

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

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