

3 SECURITY	Cork University Hospital	ACTION CARD NUMBER
	Security Staff	3.2
You Report To:	Operations Manager	You Brief: Security Officer & Team
Overall Responsibilities	<ul style="list-style-type: none"> • Site Access, Entry Control & Traffic • Liaison with An Garda Síochána • Support the Cascade Alert 	
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION		
ON ACTIVATION		ON STANDBY
<ul style="list-style-type: none"> • Obtain signage, action card, Barrier tape, documentation. • Establish traffic and personnel access/exit points • set up cordons as planned • Check security ID of all non-patients entering • Preserve patient areas for clinical activity • Ensure efficient traffic flow 		<ul style="list-style-type: none"> • Prepare to set up cordons as directed • Obtain signage, action card, Barrier tape, documentation. • Await direction from Head Security
Consider these points <ul style="list-style-type: none"> • In conjunction with the Hospital Garda liaison person facilitate Casualty Bureau Arrangements 		
<u>Security Officers on Duty</u>		
<u>17.00 hours – 08.00 hours and at weekends</u>		
<ol style="list-style-type: none"> 1. Contact Deputy Chief Security Officer 2. Direct outside Security Officer to Main Gate for traffic control duties. 3. Direct 1 Officer to Emergency Department straight away 4. Alert HSSD staff on duty <ul style="list-style-type: none"> • HSSD 24 hour service Monday – Friday • Saturday 8am – 8pm • Sunday 8am – 8pm 5. Contact and inform the Duty Plumber on Bleep 452 		

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY