

1 ACTIVATION	Cork University Hospital		ACTION CARD NUMBER																										
	Switchboard Manager/Operator		1.2																										
You Report To:	HECT	You Brief:	Key Personnel (Priority Group)																										
Overall Responsibilities	<ul style="list-style-type: none"> Ensuring effective communications Notification of key staff Mobilisation of staff to key roles 																												
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION																													
ON ACTIVATION		ON STANDBY																											
<ul style="list-style-type: none"> Confirm back to ambulance control that HMEP has been activated (or that HMEP activated internally) Activates the hospital as per own action card Call in off duty switchboard staff Notify key staff as per agreed priority call in 		<ul style="list-style-type: none"> Confirm standby with ambulance control Activate the *standby alert group Call in off duty switchboard staff 																											
Consider these points																													
<p>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):</p> <table border="1"> <tr><td>ED CNM3</td><td></td></tr> <tr><td>ED Patient Flow Co-Ordinator</td><td></td></tr> <tr><td>ED Lead Co-Ordinator</td><td></td></tr> <tr><td>ED Clinical Director</td><td></td></tr> <tr><td>ED Assistant Director of Nursing</td><td></td></tr> <tr><td>Switchboard Supervisor Grade V</td><td></td></tr> <tr><td>Chief Executive Officer</td><td></td></tr> <tr><td>Clinical Director, Directorate of Medicine</td><td></td></tr> <tr><td>Clinical Director, Peri-Operative Directorate</td><td></td></tr> <tr><td>Clinical Director, Diagnostics Directorate</td><td></td></tr> <tr><td>Clinical Director, Cancer Services</td><td></td></tr> <tr><td>Radiography Services Manager</td><td></td></tr> <tr><td>Services Manager</td><td></td></tr> </table>				ED CNM3		ED Patient Flow Co-Ordinator		ED Lead Co-Ordinator		ED Clinical Director		ED Assistant Director of Nursing		Switchboard Supervisor Grade V		Chief Executive Officer		Clinical Director, Directorate of Medicine		Clinical Director, Peri-Operative Directorate		Clinical Director, Diagnostics Directorate		Clinical Director, Cancer Services		Radiography Services Manager		Services Manager	
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Information Services Manager	
Emergency Response Representative (ED)	
MEP Communications Officer CUH	
Relatives Co-Ordinator	
Head of Bed Management CUH	
Chief Security Officer	
Garda Liaison Officer	
Medical Triage Officer – Consultant Physician On Call/Medical Registrar On Call	
Surgical Triage Officer – Consultant Surgeon On Call/Surgical Registrar On Call	
<p>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:</p> <ul style="list-style-type: none"> • Type of Emergency • Place of Emergency • Estimated number of casualties. <p>DECLARED</p> <p>On being informed by the Designated Person that the CUH Major Emergency Plan has been declared you will:</p> <ol style="list-style-type: none"> Confirm the declaration with NAS NEOC (Ambulance Control) (Phone No 021-4209846) Activate the CUH Major Emergency Alert procedure (Level 1) <p>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</p> <ul style="list-style-type: none"> • Type of Emergency • Place of Emergency • Estimated number of casualties 	
<p>ALERT LEVEL 1</p> <p>SWITCHBOARD</p> <p>DAY/NIGHT</p> <p>Once the Major Emergency has been declared and confirmed the following staff will be alerted immediately by telephone from the Hospital Switchboard</p>	

Members of the HECT

Hospital Co-Ordinator/Executive/Clinical Director	Telephone Number
Chief Executive Officer Jennifer Kearney	
Director of Nursing Helen Cahalane	
Operations Manager Brendan O'Reilly	
Services Manager Anne Bodley	
HR Manager Incumbent	
Communications Officer Aileen Horgan	
Communications – Heneghan PR Eoghan O Neachtain	
Major Emergency Business Manager	
Information Support Manager to the HECT	

Members of the Executive Management Board and Management Team

Clinical Directors	Telephone Number
Clinical Director, Directorate of Medicine Dr. Barry Plant	
Clinical Director, Unscheduled Care Prof Conor Deasy	
Clinical Director, Peri-Operative Directorate Mr Mark Dolan	
Clinical Director, Diagnostics Directorate Dr Vitaliy Mykytiv	
Clinical Director, Cancer Services Dr. Dearbhaile Collins	

Management Team

Finance Manager Avril O'Sullivan	
Information Services Manager Ger Moloney	

Other Key Members of Staff

Medical Triage Officer and Surgical Triage Officer

- **Consultant Surgeon On-Call/Surgical Registrar On-Call**
- **Consultant Physician On-Call/Medical Registrar On-Call**
- **Consultant On Take/ Call Paediatric Service (if applicable)**

All Other **Consultants on Call** and then the **Surgical On-Call Registrars**

CUH Blood Transfusion Lab- Scientist On-Call John Sheehy	
Laboratory Manager Sinead Creagh	
Portering Services Manager Frank Power	
Maintenance Dept Patrick (PJ) Murphy	
Occupational Health Physician Dr.	
Liaison Psychiatrist/On Call Clinical Director Department of Psychiatry	
Radiotherapy Services Manager/Deputy Claire Keating	
Switchboard Supervisor Grade V Annemarie Barrett	
Relatives Co-Ordinator Deirdre Carey	
Health Records Department Denise O'Sullivan	
Social Work Department Maria P. Leahy	
Medical Liaison Officer(s) for Relatives Dr Eddie O'Sullivan Dr James Kinahan	
Mortician Dan Collins	
Cork University Maternity Hospital (CUMH) Switchboard	
Acute Mental Health Unit	
Chaplain on Duty	

Supporting Hospitals

Mercy University Hospital	021 4271971
South Infirmary Victoria University Hospital	021 4926100
University Hospital Kerry	066 7184000
Mallow General Hospital	022 21251
Bantry General Hospital	027 50133
Bon Secours Hospital Cork	021 4542807
Cork University Maternity Hospital	021 4920500

Supporting Clinics

VHI Swift Care Clinic. City Gate, Mahon	1890 866 966
Mercy Urgent Care Centre	021 4926900

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