

Relatives Area

RADIOTHERAPY SERVICES MANAGER/BUSINESS MANAGER

FUNCTION/ROLE: To:

- Provide appropriate accommodation for relatives of the casualties
- Ensure that the relatives of casualties are supported.

ACTIVATION PROCEDURE:

- You will be informed by Switchboard – Alert level 1.

Use of Radiotherapy Department as the Relatives Area in the event of a Major Incident.

DAY TIME PLAN (i.e. during core working hours).

1. Contact made with the Radiotherapy Service Manager (RTSM)
 - RTSM to contact other Managers (i.e. Business Manager, CNM 2, Chief Physicist).
2. Each Manager to inform members of their respective teams.
3. Lock Down the Department
 - Contact Security to provide Security Officers for internal & external doors.
4. Close All OPD Clinics and direct patients out of the hospital.
5. Decision to continue with radiotherapy treatment will be made at time of incident
 - If continuing with treatment patients will be directed to the LA3 & LA4 waiting area and will exit through the fire exit door.
 - If treatment is cancelled patients will be directed out of the building.
6. Additional Chairs will be sourced in the conference room, Staff Room and Canteen
7. Relatives will be queued at reception and directed to one of the clinic rooms for details to be taken.
8. Clinic Rooms will be set up as interview rooms to take details from relatives
 - Clinic rooms will be numbered 1-12/13.
 - Template for taking details will be used to collate information (relatives name, patient name, mobile number etc).

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9. Direct link with Communications Room and Emergency Room will be established by one of the Managers and a specific contact person should be identified in each area.
10. Contact the Catering Department and Friends of the Hospital to provide Tea & Coffee from the Coffee Bar in the Radiotherapy Outpatient Area.
11. Each Manager take responsibility for one specific area.
12. In the event of the Major Emergency being prolonged there may be a requirement to decant the Relatives Area to another suitable location within the Radiotherapy Department (Conference Room upstairs) or elsewhere on the campus in order for the Radiotherapy service to continue uninterrupted due to the nature of the service that is provided.

NIGHT TIME PLAN (i.e. Outside Core working hours).

1. RTSM to contact other Managers (i.e. Business Manager, CNM 2, Chief Physicist).
2. Each Manager to inform members of their respective teams.

Go to Point 3 of Day Time Plan.