

Switchboard

FUNCTION/ROLE: To:

- Confirm with Ambulance Control Declaration/Standby of the major emergency
- Activate the plan by alerting all personnel at alert level 1.

ACTIVATION PROCEDURE:

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

STANDBY

1. On being informed by the Nurse in Charge of the ED that the CUH Major Emergency Plan has been put on Standby you will alert the following key personnel (Priority Group)

Nurse in Charge (Shift Leader) ED
ED CNM 3
ED Coordinator (Registrar/Consultant)
ED Nurse Service Manager
Switchboard Supervisor
Chief Executive Officer
Clinical Director
Director of Nursing
Operations Manager
Services Manager
Information Manager
Emergency Response Rep (ED)
Communications/Press Officer (CUH)
Relatives Coordinator
Bed Manager
Security Manager
Garda Liaison Officer

Using the following message:

“This is the Switchboard at Cork University Hospital – the hospital has been put on alert”

and given the following details if available.

- Type of Emergency
- Place of Emergency
- Estimated number of casualties.

ACTION CARD 10

DECLARED

1. On being informed by the Nurse in Charge of the ED that the CUH Major Emergency Plan has been declared you will:
 - a. Confirm the declaration with Ambulance Control (Phone No XXXXXX)
 - b. Activate the CUH Major Emergency Alert procedure (Level 1)

Using the following message:

“This is the Switchboard at Cork University Hospital – The Major Emergency plan has been activated”

and giving the following details if available

- Type of Emergency
- Place of Emergency
- Estimated number of casualties.

Alert Level 1

4.2.2 SWITCHBOARD: DAY/NIGHT

Once the Major Emergency has been declared and confirmed the following staff will be alerted immediately by telephone from the Hospital Switchboard.

4.2.2.1 Members of Executive Management Board

- Hospital Coordinator/Clinical Director **Professor Richard Greene** (Action Card 12).
- Chief Executive Officer **Tony McNamara** (Action Card 11)
- Director of Nursing, **Mary Boyd** /Night Superintendent (Action Card 15)
- Consultant Representative on EMB, **Dr Mike Henry**, EMB
- Consultant Representative on EMB, **Dr Michael Clarkson**, EMB.

4.2.2.2 Members of the Management Team (on the Hospital Emergency Control Team)

- Operations Manager, **Jason Kenny** (Action Card 11)
- Services Manager **Marie J. McCarthy** (Action Card 11)
- Acting HR Manager **Nuala Lynch** (Action Card 39)

ACTION CARD 10**4.2.2.3 Other Key Members of Staff**

- Medical Triage Officer and Surgical Triage Officer (action Cards 13 & 14)
 - **Consultant Surgeon On-Call/Surgical Registrar On-Call**
 - **Consultant Physician On-Call/Medical Registrar On-Call**
- CUH Blood Bank – **Stephen McGrath** (Action Card 23)
- Laboratory Manager – **Tadgh Hurley** (Action Card 23)
- Porter Services Manager – **Frank Power** (Action Card 25)
- All Other Consultants on Call and then the Surgical On-Call Registrars
- Chaplain on Duty (Roman Catholic & Church of Ireland)
- Chief Engineering Officers **John McDermott/Daniel Clifford**
- Occupational Health Physician **Dr John Gallagher** (Action Card 28)
- Liaison Psychiatrist/On Call –Clinical Director Department of Psychiatry
- Designated Hospitals (Mallow & Bantry Appendix B)
- Major Emergency Plan Information Managers (Action Card 11)
 - **Sean Cotter**
 - **Martina Hutchinson**
- Radiotherapy Services Manager/Deputy **Derry Little** (Action Card 29)
- Acting Switchboard Supervisor **Eamonn Forrest** (Action Card 10)
- Communications Officer **Ber Baker** (Action Card 33)
- Relatives Co-Ordinator **Celia Cronin** (Action Card 30)
- Health Records Department **Ena O'Driscoll** (Action Card 34)
- Social Work Department **Mary Casey** (Action Card 31)
- Medical Liaison Officer **Mike O'Connor** (Action Card 32)
- Mortician **Dan Collins** (Action Card 35).