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# CLARE COUNTY COUNCIL

## MAJOR EMERGENCY PLAN



### **PUBLIC EDITION\***

<b>Title</b>	<b>Major Emergency Plan</b>
<b>Version</b>	<b>3.0</b>
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<b>Status</b>	<b>Approved</b>
<b>Prepared by</b>	<b>C Falvey, Assistant Chief Fire Officer</b>
<b>Approved By</b>	<b>P Dowling, Chief Executive</b>

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**\* Personal details removed**

## Common Page Major Emergency Plans

### TO ACTIVATE THIS PLAN

Contact Munster Regional Communications Centre

Using the following Confidential Numbers

Regional Fire Service Communications Centre	Telephone Number	Back up Number	Fax Number	e-mail
CAMP Munster	061-319654	061-411365	061-419186	none

**If these numbers are not answered use 112/999 as an alternative**

The authorised officer should Notify Munster Regional Communications Centre of the Declaration of the Major Emergency using the following message format:

**This is ..... (Name, rank and service) .....**

**A ..... (Type of incident) ..... has occurred/is imminent**

**at .....(Location) .....**

**As an authorised officer I declare that a major emergency exists.**

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

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

## Common Page Major Emergency Plans

<b>M</b>	<b>Major Emergency Declared</b>
<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>

Where the initial declaration of the Major Emergency is made by the Local Authority, the Regional Fire Service Controller on duty, as part of pre-set actions, will notify the other two Principal Response Agencies (PRAs) of the declaration and provide information as available, using the following numbers:

Ambulance Control	Telephone Number	Back up Number	e-mail
Health Service Executive via the National Emergency Operations Centre (NEOC)	██████████	██████████	██████████

Garda Div. HQ:	Telephone Number	e-mail
Clare Division	██████████	██████

**If these numbers are not answered use 112/999 as an alternative.**

Where the Munster Regional Communications Centre receives notification of a Major Emergency from another PRA, the Regional Fire Service Controller on duty, as part of pre-set actions, will confirm to the other two Principal Response Agencies involved that the Local Authority Major Emergency Plan has been activated.

The Munster Regional Communications Centre will prepare and circulate, by group-fax and group email, (if possible) a written version of the METHANE message.

*(Note A version of these pages is placed inside the front cover of the Major Emergency Plan of each PRA. As a result, each PRA will make and receive two calls in relation to any Major Emergency Declaration. The purpose of this crosscheck is to confirm that relevant PRAs are aware that a Major Emergency has been declared. It also ensures that the notification/ confirmation has come from an authorised officer.)*

## Record of Issues and Amendments

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Change Rev. No.	Date	Brief Description of Change
1.0	September 2008	Overall revision, document based on A Framework for Major Emergency Management 2006
2.0	July 2014	Minor amendments to main body, appendices 1 – 20 replaced with Appendices A – K
3.0	Dec 2018	Minor amendments to main body. Contact names and details updated in Appendices, Clare Co Co directorates revised. Appendix D title changed.

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**Appendix C:  
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**Appendix D:  
Mid-West Region Major Emergency Plan for Regional Level Co-ordination**

**Appendix E:  
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**Appendix F:  
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**Appendix K:  
Glossary of Terms and Acronyms**

**Appendices Contain Personal Data and are NOT part of the Public Edition**

## Section 1

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### Introduction to Plan

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#### 1.1 Introduction

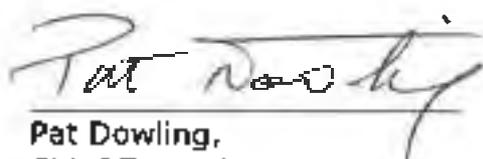
Major Emergency Management is a key challenge and a priority issue for Clare County Council. The publication of this document further enhances the level of preparedness of Clare County Council for a Major Emergency should it occur.

Production of the Major Emergency Plan has been overseen by Clare County Council's Major Emergency Management Committee in accordance with "A Framework for Major Emergency Management" (2006) as published by the Department of The Environment, Heritage and Local Government.

The purpose of the Major Emergency Plan is to put in place arrangements that will enable Clare County Council to effectively participate in the management of a Major Emergency in co-operation with the other Principal Response Agencies - An Garda Síochána and the Health Service Executive.

This document sets out mechanisms for co-ordination of the Principal Response Agencies at all levels of Major Emergency Management - on site, at local level and at regional level. In addition it defines a common language and terminology to facilitate inter-agency working. It also provides for linkage to Regional and National level emergency management.

Signed:



Pat Dowling,  
Chief Executive,  
Clare County Council

## 1.2 Background

The purpose of this plan is to put in place arrangements that will enable the three Principal Response Agencies (PRA), An Garda Síochána, the Health Service Executive and Clare County Council to co-ordinate their efforts whenever a major emergency occurs.

In 2006 the government approved a two-year Major Emergency Development Programme 2006-2008 (MEDP) to allow for the structured migration from current arrangements to an enhanced level of preparedness via the new emergency management process.

This document is prepared in accordance with the guidance provided by the Department of the Environment Heritage and Local Government in relation to Major Emergency Management and is consistent with 'A Framework for Emergency Management' (2006) as issued by the Department of the Environment Heritage and Local Government.

## 1.3 Objectives

The objectives of the Clare County Council Major Emergency Plan are:

- (a) to outline generally the procedures to be followed and the functions to be undertaken by Clare County Council, and
- (b) to co-ordinate the procedures to be followed and functions to be undertaken by the Clare County Council with those of the Health Service Executive, An Garda Síochána and any other agencies responding to the emergency.

## 1.4 Scope

The Scope of the Major Emergency Plan is such that the plan provides for a co-ordinated inter-agency response to Major Emergencies resulting from events such as fires, transport accidents, hazardous substance incidents and severe weather.

A Major Emergency is defined as any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

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

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



**Fig 1.1: Five Stage Major Emergency Management Paradigm**

Potential emergencies may occur on a national scale. In these situations the relevant National Emergency Plan will be activated by the Lead Government Department or the appropriate national body. The co-ordination arrangements of Clare County Council’s Major Emergency Plan may be activated in support of these National Emergency Plans.

### 1.5 Relationship / Inter-Operability with Other Emergency Plans

The National Framework Document (upon the principles that this plan is prepared) provides for an overall, combined response as soon as a major emergency is declared.

Any one of the principal response agencies may declare a major emergency and the mobilisation procedures of the Major Emergency Plans of the three relevant agencies will be activated immediately they are notified of the declaration. The Major Emergency Plan of each agency sets out that agency’s response, as well as its contribution to the combined response of all agencies.

The other Principal Response Agencies responsible for Emergency Services in this area are:-

- Health Service Executive – West
- Clare Garda Division
- Galway Garda Division
- Limerick Garda Division

## 1.6 Language & Terminology

This language / terminology of this plan is based on that provided in “A Framework for Major Emergency Management”

A Glossary of terms and acronyms used in this document is provided in Appendix K.

## 1.7 Distribution List

The following have been issued with a controlled copy of this plan:

**Note:** A controlled copy includes all of the appendices associated with this plan; these include personal contact details for use only in the event of a major emergency.

### **Clare County Council:**

- Chief Executive
- Directors of Services
- Head of Finance
- Chief Fire Officer
- Civil Defence Officer
- Senior Engineers
- Head of Information Systems
- Senior Executive Engineers
- Senior Assistant Chief Fire Officers
- Executive Chemist
- Assistant Chief Fire Officers
- Municipal District Engineers
- Chief Veterinary Officer
- Facilities Manager
- Senior Executive Officers
- Administrative Officers
- Senior Executive Health & Safety Officer
- Clare County Council Main Reception
- MEM Information Management Officers
- Fire Stations
- Local Co-ordination Centre, Áras Contae An Chláir
- Crisis Management Centre, Áras Contae An Chláir
- Emergency Help line room, Áras Contae An Chláir

### **An Garda Síochaná**

- Chief Superintendent Ennis Gardaí
- Chief Superintendent Limerick Gardaí
- Chief Superintendent Galway Gardaí
- Superintendent, Ennis Garda Station
- Superintendent, Kilrush Garda Station
- Division Communications Centre, Ennis Garda Station

**Health Service Executive**

Regional Chief Emergency Management Officer

**Other County Councils**

Tipperary County Council  
Galway County Council  
Limerick City & County Council

**Other Agencies**

Munster Regional Communications Centre  
Irish Coast Guard  
Shannon Foynes Port Company  
Clare County Coroner  
Radiological Protection Institute of Ireland (RPII)  
Environmental Protection Agency  
Shannon Airport  
Defence Forces – Officer Commanding, Sarsfield Barracks, Limerick  
Office of Public Works (OPW)

**Companies**

Shannon Airport Fuel Terminal  
ESB Moneypoint Power Generating Station  
Avara Manufacturing Ireland Ltd.  
Roche Ireland Ltd.  
ENVA Ireland Ltd.  
Aer Rianta  
Iarnrod Eireann  
Bus Eireann  
Eircom, Limerick  
Bord Gáis  
ESB Networks

**Government Departments**

Department of Defence  
Department of Health  
Department of Housing, Planning, Community and Local  
Government  
Department of Justice and Equality  
Department of Transport, Tourism and Sport

The document is available on the intranet and extranet for authorised employees of Clare County Council.

## 1.8 Document Review

The Major Emergency Plan will be reviewed and updated on a bi-annual basis and also following any exercise or incident as required.

## 1.9 Public Access To The Plan

Uncontrolled copies of the document can be made available;

- at the public counter of Clare County Council, Áras, Contae An Chláir, New Road, Ennis, Co. Clare.
- [www.clarecoco.ie](http://www.clarecoco.ie)
- by writing to Mr. Adrian Kelly, Chief Fire Officer, Central Fire Station, New Road, Ennis, Co. Clare.

Note: Information of a private nature relating to any of the individuals and/or companies listed in the plan and the associated appendices is only contained in controlled copies of the plan.

## Section 2

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### Clare County Council and it's Functional Area

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#### 2.1 Role of Clare County Council

The functional area of this plan is the administrative County of Clare. Clare County Council incorporates Clare County Council, and Municipal Districts of Ennis, Killaloe, Shannon and West Clare. Ennis, Kilrush, Kilkee and Shannon Town Councils ceased to exist from 1st June 2014 as part of the Local Government Reform Act 2014. Clare County Council is a Principal Response Agency (PRA) along with An Garda Síochána and The Health Service Executive.

Clare County Fire & Rescue Service is a Principal Emergency Service (PES) and will most likely be the first response of Clare County Council in the event of a Major Emergency. This Major Emergency Plan facilitates the mobilisation of additional resources from within Clare County Council to best address the particular Major Emergency e.g.

- **Physical Development Directorate**
  - Roads
  - Water
  - Environment
  - Clare County Fire & Rescue Service & Major Emergency Management
  - Clare Civil Defence
- **Social Development**
  - Housing
  - Estate Management
  - Culture
  - Sport
- **Finance and Support Service**
  - Finance
  - Corporate
  - Human Resources
- **Rural Development**
  - Town & Village Enhancement
  - Community
  - ICT
- **Economic Development**
  - Employment
  - Tourism
  - Planning

## 2.2 Boundaries and Characteristics Of Area

Clare, situated on the West Coast of Ireland is bounded by counties Galway to the north, Limerick to the south and Tipperary to the east. Its natural boundaries comprise Galway Bay to the north, the River Shannon and Lough Derg to the east, and the Shannon Estuary to the South. Clare County Council is part of the Mid West Region of Ireland with City/County Councils of Limerick, and Tipperary.

The population of Clare is 118,817 (cso.ie, 2016). Clare is a relatively rural County in population terms. The main population centres are Ennis (County Town), Shannon, Kilrush and the South East Clare area adjacent to Limerick City.

The main economic drivers of the economy of County Clare are:

- Industry – Shannon Free Zone & Shannon International Airport
- Tourism – Atlantic seaboard, Cliffs of Moher, The Burren, Ennis Town, Bunratty Castle & Folk park
- Agriculture – Traditional Industry

## 2.3 Principal Response Agencies

The Principal Response Agencies (PRA) for Clare are:

- Clare County Council
- Health Service Executive West
- An Garda Síochána: Clare, Limerick and Galway Divisions

## 2.4 Regional Preparedness

Clare County Council belongs to the Mid-West region. This region incorporates the following areas;

- Limerick City & County
- County Tipperary

Under certain specific circumstances regional level Major Emergencies may be declared, with a Plan for Regional Level Co-ordination activated. This will provide for mutual aid, support and co-ordination facilities to be activated.

See Section 9 and Appendix D for further details.

## Section 3

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### Risk Assessment For The Area

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#### 3.1 Risk Assessment in Clare

Clare Council has carried out a risk assessment of its functional area in accordance with "A Guide to Risk Assessment in Major Emergency Management" as published by the Fire Services and Emergency Planning Section of the Department of the Environment, Heritage & Local Government, 12<sup>th</sup> September 2006.

Clare County Council has participated in a regional risk assessment process with the other PRA's.

The outputs of these risk assessment processes are the basis for each of the individual plans and arrangements of the particular sections of Clare County Council for use in the event of a Major Emergency.

#### 3.2 Specific Risks

Specific risks within County Clare have been identified at the following sites (in no particular order):

##### **Shannon Airport Fuel Terminal, Shannon International Airport**

- Fuel farm and fuel hydrant system to Shannon International Airport.
- Upper tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

##### **ESB Moneypoint Power Generating Station, Kilrush, Co. Clare**

- Moneypoint is Ireland's biggest electricity generation station.
- Upper tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

##### **Roche Ireland, Clarecastle, Co. Clare**

- Pharmaceutical manufacturing plant.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

##### **ENVA, Smithstown Industrial Estate, Shannon, Co Clare**

- Waste treatment and disposal facility.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

### **Avara, Shannon Ind Est Shannon Co. Clare**

- Pharmaceutical manufacturing plant and Research & Development facility.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

### **Shannon International Airport, Shannon, Co. Clare**

- Shannon airport is the No. 1 designated airport for emergency landings for all air traffic over the Eastern half of the North Atlantic Ocean. The runway is capable of taking the largest type of aircraft now in operation.
- Shannon Airport is operated in accordance with ICAO (International Civil Aviation Organization) regulations.
- Category 9 Airport under ICAO regulations.

### **Severe Weather**

- The location of Co. Clare near the Atlantic Ocean is exposed to the influences of low pressure depressions forming over the Atlantic Ocean. Damaging wind speeds are experienced in the County.
- Atmospheric depressions combined with spring tides can cause coastal flooding, particularly if combined with offshore South Westerly winds.
- Prolonged rainfall events have led to fluvial flooding along in South-East Clare along the River Shannon, in Mid Clare in the Ennis area and in North Clare.
- Pluvial flooding has been experienced in coastal areas with extreme short duration intense rainfall events.

## Section 4

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### Resources For Emergency Response

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#### 4.1 Major Emergency Structure and Resources of Clare County Council

Appendices A, B and J contain details for the mobilisation of staff and resources of Clare County Council including out of hours service.

#### 4.2 Major Emergency Staffing Arrangements

Management of the Major Emergency shall take place in 3 key areas as follows:

- 1) On site
- 2) Crisis Management Team
- 3) Local Co-ordination Centre

Mobilisation of staff for these key areas will initially be through the Munster Regional Control Centre by implementation of Appendix A – Clare County Council Major Emergency Mobilisation Procedure.

Individual sectional arrangements may be put into operation as required by any of the following:

Rostered Senior Fire Officer,  
Controller of Operations of an incident,  
Crisis Management Team,  
Individual Section Heads,  
Local Co-ordination Group

Each section of the County Council mobilises staff and resources as required in accordance with their own sectional plans / arrangements.

#### 4.3 Major Emergency Functions of Clare County Council

The functions of Clare County Council are contained in Appendix F.

Clare County Council have identified, matched and formally nominated competent individuals and alternates to the key roles to enable the agency to function in accordance with the common arrangements set out in its Major Emergency Plan.

Assignment of key roles and how those roles are to be delivered are documented as per Appendix A – Clare County Council Major Emergency Mobilisation Procedure.

#### 4.4 Assistance from Other Organisations / Agencies

There are a number of organisations and agencies, which may be called on to assist the Principal Response Agencies in responding to major emergencies e.g. Defence Forces, Irish Coast Guard, Irish Aviation Authority, Voluntary Emergency Services, Utility Companies, Private Sector Companies.

Contact details for requesting the assistance of these agencies is contained in Appendix C.

Any agency, which mobilises other organisations/agencies to assist in the response, should exercise control over that organisation/agency.

The Mid-West Regional Working Group has prepared a document entitled Voluntary Emergency Services Resources & Capabilities Document (2018). The purpose of this document is to set out the arrangements between the PRAs and the VESs in the Mid West Region including the following to:

- provide background / structure on each VES in the Mid West Region (Limerick , Clare and Tipperary)
- maintain a current Directory of Contacts for key personnel in each organisation
- maintain a current database of VES resources and equipment
- outline a schedule of engagement between the PRAS and the VESs
- outline activation procedures for each VES and their affiliated PRA
- outline engagement of the VESs in training and exercises
- describe the communications systems between the VESs and PRAs

#### 4.5 Regional Assistance

The procedure for scaling up a Major Emergency response to a regional level is contained in Appendix D.

#### 4.6 National / International Assistance.

The Local Co-ordination Group (or Regional equivalent) should identify and dimension the level/type of assistance likely to be required and its duration. It should 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 Local Co-ordination Group (or Regional equivalent) 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 Community has established a Community Mechanism to facilitate the provision of assistance between the member states in the event of Major Emergencies. Requests for such assistance should be made by the chair of the Local Co-ordination Group (or Regional equivalent) to the National Liaison Officer at the Department of the Environment, Heritage and Local Government.

## Section 5

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### Preparedness for Major Emergency Response

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#### 5.1 Major Emergency Development

Responsibility for overseeing the Framework implementation within Clare County Council has been assigned to the Director of Services with responsibility for Emergency Services. Major Emergency Management forms an integral part of Clare County Council corporate and operational plans.

In 2006 the government approved a two-year Major Emergency Development Programme 2006-2008 (MEDP) to allow for the structured migration from existing arrangements to an enhanced level of preparedness via the new emergency management process. The production of a new Major Emergency Plan was overseen by Clare County Council Major Emergency Development Committee - with representation from all sections within the County Council, marking the culmination of an extensive process of development

Clare County Council Major Emergency Plan is based on the "Framework for Major Emergency Management" (September 2006) as published by the Department of the Environment, Heritage and Local Government.

#### 5.2 Major Emergency Management

To further the process a Major Emergency Management Committee (MEMC) is established. This committee is chaired by the Director of Services with responsibility for Emergency Services and will report directly to the Management Team of Clare County Council. The MEMC will co-ordinate a review and produce a revision of this document on a bi-annual basis.

A designated member of the Clare County Council Major Emergency Management Committee shall be responsible for:

- distribution of the Plan to all persons/agencies on the distribution list.
- receiving details of changes to the appendices and notifying all persons/agencies on the distribution list.
- convening and servicing the Major Emergency Management Committee to appraise and update this Plan.
- convening and servicing the Council's Major Emergency Management Committee to review the effectiveness of the Plan following its activation or following an exercise,
- convening the meetings of the Major Emergency Management Committee to review the co-ordination of Major Emergency Management.

The current designated member is the Chief Fire Officer, Central Fire Station, New Road, Ennis, Co. Clare.

### 5.3 Exercises

Exercises are an integral part of major emergency management. Clare County Council participates in exercises to validate plans, systems, procedures and training, to enable practice of lessons identified and capabilities developed and to test and enhance the overall capability of an organisation to respond.

A schedule of exercises is produced each year for the region by the Regional Working Group.

### 5.4 Regional Level Preparedness

Clare County Council will participate in regional level co-ordination of Major Emergency Management as required. The Regional level steering and working groups are responsible for producing a schedule of exercises for the participation of each of the PRA's. Clare Co Co are represented on the regional steering and working groups. A Work Programme is prepared each year for the Mid West Regional Working Group.

### 5.5 National Level Preparedness

Clare County Council will participate in national level co-ordination arrangements as required.

## Section 6

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### The Generic Command, Control and Co-ordination Systems

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#### 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 emergency and thereby assume responsibility for leading co-ordination.

In general, 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 in Appendix E.

#### 6.2 Command, Control and Co-ordination Arrangements

In the event of a Major Emergency the command, control and co-ordination of the incident will take place at 3 levels:

- On site - Operational level
- Crisis Management Teams (CMT) - Tactical level
- Local Co-ordination (LCC) - Strategic level

In responding to a Major Emergency each principal response agency exercises command over its own resources in accordance with its normal command structure, command systems and arrangements.

In addition each principal response agency should exercise control over:

- its own services operating at the site; and
- other services (other than those belonging to the other principal response agencies) which it mobilises to the site.

### 6.2.1 On site - Operational level

Each of the three Principal Emergency Services shall exercise command and control of their own services (and those which they mobilise to the site) through a Controller of Operations.

Control of the County Council's services at the site of the Emergency shall be exercised by the Local Authority Controller of Operations.

A list of the County Council Controller of Operations and nominated alternates is contained in Appendix A.

The role of the Controller of Operations is contained in Appendix G.

Further detail of the on site co-ordination is included in Section 7.

### 6.2.2 Crisis Management Teams (CMT) - Tactical level

In the event of a Major Emergency each of the three Principal Response Agencies shall convene a crisis management team.

The members of the Crisis Management Team, the senior managers of the agency, will meet at a pre-arranged location (usually in the agency's headquarters) designated for this use.

The designated location for Clare County Council Crisis Management Team is:  
Training Room,  
Level 0,  
Áras Contae An Chláir,  
New Road,  
Ennis  
V95 DXP2

A guide to setting up the Crisis Management Team facilities is contained in Appendix H.

The Crisis Management Team provides support to the principal response agency's representative at the Local Co-ordination Group, supports their own Controller of Operations on site and maintains the agency's normal day-to-day services that the community requires.

The 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 role of the Crisis Management Team is contained in Appendix G.

### 6.2.3 Local Co-ordination (LCC) - Strategic level

In the event of a Major Emergency the relevant officers of the lead agency shall convene a Local Co-ordination Group.

The representative of the lead agency will chair the Local Co-ordination Group and will exercise the mandates associated with this position.

The Local Co-ordination Group will comprise representatives of the other two principal response agencies and support staff as required. Representatives of other agencies / bodies / authorities may also form part of this group as required.

The members of the Local Co-ordination Group will meet at a pre-arranged location designated for this use.

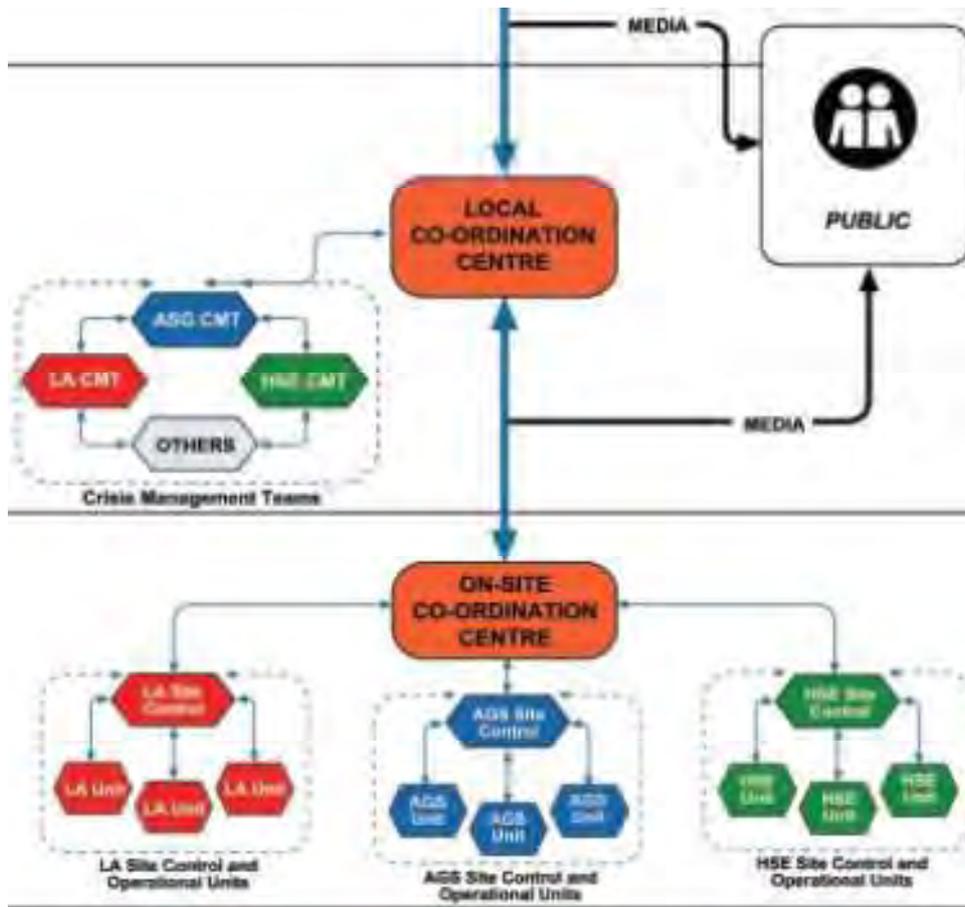
The designated location for the County Clare Local Co-ordination Group is:

Conference Room (Room 316),  
Level 3,  
Áras Contae An Chláir,  
New Road,  
Ennis  
V95 DXP2

In general, it is the function of the Local Co-ordination Group to provide strategic level management for the immediate, medium and long-term consequences of the incident.

A guide to setting up the Local Co-ordination facilities is contained in Appendix H.

The role of the Local Co-ordination Group is contained in Appendix G.



**Figure 6.1 Schematic of Management of Major Emergency**

**6.3 Command, Control and Co-ordination within Clare County Council**

Clare County Council shall exercise command over its own resources in accordance with its normal command structure and the arrangements contained in each sections emergency plans.

**6.4 Sectional Arrangements with Clare County Council**

Each section of Clare County Council has their own Emergency arrangements and plans. Contact details for personnel to implement these plans and arrangements as required is contained in Appendix B. These personnel once contacted shall be responsible for mobilising and tasking the staff and resources associated with the individual section.

Contact between the Controller of Operations, and the Crisis Management Team with these staff and resources should be through one person (in as much as possible) to achieve maximum control and co-ordination of the staff and resources.

In situations where there may be more than 1 specific site of operations, Clare Co Co may appoint a Controller of Operations for each area.

## 6.5 Incidents Occurring On Local Authority Boundaries

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 PRA. There should be only one Controller of Operations for each of the three PRA and it is necessary to determine from which unit of the principal response agency the Controller of Operations should come.

In the case of Local Authorities, which are statutorily empowered in respect of their functional areas, procedures for resolving such issues may already be set out in what are referred to as Section 81 agreements.

## 6.6 Multi-site or wide area emergencies

Multi-site or wide area emergencies may require the setting up of multiple Local Co-Ordination Groups. During such an emergency each Local Co-ordination Group will be in contact with the lead Government Department 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.

## 6.7 Links with National Emergency Plans

The Clare County Council Major Emergency Plan will operate as an integral part of any National plans developed for scenarios affecting the population on a National Level.

## 6.8 Links with National Government

In every situation where a Major Emergency is declared, each principal response agency should inform its parent Department of the declaration, as part of that agency's mobilisation procedure. Clare County Council shall inform the Department of Housing, Planning, Community and Local Government by calling a dedicated number in accordance with Department circular MEM 05/08. (Contact detail is available in Appendix A).

The three parent Departments, should then consult and agree, which Department will be designated as Lead Department, in keeping with the directions set out in A Framework for Major Emergency Planning.

## Section 7

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### The Common Elements of Response

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## 7.1 Declaring a Major Emergency

The Major Emergency Plan should be activated by whichever of the principal response following agencies first becomes aware of the major emergency.

The Major Emergency Plan is activated by calling 999 / 112 and asking for the Fire Service and instructing the fire controller in the Munster Regional Communications Centre to activate the Major Emergency Plan for Clare County Council by giving a message in the following format:

**This is ...(*give name, position and service*).... A ...(*give type of incident*)... has occurred / is imminent at ...(*give location*).... As an authorised officer I declare that a Major Emergency exists. Please activate the mobilisation arrangements in the Clare County Council Major Emergency Plan.**

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

<b>M</b>	<b>Major Emergency Declared</b>
<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 type of Casualties</b>
<b>E</b>	<b>Emergency service present and required</b>

A List of the persons authorised to declare a Major Emergency is contained in Appendix A. See Table 1 of Appendix No. A – Clare County Council Major Emergency Mobilisation Procedure.

## 7.2 Mobilisation Procedure

Clare County Council Major Emergency Mobilisation Procedure will be implemented immediately on notification of the declaration of a major emergency. This will be achieved by the Munster Regional Control Centre contacting the people listed in Appendix A – Clare County Council Major Emergency Mobilisation Procedure.

The Munster Regional Control Centre shall activate additional Sections of Clare County Council upon the instruction of the Rostered Senior Fire Officer, the Local Authority Controller of Operations, or Local Authority Crisis Management Team.

There may also be circumstances where the resources or expertise of agencies other than the principal response agencies will be required. In these

situations the relevant arrangements outlined in the Major Emergency Plan will be invoked. No third party should respond to the site of a major emergency unless mobilised by one of the principal response agencies through an agreed procedure.

### **7.3 Co-ordination, Command, Control and Communication Centres**

#### **On site Co-ordination Centre**

An On Site Co-ordination centre will be established as soon as is practicable. The location of this centre will depend on the location and nature of the Major Emergency.

Note: For incidents which may occur at Shannon Airport, the “Old Airport Boardroom” is available for use as an On-Site Co-ordination Centre.

#### **Crisis Management Teams (CMT)**

The designated location for Clare County Council Crisis Management Teams is:

Training Room,  
Level 0,  
Áras Contae An Chláir,  
New Road,  
Ennis.  
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#### **Local Co-ordination (LCC)**

The designated location for the Clare County Council Local Co-ordination Group is:

Conference Room,  
Level 3,  
Áras Contae An Chláir,  
New Road,  
Ennis  
V95 DXP2

The procedures for mobilising staff to set up of this location for the management of the Major Emergency is contained as part of Appendix A - Clare County Council Major Emergency Mobilisation Procedure.

A guide to the setting up of these centres is contained in Appendix H.

Contact details for these centres (once established) are also included in Appendices B & H.

## **7.4 Location of the predetermined Regional level Co-ordination Centre(s)**

The local co-ordination centres will have the capacity to act as a regional co-ordination centre, should the Major Emergency be scaled up to a regional level.

## **7.5 Communications Facilities**

### **7.5.1 Communications systems**

Clare County Council rely on technical communication facilities to enable it to function at all levels of a Major Emergency. These generally will be:

- Telephone (land lines)
- Mobile Phone networks
- e-mail
- fax
- Radios – Fire Service Vehicles
- Hand held UHF radios
- Satellite Telephones

Contact details of Clare County Council personnel which may be part of the response to a Major Emergency are included in Appendix B.

### **7.5.2 Information management**

The mobilisation of Information Management Officers to their designated areas is contained as part of Appendix A – Clare County Council Major Emergency Mobilisation Procedure.

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

### **7.6.1 Lead Agency – see section 6.1 and Appendix E**

### **7.6.2 Review and Transfer of the Lead Agency**

The designation of a Principal Response Agency as the lead agency may change over time, depending on how the response to a particular Major Emergency evolves.

Ownership of the lead agency mantle should be reviewed at appropriate stages of the major emergency. All changes in lead agency designation emanating from the site, and the timing thereof, will be by agreement of the

three Controllers of Operations, and should be recorded and communicated as per the initial determination, informing the Local Co-ordinating group.

As the emphasis of operations may shift from the site to other areas, the Local Co-ordination Group may review the issue and determine a change in the lead agency, as appropriate.

### 7.6.3 Functions of the Lead Agency

In the event of Clare 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 in co-ordination.

The functions of the lead agency are contained in Appendix E.

## 7.7 Public Information

### 7.7.1 Local Authority Role in Warning Arrangements

There are circumstances when it may be necessary to protect members of the public who are in the vicinity of an emergency event. This protection is usually achieved by moving people temporarily to a safe area, by evacuation where appropriate or feasible, or by advising affected individuals to take shelter in an appropriate place. 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.

The Local Co-ordination Group should manage 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.

### 7.7.2 Public Notices

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

- Internet service, [www.clarecoco.ie](http://www.clarecoco.ie);
- Social media - Clare Co Co facebook and twitter
- Local broadcasters;
- Emergency telephone helpline service – Clare County Council has a lo-call telephone number established and staff trained to operate a helpline as necessary. Details are contained in Appendix H.

On a national level the public shall be informed by use of the following;

- Television and Radio – arrangements exist whereby emergency announcements may be made on RTÉ television and radio channels.
- Social media

## 7.8 The Media

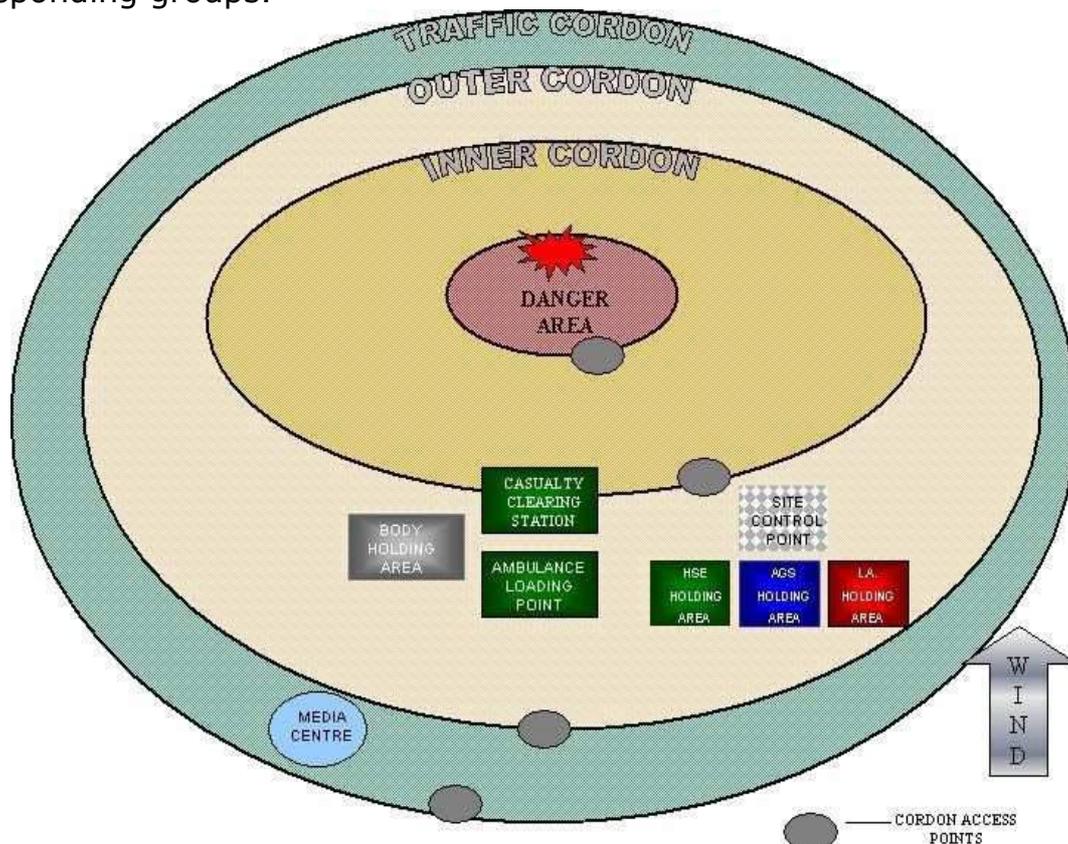
The Local Co-ordination Group will be responsible for the co-ordination of all media statements and press releases.

Each PRA shall appoint Media Liaison Officers and support personnel where required.

## 7.9. Site Management Arrangements

### 7.9.1 Generic Site Management Elements/Arrangements

An 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 communicated to all responding groups.



**Figure 7.1: Idealised Scene Management Arrangements**

The main components of a typical site plan should contain some or all of the following:

- a danger area, if appropriate
- inner, outer and traffic cordons
- site access routes
- rendezvous point
- site control point
- holding areas for the different services
- cordon and danger area access points
- on-site co-ordination centre
- ambulance loading area
- casualty clearing station
- body holding area
- survivor reception centre
- friends and relatives reception centre; and
- media centre.

### 7.9.2 Control of Access To Incident Site

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. This will be done by An Garda Síochána after a decision by and 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.

Each agency maintains responsibility for their own personnel's safety.

### 7.9.3 Identification of Personnel

All uniformed personnel, responding to the site of a major emergency, should wear the appropriate personal protective equipment as prescribed 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.

Controllers of Operations and the On-Site Co-ordinator should wear bibs designed and coordinated as follows:

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.



**Figure 7.2: Identification tabards for Controller of Operations**

Non uniformed personnel from Clare County Council should attend the scene with appropriate personal protective equipment. Attending personnel should carry identification cards so as to gain access to the incident where required.

#### 7.9.4 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. Contact details for the Irish Aviation Authority are included in Appendix C.

## 7.10 Mobilising Additional Resources

### 7.10.1 Voluntary Emergency Services

The Voluntary Emergency Services sector can provide additional equipment and support in the event of a major emergency.

The Mid-West Regional Working Group has prepared a document entitled Voluntary Emergency Services Resources & Capabilities Document (2015). The purpose of this document is to set out the arrangements between the PRAs and the VESs in the Mid West Region including the following to:

- provide background / structure on each VES in the Mid West Region (Limerick , Clare and Tipperary)
- maintain a current Directory of Contacts for key personnel in each organisation
- maintain a current database of VES resources and equipment
- outline a schedule of engagement between the PRAS and the VESs
- outline activation procedures for each VES and their affiliated PRA
- outline engagement of the VESs in training and exercises
- describe the communications systems between the VESs and PRAs

Clare County Council are responsible for the mobilisation of the Civil Defence.

Contact details of Local Voluntary Emergency Services are included in Appendix C.

### 7.10.2 Defence Forces

The Defence Forces incorporate the Army, Air Corps, Naval Service and Reserve Defence Forces.

Mobilisation of the Defence Forces is through the Department of Defence, contact details and .

In the event that assistance is required from the Defence Forces, and in accordance with Appendix F13 of the Framework for Major Emergency Management, the initial request for support should be made to the Department of Defence (at 087-2356045, 087-9947396 or 087-9462724). Alternatively, in the event that a Local Authority wishes to seek immediate support from the nearest Army Barracks, contact can be made directly through the Duty Officer, 1 Brigade, Collins Barracks, Cork or directly to the nearest barracks. A list of the relevant duty officer and barrack contact numbers is included in Appendix C.

Department of Defence does not charge the Local Authorities for support that the Defence Forces provides in response to severe weather emergency operations.

The Local Authority will submit "Request for DF Assistance" form as soon as is practicable, a copy of the form is included in Appendix C.

### 7.10.3 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.

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 management groups (On-Site Co-ordination Group, Crisis Management Teams or 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 contained in Appendix C.

### 7.10.4 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 organisations may be requested to provide representatives and/or experts to the management groups (On-Site Co-ordination Group, Crisis Management Teams or the Local Coordination Group and/or the Regional Co-ordination Group) as appropriate.

Private sector contact details are contained in Appendix C.

### 7.10.5 Neighbouring Local Authorities

The County Council Controller of Operations should ensure that, where the resources of the authority do not appear to be sufficient to bring a situation under control, or the duration of an incident is expected to be extended, the levels, types and duration of assistance/ support are identified, and that the request for support is passed to either the Council's Crisis Management Team or the Local Co-ordination Centre who will arrange to obtain the support via mutual aid arrangements with neighbouring authorities.

Where 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.

#### 7.10.6 Casual Volunteers

It is recognised that communities that are empowered to be part of the response to a disaster, rather than allowing themselves to be simply victims of it, are more likely to recover and to restore normality quickly, with fewer long-term consequences.

At an early stage the On-Site Co-ordinator, in association with the other Controllers, should determine if ongoing assistance is required from “casual volunteers” within the community, so that An Garda Síochána cordoning arrangements can take account of this.

#### 7.10.7 Command, Control & Co-ordination Arrangements for External Agencies / Organisations

Each Principal Response Agency which mobilises an external agency / organisation to respond to a Major Emergency is responsible for the mobilisation, integration and de-mobilisation of that agency / organisation into the overall response.

#### 7.10.8 Mutual aid arrangements

The Local Co-ordination Group may request assistance via mutual aid arrangements from a neighbouring county; 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. Support is most likely to be requested initially from the bordering counties:

- Limerick City & County Council
- Tipperary County Council
- Galway County Council

#### 7.10.9.1 Requests for International Assistance

The Local / Regional Co-ordination Group should identify and dimension the level/type of assistance likely to be required and its duration. It should 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.

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 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 at the Department of the Environment, Heritage and Local Government.

## 7.11 Casualty and Survivor Arrangements

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: Persons who are killed or injured, and
- Survivors: Persons who are caught up in an emergency but not injured, e.g. 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 Roles of the PRA for Casualties and Survivors

The following table sets out the roles of each Principal Response Agency for casualty and survivor arrangements:

Rescue.....	Clare County Council
Triage.....	Health Service Executive
Casualty Clearing Station.....	Health Service Executive
Body Holding Area.....	Established by Clare County Council, staffed by An Garda Síochána
Temporary Mortuary.....	Established by Clare County Council, staffed by An Garda Síochána

Survivor Reception Centre.....Clare County Council

Casualty Bureau.....An Garda Síochána

Friends & Relatives Reception Centre..Clare County Council

### 7.11.2 Rescue

The rescue of persons involved in a Major Emergency will be the responsibility of Clare County Council. In particular Clare County Fire & Rescue Service has rescue capabilities for a variety of incident types. Specialist rescue organisations will be requested to assist as required, e.g. Irish Coast Guard for waterway / marine rescues, Irish Cave Rescue for cave rescue etc.

### 7.11.3 Triage Arrangements

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.

#### 7.11.3.1 Transporting of Casualties from Incident

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

### 7.11.4 Casualty Clearing Station

Patients must be moved to the Casualty Clearing Station. The Casualty Clearing Station will be established by the ambulance service, in consultation with the Health Service Executive. At this location the casualties are collected, further triaged, treated, as necessary, and prepared for transport to hospital. The Health Service Executive Controller of Operations will, in consultation with the Site Medical Officer and the designated receiving hospitals, decide on the hospital destination of casualties.

### 7.11.5 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. The County Council may assist An Garda Síochána in this function.

#### 7.11.5.1 Multiple Fatalities

The Mid West Regional Multiple Fatality Plan sets out the process involved in incidents involving multiple fatalities. This includes for the deployment of a body storage unit and transport arrangements.

This document outlines the roles and responsibilities of the Principal Response Agencies and Coroner and seeks to identify a clear path for dealing with incidents involving multiple fatalities so as to ensure that professional, humanitarian and legal requirements are achieved.

The Mortuary at University Hospital Limerick is the designated Mortuary for the Mid West Region and has a storage capacity for 25 bodies. When an incident occurs in the region which gives rise to multiple fatalities (approx. 5+ fatalities), the Coroner in consultation with University Hospital Limerick will determine if there is sufficient space available at the Mortuary. A decision will then be made by the Coroner on whether there is a requirement to deploy the Body Storage Unit, which has a capacity for up to 20 bodies. The decision to deploy the Body Storage Unit will normally be considered when one or more of the following criteria apply:

- There is a requirement for a temporary body holding area;
- The estimated number of fatalities will exceed the capacity of available local resources;
- Disruption of the remains of the deceased victims will exceed the local capacity for identification of the victims in a timely manner;
- The capacity at the local Mortuary will be exceeded and contingency measures are required to support both routine work and the disaster Mortuary process;
- The remains of deceased victims may be contaminated by biological, chemical or radiological material and/or the incident has been caused by criminal activity.
- Extreme fragmentation of the remains of the deceased victims.

When an emergency occurs that gives rise to mass fatalities (approx. 25+ fatalities) (declaration of a major emergency is assumed) and it is clear that the Mortuary at University Hospital Limerick would become overwhelmed, additional specific co-ordination will be required to manage the mortuary process effectively and to respond to the increased numbers of bereaved family members. Therefore the activation of the National Mass Fatality Plan and Temporary Mortuary should be considered.

The decision to activate the National Mass Fatality Plan will be taken by the National Coordination Group on a recommendation from a National Expert Mass Fatality Group. This Expert group will consider the information available to them from the Local Co-ordination Group. On activation of the National Fatality Plan, the Body Storage Unit should also be deployed so as to provide some time to erect the Temporary Mortuary.

#### 7.11.5.1 Coroner's 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.

#### 7.11.6 Body Holding Areas and Temporary Mortuaries.

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). Mass body storage facilities may be appropriate for such uses – see section 7.5.11.1 above.

#### 7.11.6.1 Identification of the Deceased.

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 each body from a major emergency and each death will be the subject of an Inquest. The post-mortem is carried out by a Pathologist, who acts as the 'Coroners Agent' for this purpose.

### 7.11.7 Survivors

Survivor Reception Centre should be designated and established at the earliest possible opportunity. 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 Clare County Council.

#### 7.11.7.1 Arrangements for uninjured survivors who require support

A Survivor Reception Centre should be designated and established at the earliest possible opportunity. The On-Site Co-ordinator, in conjunction with the other Controllers, should determine if such a centre is to be established, and its location in the site management plan. It is the responsibility of Clare County Council to establish and run this centre.

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 Civil Defence and 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.

### 7.11.8 The Casualty Bureau

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

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, the Casualty Bureau, a liaison/casualty officer will normally be sent by An Garda Síochána to each hospital, survivor reception centre and casualty reception centre where casualties are being treated. The local Authority may assist in the collection and collation of casualty data. This information may then be used to provide to family and friends. Any information collected on any casualty is transferred via An Garda Síochána to the Casualty Bureau, who will generally set up an information hot line, in order that concerned family and friend may inquire about 'loved ones'.

#### 7.11.9 Friends and Relatives Reception 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. The Local Co-ordination Group will determine the need for and arrange for the designation and operation/staffing of such centres.

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

#### 7.11.10 Non-National Casualties

In some incidents an emergency may involve significant numbers of casualties from other jurisdictions. In such circumstances the Local Co-ordination Group 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.

#### 7.11.11 Foreign Language Communication Resources

Depending on the nature of the incident there may be a requirement for foreign language communications and interpreters. Advice may also be sought from An Garda Síochána and The Department of Foreign Affairs.

#### 7.11.12 Pastoral and Psycho-Social Care

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

Pastoral and psycho-social support arrangements for casualties and other affected members of the public are the responsibility of the Health Service Executive. Requests for such care can be made through HSE crisis management team which will make the appropriate arrangements.

## 7.12 Emergencies involving Hazardous Materials

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

Clare County Council is the lead agency for response to hazardous materials incidents, with the exception of those involving biological agents. 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. Details of specific actions to be taken in the event of a CCBRN incident are contained in the 'Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents' ([www.mem.ie](http://www.mem.ie).)

### 7.12.2 CCBRN and Biological incidents

Details of specific actions to be taken in the event of a CCBRN, CCBRN meaning terrorist incidents involving;

- C - conventional explosives;
- C - chemical substances;
- B - biological agents;
- R - radiological and
- N - nuclear material

Such incidents are detailed in the 'Protocol for Multi-Agency Response to Suspect Chemical and Biological Agents' ([www.mem.ie](http://www.mem.ie)). These protocols deal with a range of matters relevant to managing such incidents, including the identification of the materials involved. They also provide for involvement of the National Poisons Information Centre and the National Virus Reference Laboratory. Where terrorist involvement is suspected, An Garda Síochána will act as the lead agency.

### 7.12.3 National Public Health (Infectious diseases) Plan

For infectious diseases such as Avian Flu, Pandemic Flu, Foot and Mouth there will be a link to the National Plan as outlined by the government. Clare County Council will provide assistance under the command of the lead government department (Department of Health).

### 7.12.4 Nuclear Accidents

In the event of a local radiological emergency or the activation of the National Emergency Plan for Nuclear Accidents Clare County Council will provide assistance under the command of the lead government department (Department of Housing, Planning Community and Local Government).

#### 7.12.4 Decontamination

The On-Site Co-ordinator, in association with the other Controllers of Operations, will establish the need for decontamination. The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. Clare County Fire & Rescue Service has 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, Clare County Fire & Rescue 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.

### 7.13 Protecting Threatened Population

#### 7.13.1 Evacuation Arrangements

The On-Site Co-ordinator will take the decision on how best to protect a threatened population, after consultation with the other Controllers of Operations. This protection is usually achieved by moving people temporarily to a safe area (if adequate protection is not afforded by threatened populations staying in-situ with windows closed etc), by evacuation where appropriate or feasible, or by advising affected individuals to take shelter in an appropriate place.

Note: Housing Section Arrangements contains information to assist in the event of an evacuation being required.

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 and rest centres set up by Clare County Council.

Personnel from the local authority and from voluntary agencies will staff rest centres. The local authority may decide to use private sector accommodation for the purpose of rest centres e.g. local hotels etc. The centres will provide security, welfare, communication, catering and medical facilities.

Evacuees should be documented and basic details passed to the casualty bureau. The Local Authority will assist in this role.

### 7.13.2 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 Health Service Executive Controller of Operations should 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.

## 7.14 Early and Public Warning Systems

### 7.14.1 Monitoring Potentially Hazardous Situations

Early warning systems are currently set in place for Severe Weather forecasts. This is a 24 hour service provided by Met Éireann. There may be a need to inform the public of the current situation or of possible evacuation.

The Health Services Executive uses other warning systems for water contamination. Should evacuation be required, reference can be made to Housing Section Arrangements.

### 7.14.2 How Warnings are to be Disseminated.

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

- Door to Door
- Radio and T.V. broadcasting
- Local helpline / information line
- Social media – facebook and twitter
- Web services and internet services
- Automated Text services
- Establish site specific warning systems.

## **7.15 Emergencies arising on Inland Waterways**

### **7.15.1 Liaison with the Irish Coast Guard**

Clare County Council can provide assistance in the form of the Civil Defence for water rescue / recovery. There are also some inland water rescue volunteer organisations that may be asked to provide assistance such as River Rescue.

Contact details are contained in Appendix C.

### **7.15.2 Receiving 999/112 calls and the Mobilising of Resources to Inland Waterway Emergencies**

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

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

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

Each Principal Response Agency (and other responding organisation) is responsible for the Safety, Health and Welfare of its staff responding to emergencies and should operate its own safety (including personal protective equipment) and welfare management procedures.

### **7.16.2 Safety of the Local Authorities 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 Operating Within the "Danger Area"**

A "danger area" may be declared at the site where there is a definite risk to rescue personnel over and above that which would normally pertain at

emergency operations. The Local Authority is responsible for the health and safety of its staff when they operate within the "danger area". Each agency should establish from the On-Site Co-ordinator if a "danger area" has been defined as part of site management arrangements and, if so, what particular safety provisions may apply.

#### 7.16.4 Procedures and Evacuation Signal for the "Danger Area"

Where a situation deteriorates to a point where the officer in charge of the "danger area" decides that it is necessary to withdraw response personnel from a Danger Area, 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)

In the event of a Major Emergency it is the responsibility of Clare County Council to ensure that appropriate rest and refreshment facilities are provided for response personnel at the site.

#### 7.16.6 Psycho-Social Support for Personnel.

Clare County Council personnel who are particularly traumatized by the events of a Major emergency may require skilled professional help; this will be provided by Clare County Council. Currently a helpline exists which enables employees and their immediate family to access confidential advice and support 24 hours a day 365 days a year. These facilities should also be made available to support staff, even if they are not directly involved at the scene, e.g. administration staff, drivers and communications staff. Contact details for Human Resources personnel are contained in Appendix B.

### 7.17 Logistical Issues/ Protracted Incidents

#### 7.17.1 Arrangements for Rotation of Front Line Rescue / Field Staff

In the event of a protracted Major Emergency the Controller of Operations will be responsible for arrangements of mobilising relief crews / staff as the incident requires. These arrangements will depend on the particular incident. Personnel on the Crisis Management Team and the Local Co-ordination Group will similarly arrange for their replacement at suitable intervals throughout an incident.

#### 7.17.2 Re-organising Normal Emergency and Other Services Cover

In the event of a Major Emergency a key role of the Crisis Management Team will be to ensure that all sections of Clare County Council will be able to respond to “normal emergencies” not associated with the Major Emergencies and will be able to carry out the essential functions of Clare County Council.

### 7.17.3 Arrangements for Initial and Ongoing Welfare for Field Staff

In the event of a Major Emergency it is the responsibility of Clare County Council to ensure that appropriate rest and refreshment facilities are provided for response personnel at the site.

## 7.18 Investigations

### 7.18.1 Investigations Arising from the Emergency

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

### 7.18.2 Preservation of Evidence

The preservation of the site of a major emergency, which results from criminal action, is of paramount importance and should receive a priority rating from the outset by all Principal Response Agencies. 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.

### 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. For example the Health and Safety Authority (HSA), the Air Accident Investigation Unit (AAIU), the Environmental Protection Agency (EPA) and the Marine Accident Investigation Board (MAIB). An Garda Síochána is responsible for carrying out criminal investigations.

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

## **7.19 Community / VIPs / Observers**

### **7.19.1 How Links Are to be Established With Communities Affected by an Emergency**

Where communities are affected by a major emergency effort should be made to establish contacts/links with a community utilising established links such as Community Groups/ Public Representatives and Community Liaison Officers within the community.

### **7.19.2 Arrangements for Visiting VIP's**

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

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

### **7.19.3 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.

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

### **7.20.1 How the Status of the Emergency will be Stood-down.**

A decision to stand down the major emergency status of the incident at the site should be taken by the On-Site Co-ordinator, in consultation with the other Controllers of Operations 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. Services operating at other locations should be stood down in a similar manner.

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 of Activity

When the incident has ended, each agency will be obliged to debrief members of its service that were involved in the emergency. The lead Agency will review the inter-agency co-ordination aspects of the response after every declaration of a major emergency.

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.

Operational debriefs should identify areas for improvement in procedures, equipment and systems. They should not be forums for criticising the performance of others.

Debriefs should not interfere with or comment on investigations into the incident carried out by investigative or judicial authorities. It is important to realise that such debriefs and related documents would be disclosed to individuals involved in legal proceedings.

## Section 8

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### Agency Specific Elements and Arrangements

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The individual sections of Clare County Council have plans and procedures in place for the response to a major Emergency:

Appendix B contains contact details for Clare County Council personnel.

Appendix H contains guides on how to establish facilities of Clare County Council in order to be used in the response to a Major Emergency.

Appendix J contains the section specific details in relation to responding to Major Emergencies as follows:

J1	Clare County Fire & Rescue Service
J2	Housing Section
J3	Clare Civil Defence
J4	Roads Section
J5	Water Services
J6	Environment Section
J7	Corporate Services

Specific plans produced by Clare County Council are as follows

- Clare County Council Flood Plan – this contains Flood Action Plans for individual towns and localities
- Drinking Water Incident Response Plan (DWIRP)
- Oil and Hazardous and Noxious Substances Spill Contingency Plan
- Roads Section Winter Service Plan

Inter Agency Plans

- Interagency Emergency Plan For Shannon Airport
- External Emergency Plan for Shannon Airport Fuel Terminal
- External Emergency Plan for ESB Moneypoint Power Generating Station
- Mid West Inter-Agency Public Communication Plan: Media Liaison
- Mid-West Region Voluntary Emergency Services Resources & Capabilities Document
- Mid-West Region Multiple Fatalities Guidance Document
- Shannon Estuary Serious Incident and Major Emergency Strategic Co-ordination Document
- Shannon Estuary Anti-Pollution Team

## Section 9

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### Plan for Regional Level Co-ordination

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#### 9.1 Regional Level Co-ordination

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:

- (i) 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
- (ii) the consequences of the emergency are likely to impact significantly outside of the local area; or
- (iii) the incident(s) is spread across more than one Local Authority or Division of An Garda Síochána; or
- (iv) the incident occurs at or close to a boundary of several of the principal response agencies.

Appendix D contains the Plan for Mid-West Region Major Emergency Plan for Regional Level Co-ordination

## Section 10

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### Links with National Emergency Plans

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#### 10.1 National Emergency Plans:

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 e.g.

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

#### 10.2 Activated on Request from Irish Coast Guard

The Major Emergency Plan may be activated in response to a request from the Irish Coast Guard, following a threatened or actual emergency in the Irish Maritime Search and Rescue Region.

#### 10.3 Activation on Request from a Minister of Government

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

## Section 11

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### Severe Weather Plans

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#### 11.1 Sub-Plans for Responding to Severe Weather Emergencies.

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

The location of Co. Clare near the Atlantic Ocean is exposed to the influences of low pressure depressions forming over the Atlantic Ocean. Damaging wind speeds are experienced in the County.

Atmospheric depressions combined with spring tides can cause coastal flooding, particularly if combined with offshore South Westerly winds.

Prolonged rainfall events have led to fluvial flooding along in South-East Clare along the River Shannon, in Mid Clare in the Ennis area and in North Clare.

Pluvial flooding has been experienced in coastal areas with extreme short duration intense rainfall events.

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

Not all severe weather events will be major emergencies, but the principles and arrangements for co-ordinated response to major emergencies should inform all response agencies to severe weather events. Clare County Council have arrangements 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.

Clare County Council has a number of plans in place for specific severe weather conditions:

## **Clare County Council Flood Emergency Plan**

The Clare County Council Flood Emergency Plan is to be used in the response to a flood emergency in the county. This includes flooding or imminent threat of flooding to

- Hospitals, Nursing homes and other Health related facilities
- Houses
- Community infrastructure, Schools, Community centres, etc
- Commercial premises
- Industrial Areas
- Strategic infrastructure such as main roads, drinking water source and treatment facilities, waste water treatment plants, etc.
- Places of historical or cultural interest
- Cutting off National, Regional and Local roads which access towns and populated areas

Flood Action Plans are prepared for Specific Areas in the County, these are;

- Ennis
- Shannon
- South East Clare Including Springfield
- Scarriff
- Sixmilebridge
- Milltown Malbay
- North Clare
- Ballyvaughan
- Kilkee
- Kilrush

## **Winter Service Plan.**

This document identifies the processes, procedures and key personnel employed by Clare County Council (CCC), to deliver the winter maintenance service for County Clare & to ensure the safe movement of vehicular traffic and keep to a minimum delays caused by adverse weather.

## Section 12

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### Site and Event Specific Arrangements and Plans

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Specific risks within County Clare have been identified at the following sites:

#### **Shannon Airport Fuel Terminal, Shannon International Airport**

- Fuel farm and fuel hydrant system to Shannon International Airport.
- Upper tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.
- External Emergency Plan in place for responding to emergencies at this site.

#### **ESB Moneypoint Power Generating Station, Kilrush, Co. Clare**

- Moneypoint is Ireland's biggest electricity generation station.
- Upper tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.
- External Emergency Plan in place for responding to emergencies at this site.

#### **Roche Ireland, Clarecastle, Co. Clare**

- Pharmaceutical manufacturing plant.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

#### **ENVA, Smithstown Industrial Estate, Shannon, Co Clare**

- Waste treatment and disposal facility.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

#### **Avara, Shannon Ind Est Shannon Co. Clare**

- Pharmaceutical manufacturing plant and Research & Development facility.
- Lower tier site classification under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

#### **Shannon International Airport, Shannon, Co. Clare**

- Shannon airport is the No. 1 designated airport for emergency landings for all air traffic over the Eastern half of the North Atlantic Ocean. The runway is capable of taking the largest type of aircraft now in operation.
- Shannon Airport is operated in accordance with ICAO (International Civil Aviation Organization) regulations.
- Category 9 Airport under ICAO regulations.

## **Shannon Estuary**

- The Shannon Estuary is of major economic, commercial and environmental importance to the country of Ireland.
- The environmental importance of the Estuary is highlighted by the presence of six locations proposed as Special Protection Areas and Natural Heritage Areas.
- Potential hazards located to the Shannon Estuary and surrounding areas are high volumes of bulk marine traffic, air traffic and the presence of heavy industry located adjacent to the Estuary. This includes power generation plants, pharmaceutical manufacturing facilities, fuel storage, and an alumina refinery.

The Shannon Estuary Serious Incident and Major Emergency Strategic Co-ordination Document may be used as a reference document to provide guidance to assist in the strategic co-ordination of the response of the various agencies/companies that may be involved in responding to such an incident.

## **Other Relevant Plans / Arrangements**

**See Section 8 for a full list of Clare County Council, Inter-Agency and Regional level plans/documentation available**

**See Section 11 for details of Severe Weather Arrangements**

## Section 13

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### The Recovery Phase

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#### 13.1 Supports for Individuals and Communities

The recovery phase of a Major Emergency 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.

The recovery stage may be as demanding on the Local Authority resources and personnel of the individual agencies as the emergency itself, as work may extend for a considerable time after the incident. The recovery phase may involve many sections of Clare County Council including many which may not have had involvement in the response phase of the Major Emergency.

#### 13.2 Functions of the PRA's in the Recovery Phase

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.

### **13.3 Co-ordination of the Recovery Phase**

The co-ordination of the recovery phase of a major emergency is as large a challenge as the co-ordination of the response phase.

At a point when the issues on the agendas of Co-ordination Groups are largely recovery focussed, it may be appropriate to re-title the group as the Local, Regional or National Recovery Co-ordination Group. From the earliest stage, it may be appropriate also for the Local, Regional or National Co-ordination Group to appoint a Recovery Working Group to plan ahead.

The Clare County Council Crisis Management Team will continue to function until the issues arising in the response phase are more appropriately dealt with by the agency's normal management processes.

## Section 14

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### 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 Clare County Council on a bi-annual basis and also following any exercises or incidents if appropriate. The review should

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

#### 14.2 How the MEP is to be Reviewed and Amended Externally.

Clare Local Authority's major emergency plan shall be appraised in accordance with guidance document 9 (working draft) "A Guide to Undertaking an Appraisal" as available from the Department of the Environment, Heritage and Local Government. The appraisal shall be carried out by the Department of the Housing, Planning, Community and Local Government.

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## **Personal Notes**

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