

Security Department

CHIEF SECURITY OFFICER / DEPUTY

FUNCTION/ROLE: To:

- Ensure that access to the hospital is controlled
- Ensure that the hospital is accessible to Emergency vehicles
- Maintain order and provide assistance where necessary.

ACTIVATION PROCEDURE:

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

08.00 hours – 17.00 hours

On being informed that the CUH Major Emergency Plan has been put into operation the Chief Security Officer/Deputy will:

1. Position and direct Security Officers on-duty to:
 - a. Officer on inside duties to continue on bleep
 - b. 1 Officer to Main Gate (Traffic Control)
 - c. 1 Officer to Main Door/Entrance – direct press, relatives, visitors etc.
 - d. 3 Officers to the ED for crowd/traffic control
 - e. 1 Officer to the Radiotherapy Foyer for relative's control
 - f. 1 Officer on mobile patrols to assist where required
 - g. Other Officers to assist where required.
2. Facilitate in conjunction with the Garda Liaison Nurse, and the Gardai the setting up of the Garda Casualty Bureau.
3. Alert Procurement Department: Manager/Deputies
Stephen Lynch
Brian Coughlan
Anthony O' Leary
Louise Hannon (CUH)
4. Alert Pharmacy Department:
Deirdre Lynch Principal Pharmacist
5. Alert Catering Department:
Michael McCarthy Head of Catering

ACTION CARD 26

6. Alert HSSD
Sheila Leopold HSSD Manager
Carmel Kavanagh Deputy HSSD Manager.
7. Alert Chief Physicist **Fintan Bradley**
8. Contact and inform the Duty Plumber on **Bleep 452**
9. Direct Security and register Volunteers at main reception (see action card 37)
Ensure a list of volunteers is retained for the HECT.
10. Ensure staff are transported from Highfield Car Park in conjunction with Sun Cabs if required.
11. Alert Friends of the Hospital Group – **Margaret Canning**
12. Alert Sun Cabs- **Brendan Luddy**
13. Alert Manager Wilton Shopping Centre – **Ambrose Guilfoyle**
14. Liaise with local Gardai on traffic arrangements.
15. Arrange transport of Site Medical Incident Officer and Mobile Medical Team to incident site by Security Transport if Ambulance unavailable – (see appendix F).

CHIEF SECURITY OFFICER/DEPUTY

17.00 hours – 08.00 hours

1. Instruct that all available officers be contacted and requested to report for duty.
2. One Security Officer to go to help Switchboard in calling in staff, especially Consultants/Registrars. Open Deputy Radiography Service Manager's office.
3. Contact Supplies Officer:
Stephen Lynch
Brian Coughlan
Anthony O'Leary
Louise Hannon (CUH)
4. Alert Pharmacy Department:
Deirdre Lynch Principal Pharmacist.
5. Alert Catering Department:
Michael McCarthy Head of Catering.

ACTION CARD 26

6. **Alert HSSD Manager**
Sheila Leopold HSSD Manager
Carmel Kavanagh Deputy HSSD Manager.
7. Alert Chief Physicist **Fintan Bradley**
8. Contact and inform the Duty Plumber on **Bleep 452**
9. Direct Security and register Volunteers at main reception (see action card 37)
Ensure a list of volunteers is retained for the SEO
10. Ensure staff are transported from Highfield Car Park in conjunction with Sun Cabs if required.
11. Alert Friends of the Hospital Group – **Margaret Canning**
12. Alert Sun Cabs- **Brendan Luddy**
13. Alert Manager Wilton Shopping Centre – **Ambrose Guilfoyle**
14. Liaise with Gardai on traffic and crowd control.

TRAFFIC CONTROL PLAN:

1. Only Emergency vehicles will be allowed to turn right towards ED on entering the main gate. Roadway to the ED to be kept clear at all times.
2. Deliveries of Urgent supplies will be allowed turn right at main entrance but will exit from the west.
3. All other vehicles will be directed towards the Main Western car park.
4. All vehicles leaving the complex will do via western side.
5. Cars leaving the North East car park from the (cancelled) OPD Clinics will be directed left on exit towards the Ring Road emerging at the main gate from the west. The Back exit gate may also be used to accommodate and alleviate traffic.

CROWD CONTROL PLAN:

1. Only patients will be allowed enter the Emergency Department, all visitors will be directed away from the area.
2. Patients relatives will be accommodated in the Radiotherapy Reception Area.

ACTION CARD 26

3. The Garda Team will set up a control room located in the Meeting & Conference Room in the Cardiac Renal Centre (adjacent to the switchboard).
4. The CEO's Boardroom in the Cardiac Renal Centre will be reserved for the Hospital Emergency Control Team and an 'Information Room' will be accommodated in the room directly opposite the CEO's Boardroom in the Cardiac Renal Centre.
5. Press/Media will be located in the Main Auditorium.
6. Security Department to provide a manned desk at the Main Hospital Entrance an appropriate signage relating to the Major Emergency.

SECURITY OFFICERS ON DUTY

17.00 hours – 08.00 hours and at weekends

1. Contact Deputy Chief Security Officer:
Donal McCarthy
2. Direct outside Security Officer to Main Gate for traffic control duties.
3. Direct 1 Officer to Emergency Department straight away
4. Alert HSSD staff on duty

HSSD 24 hour service Monday – Friday

Saturday 8am – 8pm

Sunday 8am – 8pm

5. Contact and inform the Duty Plumber on **Bleep 452**.