

<b>3 SECURITY</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>		
	<b>Head of Security</b>	<b>3.1</b>		
<b>You Report To:</b>	Hospital Manager	<b>You Brief:</b> Security Team		
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• Site Access, Entry Control &amp; Traffic</li> <li>• Liaison with An Garda Síochána</li> <li>• Support the Cascade Alert</li> </ul>			
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>				
<b>ON ACTIVATION</b>	<b>ON STANDBY</b>			
<ul style="list-style-type: none"> <li>• Initiate Call in;</li> <li>• Establish traffic and personnel access/exit points</li> <li>• set up cordons as planned</li> <li>• Check security ID of all non-patients entering</li> <li>• Preserve patient areas for clinical activity</li> <li>• Ensure efficient traffic flow</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain signage, action card, Barrier tape, documentation.</li> <li>• Prepare to initiate call in</li> </ul>			
<b>Consider these points</b> <ul style="list-style-type: none"> <li>• In conjunction with the Hospital Garda liaison person facilitate Casualty Bureau Arrangements</li> <li>• The hospital Traffic Plan is developed in cooperation with An Garda Síochána and covers both hospital site and the immediate surroundings of the facility.</li> </ul>				
<b><u>08.00 hours – 17.00 hours</u></b>				
<b>On being informed that the CUH Major Emergency Plan has been put into operation the Chief Security Officer/Deputy will:</b> <ol style="list-style-type: none"> <li>1. Position and direct Security Officers on-duty to: <ol style="list-style-type: none"> <li>a. Officer on inside duties to continue on bleep</li> <li>b. 1 Officer to Main Gate (Traffic Control)</li> <li>c. 1 Officer to Main Door/Entrance – direct press, relatives, visitors etc.</li> <li>d. 3 Officers to the ED for crowd/traffic control</li> <li>e. 1 Officer to the Radiotherapy Reception for relative's control</li> <li>f. 1 Officer on mobile patrols to assist where required</li> <li>g. Other Officers to assist where required</li> </ol> </li> <li>2. Facilitate in conjunction with the Garda Liaison Nurse and the Gardaí the setting up of the Garda Casualty Bureau.</li> <li>3. Alert Procurement Department: Manager/Deputies</li> </ol> <p><b>Stephen Lynch</b> <b>Michael Coleman</b></p>				

**Cliff Peyton**

4. Alert Pharmacy Department: **Deirdre Lynch Principal Pharmacist**
5. Alert Catering Department: **Anne Bodley, Head of Catering**
6. Alert HSSD **Andrea Kennedy, CNM2, HSSD**
7. Alert Chief Physicist **Eamonn Hayes TBC**
8. Contact and inform the Duty Plumber on **Bleep 452**
9. Direct Security
10. Ensure staff are transported from Highfield and Bishopstown GAA Car Parks in conjunction with Cork Taxi Co-Op if required.  
**Colin O'Mara Taxi Co-Op**, Mobile 021-4272222
11. Alert Manager Wilton Shopping Centre – **Susanne Irwin**
12. Liaise with local Gardaí on traffic arrangements
13. Arrange transport of Site Medical Incident Officer and Mobile Medical Team to incident site by Security Transport if Ambulance unavailable

**Chief Security Officer****17.00 hours – 08.00 hours**

15. Instruct that all available officers be contacted and requested to report for duty.
16. One Security Officer to go to help Switchboard in calling in staff, especially Consultants/Registrars. Open Deputy Radiography Service Manager's office.

Contact Supplies Officer:

**Stephen Lynch**  
**Michael Coleman**  
**Cliff Peyton**

1. Alert Pharmacy Department: **Deirdre Lynch, Principal Pharmacist**
2. Alert Catering Department: **Anne Bodley, Head of Catering**
3. Alert HSSD Manager **Andrea Kennedy CNM2, HSSD**
4. Alert Chief Physicist **Eamonn Hayes TBC**
5. Contact and inform the Duty Plumber on **Bleep 452**
6. Ensure staff are transported from Highfield Car Park in conjunction with Cork Taxi Co-Op if required.
7. Alert **Cork Taxi Co-Op** – Colin O'Mara –021-4272222
8. Alert Manager Wilton Shopping Centre – **Susanne Irwin**
9. Liaise with Gardaí on traffic and crowd control.

**Traffic Control Plan:**

1. Only Emergency vehicles will be allowed to turn right towards ED on entering the main gate. Roadway to the ED to be kept clear at all times.
2. Deliveries of Urgent supplies will be allowed turn right at main entrance but will exit from the west.
3. All other vehicles will be directed towards the Main Western car park.
4. All vehicles leaving the complex will do via western side.
5. Cars leaving the North East car park from the (cancelled) OPD Clinics will be directed left on exit towards the Ring Road emerging at the main gate from the west. The Back exit gate may also be used to accommodate and alleviate traffic.

**Crowd Control Plan:**

1. Only patients will be allowed enter the Emergency Department, all visitors will be directed away from the area.
2. Patients' relatives will be accommodated in the Radiotherapy Reception Area (Relatives Area).
3. The Garda Team will set up a control room located in the Meeting & Conference Room in the Cardiac Renal Centre (adjacent to the switchboard)
4. The CUH Boardroom in the Cardiac Renal Centre will be reserved for the HECT and an 'Information Room' will be accommodated in the small MDM Room, Cardiac Renal Centre.
5. Press/Media will be located in the Main Auditorium
6. Security Department to provide a manned desk at the Main Hospital Entrance an appropriate signage relating to the Major Emergency

<b>Version Control</b>	<b>Date Approved</b>	<b>DD/MM/YYYY</b>	<b>Valid Until</b>	<b>DD/MM/YYYY</b>