

<b>16 GARDAÍ</b>	<b>Cork University Hospital</b>		<b>ACTION CARD NUMBER</b>
	<b>Garda Casualty Bureau</b>		<b>16.2</b>
<b>You Report To:</b>	HECT	<b>You Brief:</b>	Relatives Co-Ordinator
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaise between the Gardaí and the HECC</li> <li>• Collate details of all patients arriving as a result of the Major Emergency</li> <li>• Assist hospital security to monitor access to the site</li> <li>• Identification of casualties and preservation of forensic Evidence</li> </ul>		
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>			
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>	
Under Garda Management			
<b>Consider these points</b>			
<ul style="list-style-type: none"> <li>• Report to HECC (Main Boardroom) and collect action card No 16.1</li> <li>• Proceed to the Gardaí Casualty Bureau (located in the Meeting &amp; Conference Room A.K.A MDM Room in the Cardiac Renal Centre) The ED tutorial room will also be made available to the Gardaí if required.</li> <li>• Ensure that the Bureau is adequately supplied with Phones <b>021 4234192, 021 4234199</b> (x2), Fax <b>021 4234198</b> &amp; Copying machine and administrative facilities (phones stored in the MEP store in the CUH Boardroom)</li> <li>• The room adjoining to the Garda Casualty Bureau will also be used if required</li> <li>• Ensure the appropriate Garda Documentation is available – This will be provided by the Gardaí</li> <li>• Nominate Lead Contact person to liaise with the HECT as regards information received from the Incident site, the Emergency Department, and any other medium on the casualties and relatives. A contact number should also be provided to the H.E.C.T.</li> <li>• Allocate a Garda to the Emergency Department to assist with security and to ensure only casualties are admitted through the Ambulance/Triage entrance (the Psychiatric</li> <li>• Waiting Room in the ED at the ambulance entrance will be used as a base for the Gardaí while stationed in the ED)</li> <li>• Work closely with the Garda Liaison Officer in the ED on all matters relating to the identification of casualties and information gathered on the casualties</li> <li>• Assist security with the control of persons seeking admission to the Hospital</li> <li>• Work closely with the Mortuary in the identification of bodies and the preservation of evidence</li> <li>• Complete documentation as per Gardaí requirements.</li> </ul> <p><b>Garda Casualty Bureau</b>  <b>Large MDM Meeting Room, Cardiac Renal Centre (adjacent to switchboard)</b> will operate as the location for the <b>Gardaí</b> throughout the Major Emergency  <b>Facilitated by</b> Chief Security Officer/Garda Liaison Nurse in the Emergency Dept.  <b>Telephones</b> <b>021 4234199/021 4234192</b> (handsets in major emergency store, specific instructions on the box where to plug in phone)  <b>Fax</b> <b>021 4234198</b> (Fax Machine in major emergency store specific instructions on the box where to plug in phone)</p>			

### Information Room

**Library Room, CRC** will operate as a base for all information gathered (computed point for hospital systems)

**Facilitated by** Chief Security Officer/Garda Liaison Nurse in the Emergency Dept.

**Telephones** \***021 4234197** (handsets in major emergency store, specific instructions on the box where to plug in phone)

**Fax** \***021 4234196** (Fax Machine in major emergency store specific instructions on the box where to plug in phone)

\*Available in ME Store in the CUH Boardroom in Cardiac Renal Centre, CUH

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