

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

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