

<b>2 CONTROL</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>Hospital Emergency Control Team: Chief Executive Officer</b>	<b>2.2</b>

<b>You Report To:</b>	HECT	<b>You Brief:</b>	HSE CMT
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• To coordinate the hospital response to an emergency.</li> <li>• To ensure clear lines of communication are maintained</li> <li>• To maintain accurate record of actions and decisions undertaken.</li> <li>• Control of non-nursing resource.</li> <li>• Liaising with local &amp; regional Major Emergency Groups</li> </ul>		

### **IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION**

<b>ON ACTIVATION</b>	<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>• Proceed to HECT room.</li> <li>• Ensure presence of other members</li> <li>• Nominate key person to maintain log of all significant messages and requests.</li> <li>• Maintain liaison with HSE Crisis Management Team</li> <li>• Maintain liaison with HSE Communications dept.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the S/SWHG regarding potential activation</li> <li>• Liaise with the DON regarding potential hospital bed capacity</li> </ul>

#### **Consider these points**

i) Alert Information Support Team

Laura Cullinane	
David Shortland	
Elaine Cronin	
Conor McCarthy	

ii) Set-up the HECC in the CUH Boardroom (Cardiac Renal Centre) (Please follow the laminated Sub-Plan in Major Emergency Store)

#### **The Main Functions of the HECT are:**

- 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

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	<b>Nominated Clinical Director</b>
• Chief Executive Officer	<b>Jennifer Kearney</b>
• Director of Nursing	<b>Helen Cahalane</b>
• Operations Manager	<b>Brendan O'Reilly</b>
• Services Manager	<b>Anne Bodley</b>
• <b>HR Manager</b>	<b>Incumbent</b>
• Communications Officer	
• Information Services Manager (ICT)	<b>Ger Moloney</b>

Each department is to notify (through the dedicated ME e-mail [cuh.mep@hse.ie](mailto: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](mailto:cmt.south@hse.ie)

#### **TETRA ISSI 50917**

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](mailto: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