
Meath County Council

MAJOR EMERGENCY PLAN



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Approved By:	M. E. D. C.

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Record of Issues and Amendments

Amendment No.	Version No.	Date	Section Amended	Amended By
1.	4.0	June 2011		M. Fitzsimons
2.	5.0	September 2012	F, M & N	M. Fitzsimons
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4.	7.0	December 2013	F, M & N	M. Fitzsimons
5.	8.0	December 2014	A - S	M. Fitzsimons
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Glossary of Terms and Acronyms

Glossary of Terms

Ambulance Loading Point	An area, close to the Casualty Clearing Station, where casualties are transferred to ambulances for transport to hospital.
Body Holding Area	An area, under the control of An Garda Síochána, where the dead can be held temporarily until transferred to a Mortuary or Temporary Mortuary.
Business Continuity	The processes and procedures an organisation puts in place to ensure that essential functions can continue during and after an adverse event.
Casualty	Any person killed or injured during the event. (For the purpose of the Casualty Bureau it also includes survivors, missing persons and evacuees).
Casualty Bureau / Casualty Information Centre	Central contact and information point, operated by An Garda Síochána, for all those seeking or providing information about individuals who may have been involved.
Casualty Clearing Station	The area established at the site by the ambulance service, where casualties are collected, triaged, treated and prepared for evacuation.
Casualty Form	A standard form completed in respect of each casualty and collated in the Casualty Bureau.
Civil Protection	The term used in the European Union to describe the collective approach to protecting populations from a wide range of hazards.
Collaboration	Working jointly on an activity.

Command	The process of directing the operations of all or part of a particular service (or group of services) by giving direct orders.
Control	The process of influencing the activity of a service or group of services, by setting tasks, objectives or targets, without necessarily having the authority to give direct orders.
Controller of Operations	The person given authority by a principal response agency to control all elements of its activities at and about the site.
Co-operation	Working together towards the same end.
Co-ordination	Bringing the different elements of a complex activity or organisation into an efficient relationship through a negotiated process.
Cordons	The designated perimeters of an emergency site, with an Outer Cordon, an Inner Cordon, a Traffic Cordon and a Danger Area Cordon, as appropriate.
Crisis Management Team	A strategic level management group, which consists of senior managers from within the principal response agency, which is assembled to manage a crisis and deal with issues arising for the agency both during the emergency and the subsequent recovery phase.
Danger Area	An area where there is a definite risk to rescue personnel, over and above that which would normally pertain at emergency operations
Decision Making Mandate	Establishes the envelopes of empowered activity and decision-making to be expected, without references to higher authorities.

Decontamination	A procedure employed to remove hazardous materials from people and equipment.
Emergency Response	The short term measures taken to respond to situations which have occurred.
Evacuation	The process whereby people are directed away from an area where there is danger, whether immediate or anticipated.
Evacuation Assembly Point	A building or area to which evacuees are directed for onward transportation.
Friends and Relatives Reception Centre	A secure area, operated by An Garda Síochána, for the use of friends and relatives arriving at or near the site of the emergency.
Garda Code Instructions	A document containing instructions, legislation, processes and procedures in respect of the day-to-day management of An Garda Síochána.
Hazard	Any phenomenon with the potential to cause direct harm to members of the community, the environment or physical infrastructure, or being potentially damaging to the economic and social infrastructure
Hazard Identification	A stage in the Risk Assessment process where potential hazards are identified and recorded.
Hazard Analysis	A process by which the hazards facing a particular community, region or country are analysed and assessed in terms of the threat/risk which they pose.
Holding Area	An area at the site, to which resources and personnel, which are not immediately required, are directed to await deployment.

Hospital Casualty Officer	The Member of An Garda Síochána responsible for collecting all information on casualties arriving at a receiving hospital.
Impact	The consequences of a hazardous event being realised, expressed in terms of a negative impact on human welfare, damage to the environment or the physical infrastructure or other negative consequences.
Information Management Officer	A designated member of the support team of a principal response agency who has competency/training in the area of information management.
Information Management System	A system for the gathering, handling, use and dissemination of information.
Investigating Agencies	Those organisations with a legal duty to investigate the causes of an event.
Lead Agency	The principal response agency that is assigned the responsibility and mandate for the coordination function.
Likelihood	The probability or chance of an event occurring.
Local Co-ordination Centre	A pre-nominated building, typically at county or sub-county level, with support arrangements in place, and used for meetings of the Local Co-ordination Group.
Local Co-ordination Group	A group of senior representatives from the three principal response agencies (An Garda Síochána, HSE and County Council) whose function is to facilitate strategic level co-ordination, make policy decisions, liaise with regional/national level coordination centres, if appropriate, and facilitate the distribution of information to the media and the public.

Major Emergency Management	The range of measures taken under the five stages of the emergency management paradigm.
Major Emergency Plan	A plan prepared by one of the Principal Response Agencies.
Major Emergency	Any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services, or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requiring the activation of specific additional procedures to ensure effective, co-ordinated response.
Media Centre	A building/area specifically designated for use by the media, and for liaison between the media and the principal response agencies.
Media Holding Statements	Statements that contain generic information that has been assembled in advance, along with preliminary incident information that can be released in the early stages of the emergency.
Mitigation	Apart of risk management and includes all actions taken to eliminate or reduce the risk to people, property and the environment from the hazards which threaten them.
Mutual Aid	The provision of services and assistance by one organisation to another.
National Emergency	A centre designated for inter-departmental co-ordination purposes.
On-Site Coordinator	The person from the lead agency with the role of coordinating the activities of all agencies responding to an emergency.

On-Site Coordination Centre	Specific area/facility at the Site Control Point where the On-Site Co-ordinator is located and the On-Site Coordination Group meet.
On-Site Co-ordination Group	Group that includes the On-Site Co-ordinator and the Controllers of Operations of the other two agencies, an Information Management Officer, a Media Liaison Officer and others as appropriate.
Operational Level	The level at which the management of hands-on work is undertaken at the incident site(s) or associated areas.
Principal Emergency Services (PES)	The services which respond to normal emergencies in Ireland, namely An Garda Síochána, the Ambulance Service and the Fire Service.
Principal Response Agencies (PRA)	The agencies designated by the Government to respond to Major Emergencies i.e. An Garda Síochána, the Health Service Executive and the Local Authorities.
Protocol	A set of standard procedures for carrying out a task or managing a specific situation.
Receiving Hospital	A hospital designated by the Health Service Executive to be a principal location to which major emergency casualties are directed.
Recovery	The process of restoring and rebuilding communities, infrastructure, buildings and services.
Regional Co-ordination Centre	A pre-nominated building, typically at regional level, with support arrangements in place and used by the Regional Co-ordination Group.
Regional Co-ordination Group	A group of senior representatives of all relevant principal response agencies, whose function is to

facilitate strategic level co-ordination at regional level.

Rendezvous Point (RVP)

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

Response

The actions taken immediately before, during and/or directly after an emergency.

Resilience

The term used to describe the inherent capacity of communities, services and infrastructure to withstand the consequences of an incident, and to recover/restore normality.

Rest Centre

Premises where persons evacuated during an emergency are provided with appropriate welfare and shelter.

Risk

The combination of the likelihood of a hazardous event and its potential impact.

Risk Assessment

A systematic process of identifying and evaluating, either qualitatively or quantitatively, the risk resulting from specific hazards.

Risk Holders

Organisations and companies, which own and/or operate facilities and/or services where relevant hazards are found, such as Airlines, Chemical Manufacturers, etc.

Risk Management

Actions taken to reduce the probability of an event occurring or to mitigate its consequences.

Risk Matrix

A matrix of likelihood and impact on which the results of a risk assessment are plotted.

Risk Regulators	Bodies with statutory responsibility for the regulation of activities where there are associated risks, such as the Health and Safety Authority, the Irish Aviation Authority, etc.
Scenario	A hypothetical sequence of events, usually based on real experiences or on a projection of the consequences of hazards identified during the risk assessment process.
SEVESO sites	Industrial sites that, because of the presence of dangerous substances in sufficient quantities, are regulated under Council Directives 96/82/EC and 2003/105/EC, commonly referred to as the Seveso II Directive.
Site Casualty Officer	The Member of An Garda Síochána with responsibility for collecting all information on casualties at the site.
Site Control Point	The place at a major emergency site from which the Controllers of Operations control, direct and co-ordinate their organisation's response to the emergency.
Site Medical Officer	The medical officer with overall medical responsibility at the site, who will liaise with the health service Controller of Operations on all issues related to the treatment of casualties.
Site Medical Team	A team drawn from a pre-arranged complement of doctors and nurses, with relevant experience and training, which will be sent to the site, if required.
Site Management Plan	The arrangement of the elements of a typical major emergency site, matched to the terrain of the emergency, as determined by the On-Site Co-ordination Group.
Standard Operating	Sets of instructions, covering those

Procedures	features of an operation that lends themselves to a definite or standardised procedure, without loss of effectiveness.
Support Team	A pre-designated group formed to support and assist individuals operating in key roles, such as On-Site Co-ordinator, Chair of Local Co-ordination Group, etc.
Strategic Level	The level of management that is concerned with the broader and long-term implications of the emergency and which establishes the policies and framework within which decisions at the tactical level are taken.
Survivor Reception Centre	Secure location to which survivors, not requiring hospital treatment, can be taken for shelter, first aid, interview and documentation.
Tactical Level	The level at which the emergency is managed, including issues such as, allocation of resources, the procurement of additional resources, if required, and the planning and co-ordination of ongoing operations.
Temporary Mortuary	A building or vehicle adapted for temporary use as a mortuary in which post mortem examinations can take place.
Triage	A process of assessing casualties and deciding the priority of their treatment and/or evacuation.

Glossary of Acronyms

AAIU	Air Accident Investigation Unit
CCBRN	Conventional Explosive, Chemical, Biological, Radiological or Nuclear
CMT	Crisis Management Team
EOD	Explosives Ordnance Disposal
ICG	Irish Coast Guard
METHANE	M ajor Emergency Declared E xact Location of the emergency T ype of Emergency (Transport, Chemical etc) H azards present and potential A ccess/egress routes N umber and Types of Casualties E mergency services present and required
MOU	Memorandum of Understanding
NEPNA	National Emergency Plan for Nuclear Accidents
NOTAM	Notice to Airmen
PDF	Permanent Defence Forces
PES	Principal Emergency Services
PRA	Principal Response Agency
RVP	Rendezvous Point
SAR	Search and Rescue
SLA	Service Level Agreement
SOP	Standard Operating Procedure
VIP	Very Important Person

Section 1

Introduction to Plan

1.1 Introduction to the Plan

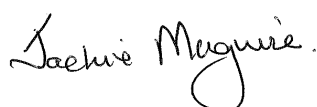
While Major Emergencies are thankfully not a regular feature of Irish life, Meath has nonetheless had its share of tragedies and emergencies over the years ranging from the severe snow and ice in 2010, flooding in 2000 – 2002 to industrial and serious road traffic accidents. The implementation of this Major Emergency Plan to provide a co-ordinated response by the three Principal Response Agencies, An Garda Síochána, the Health Service Executive and the County Council together with their Principal Emergency Services and other stakeholders involved in emergency response is of vital importance in helping to respond to these incidents.

A significant body of work has been completed by Meath County Council in recent years in developing this plan for the County Council's response to emergencies whether it be as a result of a serious fire, major transport accident, industrial accidents or severe weather conditions affecting the population, infrastructure or the environment. The inclusion in the plan of hazard identification, risk assessment and mitigation factors will help to reduce many of the risks inherent in today's society and provide a safer environment for everybody.

The level of inter-agency co-operation in the on-going development of a co-ordinated inter-operable set of plans will provide the best possible outcome for those who may be affected by any emergency. The active inclusion of all stakeholders from utility companies and private enterprise to the voluntary emergency service providers will further enhance all the agencies ability to provide the best result in an emergency situation.

Community resilience will be an important factor in helping those affected by an emergency to cope with and recover from major trauma. This plan seeks to build that resilience through information to communities on how best to prepare for an emergency and to deal with its effects should the need arise. The plan also seeks to involve individuals and groups to assist the emergency services where appropriate in providing specific services and resources to aid the response during an emergency and provide additional support in the aftermath.

Finally I would like to thank all the staff involved in the ongoing review and maintenance of this plan and I look forward to working with our partner response agencies in the area of emergency management.



Jackie Maguire
Chief Executive

Date: *12th December 2014*

1.2 Background

This plan has been prepared by Meath County Council in accordance with the Government approved Major Emergency Development programme 2006-2008. This plan replaces all previous Local and Major Emergency Plans issued by Meath County Council. The plan takes account of the current definition of a Major Emergency:

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 principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

1.3 The Objectives of the Plan

The objectives of Meath County Council's response in an emergency are;

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

1.4 Scope of the Plan

The Major Emergency plan provides for a co-ordinated inter-agency response by the three Principal Response Agencies and their Principal Emergency Services to emergencies beyond their normal capabilities in County Meath. The plan also provides for a regional response to a wider scale emergency and links into National Emergency Plans.

1.5 Relationship with other Plans

This plan has been prepared in consultation with our partner Principal Response Agencies (PRA's) An Garda Síochána and the Health Service Executive and provides for a co-ordinated response by the Principal Response Agencies and their Principal Emergency Services (PES) Fire, Ambulance and An Garda Síochána to any Emergency incident arising, for example, from fires, explosions, gas releases, transportation accidents, spillages of dangerous substances, environmental and severe weather emergencies.

1.6 Language/Terminology of the Plan

Differences in terminologies and nomenclatures used by responders from various agencies or diverse technical disciplines can seriously impede the achievement of co-ordinated and safe emergency management. The plan, therefore, provides for the use of common terminology and a full set of relevant terms is provided at the front of this plan.

1.7 Distribution of the Plan

Copies of the plan will be distributed to appropriate Heads of Service, Emergency Planning Team members, and Emergency services. The distribution list is given below.

Distribution list		
Name / Organisation	Number per person	Number of Copies
Meath County Council <ul style="list-style-type: none">• Chief Executive• Director of services• Municipal Administrators• Municipal Engineers• Chief Fire Officer• S/ACFO• ACFO's• Each Fire Station• Civil Defence• Crisis Management team• Implementation teams	1	49
Others <ul style="list-style-type: none">• ERCC	1	1

Table 1.1: Distribution list of Meath County Council Major Emergency Plan

1.8 Review/Updating the Plan

This plan came into effect on 30th September 2008. The plan will be reviewed annually or following any event involving its activation. Relevant elements of the plan will be distributed to our partner Principle Response Agencies

1.9 Public Access to the Plan

An edited copy of the Emergency Management Plan, with contact telephone numbers and other personal information removed, will be available on the Meath County Council's website at [www.meath.ie/County Council/Publications/](http://www.meath.ie/CountyCouncil/Publications/)

Section 2

Meath County Council and its Functional Area

2.1 Functional Area of Meath County Council

The functional area of this plan is the administrative area of County Meath. Meath County Council incorporates the Municipal areas of Navan, Kells, Trim, Ashbourne, Ratoath and Laytown/Bettystown.

2.2 Boundaries & Characteristics of the Area

County Meath is located on the east coast of Ireland (Figure 2.1). The County has a total area of 2,342 square kilometers. It is situated north of Dublin and is bordered by the following counties Monaghan, Cavan and Louth to the north, Westmeath and Offaly to the west and Kildare and Dublin to the South. The county town is Navan.

The total population of Meath is 184,135 (2011 Census) and the main population centers are listed below

Major Centers	Population	Demography	
Navan	29,559	Children 0 - 4	17,502
Kells	5,888	5 – 12	23,774
Trim	8,268	13 – 18	14,228
Ashbourne	11,355	Adults 18 +	130,735
Dunboyne	6,959	Older people 65 +	16,322
Dunshaughlin	3,903	Males	91,910
Ratoath	9,043	Females	92,225
Athboy	2,397	Working Population	90,634
Laytown/Bettystown	10,889	Hospitals	1
Nobber	357	Nursing Homes	21

Table 2.1: Population and demographic breakdown of Co. Meath

2.3 Partner Principal Response Agencies

The other agencies responsible for Emergency Services in this area are:-

- Health Service Executive: Dublin North East region.
- An Garda Síochána: Meath Division

Assistance may be required from other agencies such as the Defence Forces, Civil Defence, Red Cross, Coast Guard, RNLI etc.

2.4 Regional Preparedness

Meath County Council is part of the North East MEM Region comprising counties Cavan, Louth, Meath and Monaghan. An inter-agency Steering Group and Working group has been established representative of senior management from each of the Principal Response Agencies to co-ordinate the development of a regional Major Emergency Plan and regional response to large scale emergencies.

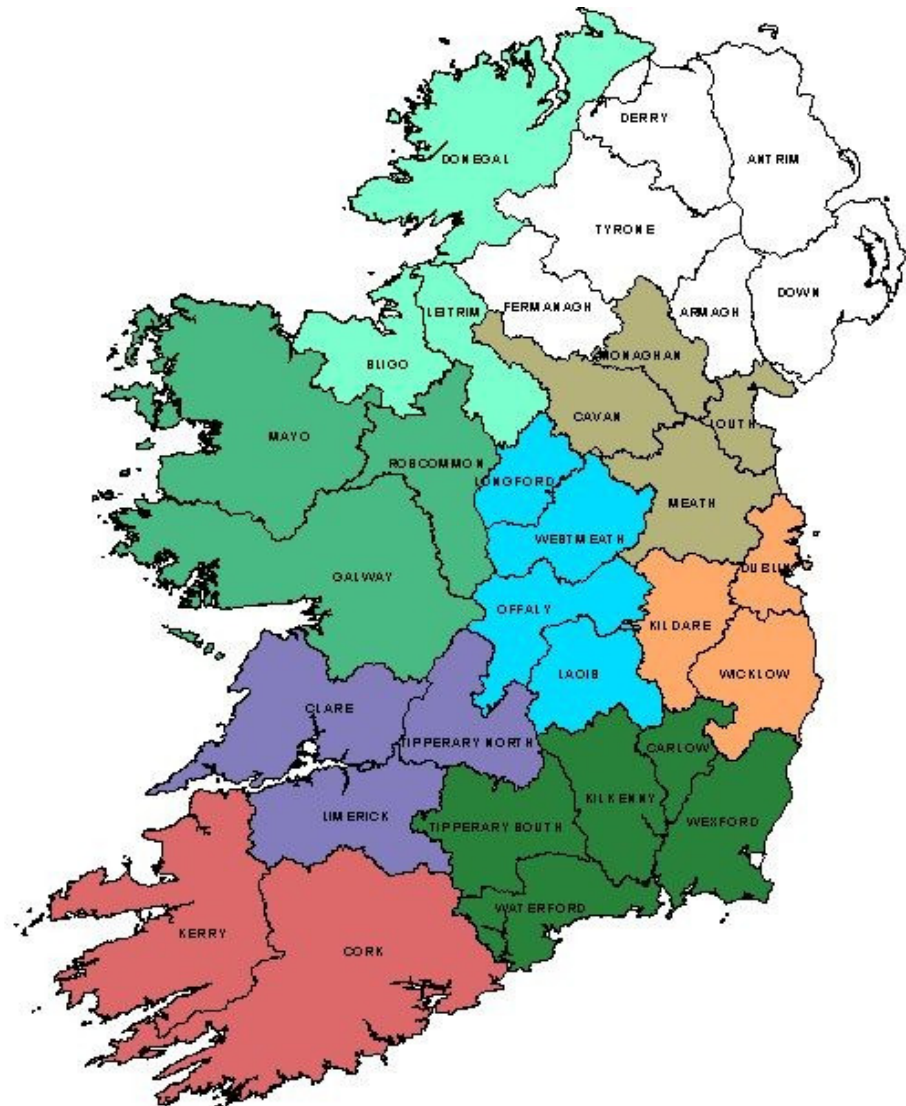


Figure 2.2: Map of the Major Emergency Management regions

Section 3

Risk Assessment for Meath County Council

3.1 Historical Emergency Events

Meath has experienced its share of emergency events over the last 30 years. Some of the significant events have been:

1. Severe Weather – 2010 / 2011 / 2014
2. Kentstown Bus Crash 2005 – 5 fatalities.
3. Flood Events: 2002 / 2011 / 2014
4. Panda Waste Industrial Fire 2012

3.2 Specific Local & Regional Risks

The risk assessment process is the first step in identifying the risks applicable to County Meath. The aim of this plan is to identify the main hazards threatening the Meath Area and assess the potential risks in order to achieve a state of preparedness, or implement mitigating actions, which will reduce the impact of them. Hazard identification and Risk assessment has been conducted under the following four categories:

- a. Natural: Incidents involving severe weather, geological issues such as earthquakes, landslides etc.
- b. Transportation: Incidents involving aircraft, shipping, road and rail.
- c. Technological: Incidents at industrial premises and installations containing hazardous material.
- d. Civil: Terrorism, civil disorder, CCBRN, Diseases etc

3.3 Scenarios

A list of scenarios selected as exemplars on which preparedness is Based are plotted on a risk matrix and is contained in **Appendix 17**.

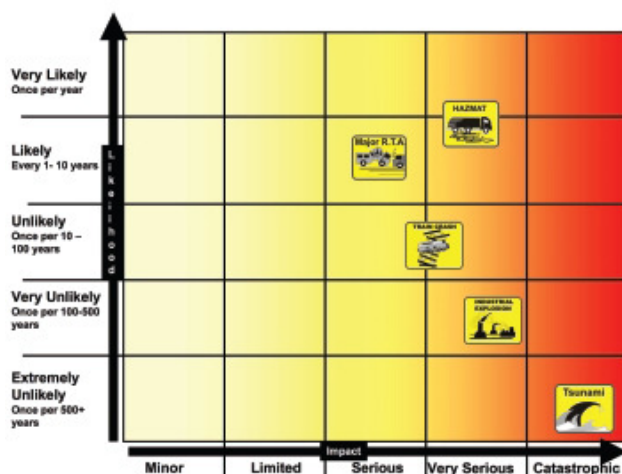


Figure 3.1: A risk matrix used in the risk management process

3.4 Risk Management

By carrying out a risk assessment, risks posed to the county can be identified and mitigated against for their effects. It also enables planning and preparedness to be put in place for those risks which cannot be totally eliminated.

The risk assessment process was carried out initially by an inter-agency team, with invited members of An Garda Síochána, HSE and Local Authority, before being undertaken and documented by the Major Emergency Development Committee MEDC.

The risk assessment comprises four stages:

1. Establishing the context
2. Hazard Identification
3. Risk Assessment
4. Recording potential hazards on a risk matrix

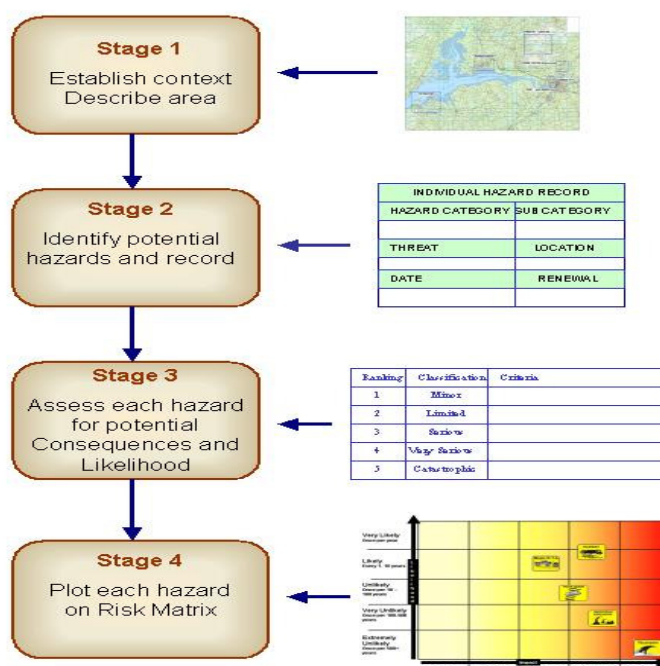


Fig 3.1: Schematic Risk Assessment Process

3.5 Associated Plans

Plans associated with this plan include plans for the following Local Authority sections:

Fire Service
Civil Defence
Environment
Transportation
Housing

Action plans related to the functional activities of this plan are also included as well as plans to deal with severe weather conditions.

Section 4

Resources for Emergency Response

4.1 Structure & Services of Meath Co. Co.

Meath County Council incorporates the Municipal areas of Navan, Kells, Trim, Ashbourne, Ratoath and Laytown/Bettystown. It is governed by the Local Government Acts, the most recent of which is Local Government Act 2001. Each section of the council reports to the county Chief Executive who has overall responsibility for supervision of operations and implementation of policies adopted by the council.

Meath County Council is divided up into different directorates that are responsible for the functioning of sections within the Local Authority. Five designated Directors of Service also have responsibility for the Municipal areas

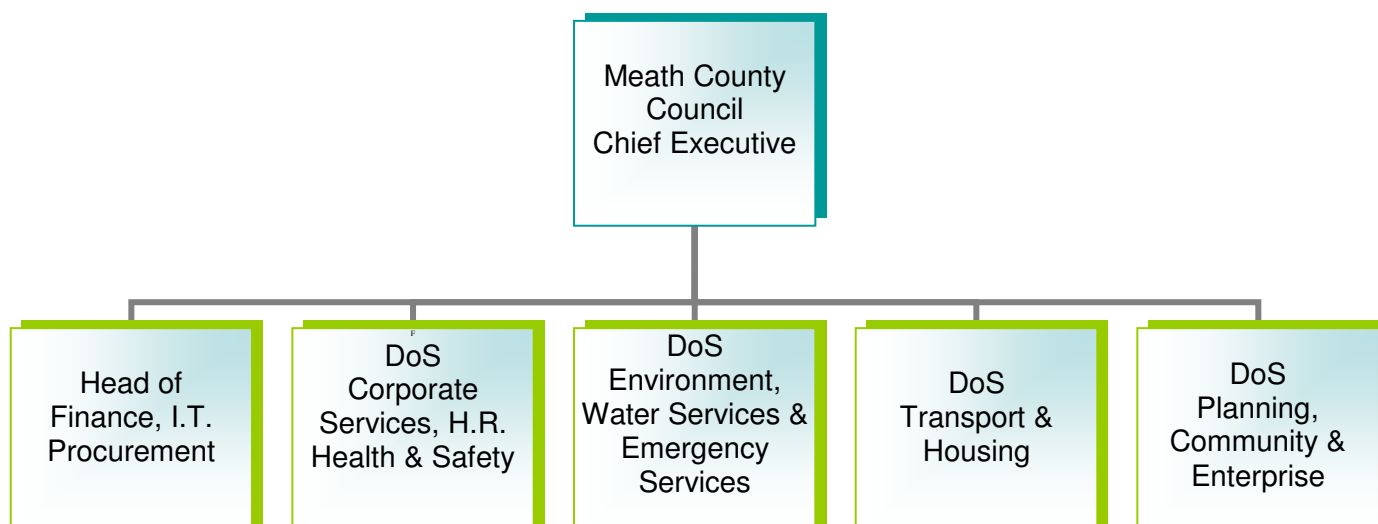


Figure 4.1: Management Structure and Services within Meath County Council

4.2 Staffing Arrangements during a Major Emergency

Meath County Council staff have been delegated various functions associated with the implementation of the Major Emergency plan. The actions to be taken by Local Authority personnel when a Major Emergency is declared are given in the action plans of each service as outlined in **Appendix 1**

4.3 Resources & Functions of the Local Authority

Meath County Council services shall carry out their functions in accordance with the provisions of this plan. In addition, Meath County Council services shall operate in accordance with their own operational instructions. Staff have been matched and nominated to functional activities including alternates for each designated activity.

4.4 Other Agencies/Organisations which may be mobilised

There are a number of organisations and agencies which may be called upon to assist the Principal Response Agencies in responding to major emergencies in addition to specialist national and local organisations. Details for the various organisations/agencies are contained in Section 7.10

4.5 Mutual Aid

Meath 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 neighboring Local Authorities. This will be done in the first instance through the Regional Steering Group.

4.6 Regional Co-ordinated Response

Meath County Council belongs to the North East MEM region. Local response to an emergency may be scaled up to a regional emergency if deemed so by the Local Co-ordination Group. This may occur where the nature of the emergency is such that;

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

4.7 National/International Response

In the event that the scale of the emergency becomes too large, complex or long in duration a request can be made to seek assistance from outside the North-East region. This decision should be made by the lead agency in consultation with the other Principal Response Agencies at the Regional Co-ordination Centre.

The North East Regional Co-ordination Group will identify and dimension the level/type of assistance likely to be required and its duration. It will also identify the possible options for sourcing such assistance. Assistance will be available within the North Eastern region and nationally by requests through the Lead Government Department. Assistance can also be called upon from Northern Ireland and the wider European Community.

Section 5

Preparedness for Major Emergency Response

5.1 Major Emergency Management/Business Planning Process

The development of the Meath County Council Major Emergency Plan is part of an emergency management development programme to ensure that all necessary arrangements, systems, personnel and resources are in place to discharge the Local Authorities functions. Major Emergency management and Business Continuity within Meath County Council will therefore form an integral part of the Local Authorities business planning process.

5.2 Assignment of Responsibility

The Chief Executive for Meath County Council is responsible for this Principal Response Agency's major emergency management arrangements and preparedness, as well as for the effectiveness of the agency's response to any major emergency which occurs in its functional area.

5.3 Major Emergency Development Programme

The responsibility for overseeing the Major Emergency Plan within Meath County Council will be assigned to the Director of Services for Environment and Emergency services, whom the Chief Fire Officer will support along with other staff members. Each of the sections within the Local Authority will be involved in preparing the Plan and as such a Major Emergency Development Committee consisting of senior local authority staff has been set up. Documentation of the major emergency development programme will form part of the work of this committee.

5.4 Key Roles in the Major Emergency Plan

Meath County Council have nominated competent individuals and alternates to the key roles to enable the agency to function in accordance with the common arrangements set out in its Major Emergency Plan. Contact details for all those assigned roles in this plan are listed in **Appendix 1 Action Plans and Appendix 10**

5.5 Support Teams for Key Roles

Support teams have been formed to assist individuals in key roles. Operational Protocols and Action Plans setting out the arrangements which will enable the agency's support teams to be mobilised and function in accordance with the arrangements set out in the Major Emergency Plan are contained in **Appendix 1**

5.6 Staff Development Programme

A significant number of staff of Meath County Council has been delegated roles under this plan. Meath County Council has initiated a staff development programme to ensure that all staff involved in a Major Emergency response will be in a position to provide an effective and efficient response and be capable of discharging the assigned functions under the plan.

5.7 Training Programme

Training will form a key element in the development of preparedness for Meath County Council staff so as to ensure that they can provide an effective, co-ordinated response to major emergencies when required. All staff assigned functions will undertake training internally as part of the Local Authority staff development programme. Inter-agency training will also take place for specific roles that interface with our partner Principal Response Agencies.

5.8 Internal Exercises

Exercises will be used to raise awareness, educate individuals on their roles and the roles of others and promote co-ordination and co-operation, as well as validating plans, systems and procedures.

5.9 Inter-agency Training and Exercises

Joint inter-agency training will generally be provided at regional level and will be co-ordinated by the North East Regional Working group. Exercises will test all aspects of the emergency plan on a rotational basis. It is planned to undertake two regional exercises per year.

5.10 Allocation of Resources

Meath County Council and the North-East Regional Steering Group will put the necessary arrangements in place to provide resources including a budget for major emergency preparedness, which reflects the expenditure required to meet the costs of implementing the agency's internal preparedness, as well as the agency's contribution to the regional level inter-agency preparedness.

5.11 Procurement Procedures

The arrangements to authorise procurement and use of resources (including engaging third parties) to assist in response to major emergencies are governed by the 'Local Government Act: Part 12: Section 104'.

Arrangements have been put in place by certain sections of the LA including Transportation and Civil Defence, with local suppliers to supply urgent goods when required and issue purchase orders the following day in the event of an emergency.

5.12 Annual Appraisal of Preparedness

Meath County Council will carry out and document an annual appraisal of its preparedness for major emergency response. Ref. Section 14

5.13 Provision of Information to the Public in the event of an Emergency

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

The Local Co-ordination Group will take over the task of co-ordinating the provision of information to the public as soon as it meets. This activity should be co-ordinated by the lead agency. The Local Co-ordination Group may establish a sub-group for this purpose and use all available channels to make concise and accurate information available. This may include the use of dedicated “help-lines”, web-pages, Aertel, automatic text messaging, social media outlets as well as through liaison with print and broadcast media outlets.

Section 6

The Generic Command, Control and Co-ordination Systems

6.1 Command Arrangements

The Chief Executive or designated alternate will represent Meath County Council on the local co-ordination group together with the senior Garda and HSE representative. Their functions are set out in **Appendix 1.9**

- 6.1.1** Meath County Council through the Controller of Operations shall exercise command and control over its own resources. He/she will also exercise control over other services which are mobilised to the site at the request of Meath County Council.

6.2 Control Arrangements

Meath County Council's Controller of Operations at the site (or at each site) of the emergency will be the Director of Service for Emergency services or alternate. The most senior rostered fire officer or most senior Council personnel of the initial response of Meath County Council's emergency service shall be the Principal Response Agency's Controller of Operations until relieved through the agency's pre-determined process. The Controller of Operations for Meath County Council may change as the emergency progresses.

- 6.2.1** The Controller of Operations is empowered to make all decisions relating to his/her agency's functions, but must take account of decisions of the On-Site Co-ordination Group in so doing. He/she will be supported by Local Authority staff both at the On-site and Off-site Co-ordination centres. The mandate of the Controller of Operations is set out in **Appendix 1.5**

- 6.2.2** There are a number of organisations and agencies, which may be called on to assist the principal response agencies in responding to major emergencies. Arrangements for this assistance will be agreed with each agency.
At the site of an emergency, Meath County Council will exercise control over any additional services (other than the Principal response agencies) which the Local Authority mobilises to the site.

6.3 Co-ordination Arrangements

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

- 6.3.1** As soon as they meet, the Controllers of Operations of the three Principal Response Agencies should determine which is the Lead Agency appropriate to the particular emergency and thereby establish who the On-Site Co-coordinator is. The functions of the Lead Agency and the On-Site Co-coordinator are set out in **Appendix 1.7**
- 6.3.2** On-site Co-ordination is facilitated by the On-Site Controller of Operations and the On-Site Co-ordination group. The rolls of the On-site Co-ordinator and the On-Site Co-ordination group have been outlined in **Appendix 1.7**
- 6.3.3** When a major emergency has been declared and the lead agency determined, the relevant personnel of the lead agency will implement a Local Co-ordination Group mobilisation procedure. The representative of the lead agency will chair the Local Co-ordination Group, located in the Local Co-ordination centre, and will exercise the mandates associated with this position as set out in **Appendix 1.9**. The Local Coordination 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.
- 6.3.4** The Chair of the Local Co-ordination Group may declare a regional level emergency and activate the Plan for Regional Level Co-ordination and in doing so the activation of a "Regional Co-ordination Group" to maintain co-ordination of the principal response agencies involved from the extended "response region".
Any one of the nominated Local Co-ordination Centres may be used as a Regional Coordination Centre, or a specific Regional Centre may be designated for this purpose. The choice of location will be determined in each situation by the Chair of the Local Coordinating Group declaring the regional level emergency and will depend on the location and nature of the emergency and any associated infrastructural damage.
- 6.3.5** In the event of an incident over a wide area or multi site, the controller of operations for Meath County Council will ensure the agency is represented on the Controllers support team. Meath County Council will continue to exercise command over its own services across all areas of the emergency.
- 6.3.6** In every situation where a Major Emergency is declared, each principal response agency will 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, should consult and agree, on the basis of available information, which Government Department will be designated as lead Department.

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

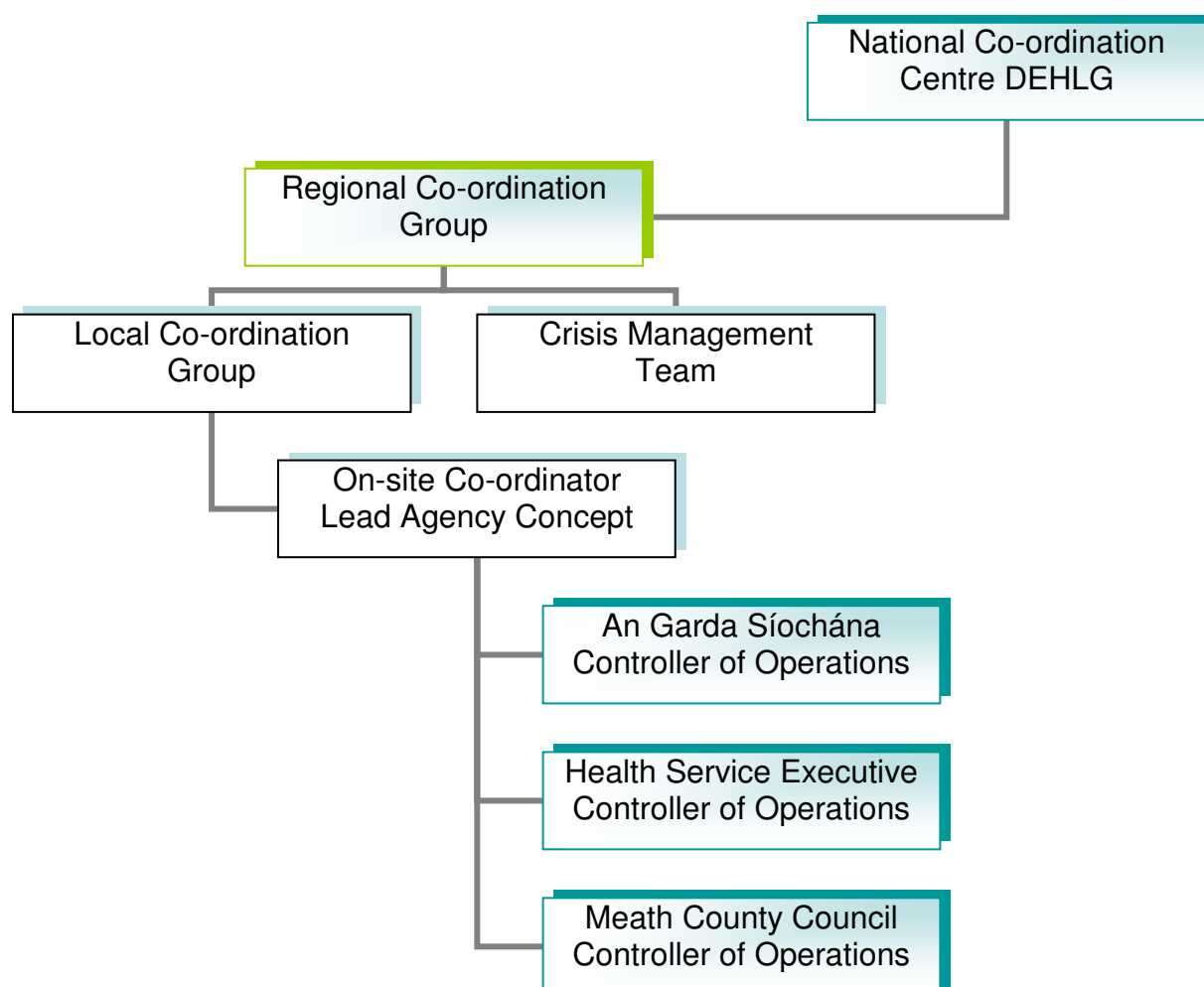


Figure 6.1: Schematic diagram illustrating the Onsite, Local, Regional and National Co-Ordination that will be employed by Meath County Council

Section 7

The Common Elements of Response

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

Section 7.1

Declaring a Major Emergency

7.1.1 Declaring a Major Emergency

The Major Emergency Plan will be activated by which ever one of the following agencies first becomes aware of the Major Emergency:

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

Whichever service from Meath County Council is the first to become aware that a Major Emergency has occurred or is imminent; the most senior officer of this service on duty shall immediately inform one of the persons nominated to activate the Major Emergency plan. A list of persons/Officers who are authorised to activate the plan is detailed in **Appendix 1.1**

He/she who activates the plan will arrange for immediate notification of all services of Meath County Council, An Garda Síochána and the Health Service Executive.

7.1.2 Standard Format Information Message

To activate the Major Emergency Plan the following message must be declared and shall be in the following format:

This is (Name, rank and service)
A (Type of incident) has occurred / is imminent at
(Location)
As an authorised officer I declare that a major emergency exists / is imminent.
Please activate the mobilisation arrangements in the (Agency)
..... Major Emergency Plan.

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

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

Section 7.2

Initial Mobilisation

7.2.1 Mobilisation Procedure

Meath County Council's Major Emergency Mobilisation Procedure will be implemented immediately on notification of the declaration of a major emergency. When this Plan has been activated, each Local Authority service requested shall respond in accordance with pre-determined Action Plans. Please refer to **Appendix 1**

7.2.1.1 In some situations, there may be an early warning of an impending emergency. Mobilisation within Meath 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, docking of a troubled ship or the emergency landing of an aircraft.

7.2.1.2 There may also be circumstances where the resources or expertise of agencies other than the Principal Response Agencies will be required. In these situations the relevant arrangements outlined in the Major Emergency Plan will be invoked.

No third party should respond to the site of a major emergency unless mobilised by one of the Principal Response Agencies through an agreed procedure.

Section 7.3

Command, Control and Communication Centres

7.3.1 Command, Control & Communication Centres

Initial contact will be made through the fire control centers for Meath County Council or via the ERCC (Eastern Regional Command Centre) located in Dublin.

7.3.2.1 The fire service command, control and communication center will be used to mobilise, support and monitor the Principal Emergency Services and other services of the local authority. This is located at;

- Navan Fire Station

Section 7.4

Co-ordination Centres

7.4.1 On-site Co-ordination

A mobile communication and control vehicle will be dispatched to the site of the Emergency and will function as an on-site base for the County Council's controller of operations and his/her support staff.

Control vehicles are based at Navan Fire station and at Meath Civil Defence base at Balmoral Industrial Estate, Navan.

In the event regional support is requested, a Regional Mobile Unit shall be deployed by North East Regional Steering Group.

7.4.2 Crisis Management Team

The Crisis Management Team is a strategic level management group within each principal response agency, which is assembled during an emergency. It provides support to the principal response agency's representative at the Local Co-ordination Group, supports their own Controller of Operations on site and maintains the agency's normal day-to-day services that the community requires.

7.4.3 Location of Local Co-ordination Centre

The Local co-ordination centre will be located at:

- Meath County Council Offices, County Hall, Navan

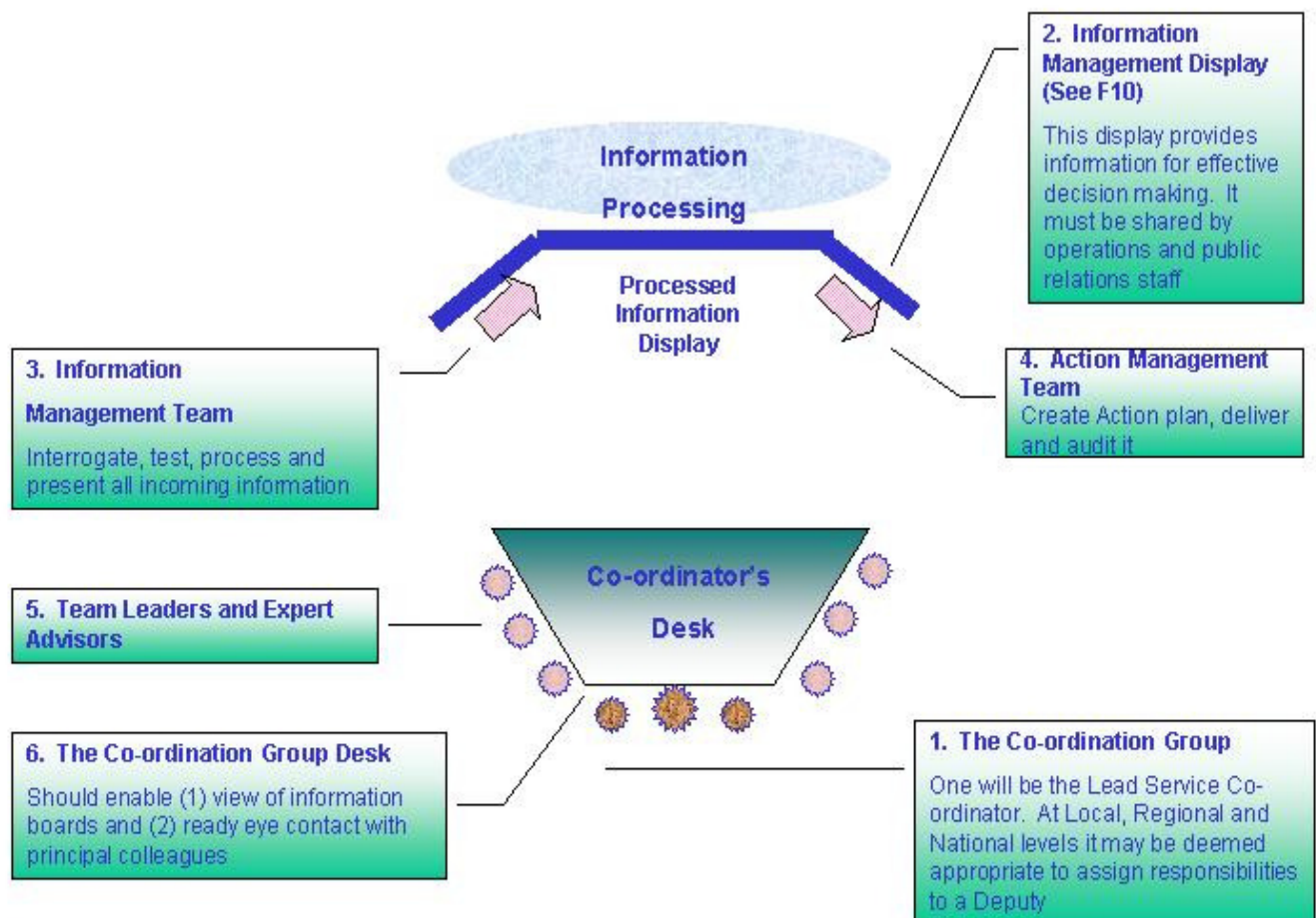
On the declaration of a Major Emergency, this centre will be activated and designated staff will respond as per pre-determined action plans

Details on the resources & hardware required for the co-ordination center set-up are provided in **Appendix 1.8**

The Local co-ordination centre will facilitate the following functional activities of Meath County Council for the duration of the emergency

- The Local co-ordination group
- The Crisis Management Team
- The Information management system
- Off-site Media information centre
- Call centre for public information

Action plans and protocols for these functions are contained in **Appendix 1**



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Figure 7.1 a schematic of a Local Authority Generic Co-ordination Centre.

7.4.4 Location of Regional Co-ordination Centres

In the event of an emergency being scaled up to regional status, the co-ordination centre of each county in the region can be designated as a regional coordination centre. These centres are located at:

- Cavan County Council Offices, Cavan Courthouse
- Louth County Council Offices, Millennium Centre, Dundalk
- Monaghan County Council Fire Station, Monaghan

7.4.5 Information Management

The role of Information Manager will be assigned to trained information management officers. The function of the information management team will be to interrogate, test, process and present all incoming information required for the decision making process

Section 7.5

Communications Facilities

7.5.1 Communications Systems

Meath 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 or communications centre. Mobile telephony, satellite telephony, two-way radio and TETRA communications systems will be used by the Local Authority.

7.5.2 Inter-agency On-site Communications

TETRA hand-portable radios may be used as a means to achieve effective inter-agency communications on-site

7.5.3 Communications between Site & Co-ordination Centre

Radio communications is an effective part of the fire service communication facility and is facilitated between the on-site fire control and ERCC and Meath Fire control at Navan fire station. A radio communications base forms part of the infrastructure of the Local co-ordination centre using the Local Authorities Fire Service and Civil Defence networks.

Civil Defence has their own radio communications facilities both VHF vehicle to base and UHF hand portable and TETRA radio systems. Civil Defence also has a dedicated communication control vehicle with briefing room and meeting facilities available and incorporates electronic information management systems.

Communications protocols are contained in **Appendix 1.4**

Section 7.6

Exercising the Lead Agency's Co-ordination Roles

7.6.1 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. While the responsibility for co-ordination may be shared, in any given situation responsibility for leading co-operation belongs specifically to one of the three Principal Response Agencies. The lead agency has both the responsibility and mandate for the co-ordination function.

7.6.2 Review & Transfer of the Lead Agency

The lead agency role may change over time, to reflect the changing circumstances of the major emergency. Ownership of the lead agency mantle will 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 will be recorded and communicated as per the initial determination.

7.6.3 Local Authority Co-ordination Function as Lead Agency

The mechanisms for determining and designating the lead agency and its functions in any situation are set out in **Appendix 3**

Section 7.7

Public Information

7.7.1 Local Authorities Role where warning arrangements are required

In circumstances when it may be necessary to protect members of the public who are in the vicinity of an emergency event, 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.

7.7.1.1 In any emergency where public health issues may be a factor, particularly where there is significant pollution, release of chemical, radioactivity, biological agents, contamination of food and water or where there are significant levels of casualties, the Health Service Executive Controller will 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.

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

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

7.7.2 Public Notices

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

- Meath County Council's social media outlets – Facebook, Twitter etc.
- Meath County Council's web site - useful for posting more information than would be communicable by emergency calls or broadcasts.
- Local broadcasters will also be called upon to broadcast messages on behalf of the local Authorities.
- Meath County Council's emergency helpline service

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.

Section 7.8

The Media

7.8.1 Arrangements for Liaison with the Media

In the event of an emergency within the functional area of Meath County Council a Media Liaison Officer will be appointed. He/She will be responsible for acting as a sole channel between Meath County Council and the Public. A media Liaison Officer will be appointed at both the On-site and Off-site Co-ordination Centers.

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

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

Names and contact details for the Media Liaison Officer are contained in Appendix 1.13.

7.8.2 Arrangements for Dealing with the Media On-site

The media will respond quickly to a large scale incident and this media presence may be extended into days or weeks.

Each Principal Response Agency should designate a Media Liaison Officer at the site and the activities of the Media Liaison Officers on site will be co-ordinated by the Media Liaison Officer of the lead agency. All statements to the media should be cleared with the On-Site Coordinator or his/her Media Liaison Officer.

The location of the on-site media centre may be;

- Local Town Hall / Area Office
- Local Public building

The on-site media liaison officer for Meath County Council will be appointed by the Chief Executive or designated alternate.

7.8.3 Local/Regional Co-ordination Centres

The Local Co-ordination Group will take the lead in terms of working with the media, away from the site of a major emergency. Arrangements similar to those for on-site media liaison will apply at the off-site venue both local and regional.

7.8.4 Arrangements for Prolonged Emergencies

If a Major Emergency becomes a prolonged event, facilities will be put in place to accommodate media personnel at both on-site and off-site areas. These facilities will include;

- Refreshment area.
- Communication Facilities (Off-site)

Section 7.9

Site Management Arrangements

7.9.1 Generic Site Management Layout

The highest ranking officer of the first attendance team from Meath County Council will, de facto, have the role of Controller of Operations at the scene until relieved by either the Chief Fire Officer or Director of Services for Environment / Fire & Emergency Services. The initial important task of the Controller of Operations in association with the other two Controllers is the development of a Site Management Plan. Once agreed, the resulting site plan will be implemented and disseminated to all responding groups.

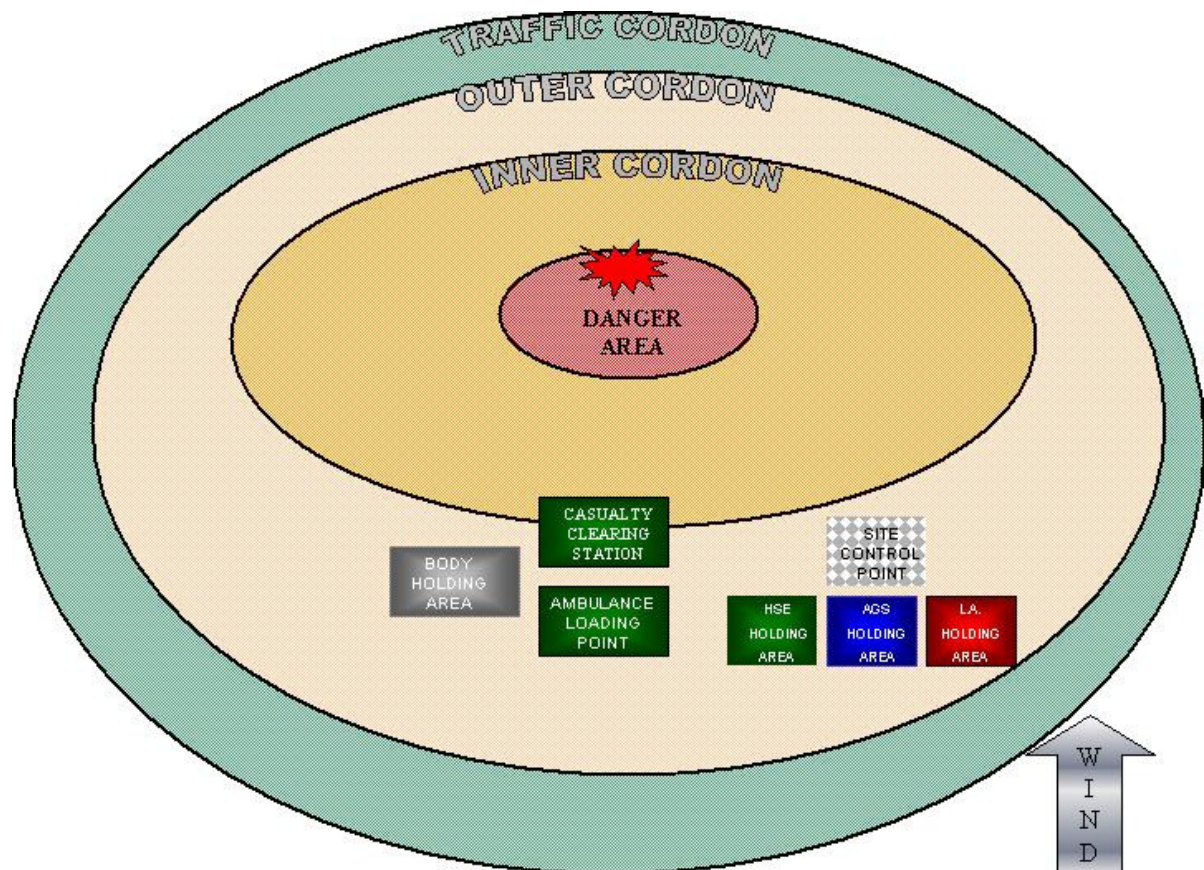


Figure 7.2: Idealised Scene Management Arrangements

7.9.2 Control/Access to Emergency Site

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; and
- to protect evidence and facilitate evidence recovery at the site.

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

Details of the site layout functions are contained in **Appendix 4**

All uniformed personnel, responding to the site of a major emergency, will wear the proscribed uniform, including high visibility and safety clothing, issued by their agency. Detail in **Appendix 5**

7.9.3 Air Exclusion Zones

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

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

Section 7.10

Mobilising Additional Resources

7.10.1 Arrangements for Mobilising Organisations

A number of organisations and agencies may be called on to assist the Principal Response Agencies in responding to major emergencies. The organisations may be grouped as follows:

- Civil Defence;
- Defence Forces;
- Irish Red Cross;
- Voluntary Emergency Services;
- Utilities; and
- Private Sector

Mobilisation procedures and contact details are contained in Appendix 1 & Appendix 12

7.10.2 Identification of Additional Organisations

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.

The vehicles of these services responding to a major emergency should be readily identifiable.

3rd party personnel can only be mobilised to a site by command from the On-site Coordinator after consultation with the other Controllers of Operations.

7.10.3 Arrangements for Liaison with Utilities

Refer to Appendix 12

7.10.4 Integration of Community Volunteers

An Garda Síochána has responsibility for registering community volunteers who may be in a position to assist with specific tasks related to the overall response effort. These will generally consist of organised groups or individually with specific equipment or local knowledge.

7.10.5 Arrangements for Command, Control, Coordination and Demobilisation of Organisations assisting the Local Authority

The On-Site Coordinator has the task of coordinating 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.

7.10.6 Mutual Aid Arrangements

Meath 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 neighboring Local Authorities. This will be done in the first instance through the Regional Steering Group.

7.10.7 Requests for Out of Region Assistance

The decision to seek assistance from outside the region will be made by the lead agency, in consultation with the other Principal Response Agencies, at the Local/Regional Coordination Centre

7.10.8 Requests for International Assistance

The decision to seek national or international assistance will be made by the lead agency, in consultation with the other Principal Response Agencies, at the Local/Regional Coordination Centre and with the Lead Government Department.

Section 7.11

Casualty and Survivor Arrangements

7.11.1 General

The primary objective of any response to a major emergency is to provide effective arrangements for the rescue, care, treatment and rehabilitation of all of the individuals who are affected by the emergency. These individuals may be divided into two main categories as follows: Casualties, including persons who are killed or injured, and Survivors. Survivors will include all those individuals who are caught up in an emergency but not injured, such as, uninjured passengers from a transport accident or evacuees.

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

7.11.1.1 The On-Site Coordinator, in association with the other Controllers, will 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.

7.11.1.2 Depending on the nature of the emergency, the Fire Service and Civil Defence may have a central role in rescuing the injured. They will provide appropriate First Response treatment and hand over casualties as expeditiously as possible to HSE personnel.

7.11.2 Injured

At the site of a major emergency, the priorities of the Principal Emergency Services is 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.

7.11.2.1 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. The Health Service Executive Controller will, in consultation with the Site Medical Officer and the designated receiving hospitals decide on the hospital destination of casualties. Civil Defence and the voluntary aid services

may be requested to assist with transport of casualties to hospital particularly lightly injured 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 effect the rescue of other casualties. The only other circumstance where bodies should be moved, before the Garda evidence collection process is complete, is if they are likely to be lost or damaged due to their location or the nature of the incident.

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

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 The On-Site Coordinator, 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 It is the responsibility of the County Council to provide a Temporary Mortuary, if required; the County Council will consult with the District Coroners and Health Service Pathologists in its area on the options/arrangements/plans for Temporary Mortuaries in preparing its Major Emergency Plan.

The likely commissioning time for a Temporary Mortuary is of the order of twenty-four hours, and this may extend to forty-eight hours when victim numbers are extensive. It should be noted that a Temporary Mortuary might be required to operate for weeks or months after an incident. Issues pertaining to the establishment of a temporary mortuary are contained in **Appendix 6**

7.11.3.4 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.

7.11.3.5 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 and/or unreliable 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 faith 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 will be designated and established at the earliest possible opportunity. The On-Site Coordinator, in conjunction with the other Controllers, will determine if such a centre is to be established, and its location in the site management plan. It is the responsibility of the Meath County Council to establish and run this centre. An example of such a centre may be a local parish hall or community centre.

7.11.4.1 All those who have survived the incident uninjured can be directed to this location where their details will be documented and collated by An Garda Síochána. Provision should be made at this centre for the immediate physical

and psychosocial needs of survivors (e.g. hot drinks, food, blankets, telephones, first aid for minor injuries, etc.).

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

7.11.4.3 Transport from the Survivor Reception Centre to home/meet relatives/safe place should be arranged as soon as it is practicable. This responsibility will lie with the Local Authority.

Meath 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 Bureau

In the event of a major emergency involving significant numbers of casualties, An Garda Síochána will establish a Casualty Bureau to collect and collate the details (including condition and location) of all casualties and survivors.

7.11.5.1 To facilitate this process, a liaison/casualty officer will normally be sent by An Garda Síochána to each hospital where casualties are being treated. Meath County Council may assist in the collection and collation of casualty data. This information may then be used to provide to family and friends. Any information collected on any casualty is transferred via An Garda Síochána to the Casualty Bureau.

7.11.6 Friends & Relatives Reception Centres

The purpose of a reception centre is to provide a comfortable area where friends and relatives of those involved in the incident (primarily the casualties and survivors) can be directed for information. The Local Co-ordination Group will determine the need for and arrange for the designation and operation/staffing of such centres. Civil Defence may be tasked with setting up such a centre in conjunction with the Housing section of the council.

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 Non-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.

The Local Authority may also incorporate a foreign language communication resource. Details can be obtained from the Department of Foreign Affairs. There is also a list of some embassies in **Appendix 13**

7.11.8 Pastoral & Psycho-social Care

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

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

Contact details of pastoral services are contained in **Appendix 14**

Section 7.12

Emergencies involving Hazardous Materials

7.12.1 Hazardous Materials Incidents (HAZMAT)

Meath 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. Meath. In cases where terrorist involvement is suspected, An Garda Síochána will act as the lead agency.

7.12.2 CCBRN Incidents

The Initial pre-nominated 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 as indicated in Section 7.6.

7.12.3 Biological Incidents

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

7.12.4 Infectious Diseases

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

7.12.5 Nuclear Accidents:

For Nuclear Accidents there will be a link to the National Plan for Nuclear Emergencies as outlined by the government. Meath County Council will provide assistance under the command of the lead government department. Civil Defence has monitoring equipment to assist with this function.

7.12.6 Decontamination

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

The fire service has responsibility for providing other forms of physical decontamination of persons at the site. Meath County Council will provide Decontamination Facilities for the functional area of County Meath. Drogheda fire service will provide the North East Regional Mass Decontamination Unit. Details contained in **Appendix 9**

The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. There is a Regional HSE Decontamination unit available on request.

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.

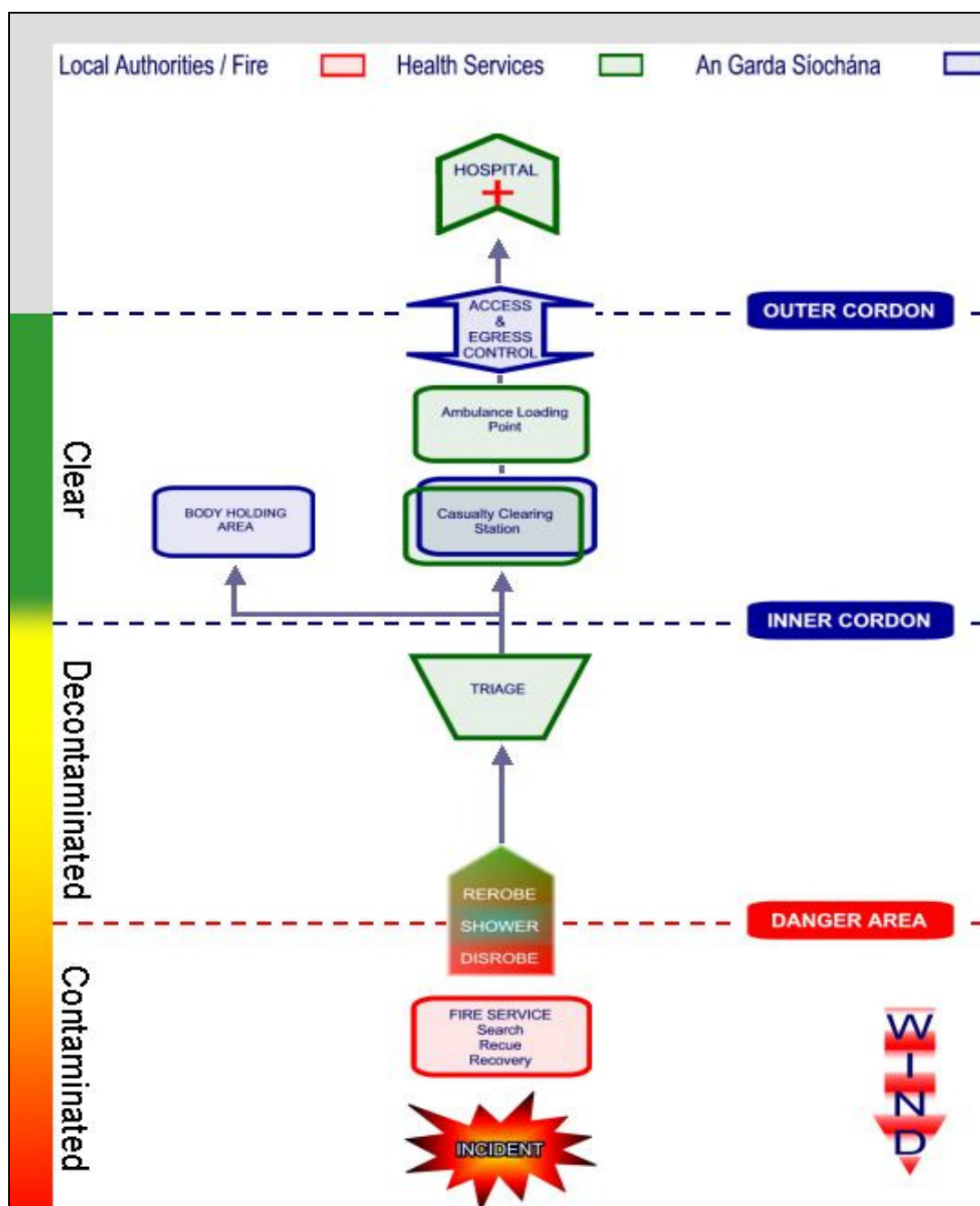


Figure 7.3: Managing Hazardous Materials

Protecting Threatened Populations

7.13.1 Threatened Population

Some emergencies may require the evacuation of a large surrounding area because of the danger to life from environmental or structural hazards. Care must be taken to ensure that evacuation does not place those concerned in greater danger. 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 Coordinator 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 Civil Defence and other services. A list of pre-determined rest centres are contained in **Appendix 7 (Draft)**

7.13.2 Evacuation Arrangements

Personnel from the Local Authority housing section, Civil Defence and other voluntary agencies will staff rest centres. The centres will provide security, welfare, communication, catering and medical facilities. Evacuees should be documented and basic details passed to the casualty bureau. The local Authority will assist in this role.

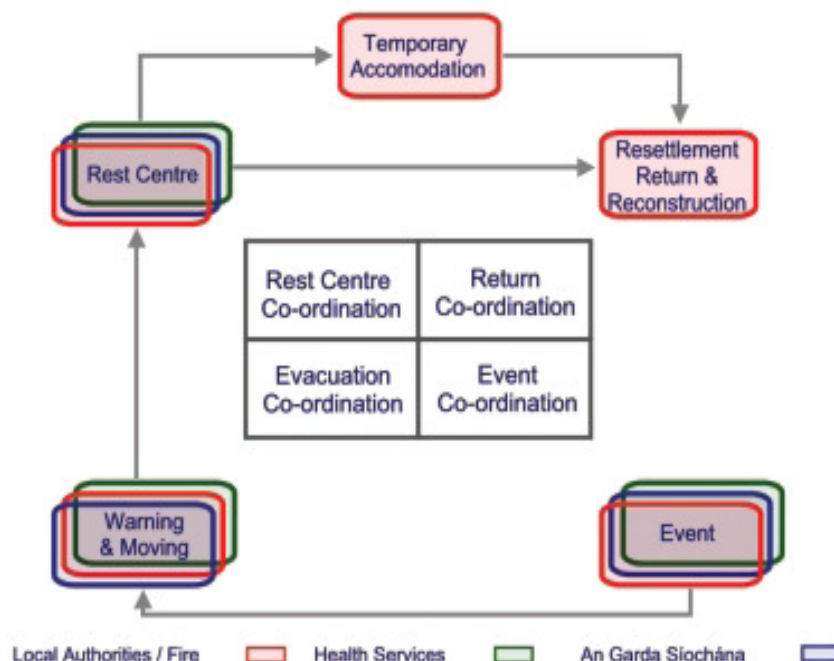


Figure 7.4: Structure of Evacuation

7.13.3 Public Health Service

Where an emergency results in a real or perceived threat to public health by, e.g. 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.

Section 7.14

Early and Public Warning Systems

7.14.1 Monitoring Potentially Hazardous Situations

Early warning systems are currently set in place for Severe Weather forecasts. This is a 24 hour service provided by Met Éireann. There may be a need to inform the public of the current situation or of possible evacuation. Please refer to Section 7.7

7.14.2 Dissemination of Warnings

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

- Radio and T.V. broadcasting
- Local helpline / information line
- Web services and internet services
- Automated Text services
- Social Media platforms
- Door to Door

Section 7.15

Emergencies arising on Inland Waterways

7.15.1 Liaison with the Irish Coast Guard

The Irish Coastguard and an Garda Síochána have principal responsibility for emergencies on inland waterways. Meath County Council can provide assistance for water rescue / recovery in the form of the Fire Service and Civil Defence. Both services have inflatable boat capability. Contact details for the Coastguard are contained in **Appendix 12a**

7.15.2 Mobilisation Procedures for Inland Waterways Emergencies

The Irish Coast Guard has responsibility for receiving 999/112 calls and the mobilising of resources to Inland Waterway emergencies. An Garda Síochána will be the principal response agency to undertake initial co-ordination at inland waterway emergencies. After the initial response, this role may be re-assigned, following consultation between the Irish Coast Guard and An Garda Síochána. Where Meath County Council are responding to incidents on waterways with a cross boundary element, liaison will take place with other agencies involved to effect a coordinated response effort. There are also some inland water rescue volunteer organisations that may be asked to provide assistance or who may self present. Details in **Appendix 12b**

Section 7.16

Safety, Health and Welfare Considerations

7.16.1 Safety, Health & Welfare of Staff

Meath County Council is responsible for the Safety, Health and Welfare of its staff responding to emergencies and will operate its own safety (including personal protective equipment) and welfare management procedures.

7.16.2 Safety of Local Authority Rescue Staff

The On-site Controller will ensure that the safety and health of the local Authority staff is not in danger. A Safety Officer will generally be appointed to oversee and manage the safety of the Local Authorities Rescue personnel.

7.16.3 Operating within the Danger Area

Meath County Council will establish from the Fire Service Incident Commander or the On-Site Coordinator 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, it 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 Procedures for Evacuation of the Danger Area

Where a situation deteriorates to a point where the officer in charge of the Danger Area decides that it is necessary to withdraw response personnel from a Danger Area, a signal, comprising repeated sounding of a siren for ten seconds on, ten seconds off, will be given. All personnel should withdraw on hearing this signal to a pre-determined safe zone.

7.16.5 Physical Welfare of Responders (Food etc.)

Meath County Council have special outdoor staff welfare units in place available on request. These facilities will include the provision of food and drink, rest facilities and sanitary facilities. The Local Authority Controller will ensure that appropriate rest and refreshment facilities are provided for response personnel at the on-site and off-site facilities. Civil Defence may also assist in providing this service.

7.16.5 Psycho-social Support for Staff

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 Meath 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 will 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.

Section 7.17

Logistical Issues/ Protracted Incidents

7.17.1 Rotation of Frontline Staff

Meath County Council outdoor staff welfare units are available if required, equipped with small kitchen and toilet. Refreshments will be provided to all members of Meath County Council staff every 4/5 hours after an incident occurs.

7.17.2 Re-organising Normal Emergency Services

Fire crews will be relieved approx 4/5 hours for rest and recuperation. Crews from the North-East and East region may be called upon to assist and support the emergency and maintain normal emergency services

7.17.2 Arrangements for Initial & Ongoing Staff Welfare

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

Section 7.18

Investigations

7.18.1 Investigations 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 members of the Local Authority staff on their involvement.

7.18.2 Minimise 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 member(s) of An Garda Síochána to arrive at the site of a major emergency where a suspected crime has been committed automatically incurs the responsibility of preserving the site. While the priority is the protection of life, the provisions of the Framework are intended to assist An Garda Síochána's investigative role.

7.18.3 Other Parties with Investigation Roles

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

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

Section 7.19

Community / VIPs / Observers

7.19.1 Establishing Links with Communities Affected by an Emergency

Where communities are affected by a major emergency, effort should be made to establish contacts/links with a community utilising established links such as Community Groups/ Public Representatives and Community Liaison Officers within the community. The County Council Community & Enterprise section will be in a position to assist in this area.

7.19.2 Arrangements for V.I.P. Visits

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

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

7.19.3 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.

Standing-Down the Major Emergency

7.20.1 How the Status of the Emergency will be Stood-down

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

As the situation is brought under control, the County Council Controller of Operations will 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 De-briefing & Report

When the incident has ended, Meath County Council will give a debrief to the members of its service that are involved in the emergency. In addition the two other agencies involved in the incident will hold a series of operational debriefs. Meath County Council will review the inter-agency co-ordination aspects of the response after every declaration of a major emergency.

7.20.2.1 A multi-agency debrief will then be held and lessons learned will be incorporated into this Manual. 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.

7.20.2.2 Multi-agency debriefs should consider the contribution provided by other, non-emergency service agencies to expand the knowledge and learning process that debriefs can provide. 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.

7.20.2.3 Operational debriefs should not be confused with diffusing welfare sessions for staff, which will 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.

Section 8

Agency Specific Elements and Sub-Plans

8.1 Associated Local Authority Plans

Each Principal Response Agency will respond to an Emergency with its own pre-determined arrangements. The following is a list of Meath County Council action plans and sub-plans for dealing with various emergencies

- Severe Weather Emergencies
- Emergency Accommodation & Rest centres
- Animal Disease
- Fire Service Action Plan
- HAZMAT Incidents
- Environmental Emergencies
- Civil Defence Action Plan
- Transportation Action Plan
- Housing Action Plan
- Business Continuity Plan

Section 9

Plan for Regional Level Co-ordination

9.1 Regional Level Co-ordination

Meath County Council belongs to the North East MEM region consisting of Counties;

- Cavan
- Louth
- Monaghan
- Meath

A Regional Emergency plan has been developed and may be declared, by the Regional Steering Group in the event of a large scale emergency in any one county overwhelming that counties resources or in the event of an emergency infringing on more than one county. Activitation of the Regional plan will provide for mutual aid, support and co-ordination facilities in the region, the boundaries of which are determined to suit the exigencies of the emergency.

The Regional plan will function in the same way as the Local plan incorporating the Lead Agency concept. A Local co-ordination centre will be designated as a Regional co-ordination centre where the Regional Steering group will meet. Details of the functioning of the Regional Steering group are contained in **Appendix 8**

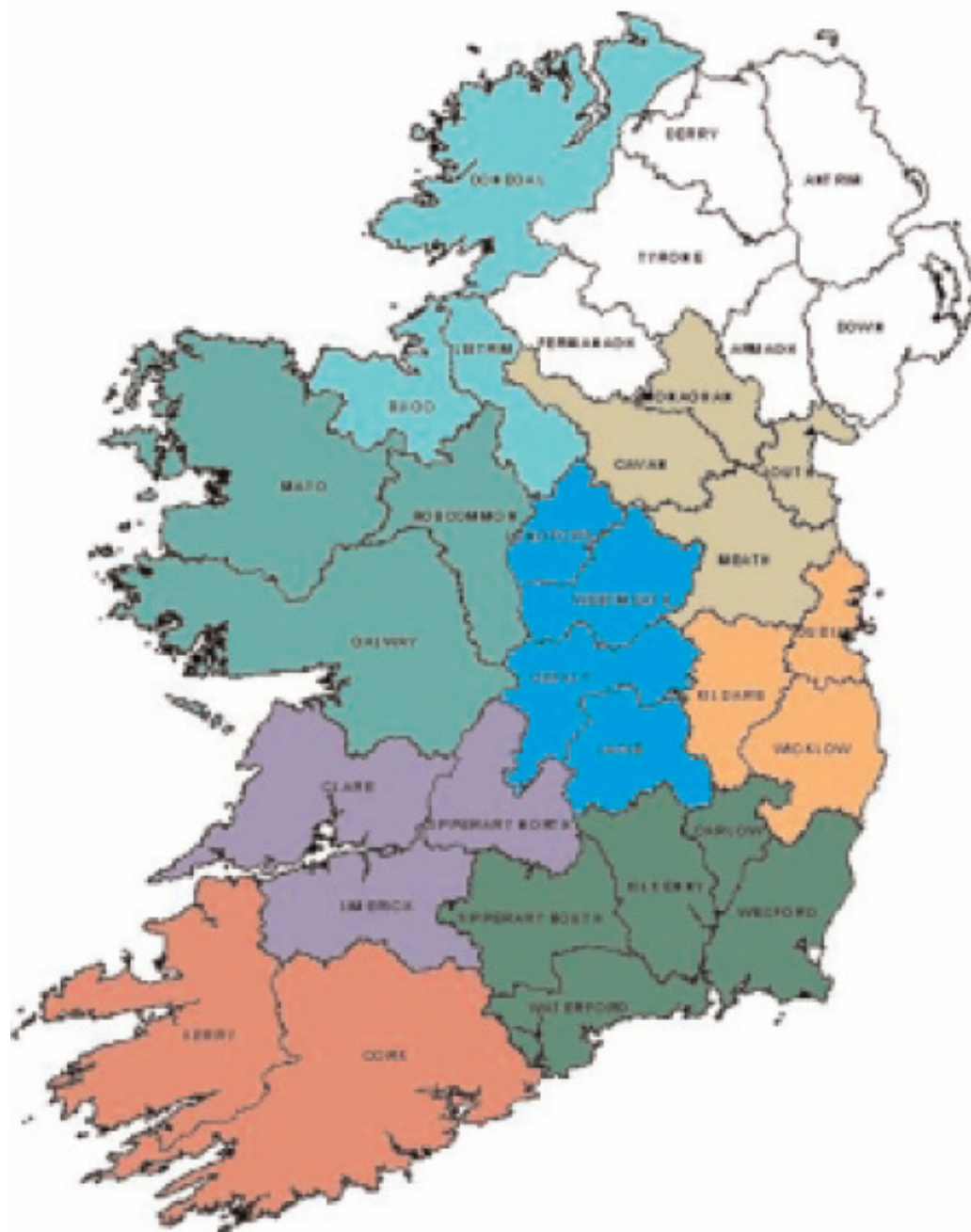


Figure 9.1: Map of the Major Emergency Management regions

Section 10

Links with National Emergency Plans

10.1 National Emergency Plans

Arrangements involving the principal response agencies in National Emergency Plans will be agreed in the first instance on their behalf through the National Steering Group.

The Major Emergency Plan for Meath County Council may be activated on request from the body acting under the provisions of one of the following National Emergency Plans:

National Emergency Plan for Nuclear Accidents

Public Health (Infectious Diseases) Emergency Plan

Animal Health Plan

Details of these plans are contained on website www.mem.ie

10.2 Activation of Meath County Council Plan in Support of National Emergency Plans

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

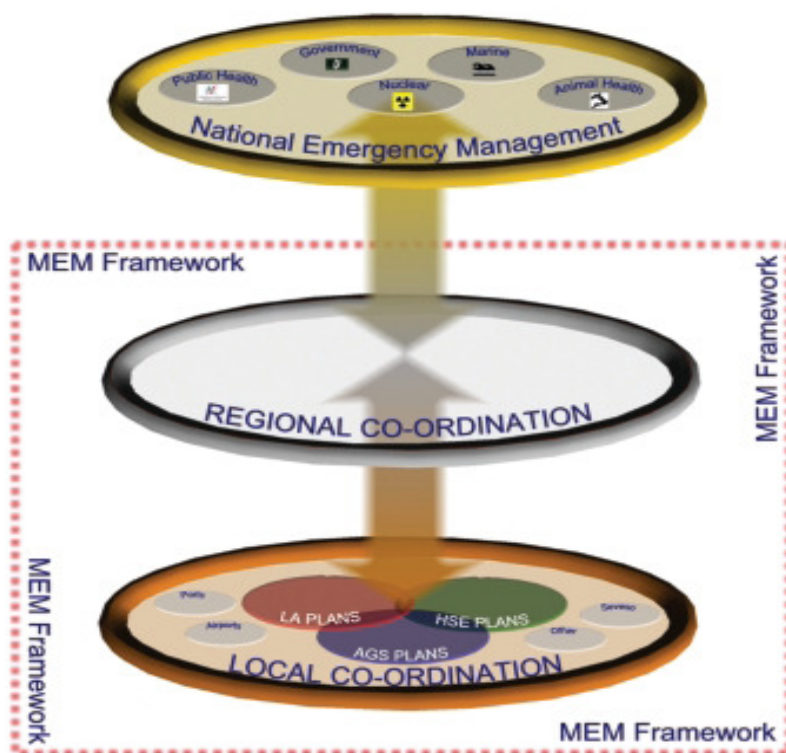


Figure 10.1: Linking Major Emergency Plans with National and other Plans

Section 11

Severe Weather Plans

11.1 Severe Weather Sub-Plans

Severe weather emergencies may involve significant threats to infrastructure and vulnerable sections of the community. Meath County Council has prepared a sub- plan for dealing with severe weather emergencies.

Arrangements have also been put in place by Met Éireann to issue public service severe weather warnings to the Local Authorities. The target time for the issuing of a warning is 24 hours before the start of a severe weather event, but a warning may be issued up to 48 hours in advance when confidence of its validity is high. The severe weather emergencies sub-plan is contained in **Appendix 16**

Section 12

Site and Event Specific Arrangements and Plans

12.1 Site & Event Specific Plans

In addition to the perceived standard risks (e.g. House fires, RTA's etc) there are a number of specific risks that are associated with the functional area of Co. Meath. These risks have been identified from the risk assessment process that was carried out by Meath County Council. The following is a list of site specific risks;

- 12.1.1 Costal Pollution:** A costal pollution plan has been developed as part of the Environmental sub-plan. This pollution Response Plan is designed to guide Meath County Council response personnel through the processes required to manage a response to a spill of oil or HNS (Chemicals) impacting or threatening to impact the shorelines within the County of Meath, or within Harbours within the County under the control of the Local Authority.
- 12.1.2 Hazardous Materials:** Hazardous material incidents can occur as a result of deliberate or accidental events, including explosions; or incidents at industrial installations, or during the transportation of hazardous materials; or fires involving biological or radioactive sources. The infrastructure in Meath allows for large quantities of HAZMAT materials to be transported by Road, also Meath is a key economic driver in Industry and there are a number of Industrial locations scattered throughout the county that hold various chemical (s) on-site. A HAZMAT sub-plan has been developed by Meath County Fire and Rescue Service to deal with such events
- 12.1.3 Decontamination:** The need for decontamination of individuals will be established by the On-Site Coordinator, in association with the other Controllers of Operations. The Health Service Executive has responsibility for providing clinical decontamination and medical treatment to casualties affected by hazardous materials. The fire services have responsibility for providing other forms of physical decontamination of persons at the site. The Health Service Executive will be responsible for decontamination where required to protect health service facilities, such as hospitals, from secondary contamination. A decontamination sub-plan has been developed to guide best practice in this area.
- 12.1.4 Irish Rail:** Iarnród Éireann has an intercity route that runs a short distance through East Meath. The Intercity routes connect two of Ireland's major cities Dublin and Belfast via Drogheda and Dundalk. The Enterprise service links the two cities Belfast and Dublin. It is a fast, high quality rail network for business people,

tourists and other rail travellers. These new trains, capable of 90 mph, complete the journey in just over 2 hours. The Dublin - Sligo line also passes through a short stretch of south Meath in the Enfield area. A commuter rail link has been established between Dublin city centre and Dunboyne providing a regular service throughout each day.

12.1.5 Industrial Accidents: A number of industrial sites have been identified and consultations held with the risk holders to identify and document the risks as part of the risk analysis process. A specific off-site plan is in development in partnership with the other Principal Response Agencies and Boliden Tara Mines under S.I 566 (2009) Management of Waste from Extractive Industries for their Tailings Facility outside Navan. Where appropriate, mitigating procedures have been put in place at these premises to reduce or eliminate these risks.

12.1.6 Proximity to Dublin Airport: South East Meath is close to Dublin Airport. The flight paths in and out of the airport cross a number of population centres including Ashbourne, Clonee, Ratoath and Dunboyne. Liaison with the Dublin Airport Authority and adherence to the Protocol for aircraft accidents will be a priority in the event of an incident involving aircraft.

12.1.7 Major Events: There are a number of major events including sporting and recreational events which take place in Co. Meath on an annual basis. Pre event meetings will take place with the organisers of these events to ensure that event specific plans meet the requirements of legislation governing such events and are compatible with this plan.

12.2 Seveso Sites

There is currently one lower tier Seveso Site, Grassland Fertilisers Slane in Co. Meath. Discussions have taken place with the risk holders in relation to obligations and regulations under the Control of Major Accidents Hazards legislation. There are a number of SEVESO sites close to the Meath borders which may impact on Meath County Council services.

Local Authority	Area	Risk Holders	Tier
Louth	Drogheda	1) Flo-gas: LPG storage 2) Marsh Oil: Bulk storage of Class 1,2 & 3 hydrocarbon oil	Lower Lower
Kildare	Enfield	1) Irish Industrial Explosives	Upper
Fingal	Mulhuddart	1) Contract & General Warehousing Ltd. 2) Mallinckrodt Medical Imaging 3) Astellas Ireland Co. Ltd. 4) Bristol Myers Squibb 5) Clarochem Ireland Ltd.	Upper Upper Lower Lower Lower

Table 12.1: Seveso sites adjacent to County Meath

Section 13

The Recovery Phase

13.1 Support for Individuals & Communities

A structured transition from response to recovery will be critical for agencies, both collectively and individually. The recovery stage may be as demanding on the resources and staff of the individual agencies as the emergency itself. As work may extend for a considerable time after the incident, common arrangements are required for coordinating the recovery stage.

The recovery phase activities for Meath County Council will typically include:

- assisting the physical and emotional recovery of victims;
- providing support and services to persons affected by the emergency including staff
- clean-up of damaged areas;
- restoration of infrastructure and public services;
- supporting the recovery of affected communities;
- planning and managing community events related to the emergency;
- investigations/inquiries into the events and/or the response;
- restoring normal functioning to the principal response agencies; and managing economic consequences.

13.1.1 It is in the later stages of a major incident (the recovery period and return to normality) that the local authority's involvement may be prolonged and extensive. The services and staff the local authority may be able to provide are based upon a wide range of skills and resources drawn from its day-to-day operations such as:

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

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

must restore its service to normal workings in the aftermath of an incident as expeditiously as possible.

- 13.1.3** The Government has in the past instituted hardship relief schemes, usually administered by the Red Cross, in the aftermath of an emergency. 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.

Voluntary and community organisations should aim to develop a coherent 'fundraising mix' that takes into account long-term, medium-term and short-term needs and does not rely too heavily on one or two sources of funding.

13.2 Clean – up

As the incident progresses towards the recovery phase, consideration will need to be given to a formal handover by the emergency services to the Local Authority in order to facilitate the authority's leading role in the return to normality, the rehabilitation of the community and restoration of the environment

- 13.2.1** The removal of debris and contaminated waste will be managed by Meath County Council in consultation with the EPA and specialist companies. Clean up of a site will commence as soon as possible but without hindering the investigation process. Careful consideration must be provided for the removal of decontaminated debris to locations that will not affect communities.

13.3 Restoration of Services

The Local Authority will ensure that its critical services are restored as quickly as possible. A Business Continuity Plan has been drawn up to meet these demands.

- 13.3.1** The Local, Regional or National Co-ordination Groups may need to continue to operate during the transition from response stage to recovery stage as issues may arise relating to the recovery operation. If deemed appropriate the Local co-ordination group may appoint a Recovery Working Group to plan ahead and deal with issues on the ground.
- 13.3.2** The Crisis Management Team will also continue to function until the issues arising in the response phase are more appropriately dealt with by the agency's normal management processes.
- 13.3.3** 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.

Section 14

Review of the Major Emergency Plan

14.1 Internal Review Process

An internal review of the Major Emergency Plan will be undertaken by Meath County Council on an annual basis or on the annual date of implementing the plan. The updating of key role holders will take place three monthly. The review will include;

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

The review and appraisal process will be facilitated by use of the Agency Assessment Tool contained in **Appendix 15**

14.2 External Review of the Plan

Meath County Council's appraisal will be reviewed and validated by the North East Regional Steering Group on Major Emergency Management. This appraisal should also be reviewed and validated by the Department of the Environment, Community and Local Government. Any issues arising from the review should be referred back to Meath County Council for appropriate action.

14.3 Review after Activation of the Plan

When the incident has ended, 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 Manual and other service manuals, as appropriate.

14.3.1 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.

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