

<b>2 CONTROL</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>Hospital Emergency Control Team Nurse Manager/ Director of Nursing</b>	<b>2.4</b>
<b>You Report To:</b> <b>Overall Responsibilities</b>	<b>HECT</b> <ul style="list-style-type: none"><li>• To co-ordinate 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></ul>	<b>You Brief:</b> <b>HSE CMT</b>
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>• Instruct switch to activate HMEP</li> <li>• Allocate staff to set up HECT control room and establish staff sign in area</li> <li>• Liaise with ED, OPD, Head of Bed Management to establish bed compliment, theatre activity and capacity patients ready for discharge/transportation out.</li> <li>• Mobilise all wards</li> <li>• Advise all HECT team members to sign in on arrival and out on stand down</li> </ul>		<ul style="list-style-type: none"> <li>• Alert senior Nursing team</li> <li>• Confirm standby with ED Manager and theatre manager</li> <li>• Alert all other members of HECT</li> <li>• Alert security</li> <li>• Establish hospital capacity with Bed Management.</li> </ul>
<b>Consider these points</b> <ul style="list-style-type: none"> <li>• Plan for recovery, 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>