

2 CONTROL	Cork University Hospital		ACTION CARD NUMBER								
	Hospital Emergency Control Team: Chief Executive Officer		2.2								
You Report To:	HECT	You Brief:	HSE CMT								
Overall Responsibilities	<ul style="list-style-type: none"> • To coordinate the hospital response to an emergency. • To ensure clear lines of communication are maintained • To maintain accurate record of actions and decisions undertaken. • Control of non-nursing resource. • Liaising with local & regional Major Emergency Groups 										
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION											
ON ACTIVATION		ON STANDBY									
<ul style="list-style-type: none"> • Proceed to HECT room. • Ensure presence of other members • Nominate key person to maintain log of all significant messages and requests. • Maintain liaison with HSE Crisis Management Team • Maintain liaison with HSE Communications dept. 		<ul style="list-style-type: none"> • Liaise with the S/SWHG regarding potential activation • Liaise with the DON regarding potential hospital bed capacity 									
Consider these points											
<p>i) Alert Information Support Team</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Laura Cullinane</td> <td></td> </tr> <tr> <td>David Shortland</td> <td></td> </tr> <tr> <td>Elaine Cronin</td> <td></td> </tr> <tr> <td>Conor McCarthy</td> <td></td> </tr> </table> <p>ii) Set-up the HECC in the CUH Boardroom (Cardiac Renal Centre) (Please follow the laminated Sub-Plan in Major Emergency Store)</p> <p>The Main Functions of the HECT are:</p> <ul style="list-style-type: none"> • To make an early assessment as to the capacity of the hospital to deal with the Major Incident and the following will effect that assessment, No. of casualties, No of fatalities, burn victims, children, very seriously injured casualties needing Resus and ITU, • To manage the response of the hospital to the emergency • To maintain a status board of hospital activity H • To plan for recovery • To manage Business Continuity • To liaise with and act under the strategic guidance of the HSE South Crisis 				Laura Cullinane		David Shortland		Elaine Cronin		Conor McCarthy	
Laura Cullinane											
David Shortland											
Elaine Cronin											
Conor McCarthy											

Management Team including sending a senior manager to attend the CMT if requested – Crisis Management Team contact Tess O'Donovan, **Chief Operations Officer, South/South West Hospital or Ms Grace Rothwell, General Manager, University Hospital Waterford (087 6456830).**

Hospital Emergency Control Team (HECT):

- | | |
|--------------------------------------|------------------------------------|
| • Hospital Co-Ordinator | Nominated Clinical Director |
| • Chief Executive Officer | Jennifer Kearney |
| • Director of Nursing | Helen Cahalane |
| • Operations Manager | Brendan O'Reilly |
| • Services Manager | Anne Bodley |
| • HR Manager | Incumbent |
| • Communications Officer | |
| • Information Services Manager (ICT) | Ger Moloney |

Each department is to notify (through the dedicated ME e-mail cuh.mep@hse.ie) the HECC when their Action Card is implemented.

All requests for additional resources and supplies to be processed through the HECT.

The decision to stand down will be taken in consultation with HSE Crisis Management

Team – Phone No. **021 4921614/021 49 21615/021 4921616**

Fax No. **(021 4921684)**

Email Address: cmt.south@hse.ie

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Call Sign CMT. Representing the Principal Response Agencies (PRA).

The Stand Down notification will be relayed by the HECT via its dedicated e-mail – cuh.mep@hse.ie – to all staff advising them of stand down in relation to their particular area/department.

It should be noted that stand down will not occur simultaneously in every department because of the impact of the major emergency on service delivery.

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