

<b>2 CONTROL</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>Hospital Emergency Control Team: Operations Manager</b>	<b>2.3</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>• Coordinate clinical support services.</li> </ul>	
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>	<b>ON STANDBY</b>	
<ul style="list-style-type: none"> <li>▪ Proceeds to HECT room.</li> <li>▪ Liaise with the service managers</li> <li>▪ Ensure co-ordination of catering/cleaning/support Services throughout hospital</li> <li>▪ Maintains liaison with HSE Crisis Management Team</li> <li>▪ Maintain liaison with HSE Communications dept.</li> <li>▪ Restore hospital to normal operation after Major Emergency Plan has been stood down</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commence and maintain liaison/communication with HECT</li> <li>▪ Ensure co-ordination of catering/cleaning/support Services throughout hospital</li> </ul>	
<b>Consider these points</b> <ul style="list-style-type: none"> <li>• Plan for recovery</li> <li>• Business continuity</li> <li>• Strategic guidance of HSE Crisis Management Team</li> </ul>		

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