1 ACTIVATION	**Cork University Hospital**	**ACTION CARD NUMBER**
	Designated person Authorised to Activate: Site Manager/Night Superintendent	**1.1**

You Report To:	HECT	**You Brief:**	Senior Nursing Team
Overall Responsibilities	• Authorise the MEP Activation or Stand-by		

IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION

ON ACTIVATION	ON STANDBY
• Authorises ED to activate • Notifies switchboard • Follows own action card • Maintain liaison with HSE Crisis Management Team • Organise set up HECT control room • Cancel/defer all planned non-emergency admissions until decision to stand down taken • Mobilise all wards	• Alert senior Nursing team • Confirm standby with ED manager and theatre manager • Alert all other members of HECT • Alert security • Confirm standby with Ambulance Control

Consider these points

- There are two ways by which the MEP may be activated;
- **Externally:** The Ambulance Service m a y declare a Major Emergency and activate the MEP or place the hospital on Standby, or
- **Internally:** An authorised manager can activate the MEP

Version Control	**Date Approved**	**DD/MM/YYYY**	**Valid Until**	**DD/MM/YYYY**