help line / information line contact numbers**

In situations where early warning and special public warning arrangements are required the Media Liaison Officer shall make provision for contacting the appropriate media outlets contained in *Appendix 8* for the dissemination of warning(s) on behalf of Cork County Council.

The appointed Media Liaison Officer shall make arrangements to publicise the emergency telephone numbers and/or the location of public information offices. The Media Liaison Officer/Crisis Management Team shall also make provision for telephone/help-line/information line contact numbers and the handling of contacts with dedicated telephone lines. (*See Appendix 21 - Cork County Council's Contact Centre Arrangements*)

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## Section 7.8 - The Media

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### 7.8.1 Arrangements for liaison with the media

**The Garda Press Office will lead media liaison in the first hour(s) of the response to a Major Emergency irrespective of the nature of the incident or the Lead Agency.**

Thereafter, whenever Cork County Council is the Lead Agency in the response to a Major Emergency, Cork County Council's Media Liaison Officer will lead Media Liaison. *(See Appendix 14 - Regional Media Plan for further instructions including in an initial Press Statement)*

### 7.8.2 Arrangements for media on-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.

The Media Liaison Officer must keep accurate and timely information on the emergency so that:

- He/she can be the point of contact for all media enquiries.
- He/she can answer information queries from the general public.
- He/she can prepare media statements for the approval of the On-Site Co-ordination Group

**All statements to the media should be cleared with the On-Site Co-ordinator or his/her Media Liaison Officer.**

### 7.8.3 Arrangements for Media at Local and / or Regional Co-ordination Centres

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.

### **Media Centre**

A Media Centre will be established in County Hall (if necessary). Facilities will be made available for the media in the staff library and media briefings will take place at regular intervals in the foyer or other suitable location.

### **Regular media briefings should be scheduled to suit television and radio broadcasts.**

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.

<b>7.8.4 Arrangements for media at other locations associated with the Major Emergency</b>
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In many situations' media attention will move quickly away from the site to other locations, including 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.

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## Section 7.9 - Site Management Arrangements

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### 7.9.1 Generic Site Management Elements/Arrangements

Cork County Council shall appoint a Controller of Operations at the site (or at each site) of the emergency, *see section 6.2 of this document*. The initial important task of the Controller of Operations in association with the other two Controllers is the development of a Site Management Plan. Once agreed, the resulting site plan should be implemented and disseminated to all responding groups.

The main components of a typical Site Management Plan should contain some or all of the following: *(See Appendix 15 for detailed information on Scene Management)*

- Inner, Outer and Traffic Cordons (established by An Garda Síochána after decision by and/or agreement with On-site Co-ordinator).
- A Danger Area, if appropriate
- Cordon and Danger Area Access Points
- Rendezvous Point
- Site Access Point
- Holding Areas
- Site Control Point
- On-Site Co-ordination Centre
- Casualty Clearing Station
- Ambulance Loading Area
- Body Holding Area
- Survivor Reception Centre
- Friends and Relative Reception Centre

### 7.9.2 Control of Access and Identification of personnel

#### Identification of personnel

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

- to facilitate the operations of the emergency services and other agencies;
- to protect the public, by preventing access to dangerous areas; and
- to protect evidence and facilitate evidence recovery at the site.



Three cordons will be established. An Inner, Outer and Traffic Cordon, along with access cordon points *see Appendix 15 for detailed information*. This will be done by An Garda Síochána after a decision by agreement with the On-site Co-Ordination Group.

A Danger Area may also be declared where there is a definite risk to rescue personnel, over and above that which would normally pertain at emergency operations.

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 follows:

Organisation	Bib Colour	Wording
Health Service Executive	Green and White Chequer	HSE Controller
Local Authority	Red and White Chequer	Local Authority Controller
An Garda Síochána	Blue and White Chequer	Garda Controller

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



### Non-Uniformed Personnel

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

All Cork County Council personnel responding to an emergency shall wear (or carry) the form of identification issued to them and shall ensure that their vehicles are adequately identified. Access beyond Cordons will not be permitted in the absence of the appropriate identification.

### **7.9.3 Air exclusion zones**

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.

Contact details for the Irish Aviation Authority are provided in *Appendix 8 – Regional Contact Details*.

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## Section 7.10 - Mobilising Additional Resources

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### 7.10.1 Arrangements for mobilising other organisations

The Voluntary Emergency Services sector can provide additional equipment and support in the event of a Major Emergency. Details of the local Voluntary Emergency Services, the resources they can provide and contact details is outlined in [Appendix 23](#)

– [Voluntary Emergency Services Guide \(MEM Region South\)](#)

Voluntary Emergency Services will link to the Principal Response Agencies in accordance with the following Table below.

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

Each Principal Response Agency with a linked Voluntary Emergency Services is responsible for the mobilisation of that service and their integration into the overall response. The internal command of volunteer organisations resides with that organisation

#### 7.10.1.1 Mobilisation of Civil Defence

##### Civil Defence

Contact the Civil Defence Officer for the area concerned.

Please refer to section 4.4.1 of this document, details also given in [Appendix 23 – Voluntary Emergency Services Guide \(MEM Region South\)](#)

### **7.10.1.2 Mobilisation of Defence Forces**

#### **Defence Forces**

The On-Site Co-ordinator shall, 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; and
- include procedures for requesting operational debriefing and reporting of all activity undertaken by the Defence Forces.

Please refer to [Appendix 9 - Procedure for Requesting Assistance from Defence Forces](#)

Provision of Defence Forces capabilities is dependent on the exigencies of the service and within available resources at the time.

The Defence Forces - incorporating the Army, Air Corps, Naval Service and Reserve Defence Forces will operate under their own command and control structure.

### **7.10.1.3 Mobilisation of the Irish Red Cross**

#### **Irish Red Cross**

Please refer to section 4.4.3 of this document, details also given in [Appendix 23 – Voluntary Emergency Services Guide \(MEM Region South\)](#)

### **7.10.1.4 Mobilisation of Voluntary Emergency Services**

The Voluntary Emergency Services sector can provide additional equipment and support in the event of a Major Emergency. Details of the local Voluntary Emergency

Services, the resources they can provide and their mobilisation procedure are outlined in [Appendix 23 – Voluntary Emergency Services Guide \(MEM Region South\)](#)

#### **7.10.1.5 Mobilisation of Utilities**

Utilities are frequently involved in the response to emergencies, usually to assist the Principal Response Agencies in making situations safe. They may also be directly involved in restoring their own services, for example, electricity supply in the aftermath of a storm. Utilities operate under their own legislative and regulatory frameworks 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 and/or experts to the On-Site Co-ordination Group, the Local Coordination Group and/or the Regional Co-ordination Group, as appropriate. A list of utilities and their emergency/out of hours contact arrangements are listed in Appendix 8. *Please refer to section 4.4.6 of this document for further details.*

#### **7.10.1.6 Mobilisation of Private Sector**

Private sector organisations may be involved in a Major Emergency through ownership of the site where the emergency has occurred or through ownership of some element involved in the emergency e.g. an aircraft, bus, factory, etc. They may also be called on to assist in the response to a Major Emergency, by providing specialist 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.

#### **7.10.2 Arrangements for identifying and mobilising additional Organisations**

Arrangements for identifying and mobilising additional organisations that it may be appropriate to mobilize will be determined by the On-site Co-ordinator in conjunction with the Controller of Operations from the other Principle Response Agencies.

#### **7.10.3 Arrangements for liaison with Utilities**

*Please refer to section 4.6 of this document, details also given in Appendix 8*

*Regional Contact Details*

#### **7.10.4 Arrangements for integration of Community Volunteers as appropriate**

Where Community Volunteers are available and deemed necessary by the On-Site Co-ordination team, some form of identification in terms of arm bands etc. should be issued. Where available orange armbands, emblazoned with the word 'Volunteer' or suitable abbreviation e.g. 'VOL', will be issued by Civil Defence. It should be noted that while initially they may be of some assistance; their usefulness will lessen due to lack of training, experience and PPE.

#### **7.10.5 Arrangements for Command, Control, Co-ordination and Demobilisation of Organisations mobilised to the Site**

Each Principal Response Agency with a linked Voluntary Emergency Services/Organisation is responsible for the mobilisation of that service and their integration into the overall response. The internal command of the organisations resides with that organisation.

*Please refer to section 4.4.1 through 4.4.7 and section 7.10.1 of this document.*

#### **7.10.6 Mutual Aid Arrangements**

*Please refer to section 4.5 of this document.*

#### **7.10.7 Requests for Out-of-Region Assistance**

Out-of-region / International assistance will be requested through the Local Co-ordination Centre upwards through Regional and National structures.

Cork County Council's Crisis Management Team shall ensure that, where the resources of the Authority do not appear to be sufficient to bring a situation under control, or the duration of an incident is expected to be extended, support is obtained via mutual aid arrangements with neighbouring Authorities.

Where resources that are held at a National Level 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.

The decision to seek assistance from outside the state should be made by the Lead Agency, in association with the other Principal Response Agencies, at the Local/Regional Coordination Centre. The Local/Regional Co-ordination Group should identify and

dimension the level/type of assistance likely to be required and its duration.

The European Community has established a Community Mechanism to facilitate the provision of assistance between the member states in the event of Major Emergencies. The chair of the Local/Regional Coordination Group should make requests for such assistance to the National Liaison Officer in the Department of the Environment, Heritage and Local Government.

#### **7.10.8 Requests for international assistance**

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. *Please refer to section 4.7 of this document.*

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## **Section 7.11 - Casualty and Survivor Arrangements**

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### **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 of the individuals who are 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. Survivors will include 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

#### **7.11.1.1 Casualties and Survivors and the Council's role in this**

The On-Site Co-ordinator, in association with the other Controllers, 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.

Individuals may be divided into two main categories as follows:

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

#### **7.11.2 Injured**

At the site of a Major Emergency, the priorities of the Principal Emergency Services 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 as safely as possible by the rescuers, who must be mindful of the requirement of the ambulance and medical teams on site. Ambulance paramedics and emergency medical



technicians then need to be able to administer the appropriate pre-hospital treatment before the patients are taken to the receiving hospitals.

#### **7.11.2.1 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 it is considered that this may be 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 Triage Cards, and moved to a Casualty Clearing Station. The purpose of this labelling is to indicate the triage category of the casualty, to facilitate the changing of that category, if required, and to record any treatment, procedure or medication administered. A standard card with Red (Immediate), Yellow (Urgent), Green (Delayed) and White (Dead) sections is normally used for this purpose.

#### **7.11.2.2 Arrangements for transporting lightly injured and uninjured persons from the site, and the Council's role in this**

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

In circumstances where lightly injured or uninjured persons are to be transported from the site, the Civil Defence may be requested to aid in this task.

#### **7.11.2.3 Arrangements for a Casualty Clearing Station and Ambulance Loading Point**

The **Casualty Clearing Station** is established at the site by the Ambulance Service, in consultation with the Health Service Executive Controller and the Site Medical Officer. Here, casualties are collected, further triaged, treated, as necessary, and prepared for transport to hospital. The H.S.E. Controller will, in consultation with the Site Medical Officer and the designated receiving hospitals, decide on the hospital destination of casualties.

### 7.11.3 Fatalities

The bodies of casualties, which have been triaged as dead, should not be moved from the incident site unless this is necessary to affect 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. Cork County Council may assist An Garda Síochána in this function.

When a doctor has pronounced an individual dead, arrangements in respect of the body are the responsibility of the local Coroner's Office, in conjunction with An Garda Síochána.

#### 7.11.3.1 Coroners role

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 unexplained death. All such deaths in Ireland are investigated under the Coroners' Act, 1962. There are three Coroner districts in County Cork:

- Cork North
- Cork South
- Cork West

#### **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 Coroner has overall responsibility for the identification of bodies and remains and he is 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 everybody from a Major Emergency and each death will be subject of an Inquest. The post-mortem is carried out by a Pathologist, who acts as the 'Coroners Agent' for this purpose.

<b>7.11.3.2 Arrangements for dealing with fatalities, both on and off-site, including Body Holding Areas and Temporary Mortuaries and the Council's role in this</b>
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The On-Site Co-ordinator, in association with the other Controllers, will decide if it is necessary to establish a Body Holding Area at the site. The Body Holding Area, if established, should be situated close to the Casualty Clearing Station. Members of An Garda Síochána will staff this area and they will maintain the necessary logs to ensure the continuity of evidence.

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

Further information and procedures for the deployment of the Inter-Agency Body Storage Support Unit is contained [Appendix 16 – Mass Fatality Plan MEM South Region](#)

#### Temporary Mortuaries

The Local Co-ordination Group in consultation with the Coroner is mandated to request the activation of the National Mass Fatality Plan (working draft). It is the responsibility of the Local Authority to provide arrangements to support the operation of any Temporary Mortuary established in support of the national plan.

The likely commissioning time for a Temporary Mortuary is of the order of twenty- four hours, and this may extend to forty-eight hours when victim numbers are extensive. It should be noted that a Temporary Mortuary might be required to operate for weeks or months after an incident.

Full information on procedures for dealing with multiple fatalities is set out in the [Mass Fatality Plan MEM South Region](#) available on the Council's MEM SharePoint Site.

**7.11.3.3 Arrangements for identification of the deceased, and the Council’s role in this**

The Coroner, with the assistance of An Garda Síochána, has overall responsibility for the identification of bodies and remains and s/he is entitled to exclusive possession and control of a deceased person until the facts about their death have been established. A full post-mortem and forensic examination will be carried out on everybody 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.

**7.11.4 Survivors**

A Survivor Reception Centre shall be designated and established at the earliest possible opportunity if necessary. 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 the Local Authority.

**7.11.4.1 Arrangements for dealing with uninjured survivors who require support, including the designation and operation of Survivor Reception Centres**

The On-Site Co-ordinator, in conjunction with the other Controllers, shall determine if a Survivor Reception Centre is to be established, and its location in the site management plan. It will be the responsibility of the Local Authority to establish and run this Centre.

Cork County Council has identified the following as suitable buildings for setting up a survivor Centre;

- Hotels
- Recreation Centres
- Parish Halls
- Local Schools
- Any other building that is large enough to accommodate large amounts of people

*Further details are included in [Appendix 20 – Evacuation Guide \(MEM Region South\)](#)*

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

The assistance of the voluntary ambulance services may be required to provide a variety of services at the Survivor Reception Centre. The Survivor Reception Centre should be secure from any unauthorised access and provide the maximum possible privacy for survivors.

### **7.11.5 Casualty Information**

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

#### **7.11.5.1 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. To facilitate this process, a liaison/casualty officer will normally be sent by An Garda Síochána to each hospital where casualties are being treated.

*All other services should ensure that any information collected on any casualty is transferred via An Garda Síochána to the Casualty Bureau.*

The Casualty Bureau is the central contact point for the matching of information available on casualties with requests from all those seeking or providing information about persons involved in the incident. The media will be asked to promulgate the contact numbers for the Bureau so that the public can make enquiries and provide information.

**7.11.5.2 Assistance by Cork County Councils to An Garda Síochána in the collection and collation of casualty information**

Cork County Council may assist in the collection and collation of casualty data. 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 friend may inquire about ‘loved ones’.

**7.11.6 Friends and Relatives Reception Centres**

Some incidents may warrant the establishment of Friends’ and Relatives’ Reception Centres at appropriate locations associated with the emergency, in addition to those provided at the hospitals where the injured are being treated.

**The Local Co-ordination Group should determine the need for and arrange for the designation and operation/staffing of such centres.**

The purpose of a 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. A building used as a Friends and Relatives’ Reception Centre should be secure from media intrusion and contain sufficient room to afford privacy to families receiving information about relatives.

There will also be a need for a reliable process to establish the credentials of friends and relatives.

**7.11.7 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.

#### **7.11.7.1 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 call upon in the event of an emergency. Advice may also be sought from the Department of Foreign Affairs. *See Appendix 8 – Regional Contact Details*

#### **7.11.8 Pastoral and Psycho-social Care**

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.

## Section 7.12 - Emergencies involving Hazardous Materials

### 7.12.1 Arrangements for dealing with Major Hazardous Materials Incidents

The Local Authority is designated Lead Agency for the response to hazardous materials incidents with the exception of those involving biological agents. The Fire Service will respond to incidents involving hazardous materials in accordance with Standard Operational Guidance (SOG's). Site arrangements shall generally be in accordance with Figure 7.12 below.

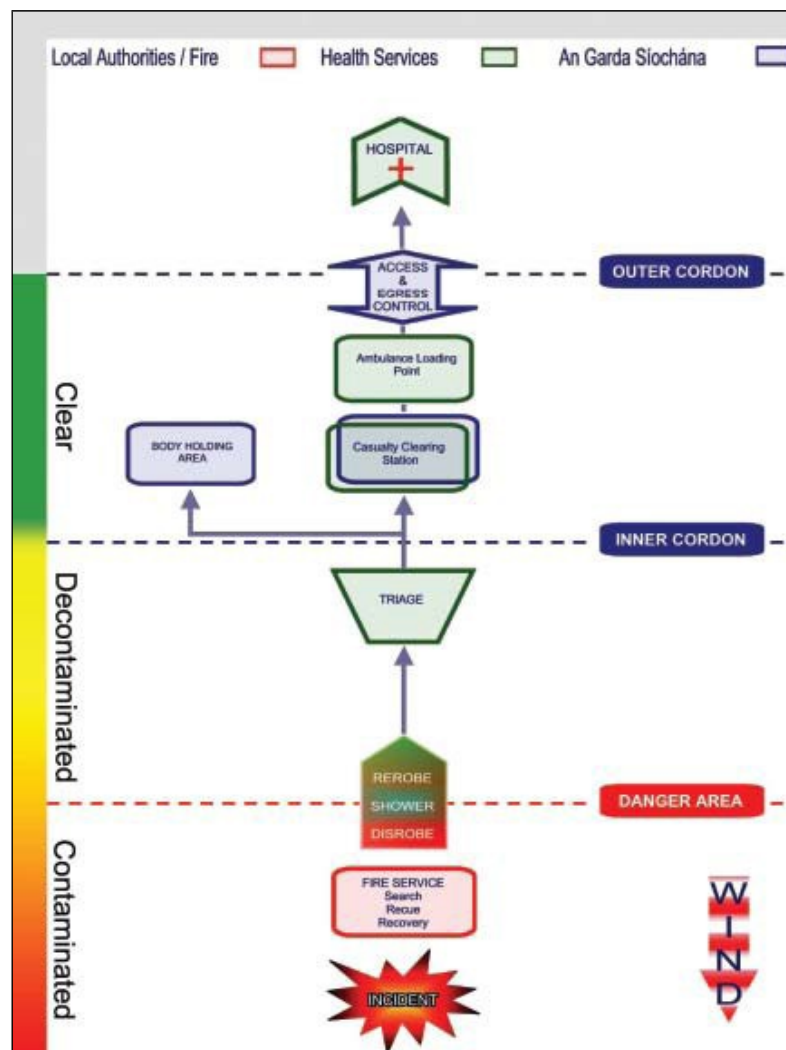


Figure 7.12



### **7.12.2 Arrangements for dealing with CBRN incidents and the Council's role in this**

CBRN is an acronym meaning incidents involving; C - chemical substances; B - biological agents; R - radiological and N - nuclear material. Where terrorist involvement is suspected, An Garda Síochána will act as 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.

Further guidance is outlined in the [Protocol for responding to a malign CBRN incident](#) published by the Office of Emergency Planning

### **7.12.3 Biological Incidents**

The HSE has been identified as the Lead Agency in any biological incidents. Details of the specific actions to be taken in the event of a Biological incident are detailed in the [Protocol for responding to a malign CBRN incident](#) published by the Office of Emergency Planning.

### **7.12.4 National Public Health (Infectious diseases) Plan**

Details of specific actions to be taken in the event of an activation of the National Public Health (Infectious Diseases) Plan are detailed in the [Public Health Emergency Plan](#) published by the Department of Health.

### **7.12.5 National Emergency Plan for Nuclear Accidents**

The National Emergency Plan for Nuclear Accidents has been prepared in accordance with Article 37 of [SI 125 of 2000, Radiological Protection Act, 1991 \(Ionising Radiation\) Order](#) under which the Department of the Environment, Heritage and Local Government has the lead responsibility for coordinating the emergency response arrangements among other Government Departments and Agencies. The National Plan for Nuclear Accidents is available to download from <http://www.environ.ie/en/Environment/EnvironmentalRadiation/PublicationsDocumets/FileDownload,1323,en.pdf>

#### **7.12.6 Arrangements for Clinical, Personnel and Mass Decontamination and the Council's role in each**

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

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

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## Section 7.13 - Protecting Threatened Populations

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### 7.13.1 Threatened Populations

There are circumstances when it may be necessary to protect members 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.

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.

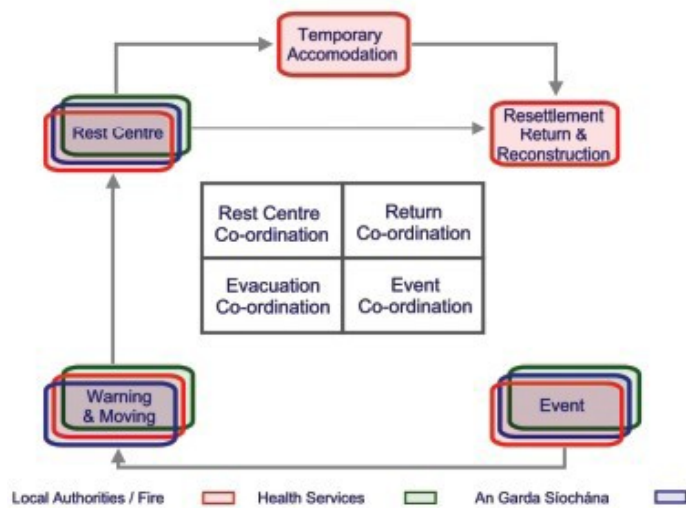
In some situations, it can be anticipated that there will be a level of self-evacuation, and this may need to be considered as part of the Emergency Management considerations.

### 7.13.2 Evacuation Arrangements including Evacuee Reception Centres, Accommodation and Welfare arrangements, and the Council's role in this

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 services. In some circumstances, personnel from all services may have to assist in carrying it out. A suitable evacuation assembly point will need to be established at/near the site of the emergency and the Local Authority will provide transportation from assembly points to Rest Centres near the site.

Personnel from Cork County Council and from Voluntary Agencies will staff the Rest Centre(s). The centres will provide security, welfare, communication, catering and medical facilities. Evacuees should be documented, and basic details passed to the casualty bureau. Cork County Councils will assist in this role.

*Please see [Appendix 20 – Evacuation Guide \(MEM Region South\)](#) and Sections 7.11.4.1 & 7.17.3 for further details.*



**Figure 7.2: Structure of Evacuation**

**7.13.3 Arrangements for the involvement of The 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 will be considerable concern among both the persons immediately affected and the wider public. In such situations, the HSE Controller of Operations shall ensure that the local Public Health Services are informed of the situation as soon as possible so that they can become involved in the response at the earliest possible stage.

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## Section 7.14 - Early and Public Warning Systems

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### 7.14.1 Monitoring potentially Hazardous Situations

Met Éireann operates a Public Service Severe Weather Warning service for dissemination of weather warnings to Local Authorities and other Agencies. Met Éireann also provides a 24-hour service, which may be consulted for general or specific weather forecasts. *Please refer to Section 11.1 of this document.*

Upper Tier COMAH establishments have arrangements in place for warning the public in the immediate vicinity of their sites of Major Accidents (usually by community siren). The Site Operators have informed the public (within a specified area agreed with the HSA) of the actions to take in the event of an alert. See [Appendix 7](#) for further details.

### 7.14.2 Specify how warnings are to be disseminated

**Warnings to the public will primarily be disseminated by the Principal Response Agencies through the media (TV, National & Local Radio)**

However, warnings may also be issued to the public by use of some or all of the following:

- Door to Door
- Leaflet drop
- Local helpline / information line
- Web services and internet services
- Automated Text services
- Site specific warning systems

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## Section 7.15 - Emergencies arising on Inland Waterways

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### 7.15.1 Arrangements for liaison with the Irish Coast Guard

Cork County Council can provide assistance in the form of the Civil Defence for water rescue / recovery on Inland Waterways. *Please refer to Appendix 8 – Regional Contact Details.*

### 7.15.2 Responsibility of The Irish Coastguard

The Irish Coast Guard has responsibility for receiving 112/999 calls and the mobilising of resources to Inland Waterway emergencies. An Garda Síochána shall be designated as the ‘Lead 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.

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## **Section 7.16 - Safety, Health and Welfare Considerations**

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### **7.16.1 Safety, Health and Welfare of Staff**

Cork County Council (and other responding agencies) are responsible for the Safety, Health and Welfare of its staff responding to emergencies and shall operate its own safety (including personal protective equipment) and welfare management procedures.

### **7.16.2 Safety of Cork County Councils 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 rescue personnel. All other relevant officers will continue to exercise command over their own personnel working in the area.

### **7.16.3 Working 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 activities of all agencies within the "Danger Area" shall be under the overall control and direction of the Senior Fire Officer at the incident. However, the persons in charge of the activities of these Agencies shall, subject to the above, continue to exercise operational control over their agencies activities and shall ensure that all necessary safety and welfare measures and procedures are implemented.

### **7.16.4 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, 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.

#### **7.16.5 Physical Welfare of Responders (food, shelter, toilets)**

Cork County Council's Controller of Operations shall ensure that appropriate rest and refreshment facilities are provided for response personnel at the site, as well as for survivors.

These facilities may include the provision of food and drink, rest facilities and sanitary facilities.

*Please refer to section 7.17.3 of this document.*

#### **7.16.6 Psycho-social Support for its own Personnel**

Critical Incident Stress Management services will be provided to staff through the arrangements in place in Cork County Council.



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## **Section 7.17 - Logistical Issues/ Protracted Incidents**

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### **7.17.1 Arrangements for rotation of front-line rescue / field staff**

Front line rescue / field staff will be relieved at protracted incidents in accordance with agreements for rest and recuperation. Crews from neighbouring authorities in the region may be called upon to assist and support the emergency.

### **7.17.2 Arrangements for re-organising normal emergency and other services cover in areas depleted by commitments to the Major Emergency**

The re-organisation of Fire Service cover will be undertaken by the Rostered Senior Fire Officer. The Crisis Management Team will ensure all other services of the Council are re-organised to ensure that essential services of the Council continue during the emergency. However, it may not be possible for Cork County Council to deliver the full range of services to the public during the course of the Major Emergency. The public will be kept informed of any temporary disruption to services via the media, website or direct by phone to Cork County Council offices.

### **7.17.3 Arrangements for initial and ongoing welfare for field staff**

Cork County Council's Controller of Operations shall ensure that appropriate rest and refreshment facilities are provided for response personnel at the site, as well as for survivors. Staff welfare will be considered at all times. Civil Defence may be called upon to provide or aid in the administration of such needs. Welfare facilities such as toilets etc. may also be required and shall be supplied by Cork County Council if necessary. Food and hot drinks shall be provided at all mealtimes to field staff or every 4/5 hours during an incident.

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## Section 7.18 - Investigations

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### 7.18.1 Investigations arising from the Emergency

An Garda Síochána will retain control of the site and lead the investigations arising from the emergency. It may be necessary for Cork County Councils staff to provide statements to the investigative agencies on their involvement in the Major Emergency Response.

### 7.18.2 Minimise disruption of evidence

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. Cork County Council will have some role to play in the site clearance, demolition, clean-up operations, removal and disposal of debris and such activity is only to be done following consultation with and approval of An Garda Síochána (or other investigative body) to avoid the possible unnecessary destruction of evidence.

### 7.18.3 Other Parties with Statutory Investigation Roles

Depending on the nature of the Major Emergency, agencies other than An Garda Síochána may require access to the site for the purposes of carrying out an investigation. These agencies include the Health and Safety Authority (HSA), the Air Accident Investigation Unit (AAIU) and the Environmental Protection Agency (EPA). An Garda Síochána is responsible for carrying out criminal investigations.

If there is reason to believe that a criminal act was a contributory factor to a Major Emergency, An Garda Síochána will begin an investigation, in parallel with the emergency response.

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.

Note: The priority of the response remains the protection of life.

Any agency with an investigative mandate should liaise in the first instance with the On-Site Co-ordinator, who will direct them to the Garda Controller of Operations. One of Cork County Councils functions is to provide support for An Garda Síochána forensic work. This should also extend to investigations carried out by other Agencies as appropriate.

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## Section 7.19 - Community / VIPs / Observers

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### 7.19.1 Communities affected by an Emergency

Links will be established with the Communities affected through their Community Centres, Local Community Organisations and Ethnic Organisations. This will be Co-ordinated by the Local Co-ordination / Crisis Management Team and the Key personnel located at the Survivor and Friends & Relatives Reception Centres.

### 7.19.2 Arrangements for receiving VIPs who wish to visit

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.

**All requests for visits to the site or facilities associated with it are to be referred to the Local Co-ordination Group.**

Requests for visits to agency specific locations are to be referred to that Agency's Management. As a general rule, VIPs are to be advised not to visit sites where dangers still exist or where ongoing rescues are in progress.

### 7.19.3 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 the operational debriefings and facilitate the process of learning lessons from the emergency. The Local Co-ordination Group should make arrangements for any such observers.

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## **Section 7.20 - Standing-Down the Major Emergency**

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### **7.20.1 Standing Down the Major Emergency**

A decision to stand down the Major Emergency status of the incident at the site shall be taken by the On-Site Co-ordinator, in consultation with the other Controllers of Operations at the site 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.

A great deal of activity may continue at locations other than the site (such as the hospitals, temporary mortuary, etc.) after the Major Emergency is stood down at the site. The Local, Regional or National Co-ordination Groups may need to continue their work after activities at the site have ceased.

### **7.20.2 Operational Debriefing and Reporting**

Following the stand down of the Major Emergency the Local Authority is to carry out an Operational Debriefing of its involvement in the response and document this debriefing in a report.

A multi-agency debrief will then be held and lessons learned will be incorporated into this Plan. This review should be hosted by the Lead Agency and involve all services which were part of the response.

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 Emergency Services, to the debrief.

The purpose of the review should be to formulate the lessons learned from the incident in relation to Co-ordination and to document these.

A composite report, based on appropriate input from each Principal Response Agency's internal report and the report on Co-ordination, on every declared Major Emergency is to be compiled by the Principal Response Agency which was the initial Lead Agency for submission within a reasonable timescale to the relevant Regional Steering Group and the National Steering Group.

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## Section 8 - Agency Specific Elements and Sub-Plans

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Cork County Council has prepared a number of specific Sub-Plans of the Major Emergency Plan and these plans can be activated whether a Major Emergency has occurred or not. *See Appendices 4, 5, 6 & 25*

The existing sub-plans include:

- [Severe Weather Plan \(other than flooding\)](#)
- [Flood Emergency Response Plan](#)
- [Drinking Water Incident Response Plan](#)
- [Oil and Hazardous and Noxious Substances Spill Contingency Plan](#)

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## Section 9 - Plan for Regional Level Co-ordination

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### 9.1 Introduction

In some situations where a Major Emergency has been declared and the Major Emergency Plans of the Principal Response Agencies have been activated, it may be appropriate to consider scaling up from a Local Response to a Regional Level Response. This may occur when:

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

### 9.2 Decision to Scale up to a Regional Level Response

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

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

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

### **9.3 Response Region**

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

**Note:** The response region for a Regional Level Major Emergency need not coincide (and in many cases will not coincide) with one of the predetermined Major Emergency Management Regions set out in Appendix F4 of the Framework.

### **9.4 Activation**

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

- notifying each of the principal response agencies involved that the Plan for Regional Level Co-ordination has been activated;
- requesting that each of the Principal Response Agencies, which has not already activated its Major Emergency Plan, should do so;
- delivering an information message to each Principal Response Agency using the mnemonic METHANE; and
- providing each of the Principal Response Agencies involved with a list of the agencies which are being activated to form the Regional Response

### **9.5 Command, Control and Co-ordination of Response**

The Command and Control arrangements at the site(s) of a Regional Major Emergency will be the same as those for a standard Major Emergency including:

- three Controllers of Operation<sup>1</sup>;
- a Lead Agency determined in accordance with the Framework; and
- an On-Site Co-ordinating Group
- an On-Site Co-ordinator

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<sup>1</sup>In situations where more than one Principal Response Agency from a particular service is represented at the site, there will be only one Controller of Operations from that service and the unit from which the Controller of Operations will come should be determined in accordance with the guidance provided in Appendix F7 of A Framework for Major Emergency Management



## 9.6 The Regional Co-ordination Group

The mobilisation and operation of the Regional Co-ordination Group will be as per the arrangement for Local Co-ordination Groups set out in *Appendix 2*.

Regional Co-ordination Group arrangements for the following issues will be as for a Local Co-ordination Group.

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

## 9.7 Wide Area Emergencies

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

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

**Note:** During a wide area Major Emergency, each Local Co-ordination Group will be in contact with the lead Government Department (in accordance with Section 5.4.5.5 of the Framework) and, in such a situation, the decision on whether the activities of a

number of Local Co-ordination Groups should be co-ordinated via a Regional Co-ordination Centre or via the lead Government Department will be taken in light of the prevailing circumstances.

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". 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".

*(Please refer to section 6 of this document for a more in-depth look at a Regional Level Major Emergency Response)*

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## Section 10 - Links with National Emergency Plans

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**10.1 Activation of Major Emergency Plan on request from a body acting under the provisions of one of the following National Emergency Plans:  
National Emergency Plan for Nuclear Accidents  
National Public Health (Infectious Diseases) Plan  
Animal Health Plan**

Each Principal Response Agency should provide for working with appropriate national bodies and responding to and activating appropriate aspects of their Major Emergency Plan following requests arising from National Emergency Situations. *Please refer to section 6.3.4.4/ 6.3.4.5 of this document for further details.*

**10.1.1 National Emergency Plan for Nuclear Accidents**

Details of specific actions to be taken in the event of a Radiological or Nuclear Emergency are contained in the National Emergency Plan for Nuclear Accidents and the Protocol for Multi-Agency Response to Radiological/ Nuclear Emergencies (Draft).

**10.1.2 National Public Health (Infectious Diseases) Plan**

Details of specific actions to be taken in the event of an activation of the National Public Health (Infectious Diseases) Plan are detailed in the Department of Health's Public Health Emergency Plan.

**10.1.3 Animal Health Plan**

The Department of Agriculture and Food has an Emergency Plan designed to contain outbreaks of avian influenza in poultry or Foot and Mouth disease should an outbreak occur in this country. Cork County Council will provide assistance under the direction of the Lead Government Department.

**10.1.4 Activation on request from Irish Coast Guard**

The Major Emergency Plans of the principal response agencies may be activated in response to a request from the Irish Coastguard.

### **10.1.5 Activation on request from a Minister of Government**

The Major Emergency Plans of the Principal Response Agencies will be activated in response to a request from a Minister of Government in light of an emergency/crisis situation.

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## Section 11 - Severe Weather Plans

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### **11.1 Sub-Plan for responding to: Flood Emergency Response Plan Severe Weather Conditions (excluding Flooding 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 the Local Authority will be the Lead Agency for Co-ordinating the response to Severe Weather Events within its functional area.

Arrangements have also been put in place by Met Éireann to issue public service Severe Weather warnings to the Local Authorities. The target time for the issuing of a warning is 24 hours before the start of the event, but a warning may be issued up to 48 hours in advance when confidence is high. On Fridays before a holiday period it may be appropriate to issue a preliminary warning or weather watch to Local Authorities. Cork County Council will ensure that effective arrangements are in place to receive and respond promptly to public service severe weather warnings issued by Met Éireann.

The Local and/or Regional Co-ordination Centres for Major Emergency Management may be activated to manage the response to a Severe Weather Event, whether a Major Emergency is declared or not.

#### **11.1.1 Flooding Emergencies**

*See Appendix 5 – Flooding Emergency Response Plan*

#### **11.1.2 Severe Weather Conditions (Excluding Flooding Emergencies)**

*See Appendix 4 – Severe Weather Plan (excluding flooding)*

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## Section 12 - Site and Event Specific Arrangements and Plans

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### 12.1 Site and Event Specific Emergency Plans

There are both legislative and procedural arrangements, which require that Emergency Plans be prepared for specific sites or events (e.g. SEVESO sites, airports, ports, major sports events, etc.). Arising from the risk assessment process described in Section 3, Cork County Council's Major Emergency Plan has identified sites/events where specific plans/arrangements exist for responding to emergencies. These include the following;

- Inter-Agency Emergency Plan for Cork Airport
- Inter-Agency Emergency Plan for the Jack Lynch Tunnel
- Port of Cork Company Emergency Plan
- Bantry Bay Port Emergency plan

The generic response arrangements set out in the *Section 7*, will govern the Principal Response Agencies response to such sites/events and whether a Major Emergency is declared or not.

### 12.2 COMAH Sites

The Principal Response Agencies are required to prepare External Emergency Plans for upper tier COMAH establishments under the European Communities (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015.

In total, there are 12 Upper Tier establishments located in Cork County. External Emergency Plans are in place for all 12 sites.

**Upper Tier COMAH Sites**

No	Company Name	Address
1	Zenith Energy Bantry Bay Terminals Ltd.	Bantry, Co. Cork
2	Calor Gas (Whitegate) Ltd.	Whitegate. Co. Cork
3	Irving Oil (formerly Phillips66) Whitegate Refinery Ltd.	Whitegate. Co. Cork.
4	MarinoChem Ireland Ltd.	Marino Point, Cobh. Co. Cork
5	Eli Lilly	Dunderrow, Kinsale. Co. Cork
6	Irish Distillers Ltd.	Midleton. Co. Cork
7	Thermo Fisher Scientific Ireland (formerly GSK)	Currabinny, Carrigaline. Co. Cork
8	Pfizer Ireland Pharmaceuticals	Ringaskiddy, Co. Cork
9	Novartis Ringaskiddy Ltd.	Ringaskiddy Co. Cork
10	BASF Ireland Ltd.	Little Island. Co. Cork
11	Irish Distillers Ltd.	Dungourney, Co. Cork
12	PCS Carrigaline	Kilnagleary, Carrigaline, Co. Cork

**Note:**

There are a total of three upper tier sites located in Cork City Council's function area.

**Upper Tier COMAH sites located within Cork City's functional area**

No	Company Name	Address
1	Calor Gas (Tivoli) Ltd.	Tivoli Industrial Estate
2	Flogas Plc	Tivoli Industrial Estate.
3	Grassland Agro	Carrigrohane Road, Cork

### **Lower Tier COMAH Sites**

There are a total of 11 Lower Tier sites in Cork County Council's area. There is no requirement for an External Emergency Plan for lower tier installations. However, the operator is required to have an Internal Emergency Plan in place.

<b>No</b>	<b>Company Name</b>	<b>Address</b>
1	BOC Gases	Little Island. Co. Cork
2	LPG Cylinder Filling Services	Quarterstown Industrial Estate, Mallow, Co. Cork
3	ESB Aghada Power Station	Whitegate, Aghada, Midleton, Co. Cork
4	Pfizer Ireland Pharmaceuticals	Little Island, Co. Cork
5	Hovione	Loughbeg, Ringaskiddy, Co. Cork
6	Tervas Ltd.,	Knockburden, Co. Cork
7	Merck Millipore Ireland Ltd.	Carrigtwohill, Co. Cork
8	Janssen Pharmaceutical	Little Island, Cork
9	Carbon Group	Ringaskiddy, Co. Cork
10	West Cork Distillers	Clonakilty, Co. Cork
11	Carbery Food Group	Ballineen, Co. Cork



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## Section 13 - The Recovery Phase

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### 13.1 Support for Individuals and Communities

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, during this phase.

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 Cork County Council's resources and staff as the emergency itself, as work may extend for a considerable time after the incident.

#### 13.1.1 Support for Individuals and Communities during the Recovery Phase

Following an emergency incident, assistance will 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 Cork County Council restores its services to a pre-emergency state as quickly and efficiently as possible.

The services and staff that Cork County Council can provide are based upon a wide range of skills and resources drawn from its day-to-day operations such as;

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

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); and
- Restoration of services.

#### **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; and
- Restoration of health services.

### **13.1.2 Managing of 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 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.

Cork 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 Agency's normal management processes.

### **13.2 Clean-Up**

In the aftermath of an emergency the clean-up operation in public areas will be the responsibility of Cork County Council (and Site Operator / Landowner if relevant). The removal of debris and contaminated waste is one of the principal concerns for Cork County Council. In consultation with the site operator and the EPA, Cork County Council will commence cleanup 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.

### **13.3 Restoration of Infrastructure and Services.**

Cork County Council will ensure that its critical services are restored as quickly as possible after a Major Emergency.

#### **13.3.1 Procedures and Arrangements for Monitoring the Situation**

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. These groups will be responsible for the Co-

ordination of the recovery phase, managing resources and monitoring the situation until the issues arising are more appropriately dealt with by the normal management processes.

### **13.3.2 Procedure for Liaison with Utilities**

The utility companies may need to be mobilised in the Recovery Phase in order to provide essential services such as gas, water and electrical supplies and communications facilities.

### **13.3.3 How the order of priorities are to be determined**

It is the responsibility of the Local, Regional or National Recovery Co-ordination Group together with the Recovery Working Group to priorities events during the Recovery Phase. It should be noted that staff welfare arrangements need to be given priority in the recovery stage 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.

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## **Section 14 - Review of the Major Emergency Plan**

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### **14.1 Internal Review Process**

An internal review of the Major Emergency Plan will be undertaken by Cork County Council on an annual basis, the review should be held every September or on the annual date of implementing the Plan. The review 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 Cork County Council
- Update names and numbers of utility companies, private companies etc.
- Review current risk assessments and update as required.
- Plan exercises

### **14.2 External Review Process**

Cork County Councils appraisal will be reviewed and validated by the Regional Steering Group on Major Emergency Management. This appraisal will also be reviewed and validated by the Department of the Environment, Community and Local Government. Any issues arising from the review should be referred back to Cork County Council for appropriate action. In cases of disagreement between Cork County Council and the Regional Steering Group, the National Steering Group should be consulted and should decide on the issue.

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

#### **14.2.1 Review by the Department of Housing, Planning & Local Government**

In addition to Cork County Council's Major Emergency Plan being reviewed locally and regionally on an annual basis it must also be reviewed and validated by the Department of Housing, Planning & Local Government. Any issues arising from the review should be referred back to Cork County Council for appropriate action.

**14.3 After every activation, the Major Emergency Plan should be reviewed and reported upon**

Once the Major Emergency Plan has been stood down, each of the services and agencies involved in the incident will hold a series of operational hot-debriefs. Initially these will be confined to each particular service, but later a multi-agency cold-debrief will be held (Multi-agency debriefs should consider the contribution provided by other, non-emergency service) and lessons learned will be incorporated into future planning preparedness.

**14.3.1 How Cork County Councils performance of its functions will be reviewed and reported upon internally**

In addition to the review process outlined in the sections above, which takes place annually on a local, regional and national level, the Major Emergency Plan for Cork County Council and the performance of the Cork County Council as a Principal Response Agency will also be reviewed following a major incident within the county/ region or even national, when there is learning to be gained. Should any new risks become apparent in the County, the plan will be reviewed to reflect this.

**14.3.2 How the Co-ordination function will be reviewed and reported upon externally and jointly with other Principal Response Agencies**

Multi-agency debriefs should consider the contribution provided by not only each other but also other, non-emergency service agencies. This is notwithstanding the potential conflict of interest that may result in later investigations. This aspect should be considered when inviting agencies other than emergency services to the 'debrief'.

Multi agency reviews must also be conducted on an annual basis between the Principle Response Agencies on both a Local and Regional Level basis. This will include reviewing and reporting on the co-ordination function of the agencies.

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## Section 15 - Appendices

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- Appendix 1:** Major Emergency Mobilisation Procedure
- Appendix 2:** Local Co-ordination Group Representative Mobilisation Procedure
- Appendix 3:** Confidential Contact Details
- (i) Cork County Council personnel & designation of key roles
  - (ii) Regional Steering Group Contact List
  - (iii) Regional Working Group Contact List
  - (iv) Local Co-ordination Centre & Crisis Management Team Centre Phone-lines
- Appendix 4:** Severe Weather Plan (other than Flooding)
- Appendix 5:** Flood Emergency Response Plan
- Appendix 6:** Drinking Water Incident Response Plan
- Appendix 7:** External Emergency Plans for Upper Tier COMAH Establishments
- (i) Zenith Energy Bantry Bay Terminals Ltd., Bantry, Co. Cork
  - (ii) Calor Gas (Whitegate) Ltd., Whitegate. Co. Cork
  - (iii) Irving Oil (formerly Phillips66) Whitegate Refinery Ltd., Whitegate. Co. Cork
  - (iv) MarinoChem, Ireland Ltd., Marino Point, Cobh. Co. Cork
  - (v) Eli Lily., Dunderrow, Kinsale. Co. Cork
  - (vi) Irish Distillers Ltd., Middleton. Co. Cork
  - (vii) Thermo Fisher Scientific Ireland (formerly GSK), Currabinny, Carrigaline.
  - (viii) Pfizer Ireland Pharmaceuticals, Ringaskiddy Drug Substance Plant, Ringaskiddy,
  - (ix) Novartis Ringaskiddy Ltd., Ringaskiddy Co. Cork
  - (x) BASF Ireland Ltd., Little Island. Co. Cork
  - (xi) Irish Distillers Ltd., Dungourney, Co. Cork
  - (xii) PCS Carrigaline, Kilnagleary, Carrigaline, Co. Cork
- Appendix 8:** Regional Contact Details
- Appendix 9:** Procedure for requesting assistance from the Defence Forces
- Appendix 10:** Inter-Agency Emergency Plan for Cork Airport
- ~~**Appendix 11:** Port of Cork Emergency Plan~~
- Appendix 12:** Bantry Bay Port Emergency Plan
- Appendix 13:** Glossary of Terms and Abbreviations
- Appendix 14:** Regional Media Plan
- Appendix 15:** Site Management Arrangements
- Appendix 16:** Multiple Fatalities Guide (MEM Region South)
- Appendix 17:** Pre-nominated Lead Agencies for different Categories of Emergency
- Appendix 18:** List of Authorised Persons to activate Major Emergency Plan
- Appendix 19:** Notifying DHPCLG of Declaration of a Major Emergency
- Appendix 20:** Evacuation Guide (MEM Region South)
- Appendix 21:** Cork County Council's Contact Centre Arrangements)
- Appendix 22:** Memorandum of Understanding between NDFEM & EPA
- Appendix 23:** Voluntary Emergency Services Guide (MEM Region South)
- Appendix 24:** Inter-Agency Emergency Plan for the Jack Lynch Tunnel
- Appendix 25:** Oil & Hazardous & Noxious Substances Spill Contingency Plan