

## Garda Liaison Officer

GP LIAISON NURSE OR DEPUTY

### FUNCTION/ROLE: To:

- Collect, collate and provide all the necessary information in relation to the casualties
- Liaise directly with the Garda Casualty Bureau and the assigned Guard in the ED.

### ACTIVATION PROCEDURE:

- You will be informed by the Emergency Department Nurse/Medic in charge
- Alert level 1.

1. Collect Garda Liaison Officer tabard and forms from Major Emergency Store Room.
2. Facilitate in conjunction with the Chief Security Officer the setting up of the Garda Casualty Bureau.
3. Collect GP Liaison Nurse mobile phone from GP Liaison Nurse's office (top drawer of desk). The Garda Casualty Bureau will communicate with you via this number.
4. Start information gathering and form filling as soon as casualties arrive. Red, Yellow and Green casualties need to be dealt with giving priority to the red area.
5. Wait for call from the Garda Casualty Bureau to confirm their arrival. Confirm that the phone and fax numbers given to you are correct and operational.
6. Transfer information forms to the Garda Casualty Bureau via fax using the secretary's office in the ED as a base and the Fax Machine that is based there.
7. Regularly liaise with Garda Casualty Bureau- via phone/fax/in person.
8. Debrief with Garda Casualty Bureau after Major Emergency is stood down.
  - **Garda Casualty Bureau will be located in the Meeting & Conference Room in the Cardiac Renal Centre (adjacent to the switchboard)**