



Comhairle Contae Mhaigh Eo
Mayo County Council

MAJOR EMERGENCY PLAN

January 2021



FOREWORD

This plan has been prepared in accordance with the Government's Major Emergency Management Framework following consultation with relevant stakeholders.

The purpose of this plan is to establish a plan of action to provide for the efficient and effective deployment of services and resources in the event of a major emergency, to protect and preserve the safety, health and welfare of the residents and visitors to County Mayo; to limit and prevent damage and destruction of property, infrastructure and the environment and to help any communities affected to return to normality as soon as possible.

Mayo County Council has had to activate its Major Emergency Plan in recent years to deal with such incidents. The Major Emergency Plan has been activated on no less than 4 occasions in the past 31 years.

One of the most predictable things in life is that the unexpected will sometimes happen. It is inevitable that every year many incidents will occur within our county which will disrupt our normal routine. Some of these may have little impact on the local community; others may require the activation of this plan to deal with such events which are beyond the normal capabilities of the Local Authority.

We currently find ourselves in the midst of an unprecedented global pandemic. Local authorities' initial stage rapid response to Covid-19 demonstrated our capacity to react and emphasised the value of pre-planning, contingency arrangements and co-ordination with the other principal response agencies.

The key to success in dealing with major emergencies is response preparedness and restoration of order and normality at an early stage. Working in partnership with other agencies, including Health Service Executive West and An Garda Síochána, I am confident that this Major Emergency Plan provides the management framework for Mayo County Council to respond to major emergencies. It is by having an integrated response readiness together with relevant training that we can ensure successful response to any major emergency.

I am confident that the commitment, dedication, training and professionalism of all of our employees will continue to serve us well in major emergency situations, as they have done in the past. I am requesting that all concerned fully familiarise themselves with this plan so that we can be ready to respond to emergencies.

Finally, I wish to express my appreciation and thanks to all involved in the preparation of this plan, including the Chief Fire Officer and his staff, and all others involved.



Peter Duggan
Chief Executive (Interim)

TABLE OF CONTENTS

Section 1:	Introduction to Plan	Page 1
	1.1 An Introduction to the Plan	
	1.2 Background	
	1.3 Objectives of the Plan	
	1.4 Scope of the Plan	
	1.5 Inter-operability of Plan with other Emergency Agencies	
	1.6 Language / Terminology of the Plan	
	1.7 Distribution of the Plan	
	1.8 Review / Update of the Plan	
	1.9 Public Access to the Plan	
Section 2:	Mayo County Council and Functional Area	Page 4
	2.1 Role of Mayo County Council	
	2.2 Boundaries and Characteristics of County Mayo	
	2.3 Principal Response Agencies for County Mayo	
	2.4 Regional Level Co-ordination	
Section 3:	Risk Assessment for Mayo County Council	Page 7
	3.1 History of Emergency Events	
	3.2 General and Specific Risks Identified in County Mayo	
	3.3 List of Risk Assessments Completed for County Mayo	
	3.4 Risk Management, Mitigation and Reduction Strategies	
	3.5 Site / Event Specific Emergency Plans	
Section 4:	Resources for Emergency Response	Page 9
	4.1 Structure / Resources / Services of the Council	
	4.2 Staffing Arrangements During a Major Emergency	
	4.3 Resources and Functions of Mayo County Council	
	4.4 Other Organisations / Agencies which May be Mobilised	
	4.5 Mutual aid from Neighbours	
	4.6 Declaring a Regional Level Major Emergency	
	4.7 Seeking National or International Assistance	
Section 5:	Preparedness for Emergency Response	Page 12
	5.1 Incorporation of Plan into Business Planning Process	
	5.2 Responsibility for Major Emergency Preparedness	
	5.3 Major Emergency Management Development Programme	
	5.4 Key Roles in a Major Emergency	
	5.5 Support Teams for Key Roles	
	5.6 Staff Development Programme	
	5.7 Training Programme for Teams and Individuals	

	5.8 Internal Exercise Programme	
	5.9 Inter-agency Training and Exercises	
	5.10 Allocation of Resources	
	5.11 Emergency Procurement Procedure	
	5.12 Annual Appraisal of Plan	
	5.13 Public Information During an Emergency	
Section 6:	The Command, Control and Co-ordination System	Page 15
	6.1 Command Arrangements	
	6.2 Control Arrangements	
	6.3 Co-ordination Arrangements	
Section 7:	Common Elements of Response	Page 22
	7.1 Declaring a Major Emergency	
	7.2 Initial Mobilisation	
	7.3 Command, Control and Communication Centres	
	7.4 Co-ordination Centres	
	7.5 Communications Facilities	
	7.6 Exercising the Lead Agency Co-ordination Role	
	7.7 Public Information	
	7.8 The Media	
	7.9 Site Management Arrangements	
	7.10 Mobilising Additional Resources	
	7.11 Casualty and Survivor Arrangements	
	7.12 Emergencies Involving Hazardous Materials	
	7.13 Protecting Threatened Populations	
	7.14 Early and Public Warning Systems	
	7.15 Emergencies Arising on Inland Waterways	
	7.16 Safety, Health and Welfare Considerations	
	7.17 Logistical Issues / Protracted Incidents	
	7.18 Investigations	
	7.19 Community / VIP's / Observers	
	7.20 Standing Down the Major Emergency	
Section 8:	Agency Specific Elements and Sub-Plans	Page 52
	8.1 Agency Specific Elements and Sub-Plans	
Section 9:	Plan for Regional Level Co-ordination	Page 53
	9.1 Regional Level Co-ordination	
Section 10	Links with National Emergency Plans	Page 54
	10.1 Supporting National Emergency Plans	
	10.2 Activation of Plan on Request of the Irish Coast Guard	
	10.3 Activation of Plan on Request of Minister of Government	

Section 11	Severe Weather Plans	Page 56
	11.1 Introduction	
Section 12	Site and Event Specific Arrangements and Plans	Page 57
	12.1 Introduction	
	12.2 Seveso Sites	
Section 13	Recovery Phase	Page 58
	13.1 Introduction	
	13.2 Clean-Up	
	13.3 Restoration of Infrastructure and Services	
	13.4 Protection Measures against Continuing Hazards	
Section 14	Review of the Major Emergency Plan	Page 61
	14.1 Annual Review of Mayo County Council Major Emergency Plan	
	14.2 External Review of Mayo County Council Major Emergency Plan	
	14.3 Major Emergency Plan Review After Every Activation	

APPENDICES

APPENDIX 1	Procedure for Declaring a Major Emergency
APPENDIX 2	WRCC Actions Upon Declaration of a Major Emergency
APPENDIX 3	WRCC Saadian Text Messaging Procedure
APPENDIX 4	WRCC Local Co-ordination Group Mobilisation Procedure
APPENDIX 5	Persons Authorised to Declare a Major Emergency
APPENDIX 6	Response Personnel to Site of Major Emergency
APPENDIX 7	Response Personnel to Local Co-ordination Centre
APPENDIX 8	Crisis Management Team
APPENDIX 9	Key Staff Contact Details
APPENDIX 10	Procedure to Notify Department of Housing, Local Government and Heritage of Activation of the Plan
APPENDIX 11	Mayo County Council Risk Assessment
APPENDIX 12	Mandate of Controller of Operations
APPENDIX 13	Mandate of On-site Co-ordinator
APPENDIX 14	Mandate of Chair of Local Co-ordination Group
APPENDIX 15	Mandate of the Local Co-ordination Group
APPENDIX 16	Mandate of Crisis Management Team
APPENDIX 17	Mandate of Lead Agency
APPENDIX 18	Pre-nominated Lead Agency for Different Categories of Emergency
APPENDIX 19	Summary of the functions of Mayo County Council
APPENDIX 20	Summary of the functions of An Garda Síochána
APPENDIX 21	Summary of the functions of the Health Service Executive
APPENDIX 22	Contact Officers in Other Principal Response Agencies
APPENDIX 23	Contact Officers in Voluntary Agencies

APPENDIX 24	Temporary Accommodation
APPENDIX 25	Procedure for Requesting Assistance of Defence Forces
APPENDIX 26	Countermeasures for Response to Nuclear Accidents
APPENDIX 27	Distribution List
APPENDIX 28	Glossary
APPENDIX 29	Abbreviations

SECTION 1 INTRODUCTION TO PLAN

98.3 An Introduction to the Plan

A major emergency is 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 principle 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 Major Emergency Plan is designed primarily to provide for the protection, support and welfare of the public in times of emergency. The plan provides for the collective preparedness by the Principal Response Agencies, An Garda Síochána, the Health Service Executive and the Local Authorities, to ensure a prompt and effective co-ordinated response in the event a major emergency occurs.

1.2 Background

This plan is prepared in accordance with the requirements of the Government and is consistent with the Government issued document 'A Framework for Major Emergency Management' 2006. The plan should be read in conjunction with this framework.

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
- Recovery



1.3 Objectives of the Plan

The objectives of the plan is to protect life and property, to minimise disruption to the County of Mayo and to provide immediate support to those affected. To achieve these objectives, the plan sets out the basis for a co-ordinated response to a major emergency and the different roles and functions to be performed by Mayo County Council and by the Principal Response Agencies.

The fact that procedures have been specified in the Plan should not restrict the use of initiative or common-sense by individual officers in the light of prevailing circumstances in a particular emergency.

Mayo County Council aims to carry out its objectives in a major emergency by offering:

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

1.4 Scope of the Plan

The scope of the Major Emergency Plan is such that it provides for a co-ordinated interagency response to major emergencies beyond the normal capabilities of the principal emergency services. Emergencies that severely impact on the day to day operation of the local authority or the welfare of the community may require the activation of the Major Emergency Plan.

This plan provides for a co-ordinated response to major emergencies arising, for example, from fires, explosions, gas releases, transportation accidents, spillages of dangerous substances, and severe weather emergencies. The types of emergency normally resulting from oil supply crises, electricity blackouts, industrial disputes, etc. are of a different nature and are not catered for in this plan.

1.5 Inter-operability of Plan with Other Emergency Agencies

This plan is the Mayo County Council element of the Major Emergency Plan. It should, therefore, be read in conjunction with the Major Emergency Plans of An Garda Síochána, Mayo Division and the HSE West and as it outlines the relationship and interoperability between these services.

1.6 Language / Terminology of the Plan

In situations where different organisations are working together, a common vocabulary is required to enable effective communication. Refer to Appendixes 28 and 29 for glossary of common terms and abbreviations.

1.7 Distribution of the Plan

Copies of this plan will be distributed to relevant sections within Mayo County Council. Copies will also be distributed to neighbouring local authorities, An Garda Síochána, and Health Service Executive West. Refer to Appendix 27 for the distribution list.

1.8 Review / Update of the Plan

The plan will be reviewed annually and updated as required. The plan will also be reviewed after all emergencies and exercises and updated accordingly.

1.9 Public Access to the Plan

A public access version of the plan is available on Mayo County Councils website at www.mayo.ie. Information of a private nature relating to any of the individuals listed in the plan and the associated appendices are not available to the public.

SECTION 2 MAYO COUNTY COUNCIL AND FUNCTIONAL AREA

2.1 Role of Mayo County Council

Mayo County Council is the administrative authority for the county of Mayo. The plan applies to the functional area of Mayo County Council which incorporates the municipal districts of Ballina, Castlebar, Claremorris Swinford and Westport Belmullet.

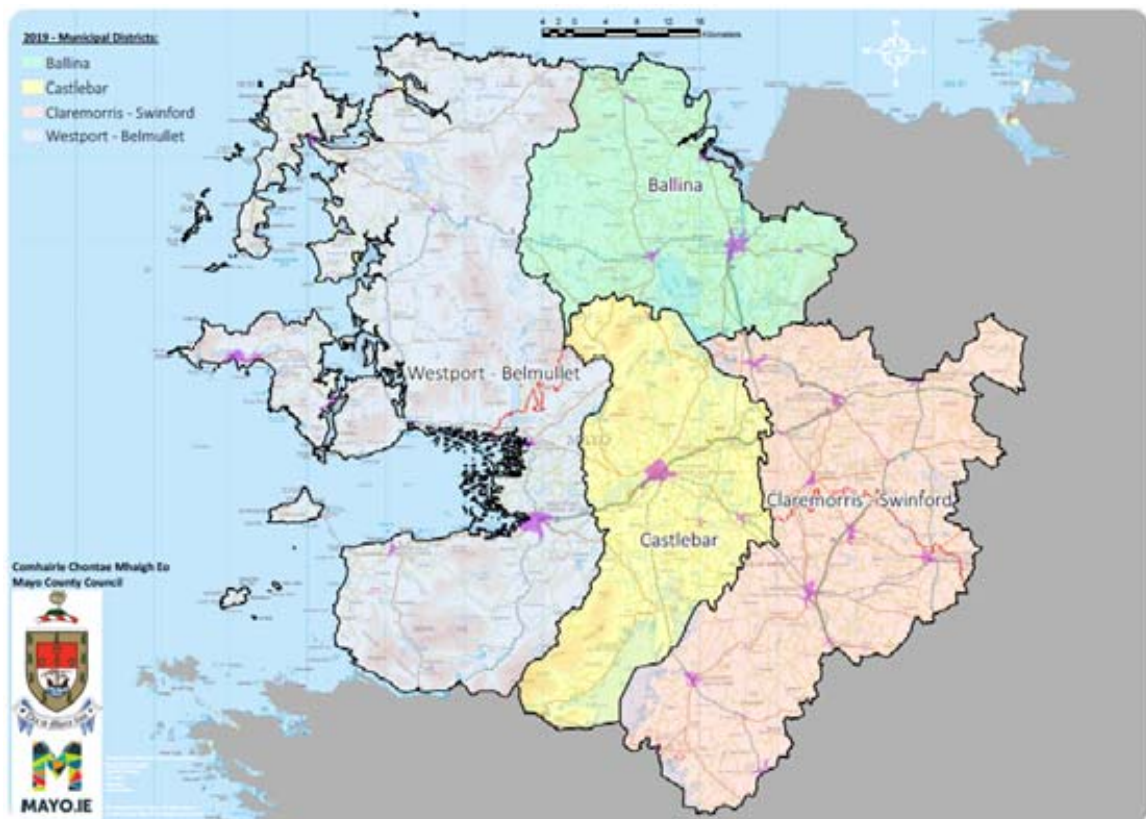


Figure 2.1 Municipal Districts Map of County Mayo

In the event of a major emergency, the council is responsible for the discharge of the various functions. Refer to Appendix 19. It is also responsible for the co-ordination function through the lead agency arrangements outlined in Section 7.6.

The Principle Emergency Service (PES) of Mayo County Council is the Fire Service. There are 12 fire stations located at Castlebar (Headquarters), Ballina, Westport, Claremorris, Ballinrobe, Ballyhaunis, Swinford, Kiltimagh, Achill Sound, Crossmolina, Belmullet, and Charlestown. All stations are operated by retained (part-time) firefighters.

2.2 Boundaries and Characteristics of County Mayo

Mayo is a large rural County covering an area of 5,586 sq. kms and has a population of 130,507 (Census 2016). It is located on the west coast of Ireland and is bounded by counties Sligo, Roscommon and Galway to the east and south. The county has an extensive coastline with the Atlantic Ocean.

The northwest area of the county is particularly rural with large areas of land either gorse in nature or planted with forests. The remainder of the county contains a large number of small towns together with more densely populated towns of Ballina, Castlebar and Westport. Chemical industries are located in all of these towns.



Figure 2.2 Map of County Mayo

The county contains 6,490 km of national primary routes (N5, N17, N26, N59, N60, N84), 149 km of railway line (Ballina / Manulla (45kms), Westport / Dublin (65kms) and Charlestown / Ballindine (39kms)) and an international airport facility located at Ireland West Airport, Knock. It also contains a large number of lakes and rivers with the most prominent being the River Moy (famous for salmon fishing) and Lough Mask (primary source of water supply).

2.3 Principal Response Agencies for County Mayo

The three agencies responsible for Emergency Services in county Mayo are Mayo County Council, the Health Service Executive West and An Garda Síochána (Mayo Division). Refer to Appendix 20 for functions of An Garda Síochána and refer to Appendix 21 for functions of the HSE West.

2.4 Regional Level Co-ordination

Eight Major Emergency Management Regions have been established throughout Ireland. These regions are shown on Figure 2.2. Mayo County Council is part of the West Region. The West Region incorporates County Roscommon, County Galway and County Mayo.

Support may be obtained via mutual aid arrangements with neighbouring Principal Response Agencies, where the resources of the County Council do not appear to be sufficient to bring a situation under control, or the duration of an incident is extended.

Under certain specific circumstances regional level major emergencies may be declared, with a plan for regional level co-ordination activated. This will provide for mutual aid, support and co-ordination facilities to be activated in the region, the boundaries of which are determined to suit the particular emergency. The region as defined for a particular emergency may not necessarily correspond with the pre-defined MEM regions.

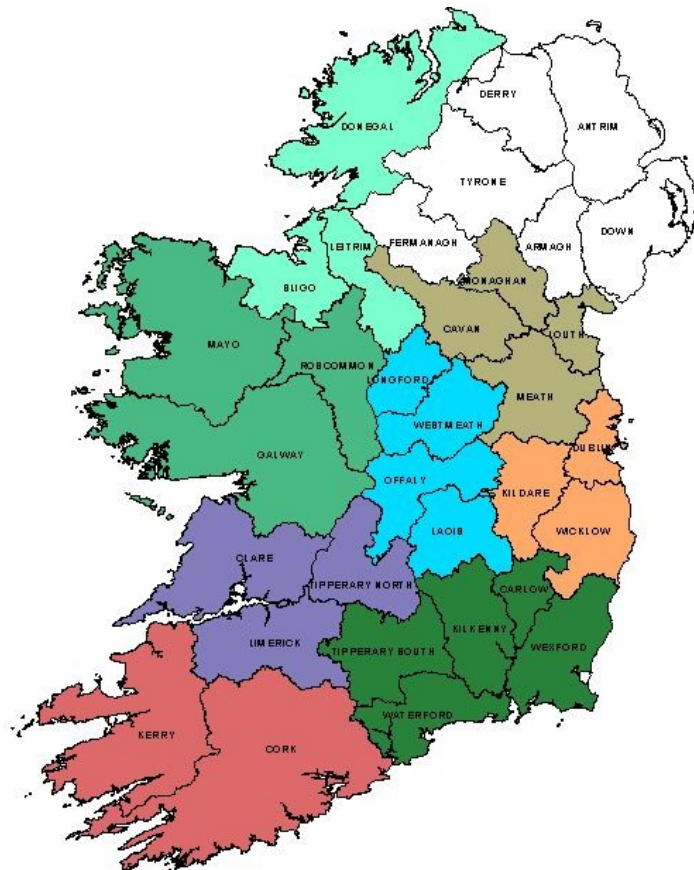


Figure 2.3 Major Emergency Management Regions

SECTION 3 RISK ASSESSMENT FOR MAYO COUNTY COUNCIL

3.1 History of Emergency Events

To prepare effectively to deal with potential emergencies it is necessary to have regard to specific risks faced by a community. Risk assessment is a process by which the hazards facing a particular community are identified and assessed in terms of the risk which they pose.

Mayo County Council has successfully responded to a number of major emergency incidents over the last 30 years. These are:

- Train derailment, Claremorris in 1989
- Flooding, North Mayo in 1989
- Large industry fire, Belmullet in 1999
- Landslides at Pullathomas, Ballina in 2003

3.2 General and Specific Risks Identified in County Mayo

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

Mayo County Council's risk assessment process recorded the following general risks that may be faced in County Mayo:

- Severe Weather
- Mass Casualty / Crowd Incident
- Industrial Accident / Seveso / Hazmat
- Transport Incident
- Terrorist CBRN
- Public Health
- Loss of Utilities

3.3 List of Risk Assessments Completed for County Mayo

A detailed risk assessment is conducted on the following hazards identified that have the potential to lead to a major emergency in county Mayo:

1. Road traffic collision involving bus with passenger
2. Rail accident
3. Aircraft collision / hull loss
4. Marine incident with ferry
5. Severe weather event
6. Inland flooding
7. Landslides
8. Tsunami event
9. Industrial incident at Seveso Upper Tier site
10. Liquid petroleum gas, LPG
11. Oil pollution
12. Crowd safety

13. Contamination of water supply
14. Pandemic

Refer to Appendix 11 for the risk assessment matrix.

3.4 Risk Management, Mitigation and Reduction Strategies

Through risk assessment it is possible to identify the risks posed together with mitigation measures and risk reduction strategies. The process also enables planning and preparation for these risks.

There are several risk prevention and mitigation strategies in place in relation to the potential hazards listed through the day-to-day functions of the local authority and relevant stakeholders as well as various regulations in place.

Information on these prevention / control / mitigation measures is provided in Mayo County Council's Risk Assessment Document.

3.5 Site / Event Specific Emergency Plans

Site specific emergency plans in place are so follows:

- Ireland West Airport
- European Refreshments (t/a Ballina Beverages), Killala Road, Ballina
- Bellanaboy Bridge Gas Terminal, Bellagelly South, Barnatra, Ballina
- McHale Park, Castlebar

Event specific plans are in place for the following:

- Flood Response Plan
- Protection of Public Water Supplies

This plan will take precedence over any conflict with existing site / event specific plans.

It is the responsibility of the relevant local authority sections to ensure that their emergency plans are updated to ensure compatibility with this plan.

National guidelines for generic incidents are issued on an on-going basis on the National Major Emergency Website www.mem.ie.

Section 4 Resources for Emergency Response

4.1 Structure / Resources / Services of the Council

Mayo County Council includes the 4 municipal districts of Ballina, Castlebar, Claremorris Swinford and Westport Belmullet. The council is governed by the Local Government Acts 1925 to 2019 and the Local Government Reform Act, 2014.

The organisation of Mayo County Council is comprised of both elected representatives and the executive. There are 30 elected members elected in May 2019. The Chief Executive is supported by Directors of Service and support staff. The Chief Executive is responsible for supervising local government operations and implementing the policies adopted by the Council.

All sections of the council may be called upon to respond and assist as directed by the Controller of Operations for Mayo County Council in the event of a major emergency.

4.2 Staffing Arrangements During a Major Emergency

Any council staff requested to carry out functions in relation to a major emergency will be mobilised in accordance with pre-determined procedures.

The actions to be taken by Mayo County Council personnel when a major emergency is declared are co-ordinated by senior staff.

Local Authority staff requested to carry out functions in relation to a major emergency will be acting on a voluntary basis with the exception of specific local authority staff such as the Rostered Senior Fire Officer and firefighters. In addition, the Civil Defence, under the authority of Mayo County Council may be called upon to assist in the event of an emergency. Response from the Civil Defence is subject to the availability of volunteers.

4.3 Resources and Functions of Mayo County Council

Personnel and alternates are assigned to the key roles to enable Mayo County Council carry out its assigned functions in accordance with the common arrangements set out in this plan.

Refer to Appendix 6 for personnel assigned to the key roles on-site; refer to Appendix 7 for personnel assigned to the key roles on the Local Co-Ordination Group and refer to Appendix 8 for members of the Crisis Management Team.

4.4 Other Organisations / Agencies which May be Mobilised

There are a number of organisations and agencies which may be called on to assist the principal response agencies in responding to major emergencies. The organisations are as follows:

- Civil Defence
- Defence Forces
- Irish Coastguard
- Voluntary Emergency Services, e.g. RNLI, Mayo Mountain Rescue, Order of Malta, Gráinne Uaile Sub Aqua Club, SRDA

- Utilities (ESB, Eir, Gas Networks Ireland)
- Private contractors

4.5 Mutual-aid from Neighbours

Mayo County Council will ensure that, where its resources do not appear to be sufficient to bring a situation under control, or the duration of an incident is extended, support is obtained via mutual aid arrangements with neighbouring local authorities or any other appropriate local authority. Mayo County Council is supported by and supports neighbouring local authorities on a mutual aid basis. Such support is not equivalent to the activation of the Plan for Regional Level Co-ordination and will often precede activation of the regional plan.

Requests for additional resources can be made through the following:

- Chair of the Co-ordination Group
- Declaration of a Regional Level Emergency

4.6 Declaring a Regional Level Major Emergency

Mayo County Council is part of the Major Emergency Management (MEM) West Region. Local response to an emergency may be scaled up to a regional emergency if required. The Chair of the Local Co-ordination Group may declare a regional level emergency and activate the plan for Regional Level Co-ordination.

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

- The resources available in the local area where the emergency happens do not appear to be sufficient to bring the situation under control in an expeditious and efficient manner.
- The consequences of the emergency are likely to impact significantly outside of the local Area.
- The emergency is spread across more than one local authority.
- The emergency occurs at or close to a boundary of several of the principal response agencies.

The key provision in ensuring co-ordination of the extended response is the activation of a Regional Co-ordination Group. The primary function this group is to maintain co-ordination of the principal response agencies involved from the extended response region. The boundaries of the actual region for response purposes should be determined by the lead agency, which has declared the regional level emergency, in light of the circumstances prevailing, or likely to develop. The regions for response purposes need not coincide necessarily with the pre-determined regions for preparedness.

The lead agency which has declared the regional level emergency will convene and chair the Regional Co-ordination Group. The method of operation of a Regional Co-ordination Centre will be similar to the Local Co-ordination Centre. Refer to Section 9 for further information.

Any one of the nominated Local Co-ordination Centres may be used as a Regional Co-ordination Centre, or a specific Regional Centre may be designated for this purpose. The choice of location will be determined in each situation by the Chair of the Local Co-ordinating Group declaring the regional level emergency and will depend on the location and nature of the emergency.

4.7 Seeking National or International Assistance

In the event that it is necessary to seek assistance from neighbouring or other regions of the country or from outside the state, the decision to seek such assistance will be made by the lead agency in consultation with the other principal response agencies and the lead government department liaison officer.

The Regional Co-ordination Group will 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, from Northern Ireland, the rest of the United Kingdom or from other EU member states.

National resources will be available in the event of a major emergency at local or regional level. Requests for assistance should be directed by the lead agency to the lead government department.

The European Community has established a Community Mechanism to facilitate the provision of assistance between the member states in the event of major emergencies. Requests for such assistance should be made by the chair of the Local or Regional Co-ordination Group to the National Liaison Officer at the Department of Housing, Local Government and Heritage.

SECTION 5 PREPAREDNESS FOR EMERGENCY RESPONSE

5.1 Incorporation of Plan into the Business Planning Process

This plan is part of the overall major emergency management programme within Mayo County Council to ensure that all necessary arrangements, systems, people and resources are in place to both discharge the functions assigned to it during an emergency as well as taking into account the continuance of normal day to day functions and activities.

5.2 Responsibility for Major Emergency Preparedness

The Chief Executive is responsible for major emergency management arrangements and preparedness through the Director of Services assigned responsibility for Emergency Services supported by the Chief Fire Officer and fire service staff.

A Senior Fire Officer with specific responsibility for major emergency management and working under the direction of the Chief Fire Officer is responsible for the development and updating of this plan.

5.3 Major Emergency Management Development Programme

The Director of Services with responsibility for Emergency Services, as Chair of the Major Emergency Development Committee, has responsibility to ensure compatibility and interoperability between this plan and the other elements developed by the remaining principal response agencies.

Progress on the Major Emergency Management Development Programme will be reviewed regularly at the Council's Management Team meetings.

5.4 Key Roles in a Major Emergency

Mayo County Council has nominated competent individuals and alternates to the key roles identified in the Framework for Major Emergency Management.

The key roles identified include:

- Controller of Operations
- On-site Co-ordinator
- Crisis Management Team
- Chair of Local Co-ordination Group
- Chair of Regional Co-ordination Group
- Media Liaison Officers
- Information Management Officers
- Action Management Officers

Refer to Appendix 6 for personnel assigned to the key roles on-site; refer to Appendix 7 for personnel assigned to the key roles on the Local Co-Ordination Group and refer to Appendix 8 for members of the Crisis Management Team.

5.5 Support Teams for Key Roles

Key role appointment holders will identify personnel from their support team to assist them discharge their function and initiate an effective response to a major emergency.

5.6 Staff Development Programme

The provisions of the framework and the tasks arising from the major emergency management arrangements involve a significant level of development activity, both within Mayo County Council and with the other principal response agencies.

Mayo County Council is committed to developing its staff through major emergency exercises, workshops, seminars, etc. to both enable response to a major emergency incident in an efficient and effective manner and also to discharge the functions assigned to it in the framework.

5.7 Training Programme for Teams and Individuals

All personnel nominated for key roles together with their respective support teams will undergo training specifically designed to develop and enhance their skills and abilities necessary to fulfil the roles assigned to them.

5.8 Internal Exercise Programme

The Chief Executive, through the Director of Services with responsibility for Emergency Services will allocate resources for major emergency management.

Internal exercises will be used to raise awareness, educate individuals with regard to the roles of others, promote cooperation and co-ordination of resources as well as validating plans systems and procedures.

5.9 Inter-agency Training and Exercises

Inter-agency training and exercises will be provided at both local and regional level, co-ordinated by the West Regional Working Group. Exercises will help to develop competence in tandem with this training in order to improve awareness and educate all involved in the roles and functions of the PRA's in the event of an emergency.

5.10 Allocation of Resources

Sufficient budgetary allocation will be provided to reflect the expenditure required to meet the costs of implementing internal preparedness, as well as the Council's contribution to the regional level inter agency preparedness.

5.11 Emergency Procurement Procedure

It may be necessary to procure goods or services immediately to deal with a major emergency.

Arrangements to authorise procurement and use of resources, including engaging third parties, to assist in response to major emergencies are governed by the Local Government Act, 2001: Part 12: Section 104.

Designated officers, including Controllers of Operations, are authorised to procure goods or services and deploy resources necessary to deal with the situation when a major emergency is declared and where the normal procurement processes are not relevant or applicable.

5.12 Annual Appraisal of Plan

An annual internal appraisal of preparedness for major emergency responses will be carried out by Mayo County Council. This appraisal will be documented and forwarded to the Department of the Housing, Local Government for external appraisal.

5.13 Public Information During an Emergency

It is crucial to provide timely and accurate information directly to the public in an emergency situation. This is particularly important where members of the public may perceive themselves and their families to be at risk and are seeking information on actions that they can take to protect themselves and their families.

The Local Co-ordination Group will assume the task of co-ordinating the provision of information to the public as soon as it meets. This activity is co-ordinated by the lead agency. The Local Co-ordination Group may establish a sub-group for this purpose and use all available channels to make concise and accurate information available. These may include the use of dedicated help lines, social media, web pages and media bulletins / press releases.

SECTION 6 COMMAND, CONTROL AND CO-ORDINATION

6.1 Command Arrangements

Mayo County Council exercises command over its own resources in accordance with its normal command structure, command systems and arrangements.

At the site of an emergency, Mayo County Council will exercise control over any additional resources that the local authority mobilises to the site (with the exception of the other PRA's).

6.2 Control Arrangements

Control of all local authority services at the site of the emergency shall be exercised by Mayo County Council's Controller of Operations.

The officer in command of the initial response of each Principal Emergency Service should be the Principal Response Agency's Controller of Operations until relieved through the agency's pre-determined process.

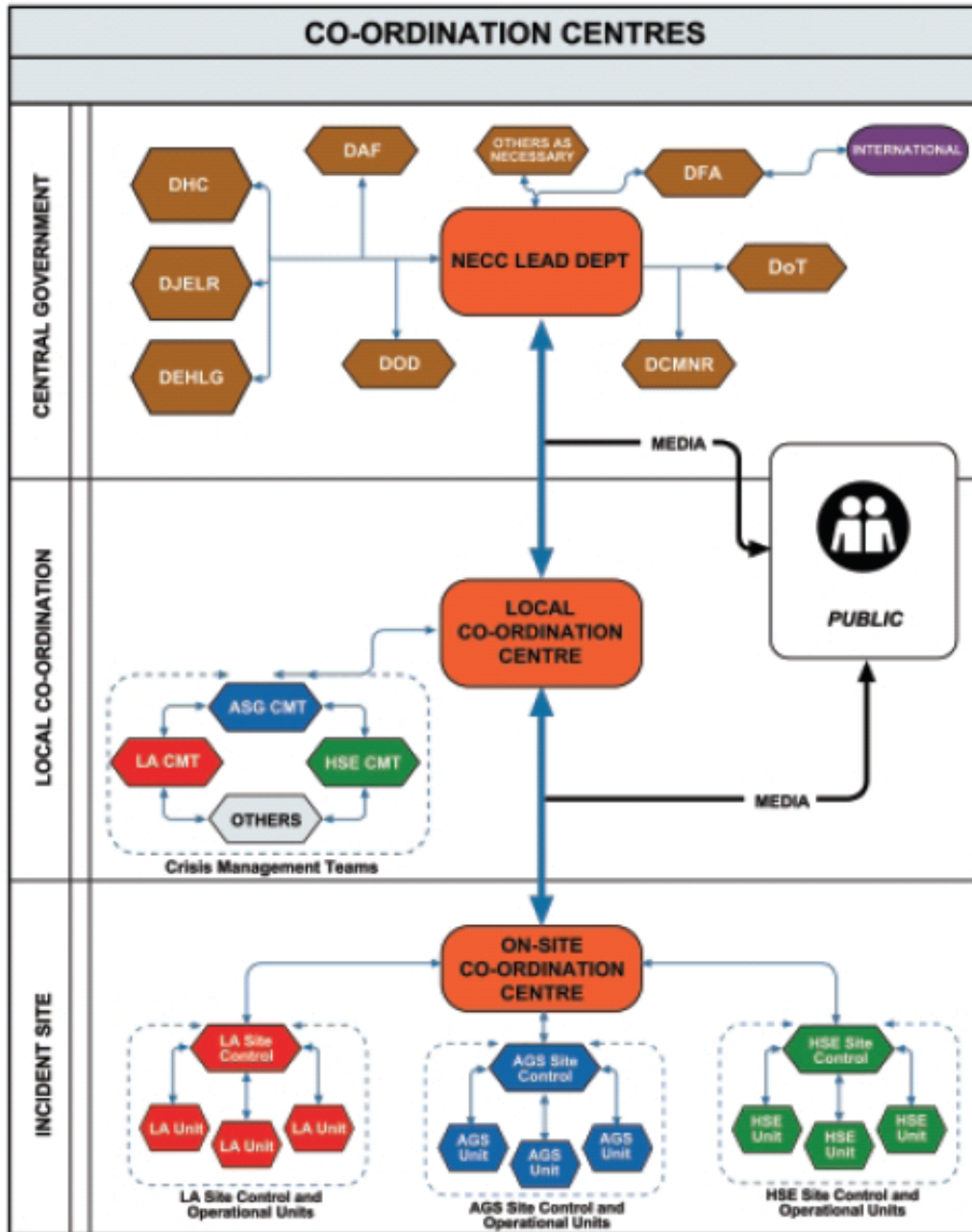


Figure 6.1 Hierarchy of Control

6.2.1 Control of Services / Sections of the Council Which Respond

The Crisis Management Team will control all Mayo County Council personnel that respond to the emergency. The Crisis Management Team shall appoint one of its members as the liaison person with the Controller of Operations at the site of the emergency.

Controller of Operations

The Controller of Operations is empowered to make all decisions relating to its agency's functions having due regard to the decisions of the On-site Co-ordination Group.

If the Controller of Operations considers, because of the circumstances at a particular emergency, that some other person should have control at that emergency, they should, after agreement with the local authority representative on the Local Co-ordination Group transfer control accordingly.

The transfer of the function of Controller of Operations shall be accompanied by a formal statement e.g. 'You are now in control of local authority operations' and / or 'I am now assuming control of local authority operations'. The time of transfer shall be logged by both the person relinquishing control and the person assuming control.

The Mayo County Council representative on the Local Co-ordination Group may designate some other person to be Controller of Operations or may order the transfer of this function from one person to another.

Refer to Appendix 12 for the mandate of the Controller of Operations.

On-site Co-ordinator

As soon as the Controller of Operations from each Principal Response Agency meet, they shall determine which PRA is designated the lead agency for the emergency. The lead agency is then assigned responsibility for the co-ordination function and their Controller of Operations assumes the role of On-site Co-ordinator. The Mayo County Council Controller of Operations will be On-site Co-ordinator when it is determined that Mayo County Council are the lead agency.

The On-site Co-ordinator is empowered to make decisions in accordance with mandate of the On-site Co-ordinator. The views of other colleagues in the other PRA's must be taken into account together with the use of the Information Management System as part of the decision-making process.

Refer to Appendix 13 for the mandate of the On-site Co-ordinator.

Local Co-ordination Group

The Local Co-ordination Group will comprise of representatives from the three PRA's, an Information Management Officer, a Media Liaison Officer, together with officers and specialists as deemed appropriate.

The representative from the lead agency will Chair the Local Co-ordination Group.

The group is to provide strategic level management for the immediate, medium- and long-term consequences of the incident.

Refer to Appendix 14 for the mandate of the Chair of Local Co-ordination Group and refer to Appendix 15 of the mandate of the Local Co-ordination Group.

Crisis Management Team

The Crisis Management Team is a strategic level management group within each PRA. The Local Authority Crisis Management Team will meet at the Local Co-ordination Centre and provide support to its representatives on the Local Co-ordination Group and the Controller of Operations on-site as well as maintaining the normal day-to-day services that the community requires.

Refer to Appendix 16 for the mandate of the Crisis Management Team.

6.2.2 External Agencies and Organisations Arriving On-Site

On arrival on-site all external agencies and organisations must make their presence known to the On-Site Co-ordinator. The On-site Co-ordinator will determine which Controller of Operations will be responsible for the exercise of control for these agencies or organisations.

6.2.3 Support Arrangements for the Control Function

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.

6.3 Co-ordination Arrangements

The co-ordination of the efforts of all services is recognised as a vital element in successful response to major emergencies, as the combined result is greater than the sum of each services individual efforts.

6.3.1 The Lead Agency

The concept of the lead agency is accepted as the method for establishing which PRA has initial responsibility for the co-ordination of all services at the various levels of response to a major emergency. Refer to Appendix 17 for the mandate of the lead agency and refer to Appendix 18 for the pre-determined and default lead agencies for different types of emergencies.

If there is any difficulty in determining the lead agency, then the Local Authority will assume the role by default.

6.3.2 Co-ordination Function On-site

On-site Co-ordination is facilitated by the On-site Co-ordinator and the On-site Co-ordination Group.

The primary mechanism used to deliver co-ordination on site is the arrangement for an On-Site Co-ordinator provided by the lead agency.

The On-site Co-ordinator will chair the On-site Co-ordinating Group. In addition to the On-site Co-ordinator, this group should comprise the Controllers Of Operations of the other two Agencies, an Information Management Officer, a Media Liaison Officer, an Action Management Officer (where considered appropriate), representatives of other agencies and specialists as appropriate.

The On-site Co-ordinator should determine which facilities should be used as the On-site Co-ordination Centre.

6.3.3 Con-ordination Function at the Local / Regional Co-ordination Centre

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

The Local Co-ordination Group will comprise representatives of the other two PRA's, an Information Management Officer, a Media Liaison Officer, an Action Management Officer (where considered appropriate), representatives of other agencies and specialists, as appropriate.

The Chair of the Local Co-ordination Group may declare a regional level emergency and activate the Plan for Regional Level Co-ordination.

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

The Local Co-ordination Centre for County Mayo will be based in Áras an Chontae, Castlebar. As part of the MEP mobilisation procedures, the Local Co-ordination Group representatives from all agencies will be informed with a time for the first meeting.

6.3.4 Co-ordination in Other Circumstances

In order to achieve co-ordination in other specific circumstances, if considered appropriate representatives from other agencies and specialists will be invited to participate in the co-ordination process.

6.3.4.1 Mutual Aid and Regional Level Co-ordination

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

Where assistance is required from other local authority services across county and regional boundaries, these should be requested first from the local Emergency Control Centre. The Crisis Management Team and / or the Local Co-ordination Group should then be informed, in order that more formal contact can be made.

6.3.4.2 Incidents Occurring on the County Boundaries

In certain situations, e.g. where an emergency affects an extensive area or occurs near the boundary of Mayo County Council, there may be a response from multiple local authorities. 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 85 Agreements. Where they are not so covered and the issue cannot be resolved quickly in discussion between the responding officers of the different units of those services, the Local Authority Controller of Operations should be the designated person from the Local Authority whose Rostered Senior Fire Officer was first to attend the incident.

6.3.4.3 Multi-Site or Wide Area Emergencies

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

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

During a wide area major emergency, each Local Co-ordination Group will be in contact with the lead Government Department as per Section 6.3.4.5, 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.

6.3.4.4 Links with National Emergency Plans

National bodies, operating in accordance with National Emergency Plans, may call upon the Principal Response Agencies to assist in responding to, or to perform their normal functions / roles arising from, a national level emergency. Refer to Section 10.1 of this Document.

Mayo 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.

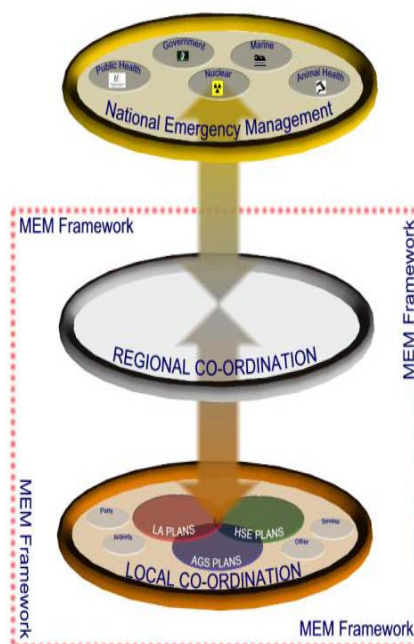


Figure 6.2 Hierarchy of Plans

6.3.4.5 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. The three parent Departments, in their role as members of the National Steering Group, will consult and agree, on the basis of available information, which government department will be designated as lead department.

The arrangements for linking the local response to a major emergency with national level co-ordination arise from what might be termed a 'bottom up' situation. Where one of the National Emergency Plans is activated, a 'top-down' connection may be put in place, i.e. the Regional and Local Co-ordination Centres are requested to become operational by the lead department. The configuration of Regional and Local Co-ordination Centres to be activated under this provision should be determined in light of the circumstances warranting the activation.

SECTION 7 COMMON ELEMENTS OF RESPONSE

7.1 Declaring a Major Emergency

7.1.1 Arrangements for Declaring a Major Emergency

If a member of the Mayo County Council staff is the first to become aware that a major emergency has occurred or is imminent, then they shall immediately dial the phone number listed in Appendix 1 or 999 / 112 and request transfer to the Fire Service.

If the caller is on the Mayo County Council list of persons authorised to activate the Major Emergency Plan, then the emergency control operator will initiate the Mayo County Council Major Emergency Mobilisation Procedures.

If the caller is not on the list of authorised persons to activate the plan, the emergency control operator will contact the Rostered Senior Fire Officer and relay the information. The Rostered Senior Fire Officer will then decide whether or not to activate the plan.

If the plan is activated by either of the other two Principal Response Agencies, they will notify WRCC immediately. WRCC will then initiate the Mayo County Council Major Emergency Mobilisation Procedures.

Refer to Appendix 1 for the procedure for declaring a major emergency.

7.2 Initial Mobilisation

Mayo County Council Major Emergency Mobilisation Procedure will be implemented immediately on notification of the declaration of a major emergency. When this plan has been activated, each Mayo County Council service requested, shall respond in accordance with their pre-determined arrangements.

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

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.

7.3 Command, Control and Communication Centres

The following centres will be used by Mayo County Council during a major emergency.

On-site Co-ordination Group

The three Controllers of Operations, chaired by the lead agency (On-site Co-ordinator) will exercise overall command and control at the site of the emergency.

Local Co-ordination at Áras an Chontae, Castlebar

Senior representatives from the three PRA's will meet at an agreed time in Áras an Chontae, Castlebar. The function of the Local Co-ordination Group is to provide strategic level management for the immediate, medium and long-term consequences of the incident. Refer to Appendix 14 for the mandate of the Chair of the Local Co-ordination Group.

Crisis Management Team

The Crisis Management Team provides support to the local authority 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. Refer to Appendix 16 for the mandate of the Crisis Management Team. The team will meet in Áras an Chontae, Castlebar.

West Region Communications Centre (Fire)

West Region Fire Communications Centre (WRCC), based in Castlebar, is the Fire Services Communication Centre for the counties of Mayo, Galway, Roscommon, Sligo, Leitrim and Donegal. The centre mobilises and supports the Fire Services. WRCC will also mobilise all personnel assigned key roles within the plan.

7.4 Co-ordination Centres

7.4.1 On-site Co-ordination Centre

An On-site Co-ordination Centre will be developed at a suitable location in the event of a major emergency to facilitate On-site Co-ordination. This may be a tent, a building or a vehicle that will accommodate the Principle Reponses Agencies. The Mayo County Council Controller of Operations will be supported by other senior personnel from the fire service, or other services as appropriate.

7.4.2 Crisis Management Team

The Crisis Management Team is a strategic level management group that has been established within Mayo County Council. The Crisis Management Team will meet in Áras an Chontae, Castlebar. This Group consists of senior managers. Details of the members and chair of this Group are contained in Appendix 8.

The functions of the Crisis Management Group during a major emergency are to:

- Manage, control and co-ordinate Mayo County Council's overall response to the situation.
- Provide support to the Mayo County Council Controller of Operations on site and mobilise resources from within the agency or externally as required.
- Ensure appropriate participation by Mayo County Council in the inter-agency Co-ordination structures at both the Local and Regional (if required) Co-ordination Groups.
- Maintain Mayo County Council's normal day to day services that the community requires.

7.4.3 Local Co-ordination Centre

Once an emergency has been declared a Local Co-ordination Centre must be established. An Garda Síochána, Health Services Executive West along with Mayo County Council has agreed that the Centre will be based in Áras an Chontae, Castlebar.

Strategic level co-ordination is exercised at the Local Co-ordination Centre. The Council buildings have the capacity to facilitate the effective working of the Local Co-ordination Group and Crisis Management Team.

The centre set-up will have the following:

- A spacious dedicated main area, where co-ordination activity takes place, i.e. where the relevant co-ordination group meet and work.
- An adjacent communications space (not a room with communications equipment), through which most communications in and out of the centre are routed.
- A range of adjacent meeting areas, one of which should be large.

Mayo County Council will provide centre support as required. This may include, inter alia, catering, security, I.T. support and facilities support.

A range of specialist team leaders and expert advisers may be assigned permanent or temporary seats at the Co-ordination Group desk. They may themselves lead teams either at or remote from the centre. Generally, they should advise or direct activity strictly within their mandate of authority. On occasion they may be invited to contribute to debate in a broader context. They need to be quite clear in which capacity they are acting at any juncture and adjust their perspective accordingly.

7.4.4 Regional Co-ordination Centre

A Regional Major Emergency may be declared by the chair of the Local Co-ordination Group. Refer to Section 4.6. In such instances, the Regional Co-ordination Group will be convened. It will be chaired by the chair of the Local Co-ordination Group and will meet at either of the following pre-determined centres:

- Áras an Chontae, Castlebar
- Fire Station, Roscommon Town
- Áras an Chontae, Galway City

The goal of Regional Co-ordination may be achieved by using:

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

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

7.4.5 Information Management

All Co-ordination Centres will follow a generic model of operation and will also incorporate the Generic Information Management System approach. This system will involve an incident log flipchart and 4 white boards outlining the current situation, key issues, strategic aims and actions required.

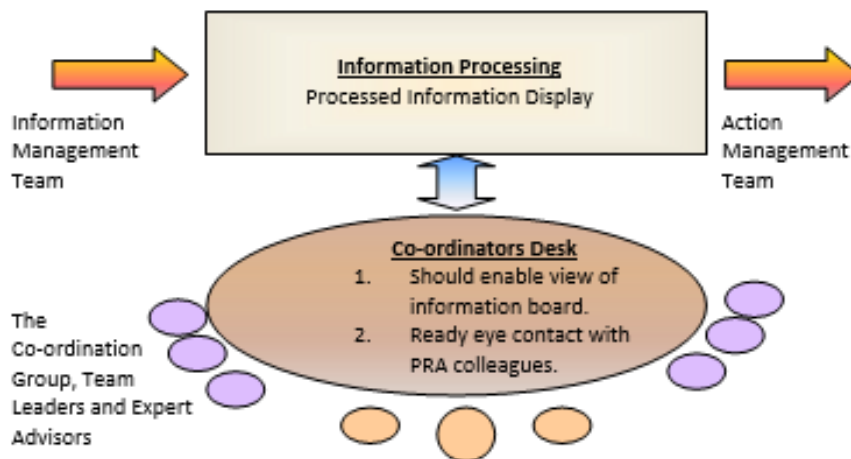


Figure 7.1 Generic Co-ordination Centre

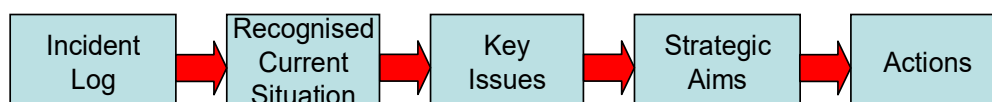


Figure 7.2 Generic Information Management System

Information Management Officer / Team:

This role will be assigned to senior officials. The function of the information management team will be to interrogate, test, process and present all incoming information required for the decision-making process.

Information Management Display:

A crucial element should be readily visible to everyone, and certainly to individuals that have a discussion making or advisory role. This is a prime source of information for both operational co-ordination and communications to the public and media.

Action Management Officer / Team:

The function of this role is to assemble an Action Plan (from information that has come from the Information Management System) and ensure that it is communicated to all agencies responsible for delivering it, and monitor / audit delivery as well as reporting this back to the Co-ordination Group. At less complex incidents one Officer / Team may undertake both the information and action management functions. Where the demands of the major emergency require the appointment of a separate Action Management Officer, this person may be a representative from one of the agencies other than the lead agency.

Team Leaders and Expert Advisors:

A range of specialist team leaders and expert advisers may be assigned permanent or temporary seats at the Co-ordination Group desk. They may themselves lead teams either at or remote from the centre. Generally, they should advise or direct activity strictly within their mandate of

authority. On occasion they may be invited to contribute to debate in a broader context. They need to be quite clear in which capacity they are acting at any juncture and adjust their perspective accordingly.

7.5 Communications Facilities

7.5.1 Mayo County Council Communication Systems

Mayo County Council relies on technical communication facilities to enable it to function and for different units to communicate, both at the site and between the site and its command, control and communications centres. Radio and other communications facilities are vital tools for Mayo County Council.

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

No communications system is secure from eavesdroppers. Radio scanners capable of receiving An Garda Síochána, Fire Brigade, Ambulance radio transmissions are readily available. This should be borne in mind when wording any transmission, including cellular telephone conversations, which may contain sensitive information.

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

7.5.2 Inter-Agency Communication

Communication systems serve command structures within services and it is neither necessary nor desirable that there is inter-agency radio communication at all levels. However, it is critical that robust arrangements for inter-agency communication on site(s) are provided for at Controller of Operations level as a minimum. For this purpose, the fire service will bring a set of hand-portable radios, dedicated specifically to inter-agency communication, to the site.

7.5.3 Communication between Site and Co-ordination Centre

It is essential that traffic is minimized to ensure fullest availability for emergency use. All communication between On-site Co-ordination and the Local Co-ordination shall pass between the Controller of Operations / On-site Co-ordinator to the Local Co-ordination group. There will also be a communication link between the Crisis Management Team and the on-site and off-site communication teams.

7.6 Exercising the Lead Agency's Co-ordination Roles

7.6.1 Determination of Lead Agency

The mechanisms for determining and designating the lead agency in any situation are set out below. Two mechanisms, which should be applied in sequence by the three Controllers of Operations at the site, are envisaged to determine the lead agency for any emergency:

- The first is by pre-nomination. Pre-nominated lead agencies for common incident types are presented, and this should be the primary basis for determining the lead agency. Refer to Appendix 18.
- The second is the default arrangement, where categorizations in the Table do not seem to apply and the lead agency is not obvious. In these situations, which should be rare, Mayo County Council will be the “default” lead agency.

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. The lead agency has both the responsibility and mandate of the co-ordination function. The time of the decision of the initial lead agency must be recorded.

7.6.2 Review and Transfer of Lead Agency

The lead agency role may change over time, to reflect the changing circumstances of the emergency.

Ownership of the lead agency mantle should be reviewed at appropriate stages of the major emergency. All changes in lead agency designation emanating from the site, and the timing thereof, will be by agreement of the three Controllers of Operations, and should be recorded and communicated to the Local Co-ordination 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 Organisation of Mayo County Council Co-ordination Role as Lead Agency

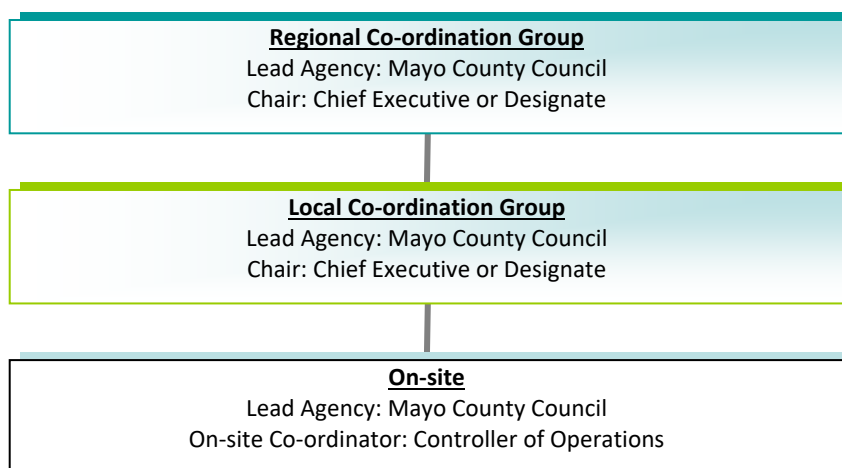


Figure 7.3 Mayo County Council Roles at On-site, Local and Regional Levels

7.7 Public Information

7.7.1 Role of Mayo County Council for Early Warning and Special Public Warnings

In conjunction with other emergency responders Mayo County Council will make arrangements to:

- Provide advice before emergencies occur, where possible.
- Provide information and advice for the public if an emergency has occurred.

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

7.7.2 Provision of Dedicated Telephone Lines for Help and Information Services

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:

- Mayo County Council internet service – useful for posting more information than would be communicable by emergency calls or broadcasts.
- Local radio stations will also be called upon to broadcast messages on behalf of the local Authorities.
- Mayo County Council emergency helpline service – An emergency helpline will be set up.
- Social media platforms in use by Mayo County Council.

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.
- Television Text Services – not for emergency alerts, but useful for posting more information than would be communicable by emergency calls or broadcasts.

7.8 The Media

7.8.1 Arrangements for Liaison with the Media

The media will respond quickly to a large-scale incident and this media presence may extend into days or weeks. It is the responsibility of the lead agency to establish a Media Centre at or near the site of the emergency for use by the principal response agencies in dealing with the media at the site. The Local Co-ordination Group will be responsible for official media statements and press releases.

In the event of an emergency in County Mayo, Mayo County Council will appoint a Media Liaison Officer for both the On-site and Local Co-ordination Centres. The Media Liaison Officers will be responsible for acting as a sole channel between Mayo County Council and the Public. The Media Liaison Officers must keep accurate and timely information on the emergency so that:

- They can be the point of contact for all media enquiries.
- They can answer information queries from the general public.

- They can obtain and provide information from / to Rest Centres, other agencies, press officers, local radio, press etc.
- They will be responsible for setting up an information helpline.

All on-site statements should be cleared with the On-site Co-ordinator. All statements to the media at local (off-site) level should be cleared with the chair of the Local Co-ordination Group. Details of the names and contact number for the Media Liaison Officers are provided in the Appendix 6 (On-site) and Appendix 7 (Local Co-ordination Group).

7.8.2 On-site Media Arrangements

Each principal response agency should designate a Media Liaison Officer at the site and the activities of the Media Liaison Officers on site should be co-ordinated by the Media Liaison Officer of the lead agency. All statements to the media should be cleared with the On-site Co-ordinator or their Media Liaison Officer.

Depending on the location of the incident the On-site Media Centre may be a building close to the site of the incident or it may be in any one of the following:

- Local Public Building
- Local School
- Or other suitable Location

7.8.3 Provision of Dedicated Telephone Lines for Help and Information Services

The location for the Local (off-site) media centre has been pre-designated as Áras an Chontae, Castlebar. Mayo County Council will provide dedicated phone lines and personnel if an information line is deemed necessary by the Local Co-ordination Group.

7.8.4 Off-site Media Arrangements

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

7.9 Site Management Arrangements

7.9.1 Site Arrangements and Management

The initial important task of the Mayo County Council Controller of Operations in association with the other two Controllers is the development of a Site Management Plan. Once agreed, the resulting site plan should be implemented and disseminated to all responding groups. Refer to Figure 7.4 for a schematic arrangement for Scene Management.

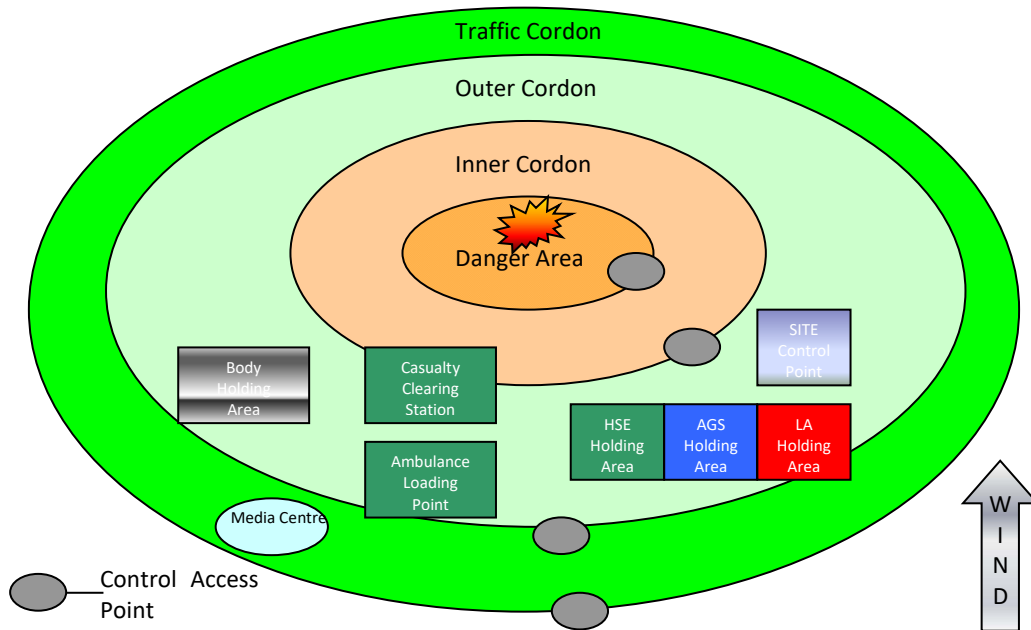


Figure 7.4 Schematic Scene Management Arrangements

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

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

Three cordons will be established. These will be done by An Garda Síochána after a decision by and agreement with the On-site Co-ordination Group consisting of representatives from Mayo County Council, An Garda Síochána and the Health Service Executive.

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

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

Danger Area

A Danger Area may be declared by a Fire Officer where there is a definite risk to rescue personnel, over and above that which would normally pertain at emergency operations. This could arise because of dangers posed by, inter alia:

- the release of hazardous materials
- buildings in danger of further collapse
- the threat of explosion
- the presence of an armed individual

Any officer / responder who is aware of any additional risks should bring them to the attention of the On-site Co-ordinator via their Controller of Operations. The On-site Co-ordination Group may, in light of the available information, decide to declare or change the Danger Area.

An appropriate officer will be designated to define the boundaries of, and to control access to, the Danger Area.

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

Danger Area Access Point

If a Danger Area is declared, the officer in charge of the Danger Area, will establish a Danger Area Access Point, to act as a safety checkpoint for personnel entering the area and monitoring the number of persons within the Danger Area.

Inner Cordon

Provides immediate security of the hazard area and potential crime scene. The Inner Cordon is used to define an area where the emergency services work to rescue casualties and survivors and deal with the substance of the emergency. This is also the area where evidence will need to be protected. Persons working inside this area should have appropriate personal protective equipment (PPE).

Inner Cordon Access Point

The Inner Cordon Access Point should be under the control of the lead agency and should have a direct link back to the On-site Co-ordination Centre. In this way, the On-site Controllers can build a picture of the deployment of responders from the various services (by getting a summary of their briefing / debriefing from officers) as they enter and leave the working area.

Outer Cordon

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

Outer Cordon Access Point

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

Traffic Cordon

This is set up at or beyond the outer cordon to prevent unauthorised vehicle access to the area surrounding the scene. One of the key objectives of a Traffic Cordon is to ensure the free passage of emergency response vehicles into and out of the site, and to prevent congestion at and around the site. This is managed by An Garda Síochána.

The Rendezvous Point (RVP)

The Rendezvous Point is the location to which all resources responding to the emergency site are directed in the first instance. An Garda Síochána will organise the Rendezvous Point. Mayo County Council will have one of their officers' present to direct responding vehicles into action or to remain at the Mayo County Council Holding Area.

Holding Area

A Holding Area should be designated for each responding service under the control of an officer from each agency. This area is for resources not immediately required at the site, or which, having completed some tasks, are being held in reserve. The holding area should be large enough to accommodate all vehicles. The HSE holding area should be situated as close as possible to the Ambulance Loading Point / Casualty Clearing Station and should include an ambulance parking area. Holding areas may also be used to brief / debrief crews and can be employed as a rest area. Staff welfare facilities should be located in this area.

PRA Control Point

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

Site Control Point

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

On-site Co-ordination Centre

The On-site Co-ordination Centre is a specific area / facility (usually at the Site Control Point), where the On-site Co-ordinator is located and the On-site Co-ordination Group meets. The On-site Co-ordinator should determine which facility will be used as the On- Site Co-ordination Centre. This may be:

- Standard Vehicle designated for the task.
- An adjacent building
- Other arrangements depending on location of emergency

Casualty Clearing Station

The Casualty Clearing Station is the area established at the site by the ambulance service, where casualties are collected, triaged, treated and prepared for evacuation.

Ambulance Loading Area

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

7.9.2 Control of Access

An Garda Síochána will establish and control the Outer Cordon and Outer Cordon Access Point. The An Garda Síochána will require information from all PRA’s on what groups and personnel are to be allowed access.

All uniformed personnel, responding to the site of a major emergency, should wear the prescribed uniform, including high visibility and safety clothing, issued by their agency. The service markings on this clothing should be made known in advance to the other organisations that may be involved in the response.

Non uniformed personnel from Mayo County Council should attend the scene in high visibility jacket with the name Mayo County Council and their job function clearly displayed, if appropriate.

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.

Senior personnel who are acting in key roles, such as the On-site Co-ordinator and the Controllers of Operations, should wear bibs corresponding to the information as detailed in Figure 7.5.

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



Figure 7.5 Bib Colours for responding Agencies

7.9.3 Air Exclusion Zones

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

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

7.10 Mobilising Additional Resources

7.10.1 Mobilising Organisations and Voluntary Emergency Services

Agencies and organisations, other than the PRA's, can be mobilised to a site by request of the On-site Co-ordinator after consultation with the other Controller of Operations. Groups not requested will not gain access to the site.

There are a number of organisations and agencies, which may be called on to assist the principal response agencies in responding to major emergencies. The arrangements for this assistance are agreed with each agency and set out in each principal response agency's Major Emergency Plan.

The voluntary agency linked to Mayo County Council is the Civil Defence.

As well as voluntary organisations, the following organisations may be requested to mobilise and assist during a major emergency.

- Defence Forces
- Utilities Companies
- Private Sector

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

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

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

- Scope and scale of the tasks to be assigned to the responding organisations is clear.
- A Liaison Officer is appointed for each organisation to the support team of the relevant Controller of Operations or the On-site Co-ordination Group. The liaison officers should maintain the closest possible contact between their own organisations and the relevant team or group and be changed or rotated only to the minimum extent necessary.
- Communication is established between the external agency and the lead agency or the principal response agency which mobilised it.
- Regular feedback is provided to the On-site Co-ordination Centre.

7.10.1.1 Mobilisation of the Civil Defence

The Civil Defence shall mobilise at the request of the On-site Co-ordinator after consultation with the other Controllers of Operations. All requests for Civil Defence assistance should be channelled through Mayo County Council Controller of Operations. In turn they will contact the Civil Defence Officer (CDO) who will mobilise the Civil Defence.

On arrival at the scene the CDO shall report to the On-site Co-ordinator at the On-site Co-ordination Centre where they shall be detailed a task. As the situation changes the On-site Co-ordinator may decide to re-allocate Civil Defence resources:

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

Mayo Civil Defence service also has the capability to undertake specific functions, including:

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

A summary of the assistance Mayo Civil Defence can provide to the PRA's is listed in Table 1 below.

Local Authority	<ul style="list-style-type: none"> – Provision of Transport – Rescue (open country, building and transport, water)
An Garda Síochána	<ul style="list-style-type: none"> – Traffic and Crowd Control – Search – Evacuation
Health Service Executive	<ul style="list-style-type: none"> – First Aid – Casualty Evacuation

Table 1: Assistance available to the PRA's by the Civil Defence

7.10.1.2 Mobilisation of the Defence Forces

Mayo County Council recognise that assistance requested from the Defence Forces should be either in Aid to the Civil Power (An Garda Síochána) or in Aid to the Civil Authority (Local Authority or Health Service Executive).

In the event of a major emergency, the Defence Forces will operate under the provisions of the Defence Acts 1954 to 1998, as amended, and in accordance with agreed Memoranda of Understandings (MOUs) and Service Level Agreements (SLAs).

The Defence Forces should be mobilised at the request of the highest-level co-ordination group convened (On-site, Local, Regional or National Co-ordination Group) in order to avoid multiple and competing requests. Refer to Appendix 25 for procedure to request Defence Force assistance.

The Defence Forces will operate under their own command and control structure.

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

- Determine if the Defence Forces can accede to the request.
- Determine which of the particular requested tasks the Defence Forces are in a position to undertake.
- Provide a liaison officer to the On-site Co-ordination Group.

The role of the Defence Forces Liaison Officer is to:

- Assist in the process of determining which tasks the Defence Forces will undertake.
- Provide technical advice where necessary.
- Act as a conduit between the Defence Forces and the On-site Co-ordination Group.

The On-site Co-ordinator should, in consultation with the other Controllers of Operations:

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

7.10.1.3 Mobilisation of The Irish Red Cross

The Irish Red Cross main relationship is with the HSE to provide auxiliary resources to the ambulance service. The Red Cross also has the capability to provide search and rescue and in-shore rescue support to both An Garda Síochána and the Irish Coast Guard.

The Red Cross shall mobilise at the request of the On-site Co-ordinator after consultation with the other Controllers of Operations. They will report to the HSE Controller of Operations. This may be transferred to another controller depending on the tasks assigned to the Red Cross.

The Red Cross are now providing 'Fire and Emergency Support Services' (FESS) in Mayo. A dedicated vehicle can be mobilised to the location of an incident. The primary function of the FESS is to provide practical help and emotional support to vulnerable people affected by domestic fire, floods, evacuations, mass traumatic events or similar incidents. It can be mobilised through the Fire Service by contacting WRCC.

7.10.1.4 Mobilisation of the other Voluntary Emergency Services

The Voluntary Emergency Services Sector will mobilise at the request of the On-site Co-ordinator after consultation with the other Controller of Operations. All heads of voluntary services will report to the On-site Control Centre and await instructions to assigned tasks. The normal range of voluntary emergency services includes the Order of Malta Ambulance Corps, Mountain Rescue Teams, Sub-Aqua Units, Irish Red Cross, etc.

Refer to Appendix 23 for a contact list of voluntary emergency services.

7.10.1.5 Mobilisation of the Utilities

Utilities are frequently involved in the response to emergencies, usually to assist the PRA's in making situations safe. They may also be directly involved in restoring their own services, for example, electricity supply in the aftermath of a storm. It is important that there is close co-ordination between the principal response agencies and utilities involved in or affected by an emergency.

7.10.1.6 Mobilisation of the Private Sector

Private sector organisations may be involved in a major emergency through ownership of the site where the emergency has occurred or through ownership of some element involved in the emergency e.g. an aircraft, bus, train, factory, etc. They may also be called on to assist in the response to a major emergency, by providing specialist services and / or equipment. Private sector representatives and / or experts may be requested to support the work of the On-site Co-ordination Group, the Local Co-ordination Group and / or the Regional Co-ordination Group, as appropriate.

7.10.1.7 Mobilisation of Additional Organisations if Required

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

7.10.2 Liaison Arrangement with Utilities

Utilities operate under their own legislative and regulatory frameworks but, during the response to an emergency, it is important that they are involved in the co-ordination arrangements. Utilities may be requested to provide representatives and / or experts to the On-site Co-ordination Group, the Local Co-ordination Group and / or the Regional Co-ordination Group, as appropriate.

7.10.3 Integration of Casual Volunteers if Appropriate

Where the On-site Co-ordinator determines that casual volunteers may be engaged within the cordons of the emergency site, they will be issued with orange armbands marked with the word 'Volunteer' or suitable abbreviation, e.g. 'VOL', by Civil Defence, with whom they will be offered a temporary volunteer status. Casual Volunteers will report to Civil Defence.

7.10.4 Command, Control, Co-ordination and Demobilisation of Organisations

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

7.10.5 Operation of Mutual Aid

Refer to Section 4.5.

7.10.6 Procedure for Requesting out of Region Assistance

The decision to seek assistance from outside the region will be made by the lead agency, in association with the other principal response agencies, at the Local / Regional Co-ordination Centre.

7.10.7 Procedure for Requesting International Assistance

The decision to seek international assistance will be made by the lead agency, in association with the other principal response agencies, at the Local / Regional Co-ordination Centre.

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.

7.11 Casualty and Survivor Arrangements

7.11.1 Introduction

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.

As well as making provision for casualties and survivors, the principal response agencies should also make arrangements for the reception, facilitation and support of the friends and relatives of some or all of these individuals.

7.11.1.1 Rescue and Care of Casualties and Survivors

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

Individuals may be divided into two main categories as follows:

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

7.11.2 Injured

The priorities of the principal response services are to save life, prevent further injury, rescue those who are trapped or in danger, triage casualties, provide them with appropriate treatment and transport them to the appropriate hospital(s) where necessary.

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

7.11.2.1 Triage, Treatment and Transport to Hospital

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

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

7.11.2.2 Transport of Lightly Injured and Uninjured Persons

Mayo County Council will assist An Garda Síochána and HSE West with any available resources.

7.11.2.3 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.

7.11.3 Fatalities

The bodies of casualties, which have been triaged as dead, should not be moved from the incident site unless this is necessary to affect the rescue of other casualties. The only other circumstance where bodies should be moved, before the Garda evidence collection process is complete, is if they are likely to be lost or damaged due to their location or the nature of the incident.

Bodies to be moved should be photographed first and their original position clearly marked and recorded. The recovery of the dead and human remains is part of an evidence recovery process and, as such, is the responsibility of An Garda Síochána acting as agents of the Coroner. Mayo County Council can assist An Garda Síochána in this function.

7.11.3.1 Role of the Coroner

A Coroner will be called in to examine all fatalities. 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.

7.11.3.2 Arrangements for Dealing with On-site and Off-site Fatalities

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

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

7.11.3.3 Identification of the Deceased

It is the responsibility of Mayo County Council to provide a Temporary Mortuary, if required. The options for temporary mortuaries should be agreed with the Coroner and HSE Pathologists in the county.

The likely commissioning time for a Temporary Mortuary is of the order of twenty-four hours, and this may extend to forty-eight hours when victim numbers are extensive.

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

The following issues must be addressed in consultation with the relevant Coroners and Pathologists:

- Suitable buildings within the Mayo County Council area, providing capacity for the storage of bodies, postmortems, body identification / viewing facilities, friends and relatives areas, etc.
- Personnel requirements.
- Equipment requirements.
- Health, safety and environmental considerations.
- Contact and mobilisation arrangements.
- Documentation requirements.
- Procedural and evidential requirements.
- Staff welfare arrangements.

It is envisaged that in the event of mass amounts of casualties, temporary mortuaries may be used in the format of refrigeration trailers for storage of large amounts of bodies.

The Coroner, with the assistance of an Garda Síochána, has overall responsibility for the identification of bodies and remains and 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 every 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.

Viewing facilities may be required for large scale major emergencies. This will be conducted under the supervision of An Garda Síochána. In situations where bodies have been severely traumatised, it may be inappropriate to allow viewing. Where it is appropriate, viewing for identification purposes needs to be organised with great sensitivity, to avoid increased trauma for families.

Unless there are definite health or safety concerns, the authorities should not seek to prevent the next of kin from viewing an identified body.

Viewing facilities should allow families direct access to the body and the viewing area should take into account religious and cultural needs, where appropriate. Families will want to spend time with the deceased and, as a result, provision should be made for a number of private viewing areas. This aspect of the operation requires careful management by the agency operating the viewing facility.

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

7.11.4 Survivors

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 the Mayo County Council to establish and run this centre. Mayo County Council have identified suitable buildings around the county for use as a Survivor Reception Centre.

7.11.4.1 Survivor Reception Centre

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

The assistance of the 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.

Transport from the Survivor Reception Centre to home / meet relatives / safe place will be arranged as soon as it is practicable. Mayo County Council and their associated emergency services should be particularly aware of the needs of those individuals who, because of dependency or disability, are particularly vulnerable during emergencies.

Vulnerable persons can include children in schools, nurseries and child care centres as well as persons whose movement is inhibited either by reason of age, illness (including mental illness), or disability or who are deaf, blind, visually impaired or hearing impaired. Particular attention is required when an emergency involves or threatens a community hospital, residential home or day centre, where such individuals reside or are present for part of the day.

7.11.5 Casualty Information

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

7.11.5.1 Casualty Bureau Operated by 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.

7.11.5.2 Role of Mayo County Council with Casualty Information

Mayo County Council may assist in the collection and compilation 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.

7.11.6 Friends and Relatives Reception Centre

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 should determine the need for and arrange for the designation and operation / staffing of such centres.

7.11.6.1 Facilities at a Friends and Relatives Reception Centre

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

7.11.7 Foreign National Casualties

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

7.11.7.1 Role of Mayo County Council with Non-National Casualties

An Garda Síochána have procedures in place to provide interpreters if required. Any requests from Mayo County Council for interpreters should be directed to the Local Co-ordination Centre. Interpreters can also be requested through the Department of Foreign Affairs.

7.11.8 Pastoral and Psycho-Social Care

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

7.11.8.1 Responsibility for Pastoral and Psycho-Social Care

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

Refer to HSE West Major Emergency Plan for details. Requests for support should be directed to the HSE Crisis Management Team.

7.12 Emergencies involving Hazardous Materials

7.12.1 Mayo County Council Role in Hazardous Materials Incidents

Mayo County Council will be designated the lead agency for response to normal hazardous materials incidents, with the exception of those involving biological agents within Co. Mayo. In cases where terrorist involvement is suspected, An Garda Síochána will act as the lead agency.

7.12.2 Arrangements for Dealing with CCBRN Incidents

The initial pre-nominated lead agency will be An Garda Síochána. Where terrorism involvement is suspected, An Garda Síochána will assume the lead role, regardless of the agent. Should it transpire that there is no terrorism involvement, the lead agency may change following agreement by the three Controllers of Operation.

7.12.3 Biological Incidents Plan

Refer to Section 7.12.2.

7.12.4 National Public Health (Infectious Diseases) Plan

For infectious diseases such as Covid 19, Avian Flu, Pandemic Flu, Foot and Mouth there will be a link to the national plan as outlined by the government. Mayo County Council will provide assistance under the guidance of the lead government department. Refer to Section 10.1.2.

7.12.5 Link to National Emergency Plan for Nuclear Accidents

Mayo County Council will provide assistance under the command of the lead government department. Refer to Section 10.1.1.

For Nuclear Accidents there will be a link to the National Plan as outlined by the government.

A National Emergency Plan for Nuclear Accidents has been prepared by the Department of Environment, Heritage and Local Government 2005.

7.12.6 Decontamination

The need for decontamination of individuals will be established by the On-site Co-ordinator, in association with the other Controllers of Operations.

The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. It is responsible for decontamination where required to protect health service facilities, such as hospitals, from secondary contamination.

The fire services have responsibility for providing other forms of physical decontamination of persons at the site. Mayo County Council will provide Decontamination Facilities for the functional area of County Mayo.

Where emergency decontamination of the public is required, the fire service may use its fire-fighter decontamination facilities, or improvised equipment may be used prior to the arrival of dedicated equipment. Where persons have to undergo this practice, it should be carried out under the guidance of medical personnel. It should be noted that emergency decontamination carries risks for vulnerable groups, such as the elderly and the injured.

Figure 7.6 shows a simplified site layout for an incident involving a hazardous material(s).

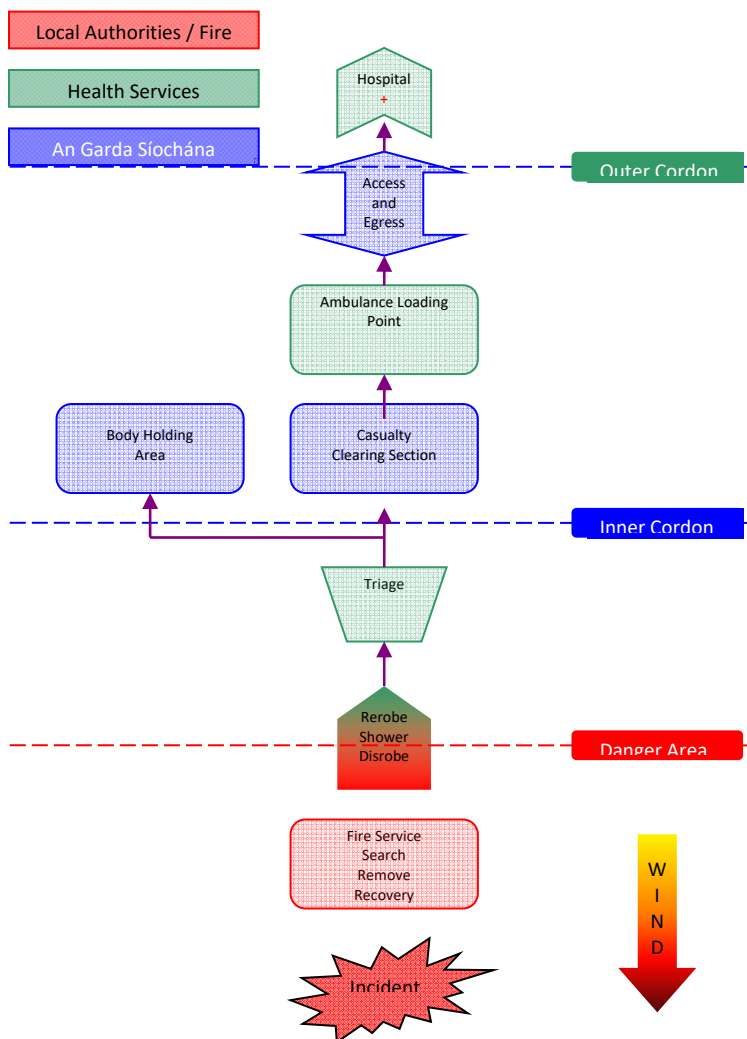


Figure 7.6 Managing Hazardous Materials

7.13 Protecting Threatened Populations

7.13.1 Introduction

Some emergencies may require the evacuation of a large surrounding area because of the danger to health and safety from environmental or structural hazards. Care must be taken to ensure that evacuation does not place those concerned in greater danger. 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. Evacuation is usually undertaken on the advice of the Fire Service or Health Service Executive. Where decided upon, the process of evacuation will be undertaken by An Garda Síochána, with the assistance of the other services. In some circumstances, personnel from all services may have to assist in carrying it out. A

suitable evacuation assembly point will need to be established and rest centres set up by the Mayo County Council.

7.13.2 Evacuation Arrangements

The selection of a suitable rest centre should always be made in conjunction with Mayo County Council, as there may already be pre-defined facilities in the area affected.

Refer to Appendix 24 for a list of possible evacuation / rest centres.

Personnel from Mayo County Council, primary care agencies and voluntary agencies will staff rest centres as appropriate. The rest centres will provide security, welfare, communication, catering and medical facilities. The voluntary aid societies may also be present to supply comfort and counselling. Evacuees should be documented and basic details passed to the casualty bureau.

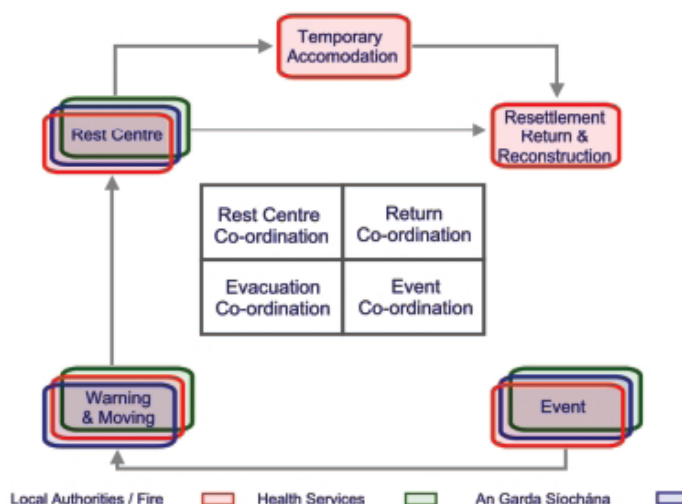


Figure 7.7 Structure of Evacuation

7.13.3 Involvement of the HSE and Local Public Health Service

Where an emergency results in a real or perceived threat to public health by, for example, the release of chemical, radioactive or biological agents, the contamination of water or food supplies, or the spread of contaminated flood water, it can be anticipated that there will be considerable concern among both the persons immediately affected and the wider public. In such situations, the Health Service Executive Controller 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 Introduction

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.

In certain situations where the forecast weather is sufficiently severe, the Crisis Management Team may be alerted.

7.14.2 Methods for Disseminating Warnings

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
- Web services and internet services
- Automated Text services
- Vehicle Public Address System

7.15 Emergencies on Inland Waterways

7.15.1 Liaison Arrangements with the Irish Coast Guard

An Garda Síochána are the initial lead agency at an inland waterway emergency. This role may be re-assigned, following consultation between the Irish Coast Guard and An Garda Síochána.

Civil Defence may be requested to provide support to the Coast Guard in the carrying out of its functions in respect of emergencies arising on Inland Waterways.

7.15.2 Mobilisation and Responsibilities of The Irish Coast Guard

The Irish Coast Guard has responsibility for receiving 999 calls and the mobilising of resources to inland waterway emergencies. There are also some inland water rescue volunteer organisations that may be asked to provide assistance within the functional area of County Mayo.

7.16 Safety, Health and Welfare Considerations

7.16.1 Introduction

Under the Safety, Health and Welfare at Work Act 2005 Mayo County Council are responsible so far as reasonably practicable for the Safety, Health and Welfare of its staff. Mayo County Council has a Corporate Safety Statement. All sections of Mayo County Council have Ancillary Safety Statements including the Fire Service. The Ancillary Safety Statements sets out the approach which this authority adopts in relation to managing safety and meeting its statutory requirements under Section 20 of the 2005 Act.

7.16.2 Responsibility for Safety of Mayo County Council Personnel

The Mayo County Council Controller of Operations may, at his discretion, assign the responsibility for Health and Safety to an appropriate person, if the situation requires it and resources permit.

7.16.3 Responsibility for Safety Within the Danger Area

Mayo County Council should establish from the On-site Co-ordinator if a Danger Area has been defined as part of site management arrangements. Where it is necessary that services continue to operate in a Danger Area, Mayo Fire Service will apply their normal incident and safety management arrangements, and relevant officers will continue to exercise command over their own personnel working in a Danger Area.

7.16.4 Evacuation Procedure from '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 Mayo County Council Responders

Mayo County Council will put facilities in place for the provision of food and drink, rest facilities and sanitary facilities for staff at the site of a prolonged emergency, to ensure that appropriate rest and refreshment facilities are provided for response personnel at the on-site and off-site locations.

7.16.6 Psycho-social Support for Mayo County Council Personnel

The demands of a major emergency will impact heavily on the resources, both human and material, of the responding agencies. Those who are particularly traumatised will require skilled professional help and this will be provided by Mayo County Council. Arrangements for this must be made in a way that ensures confidentiality and overcomes the cultural resistance in the emergency services to such a step. 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.

7.17 Logistical Issues / Protracted Incidents

7.17.1 Rotation of Frontline Staff

Front line rescue / field staff will be relieved at protracted incidents in accordance with the Local Authority Safety, Health and Welfare arrangements. Crews may be called upon, as appropriate from adjacent counties to assist and support the emergency.

7.17.2 Maintaining Normal Emergency Cover During a Major Incident

The Crisis Management Team in consultation with the Local Co-ordination Group will make all arrangements to ensure that normal emergency cover is maintained in areas where resources have been depleted by the major emergency.

7.17.3 Initial and Ongoing Welfare of Field Staff

Staff welfare arrangements need to be given priority in the recovery stage of an incident, so that the needs of all staff, both emergency response teams and general staff (including management), are catered for.

Each Controller of Operations should ensure that appropriate rest and refreshment facilities are provided for response personnel at the site, as well as for survivors. Staff welfare must be considered at all times. Civil Defence may be called upon to provide or aid in the administration of such needs. Welfare facilities such as toilets etc may also be required. The Local Authority will strive and endeavour to provide meals to field staff every 4 to 5 hours during an incident.

7.18 Investigations

7.18.1 Investigation Arising from an Emergency

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

7.18.2 Minimising Disruption of Evidence

The preservation of the site of a major emergency, which results from criminal action, is of paramount importance and should receive a priority rating from the outset. The first members of An Garda Síochána to arrive at the site of a major emergency where a suspected crime has been committed automatically incurs the responsibility of preserving the site. While the priority is the protection of life, the provisions of the Framework are intended to assist An Garda Síochána's investigative role.

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

The priority of the response remains the protection of life.

7.18.3 Other Agencies with Statutory Investigation Roles

Depending on the nature of the major emergency, agencies other than An Garda Síochána may require access to the site for the purposes of carrying out an investigation. These agencies include:

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

Any agency 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 / VIP's / Observers

7.19.1 Links with Communities of Affected Area(s)

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

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

7.19.2 Arrangements for Receiving VIP's On-site

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 Standing Down from Emergency Status

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. 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.

As the situation is brought under control, Mayo County Council Controller of Operations should review the resources on site and reduce / stand down services in light of the changing situation. The On-site Co-ordinator should be consulted before a decision is made to stand down any service. 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.

7.20.2 Operational Debriefing and Reporting

When the incident has ended, Mayo County Council will be obliged to give a debrief to the members of its service that were involved in the emergency. In addition, the two other agencies involved in the incident will hold a series of operational debriefs. Mayo County Council will review the inter-agency co-ordination aspects of the response after every stand-down 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. The purpose of the review should be to formulate the lessons learned from the incident in relation to co-ordination and to document these.

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

Operational debriefs should not be confused with welfare sessions for staff, which should form part of the trauma support programmes arranged by individual organisations. The thrust of any such debriefs would be to 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 disclosable to individuals involved in legal proceedings.

SECTION 8 AGENCY SPECIFIC ELEMENTS AND SUB-PLANS

8.1 Agency Specific Elements and Sub-Plans

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

- Mayo County Council Appendix 19
- An Garda Síochána Appendix 20
- HSE West Appendix 21

SECTION 9 PLAN FOR REGIONAL LEVEL CO-ORDINATION

9.1 Regional Level Co-ordination

Regional level major emergencies may be declared, with a plan for Regional Level Co-ordination activated. This will provide for mutual aid, support and co-ordination facilities to be activated in a region, the boundaries of which are determined to suit the urgency of the emergency.

Mayo County Council belongs to the West region. This region incorporates the following counties:

- Mayo
- Roscommon
- Galway

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

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

The Chair of the Local Co-ordination Group will declare that a regional level major emergency exists and activate the Plan for Regional Level Co-ordination. The boundaries of the actual “region” for response purposes should be determined by the lead agency, which has declared the regional level emergency, in light of the circumstances prevailing, or likely to develop. The regions for response purposes need not necessarily coincide with the designated regions for preparedness.

The lead agency which has declared the regional level emergency will convene and chair the Regional Co-ordination Group.

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

- A single Regional Co-ordination Centre.
- A Regional Co-ordination Centre supported by one or more Local Co-ordination Centres.

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

SECTION 10 LINKS WITH NATIONAL EMERGENCY PLANS

10.1 Supporting National Emergency Plans

In the event that a National Emergency Plan is activated the Mayo County Council Major Emergency Plan may be activated to support it. In contrast with major emergencies, the characteristics of these emergencies may include being non-site specific and occurring over an extended time period. In these situations, the relevant National Emergency Plan will be activated by the Lead Government Department or the appropriate national body.

10.1.1 National Emergency Plan for Nuclear Accidents (NEPNA)

In the event of a nuclear emergency necessitating the activation of the NEPNA, senior representatives of each of the Departments / Agencies will meet, in Dublin, at the Emergency Response Co-ordination Committee (ERCC). The Committee will be chaired by the Department of the Environment, Community and Local Government and will consider the expert advice provided by the Radiological Protection Institute of Ireland and other agencies regarding measures to protect the population. It will remain in session until the crisis has passed.

The Plan can be put into action whether the incident happens in Ireland, the UK or abroad. It lays out the pre-planned personal and public protection measures which will be put in place. The advice provided and the measures put in place will depend on the type of incident and the areas of the country that are affected.

Mayo County Council will assist and provide accommodation and welfare for evacuees and persons displaced by the emergency and will assist in the provision of food and rest facilities for personnel responding to the emergency. Mayo County Council will also ensure that the Fire Service will fulfil its normal functions in accident situations.

10.1.2 National Public Health (Infectious Diseases) Plan

The Chief Executive will receive appropriate advice from the relevant Director of Public Health / Medical Officer of Health on public health matters which will guide them in their functions for their own major emergency plan.

10.1.3 Animal Health Plan

Mayo County Council have appointed a Local Authority Veterinary Inspector (LAVI) to provide advice and assistance in the event of an outbreak of an infectious animal disease within Co. Mayo. In addition to this a number of guidance documents have been prepared by the Department of Agriculture, Fisheries and Food which provide guidance on the role of Mayo County Council during an outbreak. A Foot and Mouth Disease (FMD) Operations Manual is currently in circulation and has been distributed to all Local Authorities. This manual contains information on how a response should be conducted on both National and Local level and the role of Mayo County Council during an outbreak of FMD.

A list of contingency measures has been drawn up by the Department of Agriculture in relation to an Avian Flu Outbreak in Ireland. In addition to this guidance has been released and distributed to all Local Authorities on whole House Gassing of Poultry in response to an Outbreak of Avian Influenza and the role which the fire service will conduct during an outbreak. All relevant Fire Services Personnel have received vaccinations as required by the Avian Flu Protocol.

10.2 Activation of Plan on Request of the Irish Coast Guard

As Mayo is situated along the coast the major emergency plan may also be activated by any Principal Response Agency in response to a request from the Irish Coast Guard due to a threatened or actual emergency in the Irish Maritime Search and Rescue Region.

10.3 Activation of Plan on Request of Minister of Government

National bodies, operating in accordance with National Emergency Plans, may call upon Mayo County Council to assist in responding to, or to perform their normal functions / roles arising from, a national level emergency. The envisaged roles can include:

- Monitoring and / or reporting on the impact of the emergency in the functional area of the agency
- Undertaking pre-assigned roles in national emergency plans, such as co-ordinating / implementing certain countermeasures in their functional area.
- Undertaking relevant tasks following an emergency / crisis.
- Acting as a communications and co-ordination conduit.

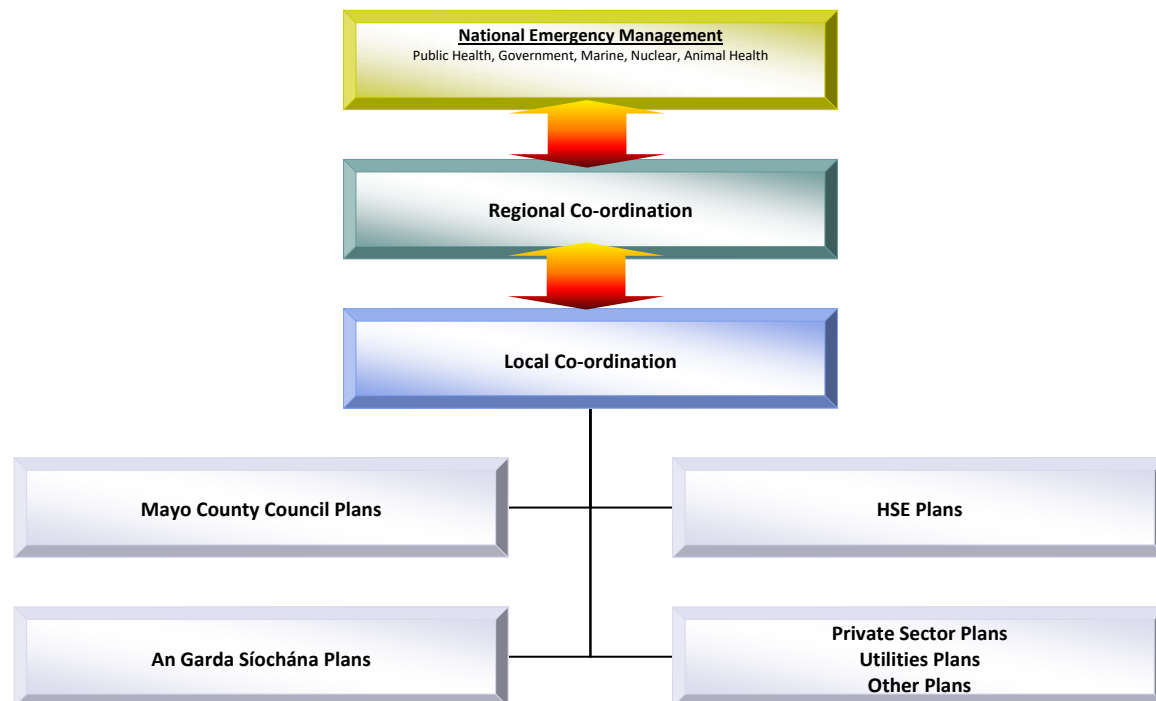


Figure 10.1 Linking Major Emergency Plans with National and Other Plans

SECTION 11 SEVERE WEATHER PLANS

11.1 Introduction

Severe weather emergencies may involve significant threats to infrastructure and vulnerable sections of the community. In the event of a major emergency involving severe weather, Mayo County Council will by default be designated as the lead agency. There is currently an arrangement that has been put in place by Met Éireann to issue public service severe weather warnings to all 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 and on the last 'normal' working day before a holiday period it may be appropriate to issue a preliminary warning or weather watch to the Local Authorities.

Mayo County Council have arrangements in place to respond to severe weather emergencies, whether a major emergency is declared or not. The Local and / or Regional Co-ordination Centres for Major Emergency Management may be activated to manage the response to a severe weather event, whether a major emergency is declared or not.

11.1.1 Flooding Emergencies

A flooding plan is in place to deal with a flooding emergency.

11.1.2 Other Severe Weather Emergencies

A sub-plan is currently in place to deal with severe weather conditions that may range from severe gusts to severe snow.

A Winter-Ready Information Campaign is in place nationally to provide advice to the public and business through a dedicated website and associated booklet. The advice has been compiled from a number of sources including Government Departments, An Garda Síochána, the Health Service Executive, Local Authorities and transport providers.

SECTION 12 SITE AND EVENT SPECIFIC ARRANGEMENTS AND PLANS

12.1 Introduction

The Risk Assessment process can aid identifying sites or events which would benefit from having a specific emergency plan. Plans are in place for the following:

- Ireland West Airport (Site Specific Plan)
- McHale Park, Castlebar (Individual Event Management Plans)

12.2 Seveso Sites

There are 4 sites in County Mayo designated Upper Tier and Lower Tier under the Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015.

Upper tier: - European Refreshments t/a Ballina Beverages, Ballina
- Bellanaboy Bridge Gas Terminal, Bellanaboy Bridge, Bellagelly South, Barnatra, Ballina

Lower tier: - Calor Teoranta, Ballindine Road, Claremorris
- Flogas Ireland Ltd., Hazelhill, Ballyhaunis

External Emergency Plans have been completed for the two Upper Tier Sites. The plans detail arrangements for co-ordinating off-site actions and resources to assist in an effective and co-ordinated response in the event of a major accident or an uncontrolled event which could be reasonably expected to lead to a major accident at the sites.

SECTION 13 RECOVERY PHASE

13.1 Introduction

As the incident progresses towards the recovery phase, the emergency services will need to consider a formal handover to the Local Authorities in order to facilitate the Council's leading role in the return to normality, the rehabilitation of the community and restoration of the environment.

13.1.1 Supporting Individuals and Communities to Recover

It is in the later stages of a major incident (the recovery period and return to normality) that Mayo County Council's involvement may be prolonged and extensive. The specific requirements for Mayo County Council in the recovery phase are:

- Clean-up
- Rebuilding the community and infrastructure
- Supporting the recovery of affected communities
- Responding to community welfare needs (e.g. housing, water)
- Restoration of services

The support provided by Mayo County Council is based upon a wide range of skills and resources drawn from its day-to-day operations such as:

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

13.1.2 Public Appeals and External Aid

The Government has instituted hardship relief schemes, administered by the Red Cross, in the aftermath of an emergency. The British Red Cross Disaster Appeals Scheme (the DAS), inaugurated in 1991, is a comprehensive guide to setting up a post disaster appeal fund or funds with national level support, especially that of the retail banks and the Post Office. The function of public appeals will be to raise funds to assist the victims of a disaster. The Irish Red Cross will provide advice on how to set up public appeals.

13.2 Clean-Up

Mayo County Council in consultation with the EPA should commence clean-up of the site, including the removal of debris and contaminated waste as soon as possible after the incident. This must be done without hindering the investigation process. Careful consideration must be provided for the removal of decontaminated debris to locations that will not affect communities.

13.2.1 Arrangements for Site Clean-Up and Decontamination

Mayo County Council shall undertake the following functions after the stand-down of a major emergency with respect to clean up of the areas affected by the incident:

- Arrange and oversee the clean-up of the affected areas.
- Engage any specialist contractors required to assist with recovery operations.
- Arrange for the site clearance, demolition, clear-up operations, removal and disposal of debris.

13.3 Restoration of Infrastructure and Services

Mayo County Council must ensure that its critical services are restored as quickly as possible. A Business Continuity Plan should be drawn up to meet these demands.

13.3.1 Procedures and Arrangements for Monitoring the Situation

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

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

13.3.2 Procedure for Liaison with Utilities

The utility companies may need to be mobilised in the recovery phase in order to provide essential services such as gas, water and electrical supplies and communications facilities. The senior representative of the utility companies will liaise directly with the appropriate senior officer of Mayo County Council who will remain in consultation with the On-site Co-ordinator.

13.3.3 Determination of Priorities

The demands of a major emergency will impact heavily on resources, both human and material, of the responding agencies. Consideration needs to be given to managing the conflicting demands of the immediate emergency response, the longer-term recovery and the maintenance of normal services.

13.4 Protection Measures against Continuing Hazards

The Recovery phase of the emergency may extend for days or weeks after the major emergency has been stood down. This phase may involve Mayo County Council staff working in the field on clean up or restoring council services to the affected areas. During this phase the senior staff member of each council section should be aware of hazards that arise as the situation changes and as such should periodically carry out a dynamic risk assessment to ensure the continuing safety of all Council staff.

SECTION 14 REVIEW OF THE MAJOR EMERGENCY PLAN

98.3 Annual Review of Mayo County Council Major Emergency Plan

An internal review of the Major Emergency Plan will be undertaken by Mayo County Council annually. The review will include:

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

98.3 External Review of Mayo County Council Major Emergency Plan

Multi agency reviews must also be conducted on an annual basis between the principle response agencies on both a local and regional level basis. This will include updating and amending the plans as mentioned above.

98.3.2 Review of Plan by Regional Major Emergency Group

Multi agency reviews must be conducted on an annual basis between the principle response agencies on both a local and regional level basis. This will include reviewing and reporting on the co-ordination function of the agencies.

98.3.2 Review of Plan by Government Departments

The Mayo County Council Major Emergency Plan Appraisal will be reviewed and validated by the Department of the Environment, Community and Local Government. Any issues arising from the review will be referred to Mayo County Council for appropriate action.

98.3 Major Emergency Plan Review After Every Activation

If the plan has been activated, then once complete each of the services and agencies involved in the incident will hold a series of operational debriefs. Initially these will be confined to each particular service, but later a multi-agency debrief will be held and lessons learned will be incorporated into this plan and other service documents, as appropriate.

98.3.2 Internal Mayo County Council Report After Each Activation

The Major Emergency Plan for Mayo County Council and the performance of the Local Authority as a principal response agency will be reviewed after a major incident within the county / region or even national, to ensure any improvements or changes are incorporated into the plan. Should any new risks become apparent in the County, the plan will be reviewed to reflect this.

98.3.2 **External Joint PRA Report After Each Activation**

Multi-agency debriefs should consider the contribution provided each PRA, as well as other, non-emergency service agencies and groups. 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'.