

Saint John of God Kerry Services

Hospitality- Compassion - Respect

44

Saint John of God Kerry Services

Title: **Red Weather Warning Procedure**

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1.0 Red Weather Warning Committee:

Red Weather Warning Committee is prioritised to meet immediately on notification of a Red Weather Warning. The committee will be comprised of the following representatives:

- Senior Manager(s) and will act as Chairperson.
- Senior Management Team.
- Maintenance Supervisor.
- Health and Safety Coordinator.
- Catering Supervisor.
- Any other person whose expertise is deemed necessary.

The aim of the Red Weather Warning Committee is to reasonably and practicably protect the lives of all of Saint John of God Kerry Services service users and staff, and to mitigate damage to property at times of severe weather.

1.0 The Responsibility of the Red Weather Warning Committee:

- 1.1 On notification of a Red Weather Warning, the Chairperson of the Red Weather Warning Committee convenes an urgent meeting of the Red Weather Warning Committee.
- 1.2 The Procedure for the Management of a Red Weather Warning is to be reviewed and any relevant actions will be delegated to the relevant members of the committee.
- 1.3 Governance and On-Call structure reviewed.
- 1.4 Liaise with any relevant external agency for support prior to, during and after a Red Weather Warning.
- 1.5 Communicate all relevant information/instruction on a Red Weather Warning to all staff and service users.

2.0 Day Services:

- 2.1 On receipt of confirmation of red weather warning, Day Services will make necessary closure arrangements as early as possible.
- 2.2 Day Service Programme Manager, or designate, is to arrange for communication with staff to advise of closures and the duration of the closure.
- 2.3 Day Service Programme Manager, or designate, is to arrange for communication with the service users and/or families to advise of closures and the duration of the closure.
- 2.4 Day Staff may be redeployed within Saint John of God Kerry Services if the day staff member deems it safe to present for duty.
- 2.5 Prior to the Red Weather Warning, staff are to ensure that all outdoor bins are secured. All equipment is to be placed indoors where necessary and any other items that may cause a potential hazard are to be secured.
- 2.6 All Day Services are required to have working torches, with spare batteries.
- 2.7 The Programme Manager, in consultation with the Senior Management Team, will consider the day and time of reopening the services. The Programme Manager will be responsible for communicating this information to staff, service users and/or families.
- 2.8 Location Managers to Liaise with Contract cleaning company to cancel all services.

3.0 Respite Services

- 3.1** On receipt of confirmation of Red Weather Warning, Respite Services will make necessary closure arrangements as early as possible.
- 3.2** Respite Service Programme Manager, or their designate, will arrange for communication with the staff to advise of closures and the duration of the closure.
- 3.3** Respite Service Programme Manager, or their designate, will arrange for communication with the service users and/or families to advise of closures and the duration of the closure.
- 3.4** Prior to the Red Weather Warning, staff are to ensure that all outdoor bins are secured. All equipment is to be placed indoors where necessary and any other items that may cause a potential hazard are to be secured.
- 3.5** All Respite Services are required to have working torches, with spare batteries.
- 3.6** The Programme Manager, in consultation with the Senior Management Team, will consider the day and time of reopening the services. The Programme Manager will be responsible for communicating this information to staff, service users and/or families.
- 3.7** Any HIQA notification which may be required during a Red Weather Warning period is the responsibility of the Person-In Charge or their designate.

4.0 Campus Residential Services:

- 4.1** Residential Services have to be maintained during the Red Weather Warning.
- 4.2** Facilities will be provided for staff that may have difficulty travelling from work. Refer to Appendix B, List of Emergency Stores, for items that must be made available.
- 4.3** Person In Charge is to contact their staff to confirm attendance for their rostered shifts, and to liaise with units to determine overnight/sleeping requirements for staff.
- 4.4** The Red Weather Warning Committee will advise of where the Temporary Accommodation Areas will be set which will have adequate facilities for staff. PIC will notify staff of these locations.
- 4.5** Oak Tree Lodge will be available for staff that are required to report early for shift.
- 4.6** Emergency Supply Room is situated on the first floor of the Main House. Key is available from the Maintenance Department Office. Spare key with the Health and Safety Coordinator.
- 4.7** Prior to the Red Weather Warning, staff are to ensure that all outdoor bins are secured. All equipment is to be placed indoors where necessary and any other items that may cause a potential hazard are to be secured.
- 4.8** All Units are required to have working torches with spare batteries.
- 4.9** Activities will be curtailed to suit staffing levels available on each day.
- 4.10** Any HIQA notification which may be required during a Red Weather Warning period is the responsibility of the Person-In Charge or their designate.

5.0 Community Residential Services:

- 5.1** Community Residential Service Programme Manager, or their designate, is to arrange for communication with the staff to advise of closures and the duration of the closure.

5.2 Seven Day Residential Services have to be maintained during the Red Weather Warning.

5.3 For residents who are residing 4 nights a week, the Programme Manager, or their designate, is to arrange for communication with the residents and/or families to advise of closures and the duration of the closure.

5.4 Prior to the Red Weather Warning, staff are to ensure that all outdoor bins are secured. All equipment is to be placed indoors where necessary and any other items that may cause a potential hazard are to be secured.

5.5 All locations are required to have working torches with spare batteries.

5.6 Extra food and food supplies will be procured prior to a Red Weather Warning.

5.7 Any HIQA notification which may be required during a Red Weather Warning period is the responsibility of the Person-In Charge or their designate.

5.8 Any gaps in the residential roster could be scoped out and filled by Day Staff before they are given the option to work from home. Residents in 7 day houses to take priority for staff before we offer remote support to service users living at home

6.0 Operations Team:

6.1 Maintenance Team.

6.1.1 On receipt of notification of Red Weather Warning, the Maintenance Department will distribute salt bags to each unit. Grit will be maintained in the farm yard and the Maintenance Department will grit areas as required.

6.1.2 The Red Weather Warning Committee will ensure that salt is procured and distributed to each of the community residential locations.

6.1.3 Prior to the commencement of the Red Weather Warning, the Maintenance Team members will complete a walk around of their locations to ensure that any items that may cause a hazard during the period of the Red Weather Warning are secured.

6.2 Catering Department

6.2.1 The Catering Supervisor, or their designate, will make arrangements for the provision of meals/food supplies for staff that stay over.

6.2.2 The Catering Supervisor, or their designate, will contact the PIC's to ascertain if additional meals are required for staff.

6.2.3 On receipt of a Red Weather Warning, the Catering Supervisor, or their designate, will review their stocks to ensure adequate food and drink supplies are available for the duration of the Red Weather Warning.

6.3 Human Resource/Administration/Accounts/Clinical Team/Household

6.3.1 Human Resource/Administration/Accounts/Clinical Team/Household Staff will present for work as normal if they deem it safe to do so.

6.3.2 Human Resource/Administration/Accounts/Clinical Team/Household Staff maybe redeployed if there is a service requirement.

6.4 Information Technology Department

6.4.1 The I.T. department will communicate any relevant information/updates via text alert to staff that have provided permission for the use of their mobile contact details for such an event.

7.0 Unforeseen Red Weather Warning:

In the event that no notice has been received of a Red Weather Warning, and our services are providing the normal service, the Red Weather Warning Committee will advise the following:

7.1 If you are indoors at your location, or another location, remain in situ and contact your line manager for instructions.

7.2 If you are outdoors, proceed to the nearest shelter available and contact your line manager.

8.0 Staff Attending for Work during a Red Weather Warning:

The Saint John of God Community Services Human Resource Director will issue any directive to all employees via Saint John of God Kerry Services Operations Manager regarding the Red Weather Warning.

9.0 Governance Structure:

On notification of a Red Weather Warning, Staff are to make themselves familiar with the Governance Structure schedule for the duration of the Red Weather Warning.

Appendix A

WEATHER WARNINGS EXPLANATION:

The core rationale for Met Éireann issuing Weather Warnings is to protect the lives and livelihoods of all of the nation's citizens, and to mitigate damage to property and disturbance to economic activity at times of severe weather.

Nationally, the development of the Major Emergency Management framework and the designation of Local Authorities, the HSE and An Garda Síochána as the "Principal Response Agencies" (PRAs) with respect to emergency situations (of which a significant percentage will be the result of severe weather) has brought structure and formality to the allocation of responsibility for Emergency Response.

CATEGORISATION OF A RED WEATHER WARNING:

STATUS RED – Severe Weather Warning – Take Action. The issue of RED level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving their families out of the danger zone temporarily; by staying indoors; or by other specific actions aimed at mitigating the effects of the weather conditions.

WHAT WEATHER CONDITIONS ARE WARNED FOR?

Hazards deriving from the following weather-related types are covered by Met Éireann's weather warnings system:

Wind

Rain

Snow

Low Temperatures

Fog

High Temperatures

Thunderstorms

Coastal Wind Warnings

WHEN WILL WEATHER ALERTS/WARNINGS BE ISSUED?

Weather Alerts and Warnings will be issued whenever weather conditions meeting the detailed thresholds defined below are anticipated within a 48-hr period. There will be judgement required on the part of the forecaster who must weigh up the possible severity of the weather conditions and the likelihood of their occurrence. However, on some occasions (weekends, holiday periods) it may be necessary to issue Weather Warnings beyond this 48-hr horizon, if sufficient certainty derives from examination of the weather charts. Normally, however, a Weather Advisory (see below) will be used to flag severe weather beyond 48hrs and Advisories will normally anticipate only "Orange" or "Red" criteria weather hazards.

WEATHER WARNING CRITERIA

The criteria for the Red warnings level are laid out in the tables below.

Categories of Severe Weather encompassed by the National Weather Warnings System, together with the associated criteria:

Weather Element Criteria for Red – Severe Weather Warnings

- Wind

Mean Speeds in excess of 80 km/h
Gusts Speeds in excess of 130 km/h

- Rain

70mm or greater in 24 hrs
50mm or greater in 12 hrs
40mm or greater in 6 hrs

- Snow/Ice

Significant falls of snow likely to cause accumulations of 8 cm or greater below 250 m AMSL. Slippery paths and roads due to accumulation of ice on untreated surfaces; situation likely to worsen.

- Low Temperatures

Minima of minus 10C or lower expected. Maxima of minus 2C or lower expected.

- Fog No Criterion – not displayed.

- High Temperature

As Orange criterion, but persisting for two or more consecutive nights.

- Thunderstorms No Criterion – not displayed.

- Coastal Wind Warnings Violent Storm Force 11 or greater. (Mean Speeds)

