

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

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

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