

2 CONTROL	Cork University Hospital		ACTION CARD NUMBER
	Hospital Emergency Control Team Nurse Manager/ Director of Nursing		2.4
You Report To:	HECT	You Brief:	HSE CMT
Overall Responsibilities	<ul style="list-style-type: none">To co-ordinate the hospital response to an emergency.To ensure clear lines of communication are maintainedTo maintain accurate record of actions and decisions undertaken		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">Instruct switch to activate HMEPAllocate staff to set up HECT control room and establish staff sign in areaLiaise with ED, OPD, Head of Bed Management to establish bed compliment, theatre activity and capacity patients ready for discharge/transportation out.Mobilise all wardsAdvise all HECT team members to sign in on arrival and out on stand down		<ul style="list-style-type: none">Alert senior Nursing teamConfirm standby with ED Manager and theatre managerAlert all other members of HECTAlert securityEstablish hospital capacity with Bed Management.	
Consider these points			
<ul style="list-style-type: none">Plan for recovery, Business continuityStrategic guidance of HSE Crisis Management Team			

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