

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

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