

16 GARDAÍ	Cork University Hospital	ACTION CARD NUMBER
	Garda Casualty Bureau Liaison Officer	16.1
You Report To:	HECT	You Brief: Relatives Co-Ordinator
Overall Responsibilities	<ul style="list-style-type: none"> • To facilitate the presence of an Garda Síochána Casualty bureau documentation team • Collect, collate and provide all the necessary information in relation to the casualties • Liaise directly with the Garda Casualty Bureau and the assigned Guard in the ED 	
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION		
ON ACTIVATION	ON STANDBY	
<ul style="list-style-type: none"> • Collect Garda Liaison Officer tabard and forms from Major Emergency Store Room. • Collect GP Liaison Nurse mobile phone from Case Managers Office in AMAU. The Garda Casualty Bureau will communicate with you via this number 087 1235061 • Facilitate, in conjunction with the Chief Security Officer, the setting up of the Garda Casualty Bureau. 	<ul style="list-style-type: none"> • Information Managers & Information Support Team to set up fax in large MDM for Garda use 	
<p>Consider these points</p> <ol style="list-style-type: none"> 1. Start information gathering and form filling as soon as casualties arrive. Red, Priority 2 and Priority 3 casualties need to be dealt with giving priority to the red area 2. Wait for call from the Garda Casualty Bureau to confirm their arrival. Confirm that the phone and fax numbers given to you are correct and operational. 3. Transfer information forms to the Garda Casualty Bureau via fax using the secretary's office in the ED as a base and the Fax Machine that is based there 021 4346130 4. Regularly liaise with Garda Casualty Bureau- via phone/fax/in person 021 4234199, 021 4234192, Fax 021 4234198 5. Debrief with Garda Casualty Bureau after Major Emergency is stood down <p>Garda Casualty Bureau will be located in the MDM Room in the Cardiac Renal Centre (adjacent to the switchboard)</p>		

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