



EMERGENCY MANAGEMENT PLAN

The aim of the Dublin Port Company Emergency Management Plan is to outline the structures and arrangements that will be used in response to an emergency in order to mitigate:

- Loss of life or injury to employees, contractors, visitors and local residents
- Damage to the environment
- Damage to the facilities, plant and equipment of DPC, its commercial partners, tenant companies and neighbours

The plan also aims to ensure that DPC emergency management structures and arrangements are compatible with the requirements of the 2006 Framework for Major Emergency Management.”

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1. INTRODUCTION

Dublin Port covers an area in excess of 650 acres, within which many activities of a marine, commercial and industrial nature take place. This Emergency Management Plan (EMP) is designed to provide guidelines to the Dublin Port Company (DPC) for responding to an emergency within their area of jurisdiction.

The maritime jurisdiction of Dublin Port is defined under the Harbours Act 1996 (as amended). The land based limits are detailed in the Map at Annex J-1.

Operations at Dublin Port include the following:

- a. Vessel arrivals, departures and shifts.
- b. Pilotage, towage & vessel traffic services (VTS)
- c. Lo-Lo terminals operated in common user area and in designated terminals.
- d. Ro-Ro terminals facilitating both freight and passenger traffic.
- e. Facilities for handling petroleum products, LPG and molasses.
- f. Common oil pipeline linking the oil berths with the storage facilities.
- g. Dry bulk handling facilities for handling concentrate, peat, oil, grain, animal feedstuff, fertilizer, sand, coal, petroleum coke, slags, scrap metals and cement.
- h. Warehouse space
- i. Vehicle storage facilities.
- j. Cruise liner operations.
- k. Leisure craft mooring and movements at Poolbeg and Dublin City Marinas.

In addition to the activities listed, the Dublin Port road network caters for the movement of up to 15,000 vehicle movements through the port per day.

Tenant companies operate several industrial/commercial sites within the DPC estate. Several of these companies are the de-facto 'operating company' of those sites, and have ultimate responsibility for emergency planning within those facilities.

There are currently seven (7) upper tier SEVESO sites within the DPC estate, and four (4) lower tier sites. These sites are operated by DPC tenant companies. The Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015 (S.I. No. 209 of 2015) (the "COMAH Regulations"), implement the Seveso III Directive (2012/18/EU), and are applied on all qualifying tenant sites by the operators, and overseen by the HSA. The SEVESO III [Directive 2012/18/EU](#) was adopted on 4th July 2012 and entered into force on 13th August 2012 and Member States implemented the Directive on 1st June 2015. A map showing the locations of the upper tier SEVESO sites is also included at **Annex C**

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It should be noted that the DPC Emergency Plan (Public) is an unrestricted document; therefore annexes to the plan are not included in this document for general safety and security, ISPS and confidentiality reasons.

For further information please contact the Dublin Port Company: Land Operations Manager on 01 8876000.

2. OBJECTIVES

The objectives of this plan are to

- a. Provide an emergency management organisation structure and arrangements which will enable DPC to respond rapidly and efficiently to any emergency in order to prevent injury to personnel, damage to property or the environment as well as minimizing or eliminating the impact to neighbouring communities.
- b. Ensure all appropriate and relevant resources are identified in advance and made available as quickly as possible during an emergency within Dublin Port.

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3. SCOPE AND ASSUMPTIONS

The Dublin Port EMP outlines the DPC structures and arrangements for responding to emergencies that may occur within Dublin port.

The plan is intended for guidance purposes only and may be adapted depending on the circumstances of a particular emergency. The actions to be taken in any given emergency will be decided by the Emergency Management Team (EMT).

This plan may be activated by the CEO of DPC, the Emergency Management Marine Coordinator (EMMC) OR the Emergency Management Land Coordinator (EMLC), or their alternates, depending on the circumstances and severity of the incident.

The plan is designed to cater for both marine and land based emergencies.

Marine Emergency Scenarios include:

- Major incident on-board a vessel such as fire, flooding or cargo related.
- Collision between vessels or between a vessel and a fixed object.
- Grounding of a vessel.
- Major oil spillage from a vessel or jetty.
- Major oil spill at sea or oil entering the port from a source upriver.
- A security incident, involving a ship, which has the potential to escalate into an emergency situation.

Land Emergency Scenarios include:

- Major fire within the general port area.
- Major oil spill.
- Major spill of hazardous material.
- A vehicle accident involving hazardous material.
- Chemical incidents (e.g. toxic cloud).
- Major incident in an oil, gas or hazardous material storage facility.

Marine & Land Emergency Scenarios include:

- Infectious Disease (Human or Animal) on Ship due to enter Dublin Port.
- Incident involving transportation or storage of dangerous goods
- Severe weather event
- Cyber-Security Incident

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The scenario specific sub-plans for the above events have been developed as part of the overall plan. These focus on the immediate actions to be taken by internal sections, functions or departments of the port authority and are therefore restricted and not included in the public document.

It should be noted that the scenarios are for operational and emergency planning purposes as well for use in training and exercises. DPC adheres to an 'all hazards approach' to Emergency Management, in that the same structures, resources and personnel will be used to respond to all emergencies occurring in or affecting the port.

This plan makes the following assumptions:

- All personnel with specific roles and responsibilities are familiar with their role in the plan, and have been exercised in the implementation of the plan.
- All contact details for key stakeholders are up to date at the date of the last plan revision.
- That the resources outlined in the plan are available and maintained.

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4. ABBREVIATIONS USED THROUGHOUT THIS PLAN

AAR	After Action Review (formal debrief).
AGS	An Garda Síochána
CA	Competent Authority
COP	Common Oil Pipeline
CEO	Chief Executive Officer
CSIRP	Cyber Security Incident Response Plan
CSIRT	Cyber Security Incident Response Team
DPCComm	Data Protection Commissioner
DCC	Dublin City Council
DFB	Dublin Fire Brigade
DG	Dangerous Goods
DoH	Department of Health
DOT	Department of Transport
DPC	Dublin Port Company
EMA	Emergency Management Administrator
EMLC	Emergency Management Land Coordinator
EMMC	Emergency Management Marine Coordinator
EMP	Emergency Management Plan
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EPA	Environmental Protection Agency
ESRVP	Emergency Services Rendezvous Point
FAR	First Aid Responders
HM	Harbour Master
HP/PS	Harbour Police/Port Security
HSA	Health & Safety Authority
HSE	Health Service Executive
IHR	International Health Regulations (2005)
IMDGC	International Maritime Dangerous Goods Code
IMO	Information Management Officer
IRCG	Irish Coast Guard
ISPS	International Ship and Port Facility Security (code)
MCIB	Marine Casualty Investigation Board
ME	Met Eireann
MSDS	Material Safety Data Sheet
NCSC	National Cyber Security Centre
NOG	National Operations Group (oil spill)
NOK	Next of Kin

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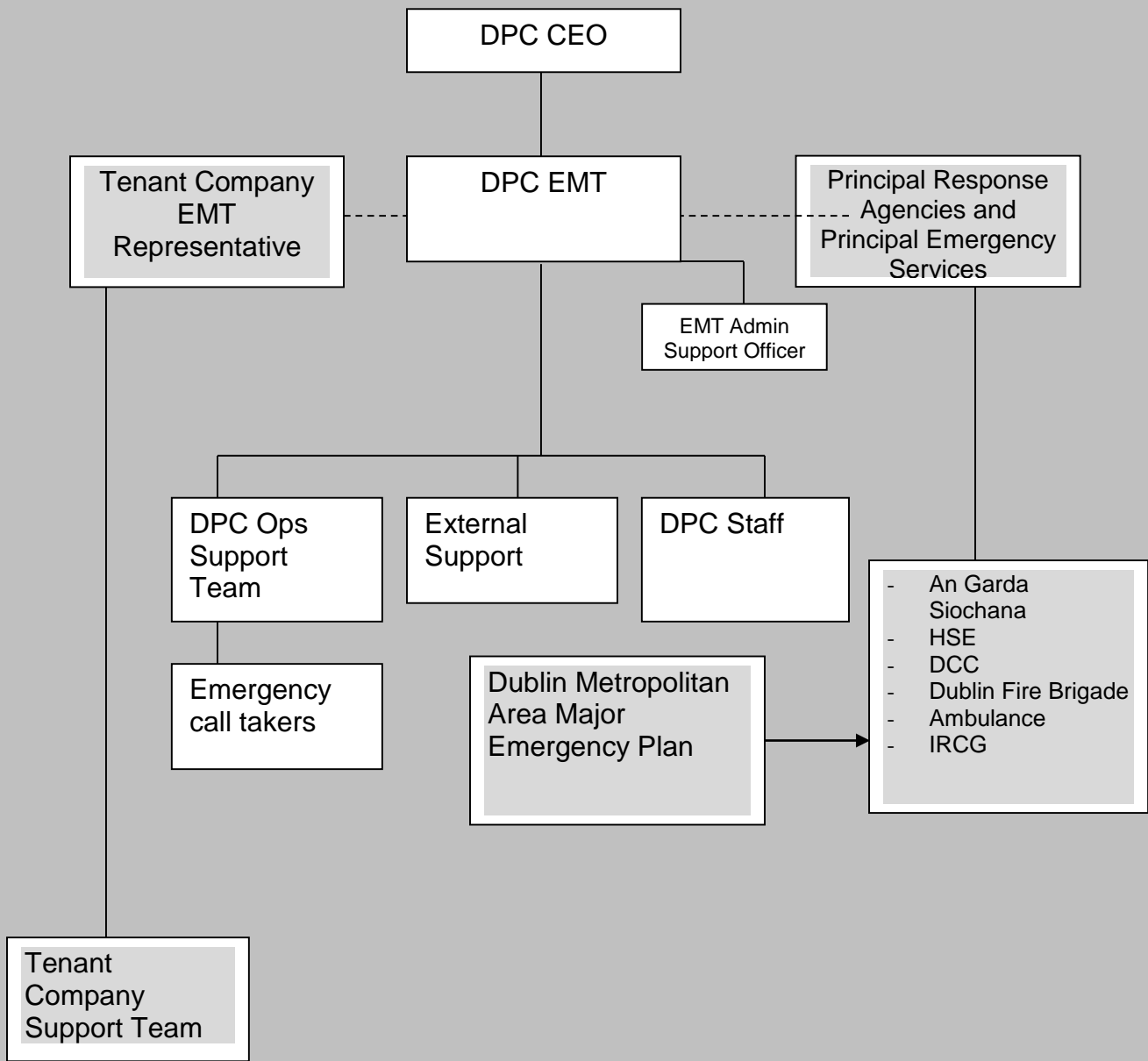
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OES	Operator of Essential Services
PES	Principal Emergency Services
PRA	Principal Response Agencies
PFSP	Port Facility Security Plan
POC	Port Operations Centre
SIC	Site Incident Controller
SSP	Ship's Security Plan
SWEAT	Severe Weather Event Assessment Team
SWEP	Severe Weather Event Plan
VTS	Vessel Traffic Services
WFH	Working from Home (Remote Working)

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5. DPC EMERGENCY RESPONSE ORGANISATION AND ROLES



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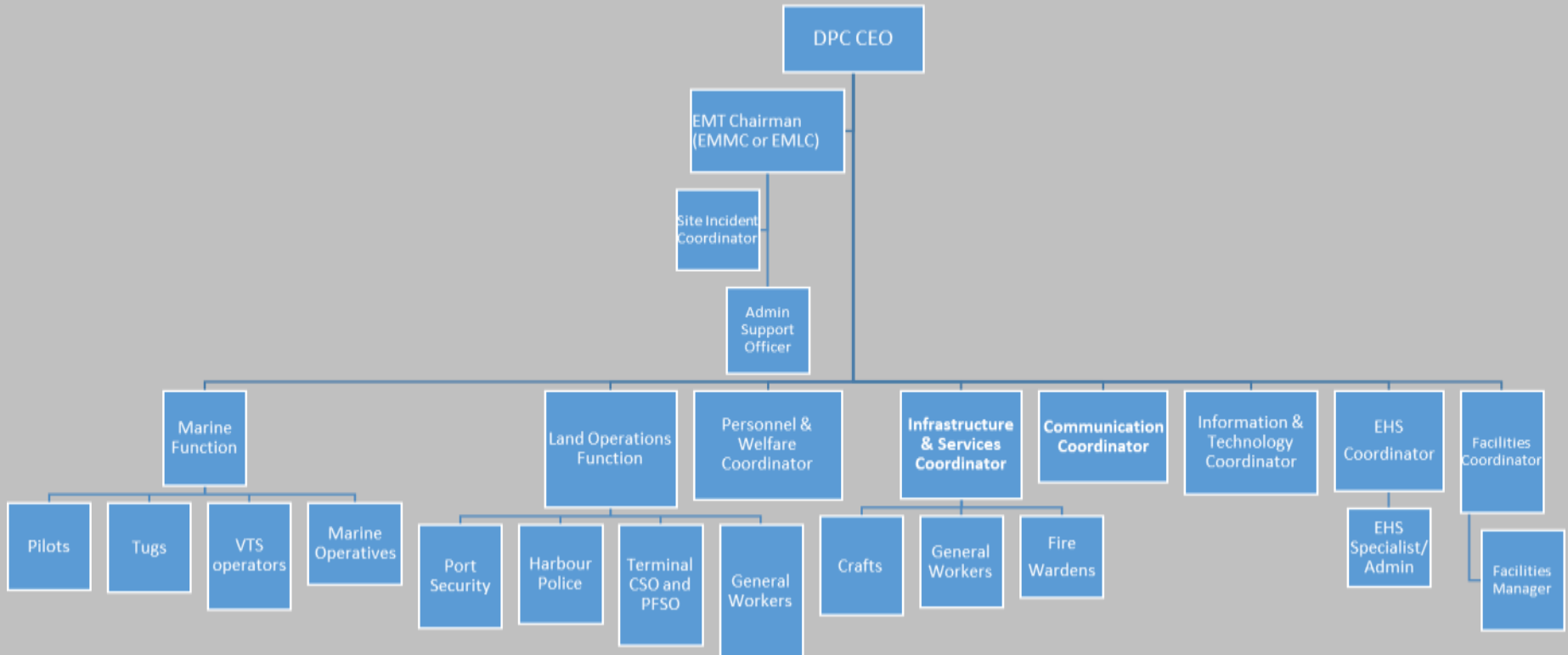
DPC Emergency Management Team Structure

EMT Role	Appointment holder
Chief Executive Officer	CEO
Emergency Management Marine Coordinator (EMMC)	Harbour Master
Alternate	Deputy Harbour Master
Emergency Management Land Coordinator (EMLC)	Land Operations Manager
Alternate	Security Manager
Infrastructure and Services Coordinator	Engineering Services Manager
Alternate	Port Engineer
Personnel and Welfare Coordinator	Head of Human Resources
Alternate	Human Resource Officer
Communications Coordinator	Company Secretary
Alternate	Communications Manager
Information and Technology Coordinator	IT Manager
Alternate	IT Officer
Facilities Coordinator	Head of Property
Alternate	Facilities Manager
EHS Coordinator	EHS Specialist
Alternate	EH&S Specialist/Admin
EMT Administration Support Officer	Clerical/ Admin Officer
Emergency Management Administrator	Land Operations Manager

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EMT Organisation Chart



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EMT - Overview and role

The EMT is made up of senior DPC managers drawn from the key functional areas of the company. The specific roles and responsibilities of team members largely reflect their day-to-day responsibilities.

The DPC CEO has overall responsibility for all operations in the port, both marine and land. Many of the day-to-day tasks are delegated to the EMMC and the EMLC, as well as to other management functions. Each EMT member has a designated alternate or deputy, capable of standing in for the primary EMT member should they be unavailable for any reason. Alternates receive the same training for EMT operations as primary team members. Others not listed on the core team may be drafted to the team if their expertise is required.

The Chair of the EMT reports to the DPC CEO, who may in certain situations decide to chair the EMT him/herself.

In general terms the overall role of the EMT is to:

- Coordinate and control the DPC response to an emergency within the port area of responsibility
- To liaise with the external emergency services and provide all reasonable support to them
- To manage DPC's interaction with external stakeholders throughout the response to an incident.

Emergency Management Administrator (EMA)

The EMP will be maintained by the Emergency Management Administrator (EMA) who will ensure the plan is kept up to date, and is responsible for arranging training and exercises for EMT members and support staff. The EMA will also ensure the Emergency Operations Centre (EOC) is fit for purpose. The EMA is not an EMT operational role as all tasks associated with the role are undertaken outside of EMT operations. The EMA will ensure the plan is reviewed internally each year and externally once every 5 years

Site Incident Coordinator (SIC)

In the event of an emergency occurring within the port area of operations, on the marine or the land side, DPC will appoint a 'Site Incident Coordinator'. This will usually be the EMMC or EMLC, their alternate or a person appointed by him. The SIC's role is to manage the DPC resources at the site, to liaise with external agencies responding to the emergency and to keep the EMT up to date with the situation at the emergency site. The SIC will be in direct contact with the Port Operations Centre (POC) by radio, and will be equipped with a mobile phone.

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Emergency Call Takers

A panel of emergency call takers has been identified and trained in assisting the receptionist with responding to calls to DPC in the event of an emergency. The call takers take all emergency related calls and ensure the calls are logged and/or passed to the appropriate EMT or DPC person.

Vessel Traffic Services (VTS) Operator

The VTS operator is the primary point of contact in the event of any marine related incident. In the event of an incident the VTS operator will immediately contact the duty Harbour Master (HM) who will decide what action should be taken, including mobilisation of the EMT. If the duty HM deems it appropriate, the VTS operator will contact emergency services and mobilise the tugs. VTS & HP/PS will liaise closely during all emergencies.

Marine Operatives

Marine Operatives of the port will support the VTS staff and the tugs, and will act on all instructions issued by the Harbour Master during an emergency.

Harbour Police/Port Security (Contact details at Annex B)

The HP/PS has a critical role in the security of port facilities, roads and infrastructure, which include the control and coordination of emergencies including initiating the immediate response to an emergency incident. They also play a key role in alarm monitoring, receipt of calls, gathering of information, notification of emergency services, meeting the emergency services at the ESRVP, guiding them to the site of an emergency within the port, and controlling traffic within the port.

DPC Fire Wardens (Contact details at Annex B)

DPC Fire Wardens staff the oil jetty's on a 24/7/365 basis. They are responsible for the safety and security of all shipping operations on the Oil Jetty, the Common Oil Pipeline (COP), and can communicate directly with the POC and COP users via specific radio telephone channels.

DPC Fire Marshals

DPC has identified and trained a number of Fire Marshals who have a key role in accounting for personnel in their designated area during an emergency. Fire Marshals have been appointed in all DPC buildings, and they have a key role in accounting for personnel in their facility during evacuations, and in keeping the EOC informed of events in their area.

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DPC First Aid Responders

DPC has a number of qualified First Aid Responders (FAR) staff suitable for deployment in the event of an emergency. FAR's report to the Incident Site Coordinator once they have been accounted for by their Fire Marshal, and are prepared to administer first aid and to assist the emergency services on request.

The Emergency Operations Centre (EOC) (Contact details at Annex B)

The primary EOC is located on the 1st floor of the POC located at the southern end of Breakwater Road. The EMT will meet here in the event of an emergency being declared. Should the emergency affect the POC then the alternate EOC will be used and is based in the IT training room located on the lower ground floor of the Port Centre on Alexandra Road. Should both locations be unavailable then the EMT Chair will decide on an appropriate location and inform other EMT members. Both the primary and alternate EOC are equipped for emergency operations.

Emergency Services

In the event of an emergency in Dublin Port, Emergency Services should go immediately to the Emergency Services Rendezvous Point (ESRVP), located at the junction of East Wall Road & Tolka Quay Road west. HP/PS will meet with and guide the emergency services to the area of emergency, if safe to do so. The primary unit of the initial lead agency will attend the scene and relay information to emergency services gathered at or near the ESRVP. In a multi-agency response the lead agency will generally appoint a senior officer as the Incident Commander or Coordinator at a safe forward point and senior operational staff from each emergency service and the DPC appointed SIC will collectively manage the emergency from this location.

EMT Member - Administration Support Officer. (Administrative/ clerical officer)

Provide all administrative support required in by the EMT, including but not limited to

- The setting up of the EOC on activation of the EMT
- Maintain an incident log throughout the emergency
- Acting as a conduit between the EMT and the administrative support personnel (call takers, secretarial support etc.)

Information Management Officer

The IMO is responsible for maintaining the information display boards in the EOC. This role should be filled by an EMT member who has been trained in the role but can be filled by any EMT member if a trained IMO is not available. The panel of EMT IMO's should receive refresher training every two years, and should be practiced in the role when the EMT is exercised.

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6. PORT WIDE ALARM ACTIVATION

The DPC fire alarm panel system is located in the HP/PS Control Room, situated on the ground floor of the POC, Breakwater Road, Dublin Port. The fire alarm system monitors approximately 21 sites, and break glass units located throughout the port estate.

The fire alarm system can be activated manually or automatically from various points around the port directly linked to the system. When activated, the HP/PS are alerted and investigate the alarm before deciding on what action is required.

The port wide sirens are located at the ESB North Wall Power Station, the Oil Jetties and Port Centre, and are generally regularly on a scheduled basis. With the exception of alarm tests, all pumping stops immediately on sounding of the port wide siren.

For confirmed alarm activations, the affected site and HP/PS must call 999/112 and request emergency services attendance, whilst clearly stating the nature of the emergency, name and location of the site affected.

In passing information to the Emergency Services the E.T.H.A.N.E. pneumonic should be used:-

- **E**xact location of the emergency
- **T**ype of emergency – e.g. Fire; hazardous material spill; Road Traffic Accident.
- **H**azards, present and potential
- **A**ccess route to the emergency
- **N**umber and type of casualties (if known)
- **E**mergency Services – those present and those required

Once confirmed HP/PS will immediately open the emergency gates located at the western end junction of Tolka Quay Road and East Wall Road and this immediate area operates as the ESRVP.

DFB will be dispatched to the Port to deal with the incident, whilst HP/PS will implement a traffic control plan, with the support of Gardaí, as required.

The port wide alarm system is a continuous wailing alarm sound, similar to an air-raid siren. On hearing this alarm port users should:

- Be aware that an incident is on-going.
- Account for staff, visitors and contractors.
- Continue to operate as normal unless instructed otherwise or individual company SOP's indicate otherwise.
- Wait for further instructions from the HP/PS or the PES.

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Port users, and members of the wider community, are asked to bear in mind that calling DPC by telephone during sounding of the port wide siren may block telephone lines at a vital time. Port users should await further information from the HP/PS, whilst members of the public should tune in to a national radio station for updates.

A new port-wide fire-main was installed in 2015 and replaced the former Salt Water mains system that covers the majority of bulk fuel storage facilities in Dublin Port. The system is fully automated and is controlled from the Port Operations Centre Control Room that is manned 24/7 by HP/PS.

Port Evacuation

During an emergency it may be necessary to evacuate the port, or parts of the port, for safety reasons.

The HP/PS will control traffic flow throughout the port in the event of an evacuation of one or more areas.

The details of port evacuation routes are included at **Annex B** to this plan.

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7. COMMUNICATIONS

In the event of an emergency in Dublin Port the media and social media will be critical in informing the public of the incident. The perception of what has happened and whether people perceive themselves at risk will depend on what they see and hear. The importance of managing this relationship with the media cannot be overstated especially concerning information released via formal and informal (social media) channels.

Members of the public seeking information should tune in to local and national radio and television stations; social media platforms e.g. Facebook, Twitter.

Concerned members of the public can contact DPC by phone, email or social media; however DPC's first priority will be to assist Emergency Services in the protection of life, property and the environment and that patience will be required when trying to contact them during an emergency. The primary point of contact for incidents on port tenants sites should be the company itself or for general port incidents 01 8876000 or by emailing info@dublinport.ie

Telephone Enquiries

The response to callers by reception staff at DPC will be determined by the information they may have at the time, and the specific instructions of the EMT as issued through the EMT Communications Coordinator.

DPC Spokesperson

The DPC CEO in conjunction with the EMT Communications Coordinator will appoint a spokesperson to speak directly to the media and/or issue media releases.

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8. TRAINING, EXERCISE AND MAINTENANCE PLAN

General

DPC's Emergency Management competency is continuously enhanced through participation in training and exercises at different levels. DPC management regularly participate in Emergency Management exercises on tenant sites, as well as exercising as the DPC EMT in a stand-alone capacity, at least twice annually. Whilst there are a number of scenario specific sub-plans associated with the overall EMP, DPC adheres to an 'all hazard approach' to Emergency Management.

It will be the responsibility of the EMA to ensure all aspects of the Training, Exercise & Maintenance Plan are implemented. Training and exercising within the context of DPC's EMP is generally concerned with achieving the following objectives:

- Continuously developing the competence of the EMT organisation in implementing the plan.
- Continuously improving the plan by identifying potential gaps in the plans during training exercising and taking action to ensure these are addressed.
- Continuously familiarising the EMT members and supporting staff with the plan and with their roles during plan implementation.

Objective

The objective of this 'Training, Exercise and Maintenance Plan' is to provide a structured framework for training and exercising the members of the EMT in their roles as well as providing a sound basis for maintaining the integrity of the information contained within the plan.

Annual Training Requirement

Training will be conducted annually as follows:

- EMT members and their alternates will receive (induction or refresher) training in relation to the nature of emergencies and their role in the Emergency Management System.
- The EMT will exercise formally in the implementation of the EMP.
- Administrative staff and potential support group members (e.g. emergency call takers) will receive Emergency Management familiarisation training.
- Security, reception and other staff will receive training on the EMP sub-plans and their role in implementing the plans, as appropriate.

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The EMA will ensure training records are maintained for all EMT training activities.

EMT exercises will consist of two exercises per year, one land and one marine based to ensure all possible emergency situations are regularly covered.

In addition to DPC specific EMT training, management and staff of DPC regularly participate in or observe at tenant site emergency exercises, many of which are attended by the PES.

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Annex A: Contact Details

For Security Managers, Harbour Police & Port Security, Emergency Operations Centre and Fire Wardens

SECURITY MANAGERS, HARBOUR POLICE & PORT SECURITY

Name	Phone	E-mail
Security Managers	01 8876000	
Fire Wardens	01 8559010	
Harbour Police & Port Security Control Room	01 8876858 & 01 8876859	controlroom@dublinport.ie

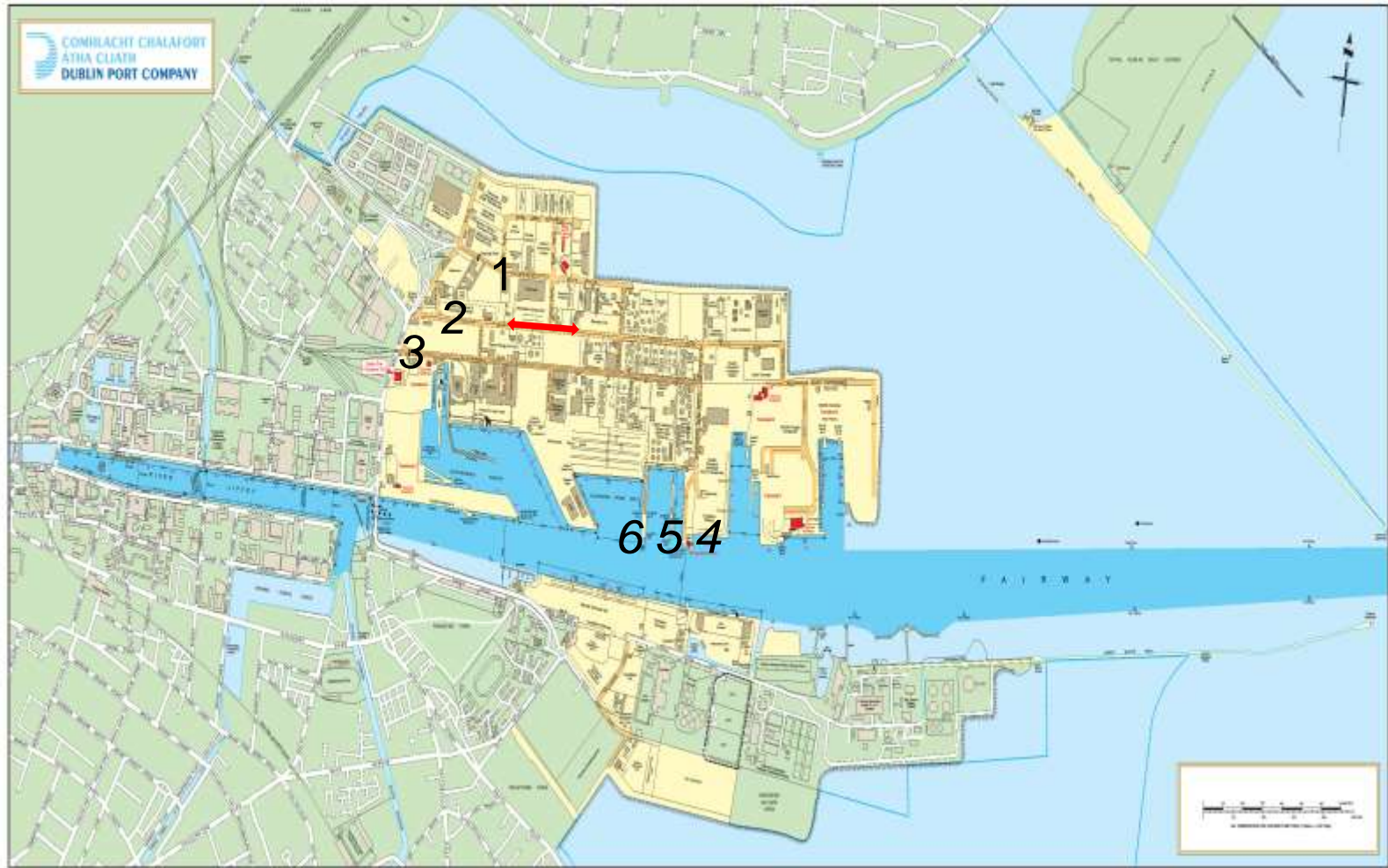
EMERGENCY OPERATIONS CENTRE

EOC Line	Number
1	01 8876833 or 01 7040833
2	01 8876834 or 01 7040834
Fax Number	01 8876057

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Annex B – Port Map & Evacuation Plan



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Dublin Port Company Evacuation Plan

DPC has circa 155 employees located at the following locations.

- Port Centre, Corner of East Wall Road & Alexandra Road.
- Maintenance & Services Building, Bond Drive Extension
- Oil Jetty Control Room, Jetty Road
- Port Operations Centre, Breakwater Road
- Terminal 1 Building, Terminal Road South

All locations have individual emergency evacuation Standard Operating Procedures including assembly points. Due to the nature of business carried out within the port via the common oil pipeline and the bulk storage of petroleum products, LPG and molasses there is always the potential for a serious event to occur, which could require a full or partial evacuation.

Six evacuation and or alternative routes to exit/enter the port environs have been designated for all port users, including emergency services in attendance.

1. Promenade Road
2. Tolka Quay Road (locked gates, keys held by HP/PS)
3. Alexandra Road
4. Port Operations Centre (facilitated by HM via Marine Operatives)
5. East Oil Jetty (life boat capsule)
6. West Oil Jetty (life boat capsule)

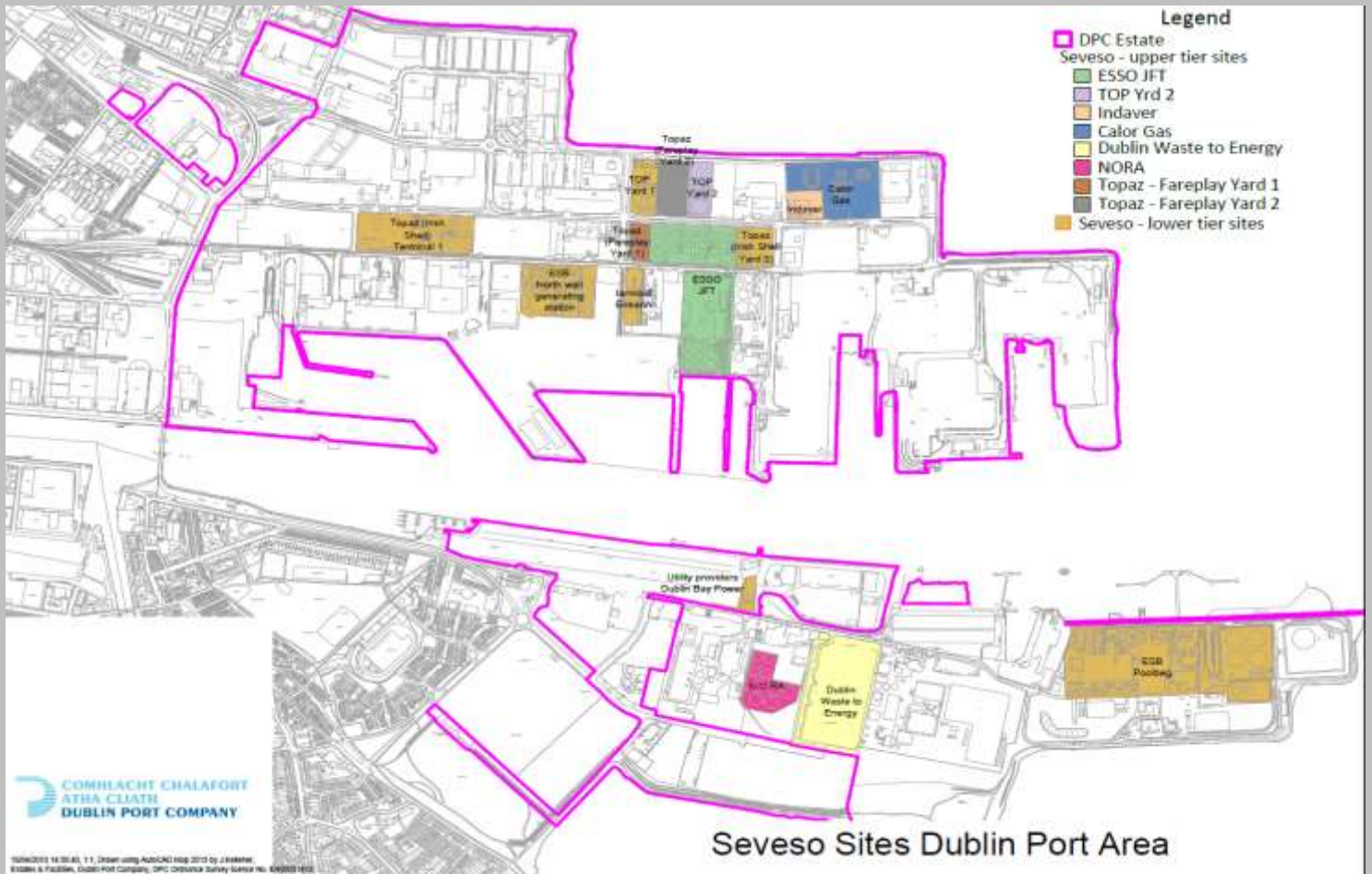
In addition to the above, Alexandra Road (DFT terminal between Breakwater Road & Terminal Road) is a designated evacuation route. In addition to the above, DPC acknowledge there are other alternative evacuation routes available to be utilised, however the nature or extent of the event, along with the directions of emergency services would dictate the actions of all parties involved.

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Appendix C: SEVESO sites in Dublin Port

Please note Top Yard 1 has changed to Upper Tier site due to additional infrastructure and product



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