

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 April 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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