

11 SERVICES	Cork University Hospital		ACTION CARD NUMBER
	Services Department Personnel		11.1
You Report To:	Operations Manager and Services Manager	You Brief:	HECT
Overall Responsibilities	<ul style="list-style-type: none">• Arrange email alert to all users re: MEP• To co-ordinate the hospital response to an emergency• To ensure clear lines of communication are maintained• To maintain accurate record of actions and decisions undertaken• Liaise with Line Managers via CUH.MEP@hse.ie from the boardroom• Arrange circulation of email once MEP is on stand-down		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">• Proceeds to HECT room.• Liaise with the service managers• Ensure co-ordination of catering/cleaning/support Services throughout hospital• Maintains liaison with HSE Crisis Management Team• Maintain liaison with HSE Communications dept.• Restore hospital to normal operation after Major Emergency Plan has been stood down		<ul style="list-style-type: none">• Arrange for distribution a standby MEP notification to be sent to all CUH and CUMH users• Circulate MEP Porter runner message to all users (See Pg31)	
Consider these points			
<ul style="list-style-type: none">• Be aware routine hospitals services will cease.• Ensure Information Support Team Members are available to attend boardroom when necessary• Ensure feedback templates are completed once received.• Ensure feedback from all line managers within templates has been implemented• Review all issues arising from feedback templates and address to HECT if required• Prepare internal email communication for line managers and circulate hourly during MEP			

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