

# Shannon Foynes Port Company

Harbour Offices, Foynes, Co. Limerick



## Onshore Emergency Response Plan

April 2015



ENVIRONMENT  
ISO 14001:2004  
NSAI Certified



HEALTH  
& SAFETY  
OHSAS 18001:2007  
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## Control Sheet

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Shannon Foynes Port Company  
Harbour Offices, Foynes, Co. Limerick

Onshore Emergency Response Plan

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- Annex 15**           [Tenant Emergency Response Guidance and Template - PPG21](#)

## **1. Introduction**

In the context of this plan an emergency is any event, happening with or without advance warning, causing, or which may cause, death or injury, damage to property or the environment or disruption to the community and/or business.

This plan sets out what actions are to be taken in the event of an emergency at Shannon Foynes Port Company (SFPC) premises.

Due to the unknown nature of emergencies and how they can develop this plan focuses on those events foreseen as most likely to occur.

This plan has been developed with inherent flexibility so as to allow it to be extended and increased to deal with extremely unlikely consequences which may arise through combinations of accidental circumstances and weather conditions.

## 2. Scope and Objectives

This plan relates to the onshore activities carried out by Shannon Foynes Port Company (SFPC) and their agents at the following locations;

- Shannon Airport Jetty.
- Ted Russell Dock, Limerick.
- Limerick Cargo Handling Office, Limerick.
- Harbour Office, Foynes.
- Foynes Port Facility, Foynes.
- Pilot Station, Cappa.

The objectives of this plan are to;

- Prevent an escalation of the emergency
- Save life
- Relieve suffering
- Protect the environment
- Protect property
- Restore normality as soon as possible

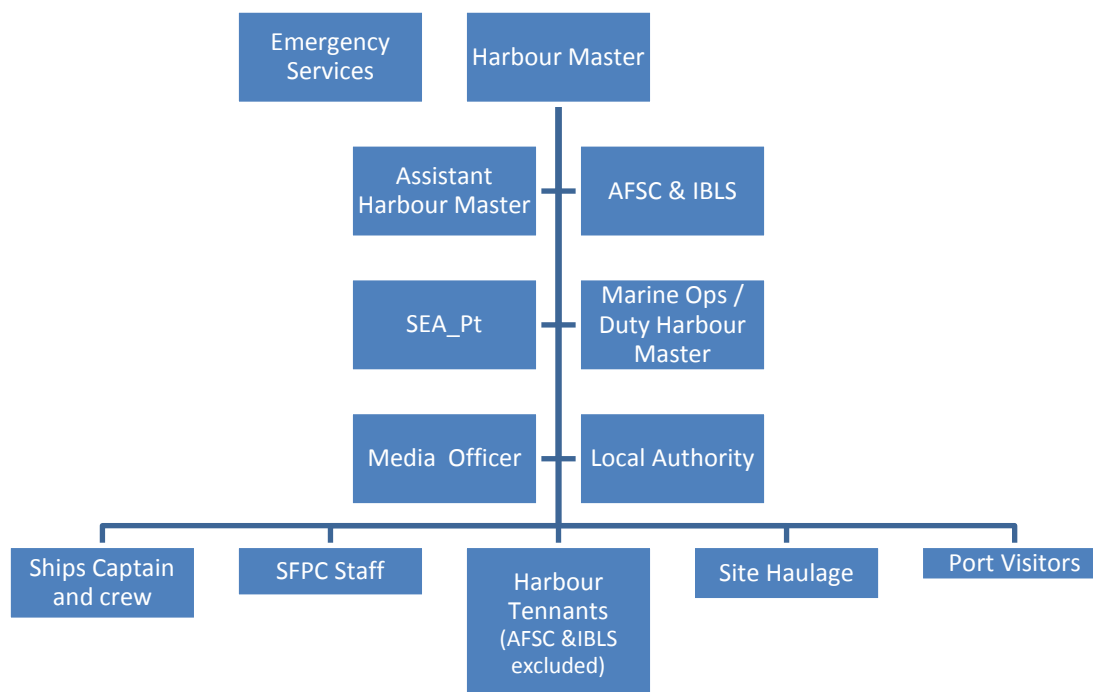
This plan shall not prejudice the requirements of agreed major incident plans as listed below.

- Atlantic Liquid Fuels Supply Company (AFSC) External Emergency Response Plan
- Shannon Aviation Fuels External Emergency Response Plan
- Irish bulk Liquid Storage (IBLS) Emergency Action Plan
- Aughinish Alumina Bauxite Storage External Emergency Response Plan
- SEE Tarbert External Emergency Response Plan
- NORA External Emergency Response Plan
- Shannon Estuary Marine Emergency Plan
- Shannon Estuary Oil Spill Contingency Plan
- The Major Emergency Plan for Limerick City and County
- The Major Emergency Plan for Clare County Council

Where applicable this emergency response plan will link to other successive and interacting emergency response plans.

### 3. Roles and Responsibilities

The delegation of Shannon Foynes Port Company (SFPC) Staff responsibility is illustrated in Fig 3.1 below;



**Figure 3-1 - Hierarchy of Responsibility for Emergencies at Shannon Foynes Port Company (SFPC)**

It is the responsibility of all persons involved with activities that may result in an onshore emergency to ensure, within reason, that this plan is up to date and fit for purpose

The general roles and responsibilities of each individual and entity are summarised below;

**Casualty(ies)** – the individual(s), environment and/or plant affected adversely by the emergency.

It is the responsibility of the causality, as an individual, to;

- Contact emergency services on 112/999, when required
- Isolate hazardous substances and energies (electricity, steam, hazardous substances etc.), if safe to do so and if casualty is fit to do so
- Advise first responder of their condition, if fit to do so
- Advise first responder of any dangers, if fit to do so
- Advise first responder of incident, if fit to do so
- Follow the direction of the first aider, emergency services and site incident controller.

**First Responder(s)** – individual(s) who arrives first at a scene of an incident or is the first to be made aware of an incident.

The responsibility of the First Responder is to;

- Dynamically assess the incident and its surrounds.
- Activate relevant local alarms
- Contact emergency services on 112/999, when required
- Contact Marine Operations on 069 73103 / 087 2542266
- Make area safe, if safe to do so
- If area is not safe evacuate to designated muster point.
- Remain with casualty until first aider or emergency services arrive
- Assist First Aider/Emergency services

**First Aider(s)** – individual(s) who is/are capable of administering first aid to a casualty.

The responsibility of the first aider is to provide immediate, lifesaving, medical care before the arrival of further medical help. This could include performing procedures such as;

- Placing an unconscious casualty into the recovery position
- Performing Cardiopulmonary resuscitation (CPR)
- Using an automated external defibrillator (AED)
- Stopping bleeding using pressure and elevation
- Keeping a fractured limb still

A first aider's overall aim should be to preserve life, including their own life. Other aims of first aid include prevent the worsening of the patient's condition and to promote recovery.

Before administering first aid the first aider must ensure it is safe to do so.

### **Emergency Services;**

- *Garda Síochána* — provide community safety and acting to reduce crime against persons and property
- *Fire Brigade* (fire and rescue service) — provide fire-fighters to deal with fire and rescue operations
- *Emergency medical service* — provide ambulances and staff to deal with medical emergencies
- *Coast Guard* – provide rescue craft and staff to deal with emergencies at sea
- *Sea-Pt* – to provide equipment and staff to deal with large oil and chemical spills
- *General Practitioner* – provide premises and doctor to deal with medical emergencies and medical conditions not requiring hospital treatment.



**Site Incident Controller (Supervisor)** – is responsible for taking control at the scene of the incident.

The local Supervisor or designee will normally be the site incident controller; if they are not available the first responder will act as Site Incident Controller until relieved by site supervisor or designee. The responsibility of the site incident controller is as follows;

- Ensure that emergency services have been alerted
- Ensure all personnel are accounted for
- Ensure that access for emergency services is not restricted
- Ensure emergency services are guided to location of incident
- Ensure First aider is in attendance
- Ensure AED(if required) is available and person to operate such is in attendance
- Co-ordinating additional resources as required
- Ensuring the evacuation of site area(s) that may be affected
- Notifying harbour tenants and ship captains that may be affected
- Ensuring appropriate key personnel are summoned
- Directing media enquiries to the Media Officer

**Site Main Controller (Harbour Master)** – has overall responsibility for the co-ordination of response to emergencies at Shannon Foynes Port Company premises onshore.

The Harbour Master or designee will normally act as the Site Main Controller. The Responsibility of the Harbour Master or designee includes the following;

- When made aware of an emergency the Site Main Controller/Harbour Master shall take overall responsibility for the co-ordination of the emergency response
- Ensure that emergency services have been alerted
- Ensure all personnel are accounted for
- Ensure that access for emergency services is not restricted
- Ensure emergency services are guided to location of incident
- Ensure First aider is in attendance
- Ensure AED(if required) is available and person to operate such is in attendance
- Co-ordinating additional resources as required
- Ensuring the evacuation of site area(s) that may be affected
- Notifying harbour tenants and ship captains that may be affected
- Ensuring appropriate key personnel are summoned
- Directing media enquiries to the Media Officer
- Liaise with appropriate external agencies such as EPA, HAS etc.
- Arrange for an on-going record to be kept of the emergency response
- Ensure a full consideration is given to the preservation of evidence for future investigation.

**Site Security** – are individuals tasked with the controlling of access to Shannon Foynes Port Company premises. Site security personnel have a responsibility to;

- Raise an alarm if they discover a fire or other emergency situation
- Ensure that access for emergency services is not restricted
- Ensure emergency services are guided to location of incident
- Ensure that during an emergency, persons are permitted to evacuate site freely
- Direct persons to applicable muster point.
- Follow the direction of emergency services and Shannon Foynes Port Company
- When directed to do so, restrict access to non-essential personnel

**Site Visitors and Contractors** – are individuals who are not directly employed by Shannon Foynes Port Company and who are not familiar with the site upon which the emergency is/has occurred/occurring.

Site visitors and contractors must follow the direction of local Shannon Foynes Port Company Staff. Site visitors and contractors have a responsibility to;

- Raise an alarm if they discover a fire or other emergency situation
- Proceed to designated, or nearest muster point on hearing fire alarm or emergency klaxon
- Report their attendance at muster point
- Advise of any persons that should be present at muster point
- Follow the direction of emergency services and Shannon Foynes Port company

**Harbour Tenants** – are enterprises and their staff that occupy premises that are the property of Shannon Foynes Port Company. The responsibilities of the Harbour Tenants are as follows;

- Follow industry good practice by ensuring an emergency response plan is in place for their premises and operations
- Advise Shannon Foynes Port Company of any specific hazards on the Tenant's premises or activities that may have an impact of the activities of the port or that of other port tenants
- Raise an alarm if they discover a fire or other emergency situation
- Follow direction of Shannon Foynes Port Company and Emergency Services

**Stevedores** – are enterprises and their staff that load and unload cargo at ports operated by Shannon Foynes Port Company. Stevedores are responsible for the following;

- Ensure that an emergency response plan is in place for their premises and operations.

- Advise Shannon Foynes Port Company of any specific hazards on the Tenant's premises or activities that may have an impact of the activities of the port or that of other port tenants
- Raise an alarm if they discover a fire or other emergency situation
- Follow direction of Shannon Foynes Port Company Staff and Emergency Services

**Members of the Public and Media** – are individuals that do not work in premises managed by Shannon Foynes Port Company or gain from the collection and sharing of information. Members of the public or media are not permitted in Shannon Foynes Port Company Premises during emergency situations. If they find themselves on premises during an emergency situation they must;

- Raise an alarm if they discover a fire or other emergency situation
- Proceed to designated, or nearest muster point on hearing fire alarm or emergency klaxon
- Report their attendance at muster point
- Advise of any persons that should be present at muster point
- Follow the direction of emergency services and Shannon Foynes Port Company

## **4. Methodology**

Due to the nature of emergency incidents it is not possible to predict how and when they will occur and how they will develop.

To inform on likely emergency scenarios the assessments of risks for the site operations was used. These risk assessments are available on Shannon Foynes Risk Register which can be accessed via Shannon Foynes Port Company Ethernet.

For each emergency scenario identified, an action card setting out the steps to be taken has been produced.

## 5. Access and Rendezvous Points

### 5.1 Foynes Port Facility, Access and Rendezvous Points

#### 5.1.1 Primary Access

The primary access and egress route to the Foynes Port facility is from the East Gate entrance to the Foynes Harbour. This is situated on the Limerick City side of Foynes on the N69.

#### 5.1.2 Alternative Access

The alternative access and egress route to the Foynes Port facility is from the West Gate entrance, which is situated on the Glin side of Foynes on the N69, opposite the Shannon Foynes Port Company offices.

**Note:** The West Gate entrance is closed at weekends and bank holidays.

#### 5.1.3 Location of the Primary Rendezvous Point

The Primary Rendezvous Point (Primary RVP) is situated adjacent to the East Gate entrance to Foynes Port.

The Alternative Rendezvous Point (Alternative RVP) is located at the West Gate entrance to Foynes Port.

#### 5.1.4 Location of Off-Site Helicopter Landing Zone for Casualty Evacuation

The designated helicopter landing area for the Foynes area is the GAA field, which is situated in close proximity to the Foynes Port

### 5.2 Ted Russell Dock and offices, Limerick, Access and Rendezvous Points

#### 5.2.1 Primary Access

The primary access and egress route to the Ted Russell Dock and offices, Limerick, is from the main entrance off the Dock Rd opposite the Shannon Bridge service station.

#### 5.2.2 Alternative Access

The alternative access and egress routes to the Ted Russell Dock, Limerick facility are from the East entrance, which is situated to the back of the Clarion Hotel, right off the Dock Rd leaving Limerick City (James Casey Walk), and via the West entrance accessed by taking the first right off Atlas Avenue. Atlas Avenue is located approximately 500meters past the main entrance as you travel out of limerick city.

#### 5.2.3 Location of the Primary Rendezvous Point

The Primary Rendezvous Point (Primary RVP) is situated adjacent to the East Gate entrance to Ted Russell Dock.

## **5.3 Shannon Airport Jetty, Access and Rendezvous Points**

### *5.3.1 Primary Access*

The primary access and egress route to the Shannon Airport jetty facility is from the coast road past Shannon airport car park via access gates to lifeboat station and Shannon Waste Water Treatment Plant. This is reached by proceeding west on the E20.

### *5.3.2 Location of the Primary Rendezvous Point*

The Primary Rendezvous Point (Primary RVP) is situated outside the Shore hut.

## **5.4 Harbour Office, Foynes, Access and Rendezvous Points**

### *5.4.1 Primary Access*

The primary access and egress route to the Foynes Harbour Office is from the N69 after passing through Foynes village.

### *5.4.2 Alternative Access*

The alternative access and egress route to the Foynes Harbour Office is from the Glin side of Foynes on the N69.

### *5.4.3 Location of the Primary Rendezvous Point*

The Primary Rendezvous Point (Primary RVP) is situated outside the Foynes Harbour Office

### *5.4.4 Location of Off-Site Helicopter Landing Zone for Casualty Evacuation*

The designated helicopter landing area for the Foynes area is the GAA field, which is situated in close proximity to the Foynes Port

## **5.5 Pilot Station, Cappa, Access and Rendezvous Points**

### *5.5.1 Primary Access*

The primary access and egress route to the Pilot Station at Cappa is via the Coast Rd. This is situated in Cappa village and can be reached by taking the N67 south of Kilrush and then the Fort Rd through Cappa village.

### *5.5.2 Alternative Access*

The alternative access and egress route to the Pilot Station at Cappa can be made by taking the Rock Rd south of Cappa village which leads onto the Coast Rd.

### *5.5.3 Location of the Primary Rendezvous Point*

The Primary Rendezvous Point (Primary RVP) is situated adjacent the slip at Cappa.

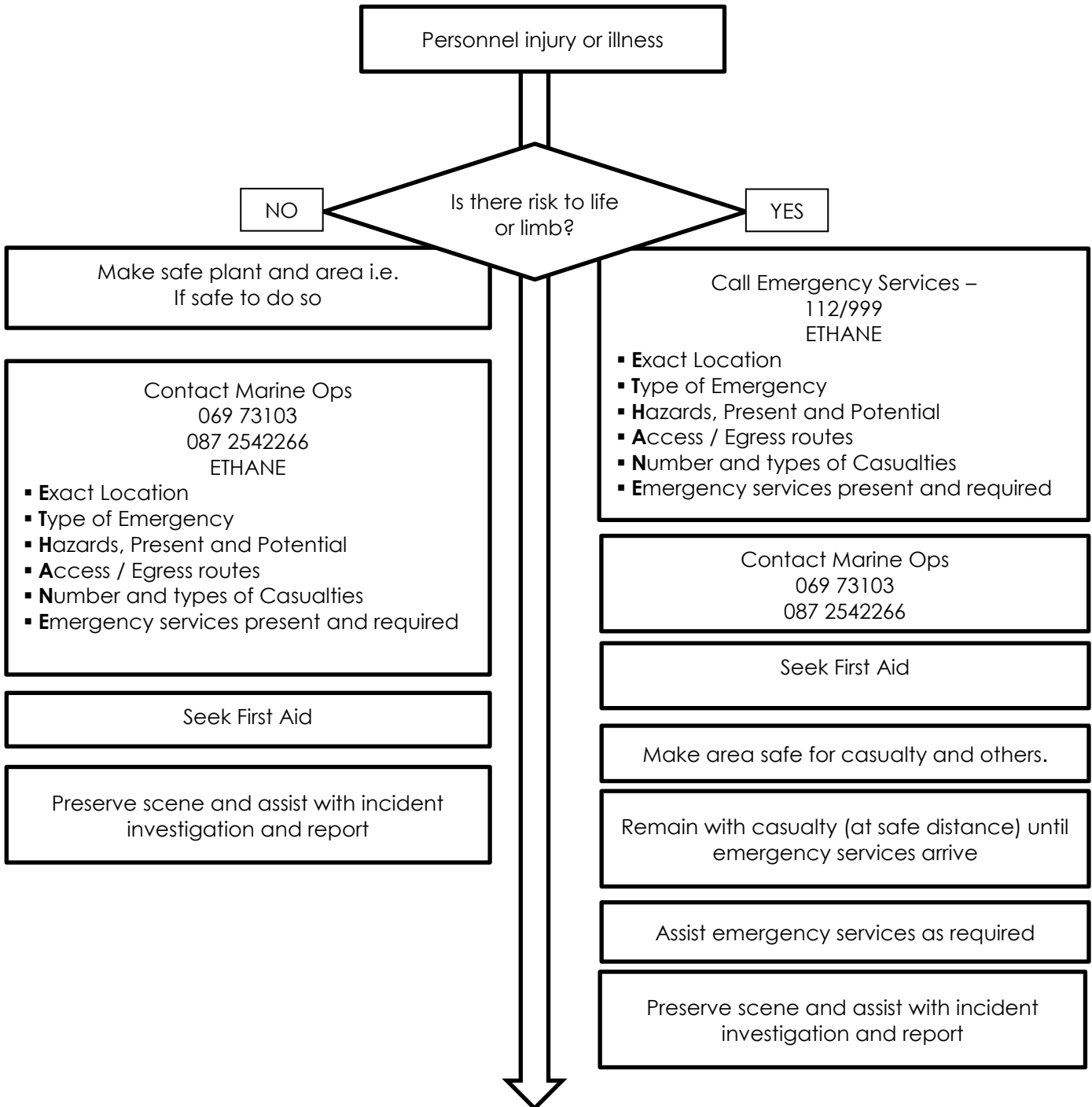
## **6. Emergency Scenarios**

The emergency scenarios identified for this plan are;

- 1) Personnel injury within port area
- 2) Person falling into sea – man over board
- 3) Fire in port area including offices
- 4) Explosions or fires at tank farms
- 5) Explosions or fires at warehousing
- 6) Ship fires or explosions alongside jetty
- 7) Incident while moving explosives in port area
- 8) Collapse of cranes or other port infrastructure
- 9) Spillage of dangerous substances
- 10) Gas Leak (Domestic boilers)
- 11) Vehicular collisions within port area
- 12) Flooding within port area
- 13) Bomb scare or terrorist attack
- 14) Diving emergency
- 15) Infectious biological agents
- 16) Confined space emergency

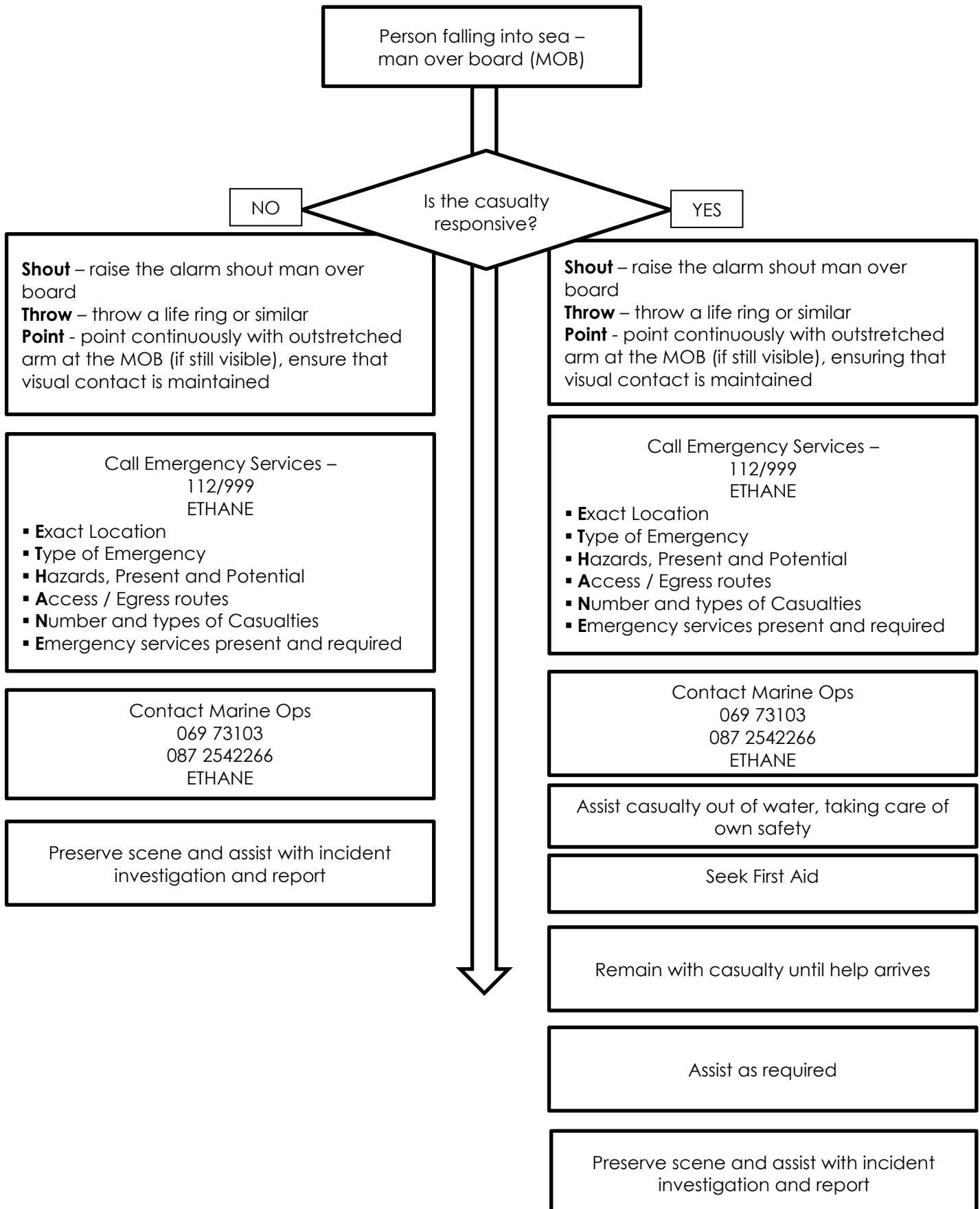
## 7. Action Cards

### 7.1 Personnel injury or illness within port area

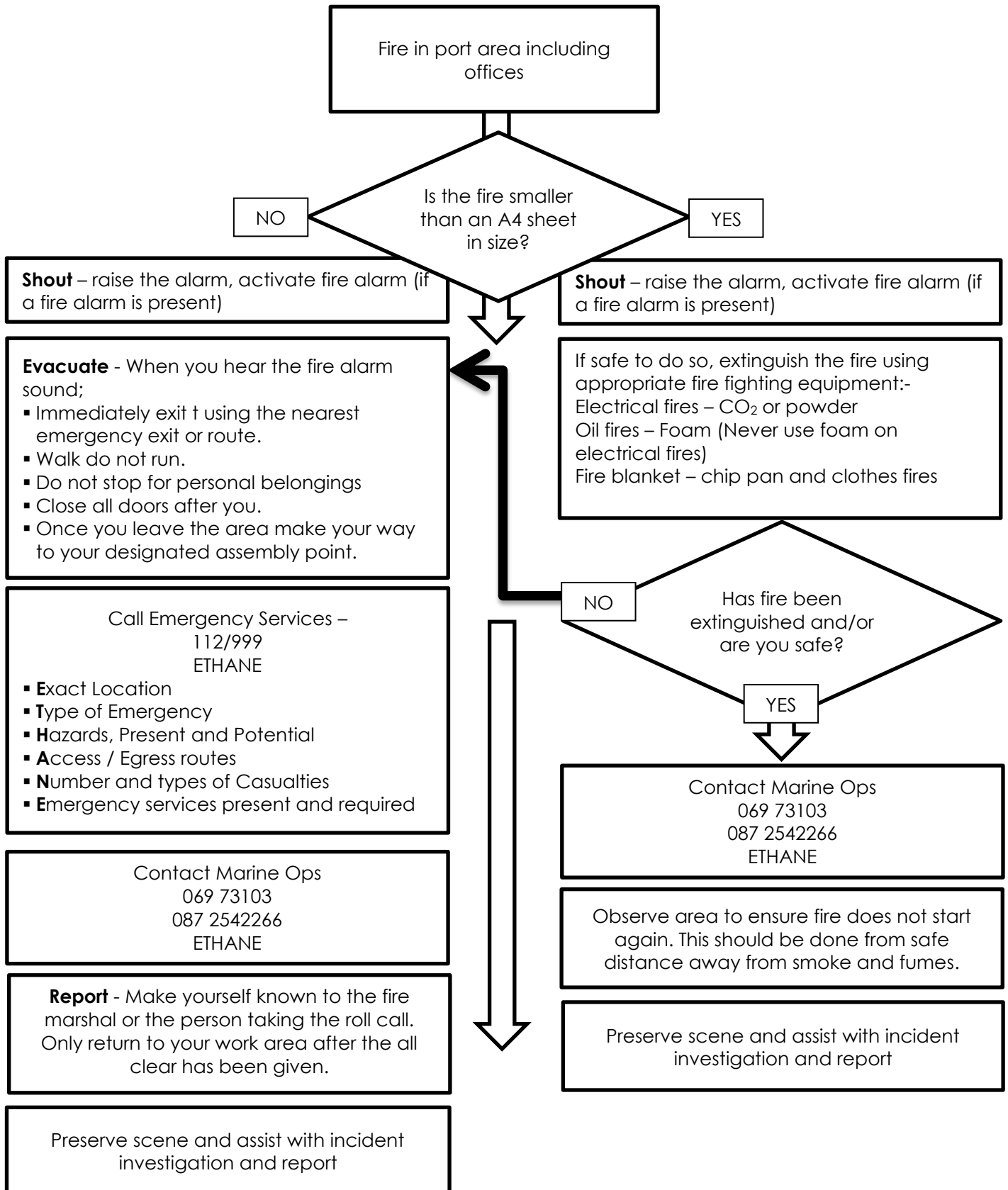




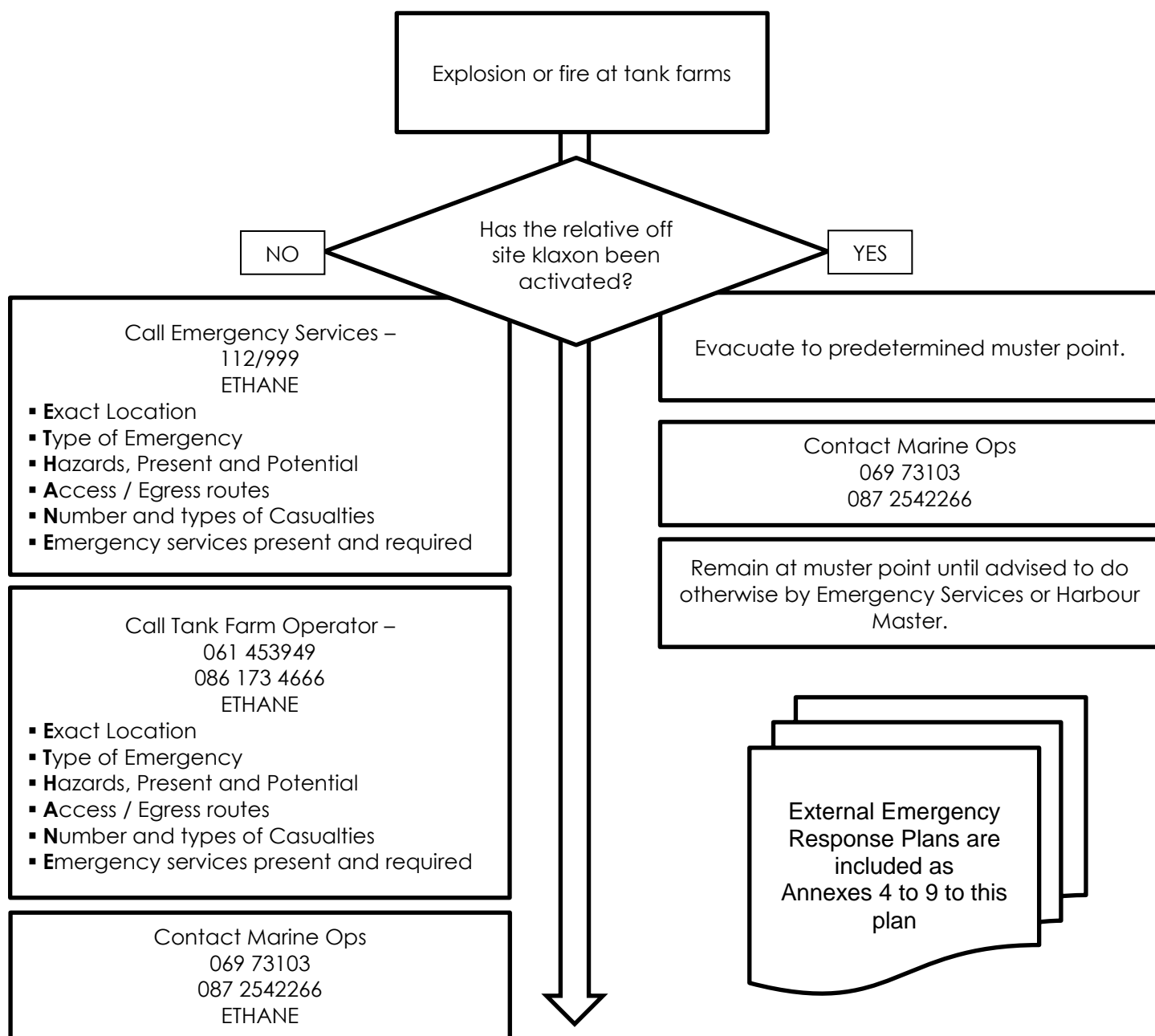
## 7.2 Person falling into sea – man over board



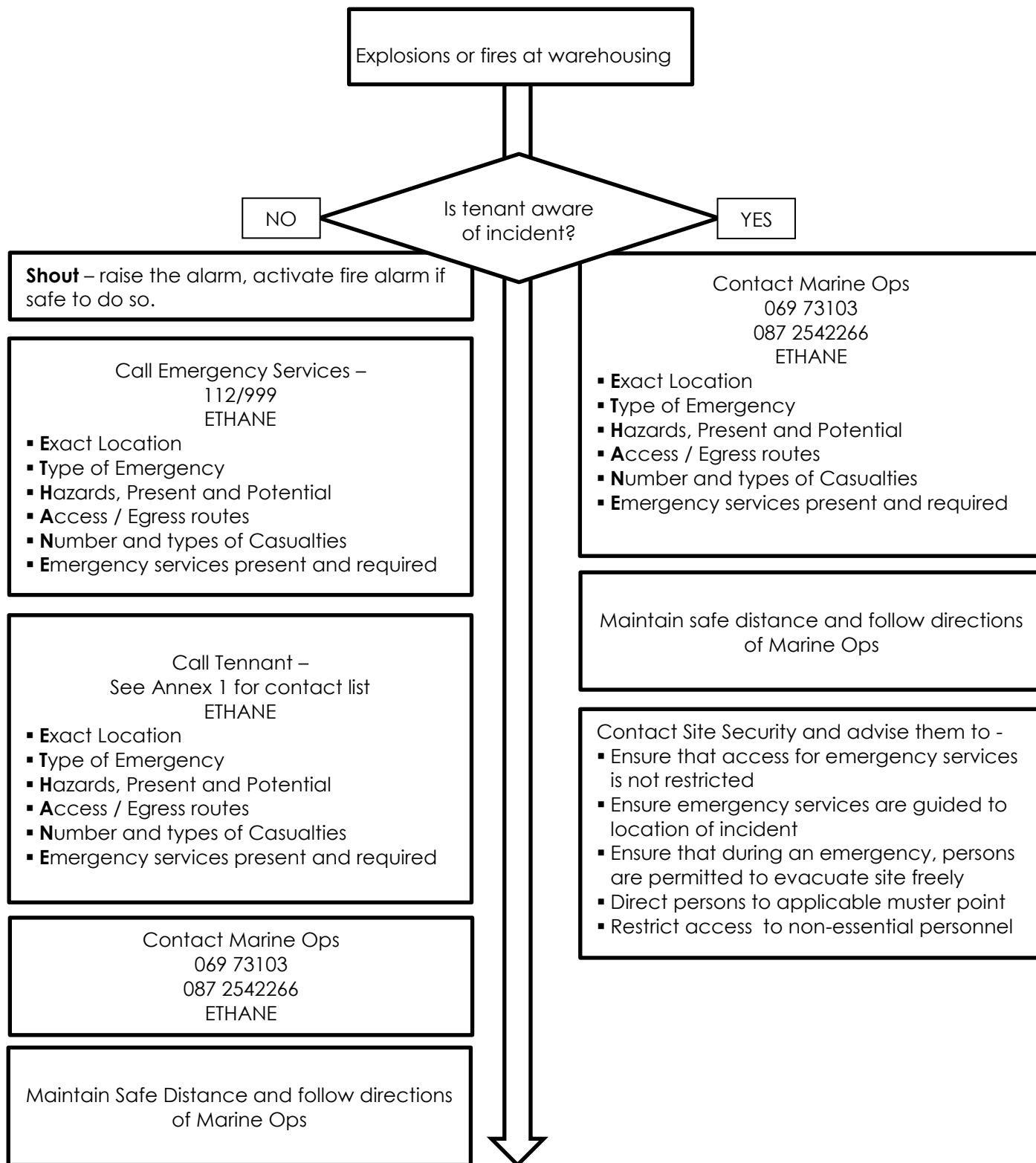
### 7.3 Fire in port area including offices



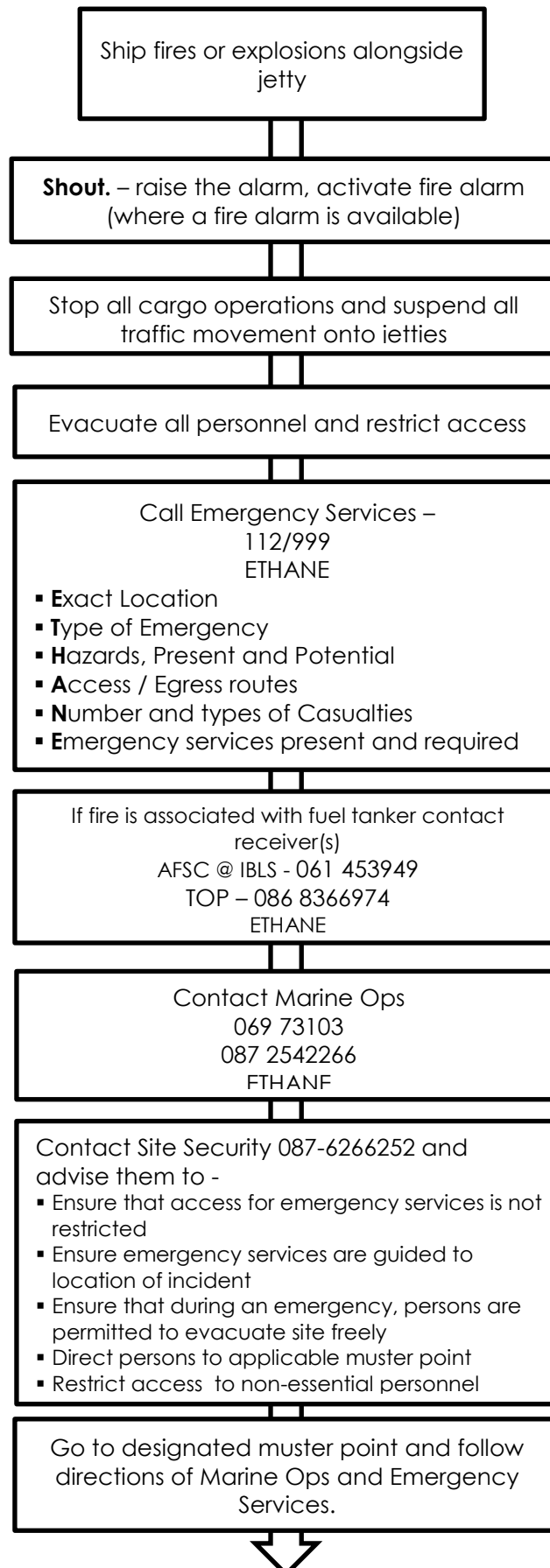
## 7.4 Explosions or fires at tank farms



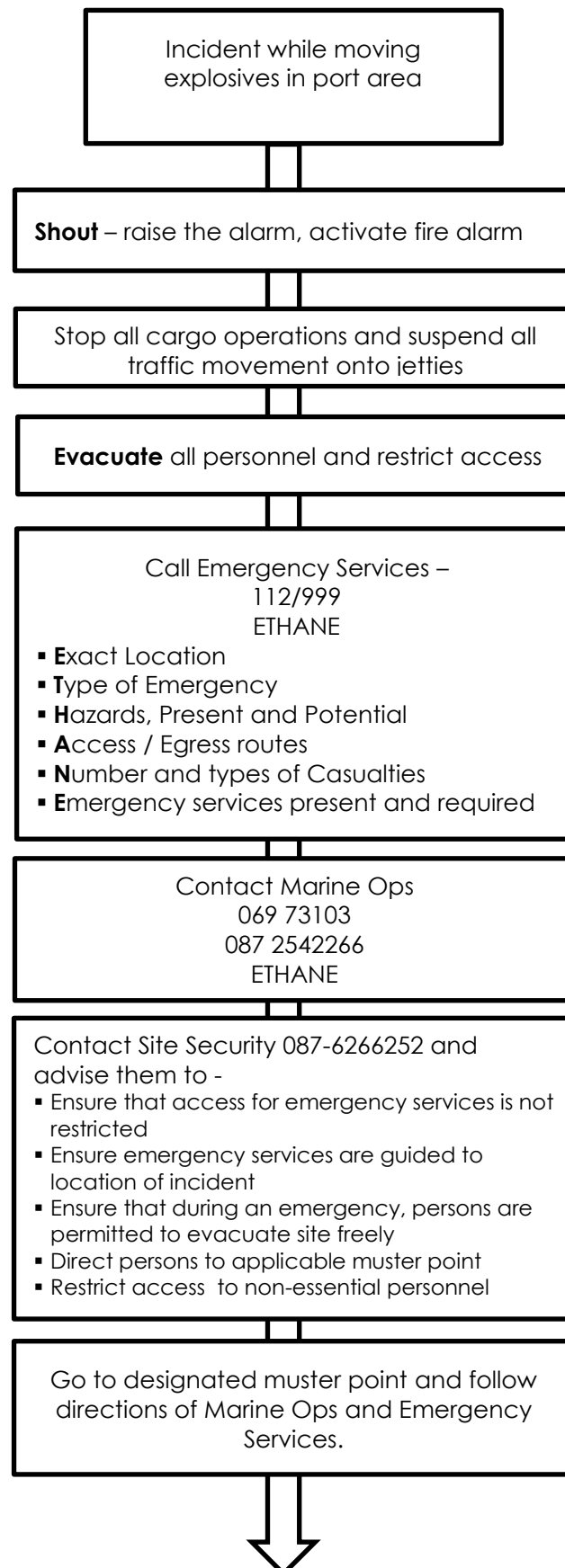
## 7.5 Explosions or fires at warehousing



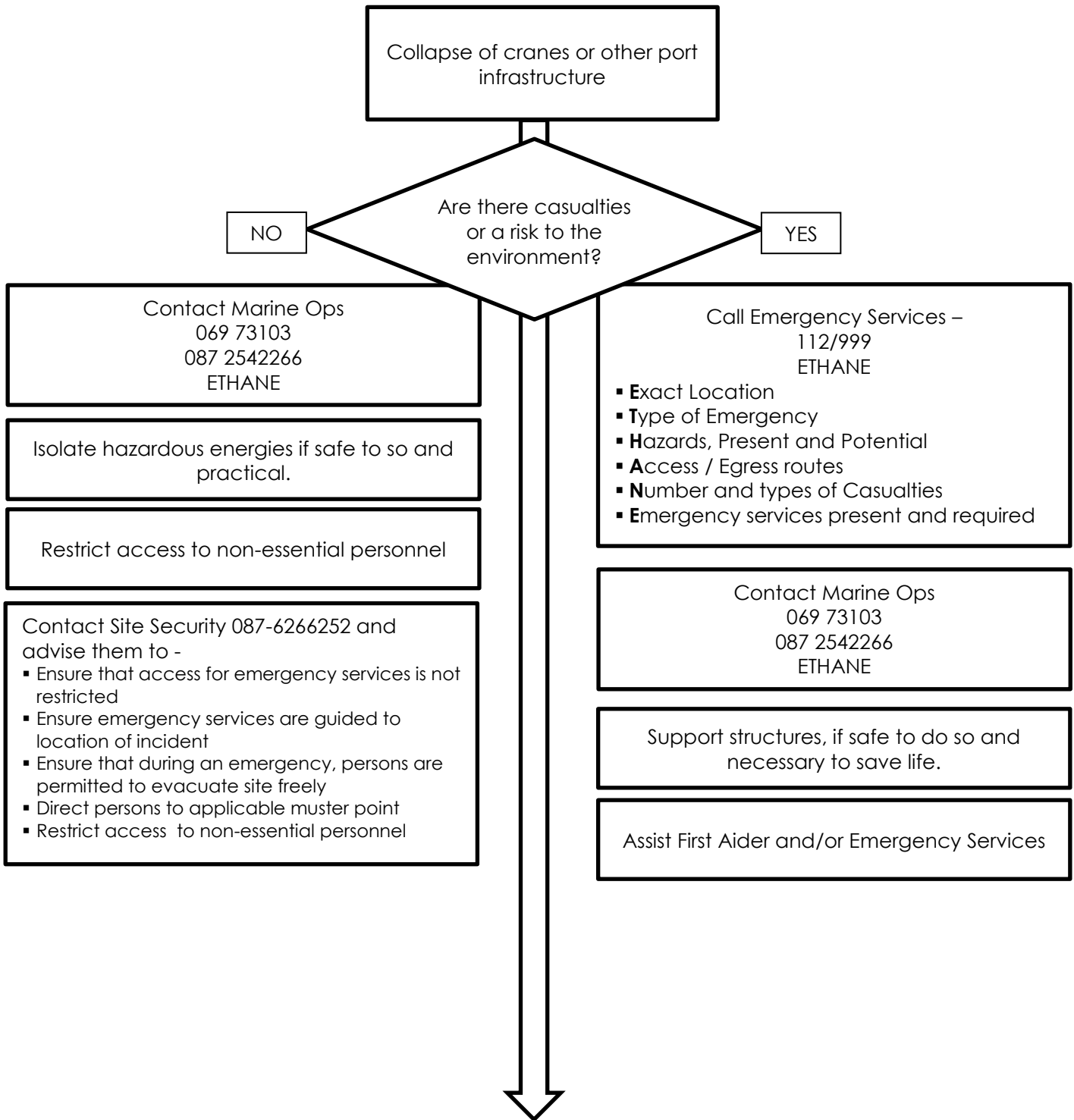
## 7.6 Ship fires or explosions alongside jetty



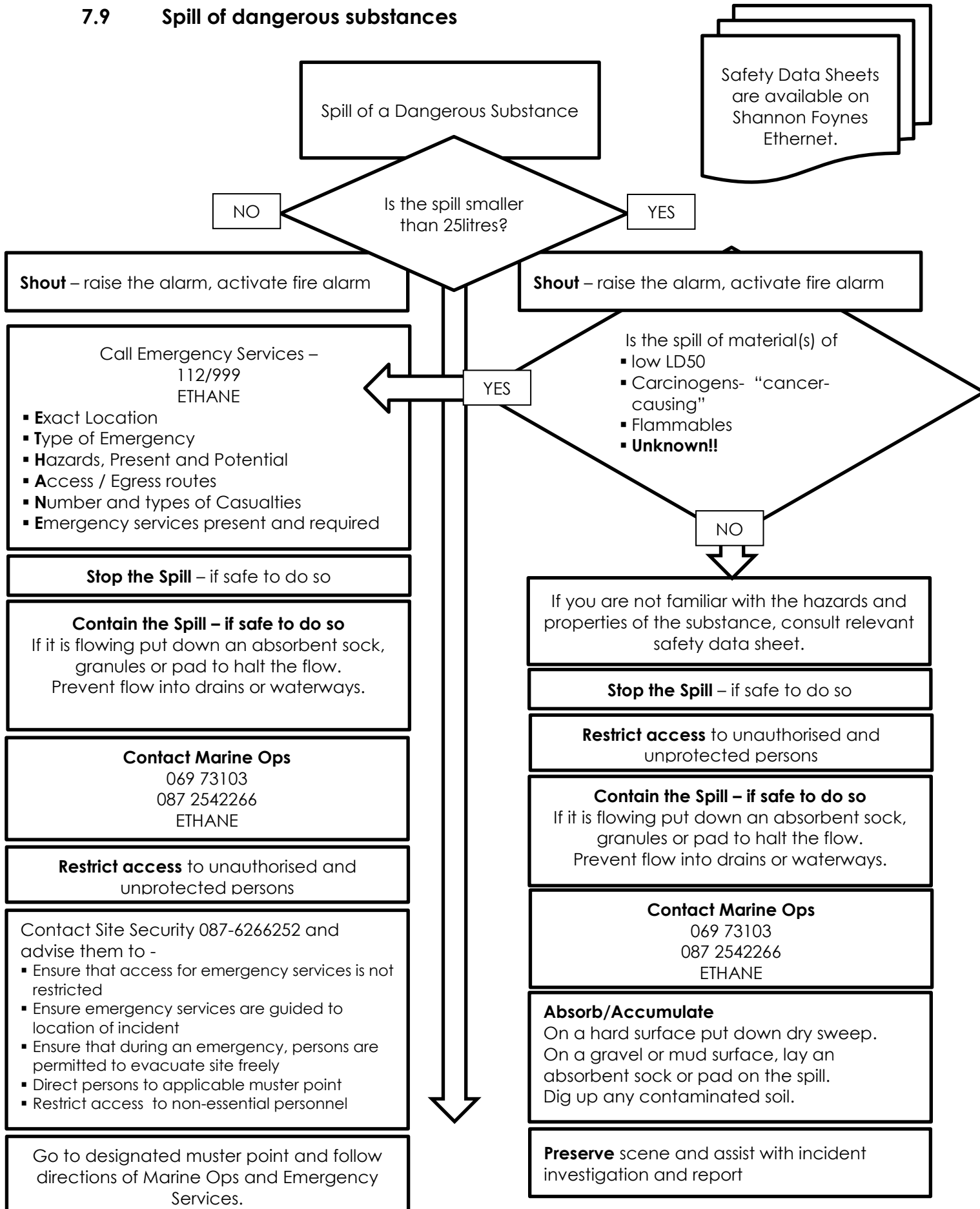
## 7.7 Incident while moving explosives in port area



## 7.8 Collapse of cranes or other port infrastructure



## 7.9 Spill of dangerous substances

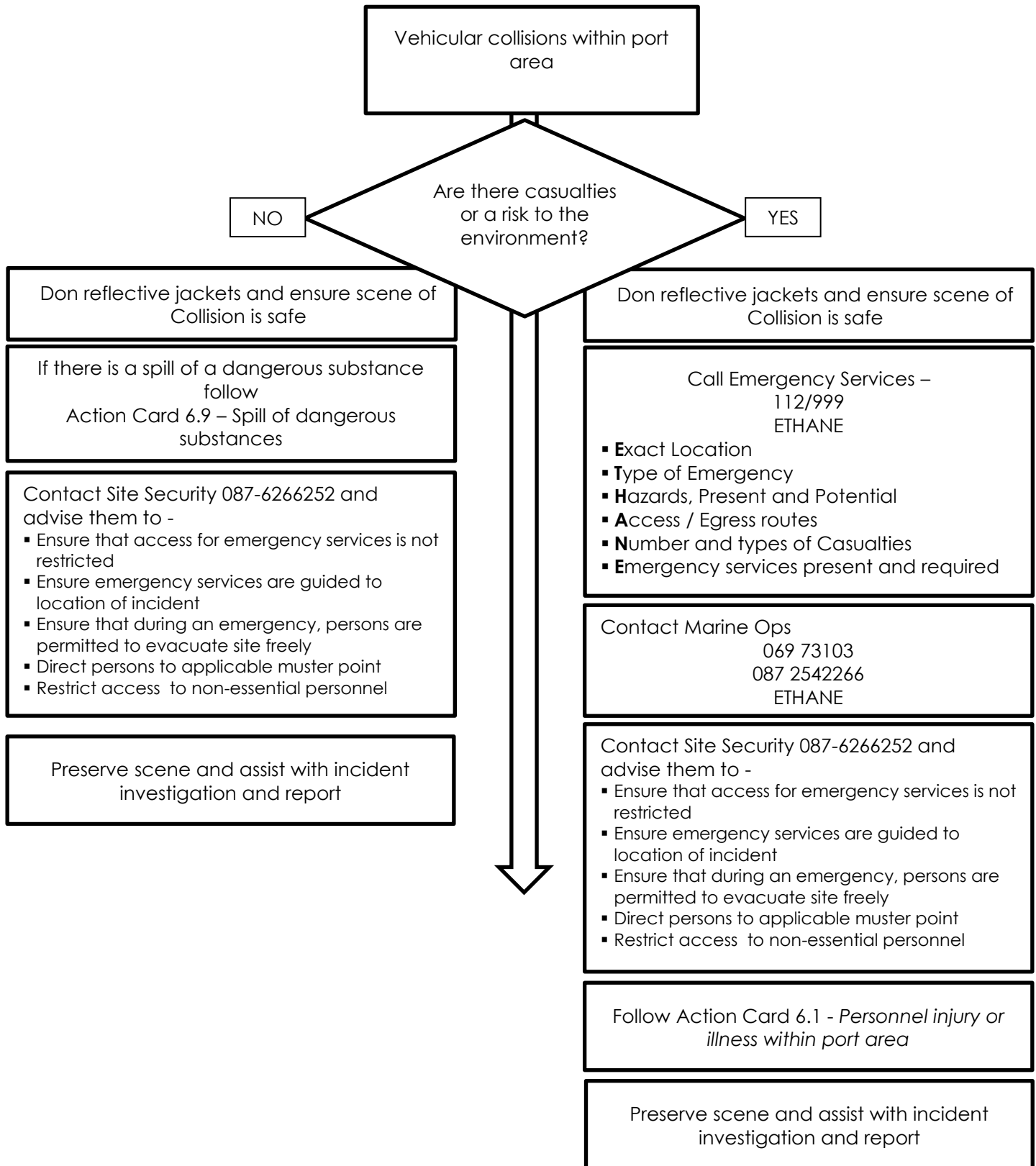




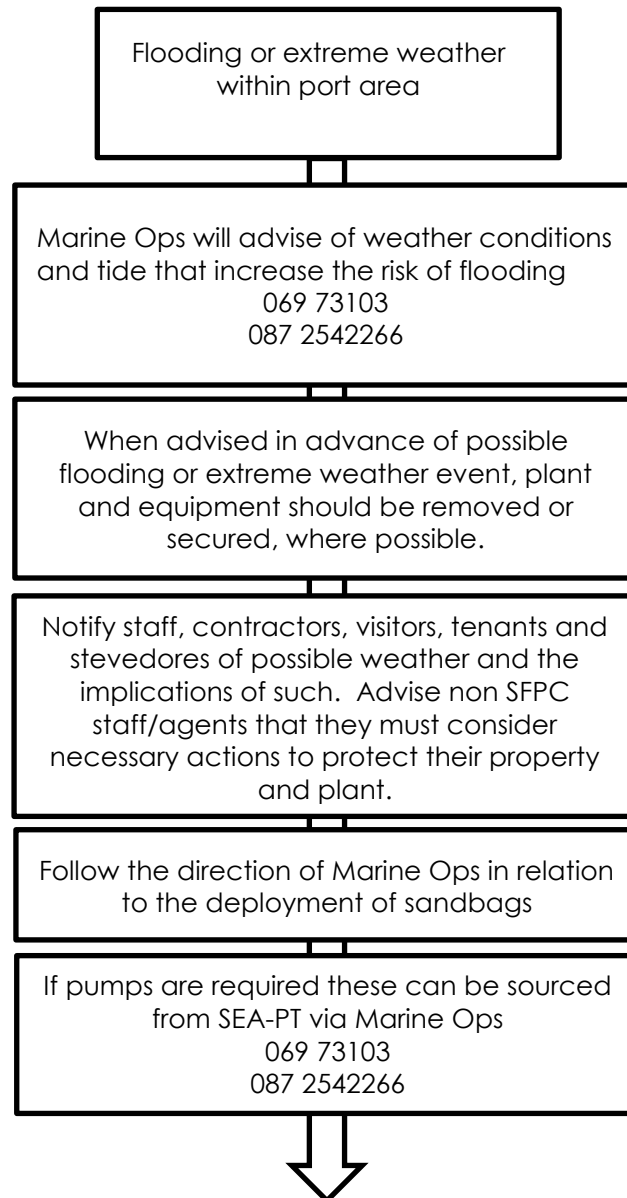
## 7.10 Natural Gas Release



### 7.11 Vehicular collisions within port area



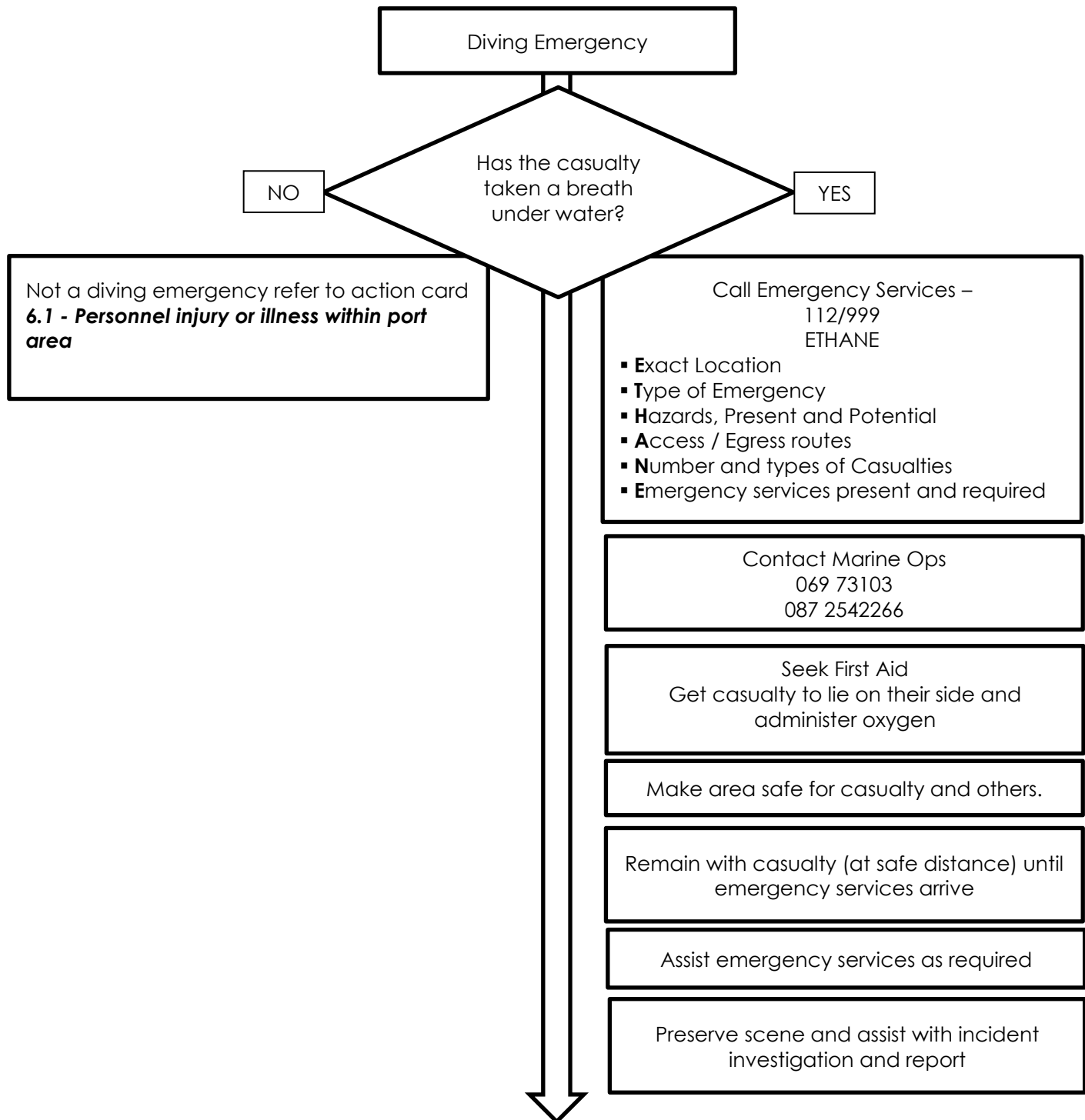
## 7.12 Flooding or extreme weather within port area



## 7.13 Bomb scare or terrorist attack

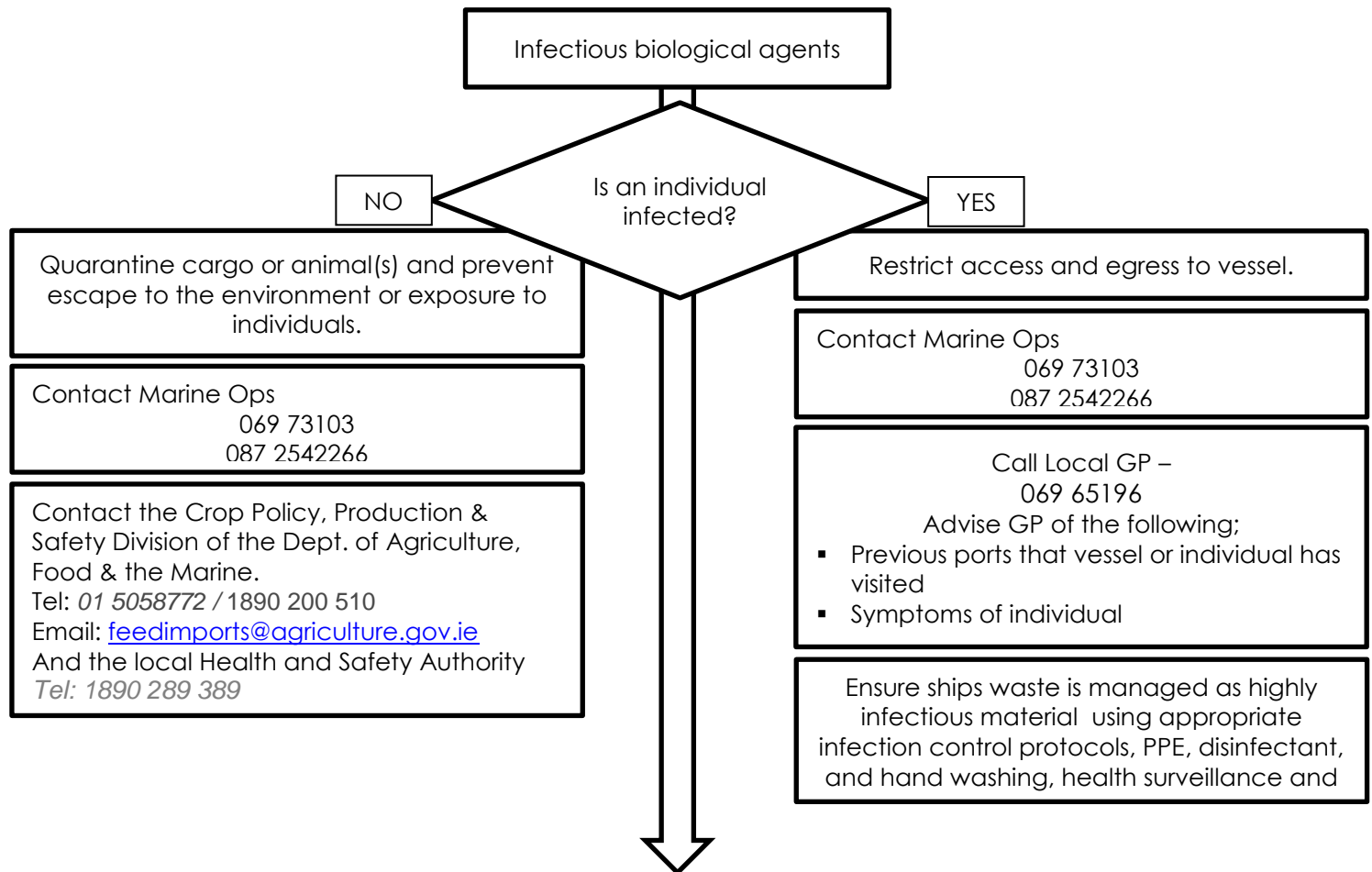


## 7.14 Diving emergency

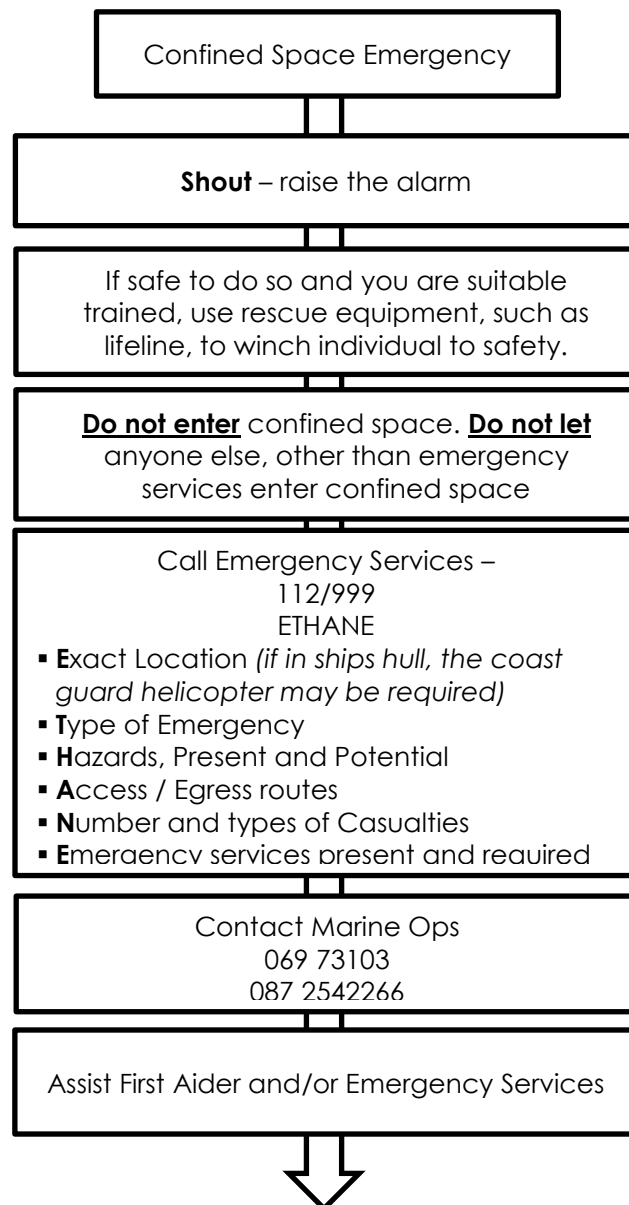


## 7.15 Infectious biological agents

Note: Biological agents are organisms or toxins that can kill or incapacitate people, animals (livestock) and plants (crops). Infectious biological agents include moulds, spores, bacteria and viruses.

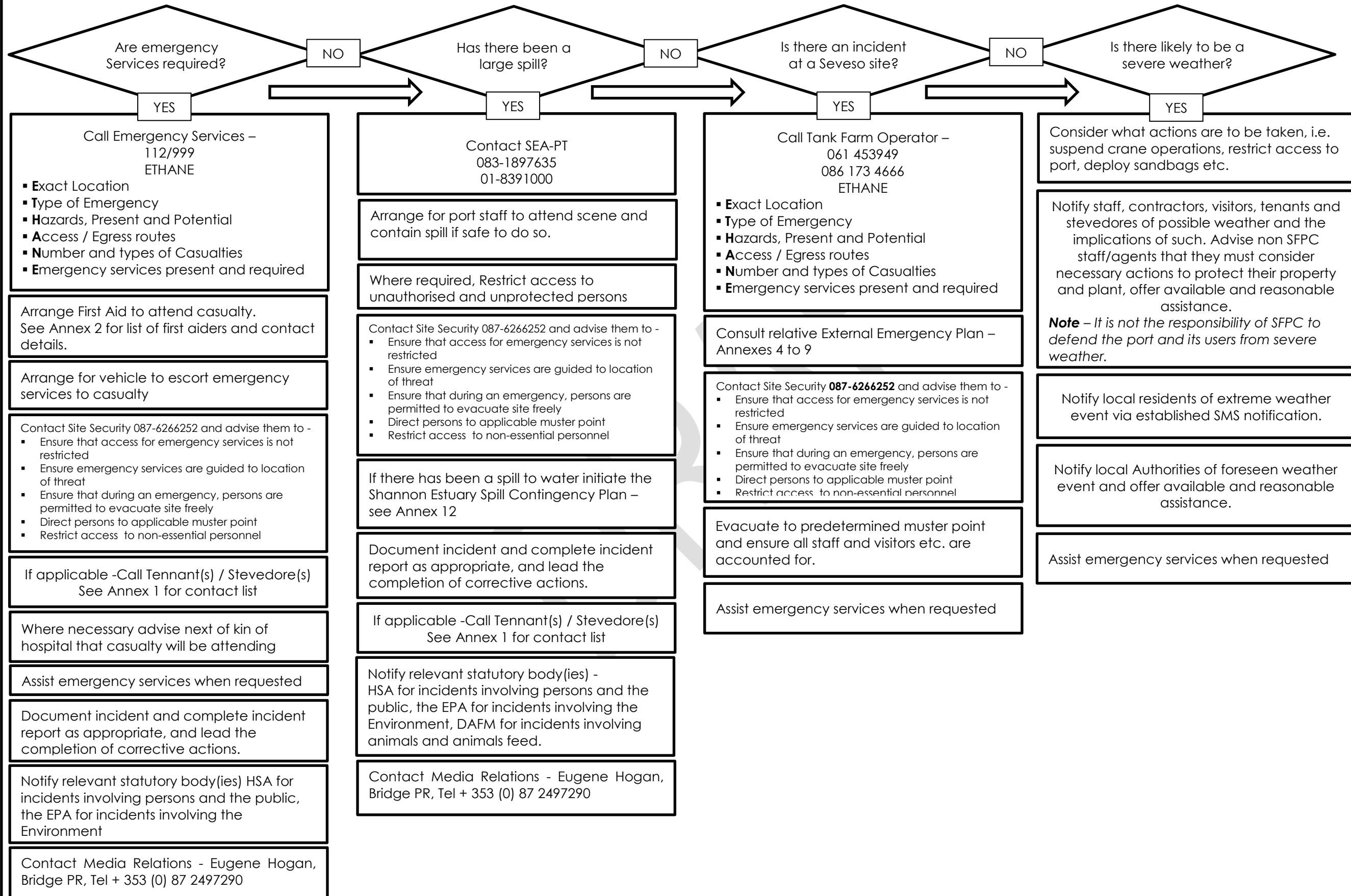


## 7.16 Confined Space Emergency



7.17 Marine Operations Action Card

Notification of an Emergency Situation





## **8 Media**

No member of Shannon Foynes Port Company is permitted to communicate to the media directly. All media enquiries must be directed to:

**Eugene Hogan**  
**Bridge PR**  
**Tel + 353 (0) 87 2497290**

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## 9 Escalation and internal communication

It is the duty of the Harbour Master (or designee) to inform the Chief Executive Officer and the Shannon Foynes Port Company senior management team of an emergency incident as soon as is reasonably practicable once an incident has occurred. In some cases this may be when situation has returned to normal.

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## 10 Training

All staff and contactors will be trained on the requirements of this plan before implementation. Refresher training will be provided on an annual basis and/or after a significant revision to the plan, as determined by the Harbour Master.

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## 11 Practice

Emergency exercises are an important way of testing emergency plans. They bring together those who may need to respond to a real incident and they allow scrutiny of their responses under controlled conditions.

The two main types of exercise are table top and live exercises.

Table top exercises are a cost-effective and efficient method of testing plans, procedures and people. They allow a small number of players to interact with, and understand the roles and responsibilities of the parties involved. Participants will get to know the people they may be working with in response to a real emergency. Those who have worked together and know each other will provide a much more effective response than those who come together for the first time when a disaster occurs.

Live exercises range from a small scale test of one part of the response, e.g. evacuation, through to a full scale test of the whole response to an incident. Live exercises provide the best means of confirming the satisfactory operation of emergency communications, and the use of 'casualties' can add realism. Live exercises provide the only means for fully testing the arrangements for handling the media.

After the exercise a debrief meeting to discuss performance is required.

A brief report of the event will be drafted and filed for future reference.

The report will contain a concise summary of successes and failures of the exercise.

Requirements for carrying out an Emergency Exercise are as follows;

- Select a major incident scenario.
- Agree the aims and purpose of the exercise, and outline the scenario
- Confirm the attendance of any outside agencies that are to be involved, e.g. fire service, Gardaí, local authority, stevedores and harbour tenants.
- Check that the facilities and equipment required for the exercise are available.
- Check all communications to be used during the exercise, e.g. radios, mobile phones.
- Confirm who will act as observers of the exercise.
- Brief all participants.
- Ensure that all players are aware of the procedures to be followed if a real emergency occurs during the exercise.
- If the exercise is to be a live play, warn people who may be affected or worried, e.g. emergency services, local residents, visitors, stevedores etc.
- Hold a 'hot' debrief meeting for immediately after the exercise, and notify all players/observers.

- Prepare an exercise report, including any recommendations. Distribute this report to all relevant parties.

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## 12 Review

This Plan will be reviewed on an annual basis. Reviews will take place after each emergency exercise and the learning's from that exercise will be applied to the updated plan if considered necessary by the Harbour Master.

Furthermore, a review may be initiated by the Harbour Master after the occurrence of an emergency incident.

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