

Communications Officer

FUNCTION/ROLE: To:

- Ensure all hospital communication tools are in place and functioning
- Ensure in collaboration with the communications department that all media issues are managed during and after a Major Emergency.

ACTIVATION PROCEDURE:

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

1. Report to the Hospital Emergency Control Centre and collect action card No. 33 and appropriate tabard.
2. Prepare Press statement as appropriate in conjunction with HECT.
3. Ensure that the Information Room (directly opposite the Boardroom) is set up and ready for functioning.
4. Ensure that the Media Room (Main Auditorium) is set up and ready for functioning and that the media are met and briefed as regards the process in place for dealing with the media.
5. Brief the Switchboard/Information Room and Medical Records on response to the major emergency.
6. Make sure contact is established with the HSE Communications Department.
7. Commence collating as much information as possible regarding the situation/emergency.
8. Arrange in conjunction with the HSE Communications department any press conferences or media briefings.
9. Responsibility for all VIP's that may request to visit the hospital (see also action card 38).
10. Cancel all bookings for rooms used for the Hospital Emergency Control Centre for the next 48 hours.