

Ongar Community Centre Emergency Response Plan

DOCUMENT HISTORY SHEET

Section Ref	Effective Date	Issue Rev	Description
All	November 2020	11	COVID-19 Information Included
All	December 2021	12	COVID-19 Information updated and Severe Weather alerts included

DOCUMENT CONTROLLERS & USERS

	Name
Document Owner	Centre Manager
Document Users	All Ongar Community Centre employees and other Interested parties

Contents

1.	6	
2.	7	
	Overview:	7
3.	8	
4.	9	
5.	10	
	Emergency:	10
	Emergency Response Team (ERT)	10
	Emergency Controllers:	10
	Fire Wardens:	10
	First Aid Responders:	10
	PEEP:	10
6.	11	
	Centre Manager:	11
	Employees And Contractors:	11
	Emergency Controller:	11
	Fire Wardens:	12
	First Aid Responders:	12
7.	13	
8.	14	
	Evacuation Assembly Point	14
	Accounting For Personnel	14
	Fire Alarm System	15
	Procedure For Alarm Activations – Normal Business Hours	15
	Procedure For Alarm Activations – Outside Of Normal Business Hours	16
	Fire Warden Procedure In The Event Of An Alarm Activation	16
	Dealing With False Alarm Activations	17
	Evacuation Summary Flowchart	18
9.	19	
	Manual Alarm Activation:	19
	How To Raise The Alarm (Manually):	19
	Evacuation Procedure For Employees / Visitors / Contractors	20
	Emergency Services	20

Evacuation Investigation:	21
10. 21	
Weekly Alarm Test	22
Emergency Equipment Maintenance	22
11. 22	
12. 24	
On Site Emergency Spillage Procedure	24
General Procedure	24
Large Spills Or Spill Of Unknown Material	25
Communications / Clean Up / Corrective Action	25
13. 26	
14. 27	
15. 28	
Critical Injuries:	28
Multiple Casualties:	29
16. 29	
Bomb Threat	30
17. 31	
18. 31	
19. 33	
20. 34	
21. 35	
22. 36	
23. 39	
First Aid Responders	40
Emergency Controllers	41
Fire Wardens	41
Emergency Response Training Matrix	43
Peep Assessment Check Sheet	44
First Aid Box Check Sheet	49
AED Check Sheet	50
Ongar Community Centre Evacuation Drill Report	51
Bomb Threat Record Form	53
Emergency Evacuation Procedure Summary	54

1. Legal Requirements

Under Section 11 of the Safety, Health and Welfare at Work Act 2005, Ongar Community Centre is obliged to prepare (and revise as necessary) suitable plans and procedures to be followed and measures to be taken in the case of emergency or serious and imminent danger.

Specifically, these requirements extend to the provision of appropriate first aid cover, means of firefighting and safe evacuation measures. In addition, arrangements are required for efficient and effective communication with the relevant emergency services as necessary to fulfil the provisions laid out within this plan.

The 2005 Act provides that all those with designated duties and responsibilities to fulfill such plans and procedures are suitably trained and the equipment available to them is adequate for the needs of the building. Such equipment should have regard to particular risks that arise within the building including all potential fire and explosive risks.

Emergency Preparedness and Response Plans should be revised and amended periodically (at least annually) to take account of any changing circumstances within the company (including changes to occupancy levels, risk profile or significant building alteration).

Revised plans should be communicated to all affected personnel campus wide. All emergency preparedness and response planning arrangements should also be communicated with the Local Fire Services for site familiarisation and emergency planning purposes.

Legal duties with respect to emergency planning extend to the protection of all occupants within the premises (staff or otherwise). Effective emergency response planning arrangements will require collaboration between all users of the site and Ongar Community Centre.

2. Site Information

Overview:

Ongar Community Centre is owned by Fingal County Council and managed by Ongar Community Centre Management Ltd. (OML). Fingal County Council provides financial support towards the running costs of the house and expertise in management and best practices implemented in the daily operation of the facility through membership of the Board of OML. Ongar Community Centre provides a venue to meet the requirements of local people and community groups and has operated as a core resource within the community supporting a range of local community-based groups, actions and initiatives. St Vincent De Paul, Cuidiu Parenting and Breastfeeding Support Group, Ladies Social Group, English Language Classes, St. Johns Ambulance, Parent and Toddler Group, and the Tigers Crèche are operating from the facility. The centre consists of a full size hall suitable for a number of sports including basketball, indoor football, badminton, volleyball, and gymnastics. The facility also includes changing rooms, a number of meeting and recreational rooms, a dance studio, youth room and kitchen facilities.

Situated in Ongar Road, Ongar, Dublin 15 the building covers 2 floors. Given the nature of the facility, occupancy levels can vary greatly from day to day. Typical services also present on site, including Electrical services, IT server and an external carpark.

3. Purpose

To define emergency response procedures in the event of an emergency situation occurring within or immediately adjacent to the building occupied by Ongar Community Centre located in Ongar Road, Ongar, Dublin 15. This plan is in compliance with applicable Environmental, Health and Safety Legislation, in particular the Safety, Health & Welfare at Work Act 2005.

The objectives of this plan are to:

- Protect life
- Protect the environment
- Protect Client and Company Assets
- Promptly notify the local Emergencies Services
- Provide for restoration and clean-up of affected areas

Ongar Community Centre will achieve its objectives by adhering to the following planning process:

- Develop a formal plan and procedures that realistically address potential emergencies that the organisation may face
- Cooperate with other site users
- Select and train key individuals to respond in the event of an emergency, i.e. the site Emergency Response Team
- Provide the resources to facilitate an efficient and effective response
- Test and validate levels of emergency through the conducting of exercises on a periodic basis
- Develop, review and revise the emergency response plan on a scheduled basis (at least annually)

4. Scope & Applicability

This plan serves to manage the initial hours of an emergency (0-2hrs). It is oriented toward minimising initial impact to employees, the public, the environment and the business. It applies to all employees, visitors and contractors during an emergency situation at Ongar Community Centre.

This plan addresses the following events:

- Fire / Explosion
- Spillage / leak of hazardous material
- Serious Injury – e.g. electrocution
- Bomb threat
- Medical emergency
- Flood e.g. Burst water pipe or roof leak
- Acts of aggression
- Issue with neighbouring facility
- Crisis Management – Trauma Counselling
- Road Traffic Collision

5. Definitions

Emergency: A sudden incident with the potential for serious or imminent danger to life or property and requires immediate action

Emergency Response Team (ERT) –Appointed team members, trained in the procedures in the event of an emergency on site. ERT members include: Emergency Controller / deputy Emergency Controller, Fire Warden Team, First Aid Team, Spill Response Team, Facilities Technicians, Security and Reception.

Emergency Controllers: Designated ERT members who have been assigned the responsibility of taking control of an emergency situation and leading the emergency response team

Fire Wardens: Trained personnel appointed to assist in the evacuation of the building in the event of an emergency. These include both Ongar Community Centre and any applicable contractors who might be required to undertake work on site

First Aid Responders: Personnel who have undergone 3 day PHECC FAR (First Aid Responder) training and refresher training as required

PEEP: Personal Emergency Egress Plan

6. Roles & Responsibilities

Centre Manager:

- To prepare, implement, communicate, test and revise this plan
- To ensure facilities for the execution of the Emergency Response plan in the event of an emergency situation arising
- To appoint an Emergency Controller and ensure that the Emergency Controller has received sufficient training to complete each requirement of their role
- To ensure a trained deputy is appointed in the absence of the Main Emergency Controller
- To assist Emergency Response Personnel as required in the implementation of the ERP as it relates to their respective areas
- To ensure all employees, contractors & visitors under their remit are fully aware of this plan
- To ensure there are a sufficient number of adequately trained ERT members within their respective area and that they are fully aware of their duties and responsibilities under this plan
- To ensure that all new employees are made aware of the relevant Emergency Response Plan

Employees And Contractors:

- To be familiar with the plan, know their evacuation routes, and obey instructions of those managing the emergency
- Know how to report an emergency
- Know the location of the nearest emergency equipment including Break Glass Units (BGU's)

Emergency Controller:

- To ensure that all emergency equipment including fire extinguishers and emergency exit routes are maintained and are clear and free from obstruction at all times
- To facilitate the completion of regular fire drills, announced and unannounced, in conjunction with Ongar Community Centre planned fire drill schedule
- To assess the situation and carry out necessary action to control the emergency in order to contain it including contacting emergency services
- To carry out maintenance and inspections as required on all emergency facilities within the site or assign responsibilities where appropriate
- To be aware of their responsibilities under this Emergency Response Plan

- To carry out their duties as per training received and the Emergency Response Plan
- To maintain, as far as possible, a clear entrance for Emergency Services in the event that they are required on site to divert all other access to or egress from the site during an emergency

Fire Wardens:

- Be familiar with their responsibilities under the Emergency Response Plan
- To implement the Emergency Response Plan in the event of an emergency situation arising
- To regularly check the condition and availability of emergency equipment so that this is readily available in the event of an emergency situation arising
- To ensure that all emergency equipment including fire extinguishers and emergency exit routes are maintained and are clear and free from obstruction at all times

First Aid Responders:

- To provide first aid treatment as required using the skills & techniques laid out in the First Aid Responder training provided
- To attend regular refresher First Aid Responder training (at least every 2 years)
- To take the First aid box and the AED to the Assembly Point in the event of an evacuation

7. Reporting

In the event of an emergency, the following Government Departments will be notified **as required** depending on the nature and severity of the incident. (See Appendix for a list of emergency contact numbers)

- The Health and Safety Authority
- The Environmental Protection Agency
- Fingal County Council

Contact with the HSA and the EPA should be channelled through the Centre Manager. (In the case of a serious accident involving a contractor or one of their employees, it is the responsibility of the contractor to report this to the Health & Safety Authority. This includes all accidents where the injured person is unable to perform their normal duties for four or more days as a result of the injury).

All accidents, incidents & near misses must be reported without delay to the Centre Manager.

8. Fire & Explosion Response Procedure

The building is equipped with a fire detection system which comprises of heat and smoke detection in addition to manual Break Glass Units throughout. The Fire Alarm system comprises of 1 main Panel which is located in the Reception Foyer. The system is a single knock which means if an input is activated, the system goes into a full alert.

Evacuation Assembly Point

The Assembly Point for Ongar Community Centre is in the basketball court and to the left on leaving through the main door.

Accounting For Personnel

A sweep system is used by Fire Wardens to confirm that each section of the building has been checked on the way out. All Fire Wardens must communicate with the Emergency Controller once at the Assembly Point. Any issues noted relating to the sweep must be reported without delay. E.g. areas which could not be checked due to fire, observations made about the nature or location of the fire, personnel who are believed to be unaccounted for.

All contractors and visitors to the Ongar Community Centre should be accompanied by their host to the Assembly Point in the event of an evacuation.

Fire Alarm System

When the Fire Alarm is activated, the systems are designed to behave as follows:

Status Condition	Fire Panel Registers Alarm	Door Magnetic Locks automatic release	Lift drives to ground floor	Gas slam shut valve closes	Smoke extract activates
Fire Alarm activated	Yes*	Yes	Yes	Yes	NA**

* The fire detection and alarm systems in Ongar Community Centre and St Benedicts School are linked.

** No smoke extracts in place

The Fire Alarm sounds like a siren

Procedure For Alarm Activations – Normal Business Hours

Normal Business Hours (i.e. when the site is normally occupied) Monday to Friday

- A knock occurs on the fire alarm system e.g. via a smoke or heat detector
- This will trigger the building alarm throughout Ongar Community Centre requiring evacuation of the building.
- The Centre Manager or his /her Deputy onsite assumes the role of Emergency Controller. If safe to do so, a brisk sweep of the building should be undertaken. Do not enter areas where smoke or fire is evident. Abort the evacuation sweep and exit the building via the nearest escape route if fire or smoke is present.
- If safe to do so, the Emergency Controller should collect the visitor/ staff/ contractor sign in sheet and take this to the assembly point.
- All other building occupants are required to proceed to the Assembly Point via the nearest safe exit and await further instruction
- Where a fire is evident, Emergency Controller will call the emergency services (by dialling 999 or 112)
 - Depending on the nature of the situation, the Emergency Controller / Deputy Emergency Controller / Fire Warden will make a decision on the most appropriate course of action i.e.:
 - If the fire is small and he / she is comfortable / trained to do so, fight the fire but only if this can be done safely
 - If the fire is larger than a waste paper basket, the Emergency Controller / Deputy Emergency Controller should exit the building via the nearest safe

emergency exit, proceed to the Assembly Point and await the arrival of the emergency services

- In the event that the Emergency Controller / Deputy Emergency Controller is not on site, then the most senior staff member on site will take control of the situation and act in the role of the Emergency Controller
- On leaving the building, the Emergency Controller should take the Fire Register if safe to do so
- First Aiders should take the First Aid Box and the AED if safe to do so
- It is also necessary to contact the main security gate to notify them of the activation and to expect the imminent arrival of the emergency services
- The Fire Wardens will initiate their role (See below)
- The incident is documented in the Fire Register at an appropriate time once brought under control

Note: *ERT members should not place themselves in danger by entering into areas with significant smoke or fire evident*

Procedure For Alarm Activations – Outside Of Normal Business Hours

Outside of Normal Business Hours (i.e. when the site is not occupied)

- A smoke or heat detector is activated and the alarm panel will sound
- The alarm panel will send a signal to the remote alarm monitoring station (Chubb) who will notify a list of key holders (Taskforce)
- A keyholder will proceed to the site to confirm if a fire is present / not present
- If a fire is evident on arrival, the keyholder will contact the emergency Services by dialling 999 / 112
- If no evidence of fire / smoke is present, the keyholder may enter the building to investigate, proceeding with caution at all times
- If it can be confirmed with absolute certainty that there is no fire / smoke present, the alarm can be reset and a 1-hour fire watch must be implemented for the area
- The incident is documented in the Fire Register at an appropriate time

Note: *Keyholders should not place themselves in danger by entering into areas with significant smoke or fire evident*

Fire Warden Procedure In The Event Of An Alarm Activation

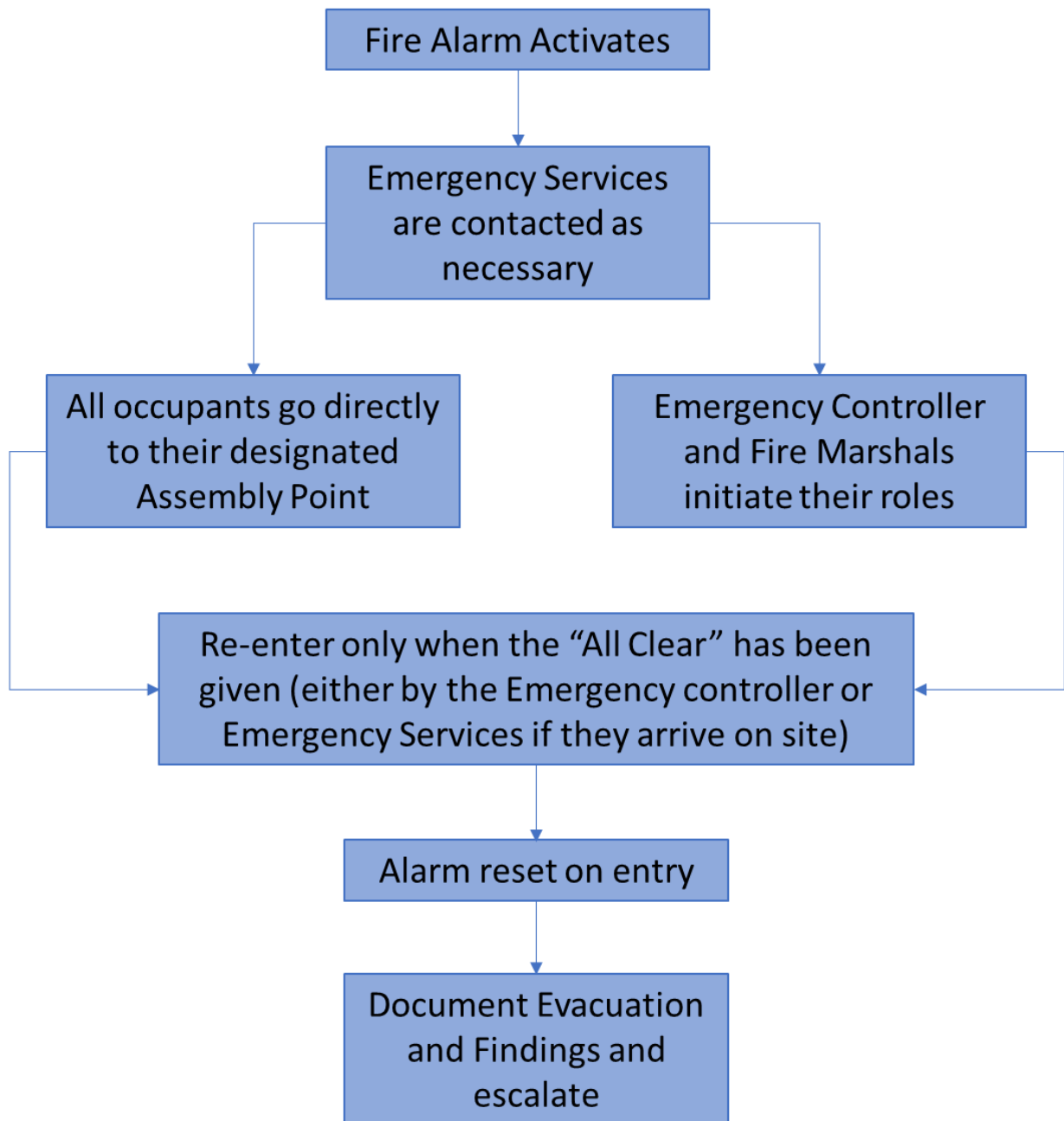
- A Break Glass Unit or smoke / heat detector is activated and the Fire Alarm sounds
- If safe to do so, the Fire Warden puts on their Fire Warden High Visibility Vest

- The Fire Warden carries out a sweep of their respective area and instructs all personnel to evacuate the building and proceed to the relevant Assembly Point
- Include toilets, meeting rooms, kitchen etc.
- Make note of any personnel who refuse to leave but do not delay evacuating yourself and the rest of your sweep area
- On the way out, if safe to do so, take the Fire Register
- Once at the Assembly Point, the Fire Warden should report any persons presumed missing or any areas which were unchecked to the Emergency Controller
- In the event that the situation worsens e.g. smoke / fire blowing directly at the Assembly Point, the Fire Warden should guide all evacuees to an alternative Assembly point
- The Fire Warden instructs all personnel to remain at the Assembly Point until further notice

Dealing With False Alarm Activations

- A knock occurs on the fire alarm system e.g. via a smoke or heat detector
- The alarm panel will sound
- The Centre Manager or his /her Deputy onsite assumes the role of Emergency Controller. If safe to do so, a brisk sweep of the building should be undertaken.
- Where it can be categorically confirmed that there is no smoke / fire evident in the area, then the fire alarm can be reset
- Following a false activation, it will be necessary to carry out a fire watch in the area for at least one hour following the incident
- If the cause of the accident cannot be ascertained, the fire alarm maintenance contractor should be contacted to carry out further investigations
- The details of the activation, including the findings should be recorded in the Fire Register

Evacuation Summary Flowchart



9. Evacuation Procedure

A building evacuation will be initiated either through the automatic detection of a fire by the fire alarm system (e.g. through a smoke or heat detector) or alternatively by manually activating a break glass unit.

Manual Alarm Activation:

The alarm system can be activated by breaking any of the **RED** break glass units throughout the building.



Break Glass Unit Example

How To Raise The Alarm (Manually):

If you discover a fire, raise the alarm immediately by one of the following methods:

- Pressing the Break Glass Unit (red units) located throughout the building
- Informing the nearest Fire Warden immediately

If you are a trained Fire Warden and you feel the fire can be controlled try to extinguish it by using the **correct** extinguisher. Do not take unnecessary risks.

- Never attempt to fight a fire larger than a waste paper basket
- Only fight a fire if the escape route is clear (i.e. back to the door)
- Only personnel who are trained & confident in the use of fire extinguishers should use one
- Use the correct fire extinguisher type to suit the fire

Otherwise, get out & stay out

Evacuation Procedure For Employees / Visitors / Contractors

- The fire detection system is activated and the Fire Alarm sounds
- Stop what you are doing and proceed to the nearest safe emergency exit
- Switch off tools / equipment where appropriate
- Do not stop for personal belongings
- Close doors and windows if safe to do so on the way out
- Proceed to Assembly Point by turning to the right on exiting the building – assemble in the School Basketball Court
- Follow the instruction of the Fire Warden and the Emergency Controller / Deputy Controller
- Do not re-enter the building unless the all clear / return to work signal has been given by the Emergency Controller / Deputy Emergency Controller or the Emergency Services if they have arrived on site
- Do not smoke during an evacuation
- The use of a mobile phone during an evacuation should be limited to emergency calls only

Emergency Services

- In the event of the Fire Brigade or other Emergency Services arriving on site they will automatically assume control of the situation and will issue all further instructions
- The Emergency Controller will supply all relevant information to the emergency services
- Fire evacuation will be co-ordinated from a safe location away from the affected area
- The Emergency Services will advise if evacuation of neighbouring facilities and adjoining building(s) is required
- Once the situation has been brought under control, the emergency services will communicate with the Emergency Controller and indicate if / when it is safe to re-enter the building

Evacuation Investigation:

The ERT together with members of the Emergency services (if appropriate) must endeavour to identify the cause of the emergency within 48 hrs, i.e. fire, chemical spillage etc.

A site evacuation report must be completed and copies forwarded to the Centre Manager.

10. Fire Drill, Alarm Test & Maintenance Of Emergency Equipment

- A fire drill will be conducted at least twice per year. The exercise will be recorded and the learnings circulated to all relevant personnel
- Employees and contractors may or may not be given details of the drill in advance
- The fire alarm will be sounded by activating a separate Break Glass Unit on each occasion (in order to test)
- A report will be drafted and circulated concerning the success of the drill relevant to Ongar Community Centre
- Suggestions will be detailed to decrease evacuation time and increase overall control
- Any problems encountered will be noted along with corrective actions

Weekly Alarm Test

The weekly alarm test should take place. All visitors and contractors should be made aware of this in advance. The sirens are sounded for 10 seconds and then reset by the Emergency Controller / Deputy Emergency Controller.

Emergency Equipment Maintenance

The Emergency Controller, appointed by Ongar Community Centre will be responsible for arranging for the maintenance of the Fire Alarm system for the building. The Emergency Controller, as part of the PPM plan for the site is responsible for ensuring that all emergency equipment under their remit is adequately maintained as follows

Equipment	Contractor	Responsibility	Frequency
Fire Extinguishers	Total Fire Protection	Emergency Controller	Annual
Emergency Lighting	Acacia	Emergency Controller	Quarterly
Fire alarm & detection	Master Fire	Emergency Controller	Quarterly
Lift	Kone	Emergency Controller	6-monthly (statutory inspection)

11. Emergency Shut – Down Of Equipment & Services

During an emergency, it may be necessary to shut down services. The Emergency Controller will designate members of the ERT to carry out individual shut-downs where applicable. In particular, it may be necessary to switch off electricity to the site e.g. under the instruction of the Emergency Services.

The main electrical isolator is in the main electrical cupboard.

Following an alarm activation, it may be necessary to check and / or re-set systems which are connected to the alarm.

- Reset Break Glass units related Fire Alarm system activation
- Manual reset of smoke vent
- Entrance Door
- Emergency Exits

12. Spill Response Procedure

On Site Emergency Spillage Procedure

All hazardous chemicals which are stored on site must be risk assessed and a copy of the corresponding SDS (Safety Data Sheet) must be stored on file.

Examples of particularly hazardous chemicals include:

- Bulk storage of chemicals e.g. 5L or more of diesel
- Storage and / or use of flammable, explosive or oxidising chemicals
- The use of corrosive or toxic chemicals

There is minimal or no requirement to store any of the above chemicals on site so the likelihood of a significant chemical spillage is low.

If in doubt check with the Centre Manager or refer to the SDS for further information.

In the event of a spillage of chemical on site, the following procedures apply:

Refer to procedures for dealing with the spilled material listed in the relevant Safety Data Sheet (**SDS**). The centralised SDS folder will be stored by the Centre Manager. Only chemicals which have been approved by the Centre Manager or his / her authorised deputy may be brought onto or used on site. This includes cleaning chemicals, paints etc.

General Procedure

- Assess the risk by determining:
 - What has been spilled?
 - How much has been spilled?
 - Has anyone been seriously injured or is there a danger to anyone?
 - What are the safety and environmental hazards (check SDS, which should be readily available)?
- If assessed to be a **Minor spill that poses no immediate threat to health, safety or the environment then take appropriate action to control and contain the spill**
- If assessed to be a major spill which poses a danger to individuals or if unsure, evacuate the area and contact the Centre Manager who will escalate as required

- If required, The Emergency Controller will alert the emergency services and implement the site evacuation procedure if necessary
- If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area

If there is no immediate danger, and the material is still leaking or spilling, take appropriate action to stop and control the leak (Close valve, plug leak etc.)

Contain the spill using appropriate absorbing materials from the Spill Kit.

Large Spills Or Spill Of Unknown Material

Contact the Centre Manager in the unlikely event of a large or unknown spill so that appropriate control measures can be implemented.

Communications / Clean Up / Corrective Action

The Centre Manager will inform the local authority and / or the fisheries board and / or EPA if deemed necessary and the neighbouring properties if they could be affected by the spill

An incident report must be completed and all available information must record; time of spillage, cause of spillage, type of spillage, volume of spillage, effect of spillage etc.

If contamination of land or river water occurs Ongar Community Centre will take, where possible, appropriate measures to clean up the affected area, based on expert technical advice.

Examples of Chemicals used on site:

- Diesel / Oil from vehicles
- Industrial strength cleaning Chemicals
- Grease / oil and lubricant used for maintenance

13. Flood Response Procedure (Including Major Water Leak)

Flooding can occur as a result of damage to a water pipe, leaking roof, problems with drainage or other cause such as extreme bad weather.

Flooding can result in:

- Electrical shock / fire
- Damage to property / infrastructure
- Personal injury

The impact of which can be controlled by the following means:

- Person identifying flood reports to the Emergency Controller
- Emergency Controller delegates a member of the ERT to shut off of the water where necessary / applicable (This is located just inside the main door to the right)
- Isolate all electrical equipment in the vicinity (only trained & competent Electrician may work on electrical panels)
- Emergency controller will determine if area / site evacuation is required
- Removal of property / other items if possible
- Containment of the flood
- Clean-up

Where a flood incident occurs, the cause of the flood / leak should be identified and where necessary, the relevant control measures should be put in place to prevent further leaks e.g. roof repair, flood barriers

14. Severe Weather Alerts

Local Authorities are the lead agencies for co-ordinating the response to severe weather emergencies. Where weather emergencies are judged to impact public safety at national level the National Emergency Coordination Group (NECG) is activated by the Office of Emergency Planning on request from the Department of Housing, Planning and Local Government. This is the Lead Government Department for weather emergencies.

Met Éireann is the Irish National Meteorological Service as recognised by the World Meteorological Organisation under an international convention since 1950 and one of its most important roles is to protect life and ensure citizen safety.

Met Éireann's main suite of warnings are issued by the duty forecaster between 10am and midday and are updated as necessary as new information becomes available. In general, warnings will not be issued more than 60-hours ahead of the expected adverse weather but advisories on potential hazards are issued up to a week in advance.

Impacts from wind/rain/snow etc., vary depending on location, recent weather conditions, the state of ground, the time of year as well as the duration of the event. In particular the timing and location of the occurrence of extreme weather can significantly affect the impact which extreme weather may have on society, or on the economy.

The colour coding used by Met Éireann is fully aligned with international best practice and the European Meteoalarm system (www.meteoalarm.eu)

Yellow	Not unusual weather. Localised danger.
Orange	Infrequent. Dangerous/disruptive.
Red	Rare. Extremely dangerous/destructive.

STATUS YELLOW

Weather that does not pose a threat to the general population but is potentially dangerous on a localised scale.

Be aware about meteorological conditions and check if you are exposed to danger by nature of your activity or your specific location. Do not take any avoidable risks.

The concept behind YELLOW level weather alerts is to notify those who are at risk because of their location and/or activity, and to allow them to take preventative action. It is implicit that YELLOW level weather alerts are for weather conditions that

do not pose an immediate threat to the general population, but only to those exposed to risk by nature of their location and/or activity.

STATUS ORANGE

Infrequent and dangerous weather conditions which may pose a threat to life and property.

Prepare yourself in an appropriate way depending on location and activity. All people and property in the affected areas can be significantly impacted.

Check your activity/event and delay or cancel as appropriate.

This category of ORANGE level weather warnings is for weather effects which have the capacity to impact significantly on people and services in the affected areas. The issue of an Orange level weather warning implies implications for management in the affected areas should prepare themselves in an appropriate way for the anticipated conditions.

STATUS RED

Rare and very dangerous weather conditions from intense meteorological phenomena.

Take action to protect yourself and your property.

Follow instructions and advice given by the authorities under all circumstances and be prepared for exceptional measures.

The issue of RED level severe weather warnings should be a comparatively rare event and requires action by PTC management. Employees may need to protect themselves and/or their properties; this could be by moving their vehicle out of the danger zone temporarily; by staying indoors; working from home, or by other specific actions aimed at mitigating the effects of the weather conditions.

15. Critical Injuries & Multiple Casualties

Critical Injuries:

Critical Injuries include injuries which pose serious threat to life. Examples include injuries which result in severe blood loss, head trauma, amputation of a limb(s), severe burns or loss of sight. This procedure can also extend to serious medical incidents. The following procedure must be followed in the event of a critical injury.

First Aid treatment is provided and emergency services are summonsed without delay

- The Emergency Controller reports the incident to the Centre Manager

- The Centre Manager escalates the incident to Board of Ongar Community Centre
- The Centre Manager makes the decision whether or not to contact the HSA immediately

The area should be made safe in order to prevent further injuries however; the accident site should not be disturbed in order to preserve the scene for investigation purposes. The HSA or other authorities may require access to the area in its current condition in order to complete their investigation.

An AED (Automated External Defibrillator) is provided on site in the Reception Area. All trained First Aid responders have been trained in their use. The AED is located adjacent to the Reception Area.

Multiple Casualties:

Where an incident results in multiple casualties the above procedure also applies.

16. Bomb Threat

Bomb Threat

Any bomb threats will be treated seriously. In the event of a bomb threat the Centre Manager must be contacted immediately. The Centre Manager is then responsible for contacting the Gardaí on 112 / 999 and escalating the situation internally to the Board of Ongar Community Centre .

Receiving a Bomb threat by telephone

- Remain calm and note the following information:
- Time of the call (start and end)
- Exact words used by caller
- Caller's gender and approximate age
- Accent or speech impediments
- Background noise e.g. traffic
- Caller's state of mind

Where possible the following information should be obtained:

- Location of the bomb
- When it is expected to detonate
- Type and appearance of the bomb
- Reason for bomb
- Name of caller

17. Acts Of Physical Aggression

Aggressive behaviour can include one or more of the following:

- Any act of violence where an individual expresses anger by hitting, shoving, pushing, or otherwise physically assaulting or attacking
- Any verbal or non-verbal threat of harm which is intended to intimidate or threaten the safety of an individual, whether the threat is made in person, through another employee / visitor / contractor, over the phone, by mail, or via e-mail
- Acts, words, and gestures adversely affecting the safety and security of another individual
- Possession of a weapon
- Sexual assault or abuse
- Vandalism or arson

In the event that a person or number of persons becomes aggressive on site, the following procedure should be followed:

- Contact the Centre Manager on site
- Where immediate threat exists call the Gardai on 112 or 999 and provide the necessary incident details
- If you cannot call, instruct another individual to call
- Remain as calm as possible
- Never retaliate to acts of physical violence
- Remain polite, show respect, and be ready to listen
- Never attempt to disarm or accept a weapon from the person in question

18. Major Incident Response Plan (Including Incident With Neighbouring Facility)

Definition: A major incident is a very serious unplanned event which may cause or result in serious injuries, loss of life, extensive damage to property, the environment or serious disruption on or off site. It will normally require the use of outside resources to handle it effectively. Sometimes the malfunction of normal operating procedures, it may be precipitated by an outside agency, such as severe electrical storm, crashed aircraft, deliberate acts of arson, sabotage, civil strife, hostage situation or military action.

Ongar Community Centre is based in close proximity to a residential area. Due to the nature and scale of the residential area, and considering the surrounding area, there are a number of potential emergency scenarios which might arise. The main potential emergency scenarios could include:

- Outbreak of fire
- Toxic fumes / gases as a result of fire
- Leak of gases
- Chemical spill, including from a road vehicle
- Collapse or partial collapse of a building
- Road traffic collision
- Bad Weather – Red Alert
- Civil unrest or antisocial behaviour

In the event of a potential emergency on any adjacent or nearby site which may affect the day to day activities, in particular the safety, of Ongar Community Centre employees, then the Centre Manager will liaise with the emergency services dealing with the issue and adhere to the instruction provided. In the event that an emergency is imminent and the emergency services have not yet attended the scene, the Centre Manager will decide on the best course of action based on the nature of the incident. This could include:

- Immediate evacuation of the building and / or surrounding units
- Instruct all personnel to remain indoors and to keep all doors and windows closed, and if necessary locked
- Continued monitoring of the situation with no action pending arrival of the emergency services
- During any such instances, employees must not make any representation on behalf of the company.

19. Crisis Management & Major Trauma Counselling

In the event of an incident occurring on site which results in a crisis or in the event of a major trauma which affects employees, Ongar Community Centre will consult with external providers to source trauma counselling. The level of such support will correlate to the nature of the incident.

20. Road Traffic Collision

Ongar Community Centre is based in a residential area and is accessed by the surrounding road network. Parking is facilitated in the Centre carpark. In the event of a road traffic collision on site, including incidents involving visitors and contractors, the following procedure should be followed:

- Report the incident immediately to the Centre Manager & Emergency Controller and request the services of a First Aid Responder (regardless of any visible injuries)
- The Emergency Controller will dial 999 / 112 to report the incident to the Emergency Services and if necessary request an ambulance / fire brigade
- First Aid treatment should be provided pending the arrival of the emergency services
- The following information should be gathered:
 - Name / contact details of all personnel involved
 - Information relating to the vehicle(s) involved e.g. registration number(s)
 - Weather conditions at the time of the incident
 - Road conditions at the time of the incident
 - Photographs of the vehicles / area / damage
 - Where available, CCTV footage of the incident should be saved by the assigned data controller

21. Biological Contamination

A number of control measures currently exist to minimise the likelihood of biological contamination across the Ongar Community Centre including:

- Legionella Management Programme
- Housekeeping & Hygiene Programme
- Pest Control Programme

The action required will depend on the nature of the contamination. In many cases the principals of the control measures will be similar to that required for a chemical spill.

It will be necessary to:

- Ensure all personnel are protected from entering into the affected area
- The source of the contamination should be isolated to prevent spread
- Switch off systems which might spread the contamination e.g. HVAC systems
- Provide any necessary first aid treatment and refer affected personnel to medical professionals where required
- Contact the relevant specialist contractors to rectify the cause of the issue where appropriate

22. Pandemic Management – Covid-19

What is COVID-19?

COVID-19 is a new illness that can affect the lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. Exposure to COVID-19 is a public health risk which affects all citizens.

Symptoms of COVID-19

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and get a COVID-19 test.

The most common symptoms of COVID-19 are:

- fever (high temperature - 38 degrees Celsius or above) - including having chills
- dry cough
- fatigue (tiredness)

Less common symptoms of COVID-19 include:

- loss or change to your sense of smell or taste – this could mean they're completely gone or just different to normal
- nasal congestion (runny or blocked nose)
- conjunctivitis (also known as red eyes)
- sore throat
- headache
- muscle or joint pain (aches and pains)
- different types of skin rash
- nausea or vomiting
- diarrhoea
- chills or dizziness

Symptoms of severe COVID-19 disease include:

- shortness of breath or breathing difficulties
- loss of appetite
- confusion
- pain or pressure in the chest
- fever (high temperature - 38 degrees Celsius or above)

You may not have all of these symptoms or your symptoms may be mild. Symptoms may vary for different age groups or variants of the virus.

It can take up to 14 days after you are infected for symptoms to show. You can spread COVID-19 during this time.

Symptoms of COVID-19 can be similar to symptoms of cold, flu or hay fever.

If you are in doubt about any symptoms you have, phone your GP.

How COVID-19 spreads

COVID-19 is spread in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

You could contract the virus if you:

- Come into close contact with someone who has the virus or is coughing or sneezing
- Droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them
- Touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed to your eyes, nose or mouth

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can remain on surfaces for hours and up to several days in the absence of effective cleaning.

Ongar Community Centre have completed a COVID-19 Response Plan and a COVID-19 Risk Assessment documenting the pandemic management protocol and the control measures implemented in the workplace in line with all official public health and advice and government recommendations in relation to the management of COVID-19. The COVID-19 Risk Assessment is a working document and is reviewed and updated as public health advice and government requirements/recommendations become available.

Ongar Community Centre have developed a protocol to deal with a suspected case of COVID-19 in the workplace.

If an individual develops symptoms of COVID-19 in the workplace they must:

- Notify the Centre Manager / Supervisor immediately, who will then notify the First Aid Responder (FAR).
- Proceed to the isolation room and follow the instructions of the FAR.

- The employee should not touch surfaces and should cover their mouth/nose when coughing/sneezing with a tissue and dispose of used tissues in a bin.
- Employee experiencing symptoms should wear a face mask.
- The employee should contact their GP and seek medical advice.
- If the employee is unable to drive, or uses public transport to commute to/from work they should be encouraged to contact a family member to arrange a lift home
- The employee should follow the advice of their medical practitioner

A contact tracing log has been implemented in accordance with the Return to Work Safely Protocol. Employees, visitors and contractors must sign/in out when attending site.

With reduced occupancy levels, there are sufficient emergency exit stair cores to facilitate social distancing (currently 2m) during an evacuation.

Trained First Aid Responders are available on site. First Aid Responders have read and understand the PHEEC COVID-19 Guidelines in relation to the provision of first aid in the workplace.

Trained Fire Wardens are available on site. In the event of a fire alarm activation, employees must evacuate via the nearest available safe emergency exit. Employees must adhere to social distancing (currently 2m) requirements and avoid touching their face, eyes, nose or mouth with hands following touching frequently used 'touch points' i.e. door handles/paddles. Employees must proceed to the Assembly Point and continue to maintain social distancing (currently 2m) when awaiting instruction from the Emergency Controller or External Emergency Services.

23. Appendices

First Aid Responders

In the event of an accident or incident, our trained First Aid Responders are here to help



First Aid Responders:
Shane O'Neill
Stephen O'Sullivan
Jonathan Connolly
Stephen Mahase
Tom Blennerhassett

First Aid Box Location: Reception Area and kitchen area (ground floor)

AED Location: Reception Area

Emergency Controllers



In the event of a fire or evacuation, report to your Fire Warden at the Assembly Point

**EMERGENCY CONTROLLER
Centre Manager – Shane O’Neill**

**DEPUTY EMERGENCY CONTROLLER
Centre Supervisor – Stephen O’Sullivan**

Fire Wardens



In the event of a fire or evacuation, report to your Fire Warden at the Assembly Point

Fire Warden Details:

**Shane O’Neill
Fire Warden**

**Stephen O’Sullivan
Fire Warden**

**Jonathan Connolly
Fire Warden**

**Stephen Mahase
Fire Warden**

**Tom Blennerhassett
Fire Warden**

Emergency Contact Details



CONTACT	NUMBER
<i>EXTERNAL CONTACT NUMBERS</i>	
EMERGENCY SERVICES (FIRE BRIGADE, AMBULANCE, GUARDS)	01 820 2722 999 / 112
LOCAL GARDA STATION (Blanchardstown Garda Station)	01 666 7400 999 / 112
NATIONAL POISONS CENTRE	01 809 2166
NATIONAL MATERNITY HOSPITAL	01 637 3100
ESB NETWORKS LTD	1850 372 999
GAS NETWORKS IRELAND (EMERGENCY)	1850 20 50 50
ENVIRONMENTAL PROTECTION AGENCY	053 916 0600
HEALTH & SAFETY AUTHORITY	1890 289 389
FINGAL COUNTY COUNCIL (Mick Dunne)	087 284 1246
KEYHOLDERS – TASKFORCE	086 084 0850
ALARM MONITORING CENTRE – CHUBB	01 295 3333
<i>INTERNAL CONTACT NUMBER</i>	
EMERGENCY CONTROLLER – Shane O’Neill	086 142 8834

Emergency Response Training Matrix

	Training	Training Provider
First Aid	3 Day First Aid Certificate (PHECC FAR)	External
	2 Day First Aid Refresher (PHECC FAR)	External
Fire Warden	½ Day Fire Warden course every 3 years	External
Site controller	½ Day	Internal

Peep Assessment Check Sheet
EMERGENCY EGRESS QUESTIONNAIRE

Why you should fill in the form?

Ongar Community Centre has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

- If you require information about our emergency egress procedures
- If you need assistance during an emergency
- It shouldn't take you more than a few minutes to complete the form

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a "Personal Emergency Egress Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work.

The information provided in the form will be treated confidentially and will only be shared with others on a "need to know" basis.

NAME	
JOB TITLE	
DEPARTMENT	
BRIEF DESCRIPTION OF DUTIES	

LOCATION

1. Where are you based for most of the time?

Floor:- Desk:-

2. Will your job take you to more than 1 location in the building in which you are based?

YES NO

3. Will your job take you to different buildings?

YES NO

AWARENESS OF EMERGENCY EGRESS PROCEDURES

4. Are you aware of the emergency egress procedures that operate in the building(s) in which you work?

YES NO

5. Do you require written emergency egress procedures?

YES NO

5a. Do you require written emergency egress procedures to be supported by ISL interpretation?

YES NO

5b. Do you require emergency egress procedures to be in Braille?

YES NO

5c. Do you require emergency egress procedures to be on tape?

YES NO

5d. Do you require emergency egress procedures to be in large print?

YES NO

6. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes No

EMERGENCY ALARMS

7. Can you hear the fire alarm(s) provided in your place(s) of work?

Yes No Don't know

8. Could you raise the alarm if you discovered a fire?

Yes No Don't know

ASSISTANCE

9. Do you need assistance to get out of your place of work in an emergency?

Yes No Don't know

If NO, please go to question 13

10. Is anyone designated to assist you to get out in an emergency?

Yes No Don't know

If NO, please go to question 12. IF YES, give name(s) and location(s)

11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes No Don't know

11a. Are you always in easy contact with those designated to help you?

Yes No Don't know

In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes No Don't know

GETTING OUT

13. Can you move quickly in the event of a fire?
Yes No Don't know
14. Do you find stairs difficult to use?
Yes No Don't know
15. Are you a wheelchair user?
Yes No Don't know

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.

Please return completed form to:-

The Centre Manager

PERSONAL EMERGENCY EGRESS PLAN

NAME: -

DATE:-

POSITION:-

DESIGNATED ASSISTANCE:

ASSISTANCE METHODS/TECHNIQUES:

EQUIPMENT PROVIDED:

EMERGENCY EVACUATION PROCEDURE(S): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

EVACUATION ROUTE(S): (preferably with diagrams)

First Aid Box Check Sheet

Materials	First Aid Box Contents		
	1 -10 Persons	11-25 Persons	26-50 Persons
Adhesive Plasters	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	4
Individually Wrapped Triangular Bandages	2	6	6
Safety Pins	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	2	3	4
Individually Wrapped Disinfectant Wipes	10	20	40
Paramedic Shears	1	1	1
Examination Gloves Pairs	5	10	10
Pocket Face Mask	1	1	1
Water Based Burns dressing Small (10x10cm's)	1	1	1
Water Based Burns Dressing Large*3	1	1	1
Crepe Bandage (7cm)	1	2	3

AED Check Sheet

AED Maintenance Checklist											
AED Location											
Make / Model											
Serial Number											
AED Location	Week	1	2	3	4	5	6	7	8	9	10
Visible and Unobstructed	✓										
AED Sign displayed	✓										
AED Condition											
Battery Status & date	✓										
Indicator Light OK	✓										
Exterior OK	✓										
AED Components											
Adult pads	✓										
Child Pads or switch	✓										
Check Expiry Date on Pads	✓										
CPR Mask	✓										
Clothing Shears	✓										
Safety Razon	✓										
Gloves	✓										
Initial											
Date											

Ongar Community Centre Evacuation Drill Report	
Emergency Controller / Fire Warden on duty	
Date	
Time	
Emergency Services Contacted? (state exact time)	
If Fire Drill	
Monitoring company contacted in advance?	
State the location of Fire Alarm Point tested (if this is a drill)	

Status of Evacuation		
Role	Status Update	Time
Comments		
Evacuation Time. <i>(The time starts once the alarm is activated and ends once all personnel have been evacuated and accounted for)</i>		

Building evacuated and all persons accounted for in ____ min ____ sec		
Immediate Remedial Action Taken		
Alarm Re-set (tick as appropriate)	Yes	No
Alarm re-set by		

Post Evacuation Review		
Date/Location:		
Attendance:		
	Action to	Action by (date)
Actions:		

--	--	--

Bomb Threat Record Form
BOMB THREAT CHECK LIST

Questions to Ask:

- When will the bomb explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Callers Voice Check List:

- Calm Nasal Stutter
- Angry Excited Lisp
- Slow Raspy Rapid
- Deep Soft Ragged
- Loud Crying Distinct
- Accent Laughter Normal
- Disguised Heavy Breathing
- Cracking Voice

Other features:

If voice is familiar who did it sound like:

Background sounds

- Street noises Factory
- Crockery Machinery
- PA System Animal noise
- Music Static
- House Noises Local
- Motor Long Distance
- Cellular Phone Booth
- Office Equipment

Exact wording of threat

Other _____

Male **Female** **Adult** **Child**

Telephone Number where call was received: _____

Threat Language:

Well Spoken Incoherent Taped Foul Irrational Message Read

Date: _____ Time: _____

Name: _____

Remarks:

Emergency Evacuation Procedure Summary



Emergency Evacuation Procedure Summary

Site: Ongar Community Centre

Ongar Road, Ongar, Dublin 15

In the event of a fire or emergency situation:

- If you notice a fire, sound the alarm by breaking the nearest BGU (Break Glass Unit)
- Do not fight a fire unless you have been trained and are confident in the use of a fire extinguisher
- Only fight a fire when your back is to the exit and the fire is no larger than a waste paper basket – do not put yourself in danger
- Exit via the nearest **safe** exit (Main door or Emergency Exit from downstairs open plan area)
- Switch off any hazardous equipment you may be using e.g. power tools
- Do not stop for personal belongings
- If safe to do so, close doors and windows on the way out to limit the spread of fire
- Report to the Fire Warden at the designated Assembly Point located in the school basketball court to the left on leaving through the main door.
- Do not re-enter the building unless you have been told to do so by the Emergency Controller

What does the Fire Alarm sound like?

The Fire Alarm will be loud and sounds like a siren



Note: First Aid Station is mounted on the wall in Reception and in the kitchen area (ground floor). An AED (Automated External Defibrillator) is located in the Reception Area. First Aid responders have been trained in the use of the AED.



Trained **First Aid Responders** are **Shane O'Neill, Stephen O'Sullivan, Jonathan Connolly, Tom Blennerhassett** and **Stephen Mahase**.





www.hsa.ie

www.besmart.ie

▶ Fire Extinguisher – SAFETY CHECKS

Pressure Gauge:

- ▶ Good condition and undamaged
 - ▶ Needle must be in 'green' area
- If needle not in green area, remove extinguisher for servicing

General condition:

- The following must be in good condition and undamaged
- ▶ Handle
 - ▶ Hose
 - ▶ Cylinder body
 - ▶ Labels (dates and detail clearly visible)

Suitability:

- Extinguisher must be suitable for:
- ▶ The size and type of the workplace
 - ▶ The type of fire that could happen



Pull Pin:

Must be:

- ▶ In good condition and undamaged
- ▶ Securely fastened within handle
- ▶ Held in place by tamper seal

Maintenance:

Extinguishers must be:

- ▶ Serviced annually
- ▶ Marked with next due date OR maximum period of use (mm/yy). For example:

SERVICE RECORD			
NEXT DUE DATE	RECHARGED	PRESSURE TESTED	INSPECTED BY

Access:

Extinguisher must be kept in a location that is:

- ▶ Easily accessible
- ▶ Kept clear
- ▶ Marked with the appropriate signs

