

22 ICT	Cork University Hospital		ACTION CARD NUMBER
	ICT Manager/Staff		22.1
You Report To:	HECT	You Brief:	ICT Support Staff
Overall Responsibilities	<ul style="list-style-type: none"> Ensure continued operation & security of IT 		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none"> Liaise with the HECT to ensure the continued operation of the hospital IT system and its security. Contact senior ICT department personnel and activate Issue MEP SMS message Issue MEP All Staff email Provide any additional IT systems/networks that may be required as per requests from the Emergency Control Centre. Keep a list of all IT staff involved and forward to Hospital Control Team. Provide selected staff "MEP" iPM rights on request. Record for subsequent removal. Await further instructions from the Hospital Control Team. The signal to stand-down will be issued by the Hospital Control Team with the following phrase: "This is the Cork University Hospital – Major Internal incident –Stand-down" 		<ul style="list-style-type: none"> Prep MEP SMS message, ready for deployment on activation. Prep MEP All Staff email, ready for deployment on activation. Contact senior ICT department personnel and place on standby Check existing calls logged to high priority areas such as ED reception 	
Consider these points			
<ul style="list-style-type: none"> ICT out of hours personnel to have access to senior ICT department personnel and have access and instructions for issuing of MEP SMS message and MEP All Staff email. 			

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