

<b>19 VIP CO-ORDINATOR</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>VIP Co-Ordinator</b>	<b>19.1</b>
<b>You Report To:</b> <b>Overall Responsibilities</b>	HECT	<b>You Brief:</b> HECT
<b>Ensure that V.I.Ps including dignitaries, politicians, high profile relatives are accorded proper access and privacy as would befit their position.</b>		
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>	<b>ON STANDBY</b>	
<ul style="list-style-type: none"> <li>➤ The Communications/Press Officer for Cork University Hospital will take the lead responsibility for liaising with V.I.Ps while they are in CUH.</li> <li>➤ V.I.Ps will enter the Hospital via the entrance to the Cork University Maternity Hospital and will be met by the Communications/Press Officer who will facilitate any requests they may have in relation to casualties or staff.</li> <li>➤ A dedicated area for VIPs will be located in the Meeting Room on Level 1 (opposite the Coffee Doc) in the Cork University Maternity Hospital.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Advise Hospital Manager/Business Manager, Cork University Maternity Hospital (CUMH) of the possible requirement to use the meeting room in CUMH (Level 1)</li> </ul>	
<b>Consider these points</b> <ul style="list-style-type: none"> <li>• <b>VIP AREA: Meeting Room, Level 1, CUHM (opposite Coffee Doc)</b></li> <li>• Facilitated by Communication Officer 021 4922112</li> <li>• Set-up the HECC in the CUH Boardroom (Cardiac Renal Centre) (Please follow the laminated Sub-Plan in Major Emergency Store)</li> </ul>		

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