

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                 |                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>1 ACTIVATION</b>                                                                                                                                                                                                                                                                                              | <b>Cork University Hospital</b>                                                                                                                                                 | <b>ACTION CARD NUMBER</b>                           |
|                                                                                                                                                                                                                                                                                                                  | <b>Switchboard Manager/Operator</b>                                                                                                                                             | <b>1.2</b>                                          |
| <b>You Report To:</b>                                                                                                                                                                                                                                                                                            | HECT                                                                                                                                                                            | <b>You Brief:</b><br>Key Personnel (Priority Group) |
| <b>Overall Responsibilities</b>                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Ensuring effective communications</li> <li>Notification of key staff</li> <li>Mobilisation of staff to key roles</li> </ul>              |                                                     |
| <b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>                                                                                                                                                                                                                                                              |                                                                                                                                                                                 |                                                     |
| <b>ON ACTIVATION</b>                                                                                                                                                                                                                                                                                             | <b>ON STANDBY</b>                                                                                                                                                               |                                                     |
| <ul style="list-style-type: none"> <li>Confirm back to ambulance control that HMEP has been activated (or that HMEP activated internally)</li> <li>Activates the hospital as per own action card</li> <li>Call in off duty switchboard staff</li> <li>Notify key staff as per agreed priority call in</li> </ul> | <ul style="list-style-type: none"> <li>Confirm standby with ambulance control</li> <li>Activate the *standby alert group</li> <li>Call in off duty switchboard staff</li> </ul> |                                                     |
| <b>Consider these points</b><br>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):                                                                                                        |                                                                                                                                                                                 |                                                     |
| 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: <b>"This is the Switchboard at Cork University Hospital – the hospital has been put on alert"</b> – and given the following details if available:</p> <ul style="list-style-type: none"> <li>• Type of Emergency</li> <li>• Place of Emergency</li> <li>• Estimated number of casualties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |  |
| <p><b>DECLARED</b><br/>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"> <li>a. Confirm the declaration with NAS NEOC (Ambulance Control) <b>(Phone No 021-4209846)</b></li> <li>b. Activate the CUH Major Emergency Alert procedure (Level 1)</li> </ol> <p>Using the following message: <b>"This is the Switchboard at Cork University Hospital – The Major Emergency plan has been activated"</b> – and giving the following details if available</p> <ul style="list-style-type: none"> <li>• Type of Emergency</li> <li>• Place of Emergency</li> <li>• Estimated number of casualties</li> </ul> |  |
| <p><b>ALERT LEVEL 1</b></p> <p><b>SWITCHBOARD</b></p> <p><b>DAY/NIGHT</b></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-<br>Ordinator/Executive/Clinical Director | Telephone Number |
|-------------------------------------------------------|------------------|
| Chief Executive Officer                               |                  |
| <b>Jennifer Kearney</b>                               |                  |
| Director of Nursing                                   |                  |
| <b>Helen Cahalane</b>                                 |                  |
| Operations Manager                                    |                  |
| <b>Brendan O'Reilly</b>                               |                  |
| Services Manager                                      |                  |
| <b>Anne Bodley</b>                                    |                  |
| HR Manager                                            |                  |
| <b>Incumbent</b>                                      |                  |
| Communications Officer                                |                  |
| <b>Aileen Horgan</b>                                  |                  |
| Communications – Heneghan PR                          |                  |
| <b>Eoghan O Neachtain</b>                             |                  |
| 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    |                  |
| <b>Dr. Barry Plant</b>                        |                  |
| Clinical Director, Unscheduled Care           |                  |
| <b>Prof Conor Deasy</b>                       |                  |
| Clinical Director, Peri-Operative Directorate |                  |
| <b>Mr Mark Dolan</b>                          |                  |
| Clinical Director, Diagnostics Directorate    |                  |
| <b>Dr Vitaliy Mykytiv</b>                     |                  |
| Clinical Director, Cancer Services            |                  |
| <b>Dr. Dearbhaile Collins</b>                 |                  |

### Management Team

|                              |  |
|------------------------------|--|
| Finance Manager              |  |
| <b>Avril O'Sullivan</b>      |  |
| Information Services Manager |  |
| <b>Ger Moloney</b>           |  |

## **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**

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

**Supporting Clinics**

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>VHI Swift Care Clinic. City Gate, Mahon</b> | <b>1890 866 966</b> |
| <b>Mercy Urgent Care Centre</b>                | <b>021 4926900</b>  |

| <b>Version Control</b> | <b>Date Approved</b> | <b>DD/MM/YYYY</b> | <b>Valid Until</b> | <b>DD/MM/YYYY</b> |
|------------------------|----------------------|-------------------|--------------------|-------------------|
|                        |                      |                   |                    |                   |