

2 CONTROL	Cork University Hospital	ACTION CARD NUMBER						
	Hospital Emergency Control Information Support	2.5						
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 maintained • To maintain accurate record of actions and decisions undertaken 							
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION								
ON ACTIVATION	ON STANDBY							
<ul style="list-style-type: none"> • Proceeds to HECT room. • Maintain accurate record of actions and decisions undertaken. • Maintains liaison with HSE Crisis Management Team • Maintain liaison with HSE Communications dept 	<ul style="list-style-type: none"> • Make way to the Boardroom and set up boards from MEP store. 							
<p>Consider these points</p> <p>Telephones: CUH Boardroom has three phones for use in a major emergency. One phone is permanently located on the table, the next one in the MEP store in the Boardroom 021 4234195 to be located near the window of the room next to the computer podium, the additional phone 021 4234180 is located in the MEP cupboard in the CUH Boardroom and there is a requirement to plug this in to the socket located under the main table in the boardroom Clinical Director, Peri-Operative Directorate Tel. No.086 - 8208881</p> <p>FAX Machine: A Fax Machine 021 4234194 can be found labelled in the major emergency store that needs to be plugged into the designated socket (specific instructions on the Fax Machine Box).</p> <p>Emergency Mobile Phones: Obtain from the Switchboard (located in the cardiac renal centre) 086 7872183(PIN 7111), 086 7872184(PIN 1849) should be fully charged and ready for use (kept in filling cabinet in Switchboard).</p> <p>Information Manager Boards: Boards and Easels located in the Major emergency store to be set up to assist the HECT in controlling the incident.</p> <p>This room will house the HECT that will direct and control the Major Emergency. The team should report to the HECC in the CUH Boardroom in the Cardiac Renal Centre to take control of the emergency.</p> <p>The Information Support Team are:</p> <table border="1" style="margin-left: 200px;"> <tr><td>Laura Cullinane</td><td></td></tr> <tr><td>David Shortland</td><td></td></tr> <tr><td>Elaine Cronin</td><td></td></tr> </table>			Laura Cullinane		David Shortland		Elaine Cronin	
Laura Cullinane								
David Shortland								
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Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY