

## CORK UNIVERSITY HOSPITAL MAJOR EMERGENCY PLAN

**APPENDIX A****GENERAL INFORMATION ACTION CARD****Applicable to all action card holders and all staff involved in the ME****Function / Role****To:**

- Inform Line Managers and staff of their requirement to fulfill certain duties in the event of a major emergency

**Activation Procedure:**

- This action card should be kept with the Main Department/Area Action Card (see Footer Emergency Plan Document)

**1. Reporting to the Hospital Emergency Control Team**

It is the responsibility of all action card holders to make a status report of their area activities in relation to their area of responsibility. These reports should be made on an hourly basis to the Senior Manager/Information manager in the Emergency Control Centre. If at any time during the plan activation an incident arises which could impede the fulfillment of these functions contact should be made with the Hospital Emergency Control Centre to resolve the issue.

**2. Stand Down**

The decision to stand down will be taken in consultation with HSE Crisis Management Team representing the Principal Response Agencies (PRA). The Stand Down notification will be relayed by the Hospital Emergency Control Team via its dedicated e-mail – [cuhmep@hse.ie](mailto:cuhmep@hse.ie) - to all staff advising them of stand down in relation to their particular area/department. It should be noted that stand down will not occur simultaneously in every Department because of the impact of the major emergency on service delivery.

Co-ordinate stand Down in your area of responsibility only, this should include

- Inform all staff in your area of responsibility
- Thank Staff
- Get up to date information about staffing levels
- Give information on debrief and follow up
- Collect lists of staff on duty for the duration of the incident

### **CORK UNIVERSITY HOSPITAL MAJOR EMERGENCY PLAN**

It should be noted that activation of Stand Down will not always indicate that the work of the service is complete. In conjunction with your colleagues ensure that there is sufficient staff to manage the expected workload and Stand Down the remaining staff. It may be necessary to leave some staff on duty for a prolonged period. Arrange a shift cycle to ensure that members of staff are not left on duty for an excessive period

## **3. Health & Safety**

Standard precautions and Health and Safety standards must be adhered to at all times

## **4. Reporting**

Please ensure all actions taken during a Major Emergency are documented, including dates, times, and signatures of staff

Prepare a report and send to the Chairperson (Marie J. McCarthy) of the Major Emergency Planning team for collation within 5 days of the incident

## **5. Employee Assistance (EAP)**

This service is available to staff if required during a Major Emergency and the service should be contacted immediately when required.

### **Defusing:**

Defusing is a small group discussion about traumatic event

- A Fairly immediate intervention designed to offer support and stabilisation, so those individual trauma workers can cope in the short term
- Defusing can take place on change of shifts or when indicated. If necessary, defusing teams can rotate to the same site at alternative shifts (team's familiar to staff)