

9 PAEDIATRIC WARDS	Cork University Hospital		ACTION CARD NUMBER
	Paediatric Relatives & Public Evacuation		9.7
You Report To:	CNM3/ADON	You Brief:	Ward staff/Security
Overall Responsibilities	<ul style="list-style-type: none">Identify potential numbers of relatives and visitors in the departmentProvide information to relatives/visitorsEnsure all relatives/visitors are brought to safety		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">Visitors & Relatives notified by the CNM in-charge about the Major EmergencyAsk Visitors/Relatives to leave via front door (main entrance) using the stairwell where feasible and exiting same at level 1 on the Main Concourse.One parent can stay with their child if their child is not being discharged.Proceed as normal to Car Park and exit via the Main Entrance (avoiding the Emergency Department).Inform Visitors/Relatives that lifts are prioritised for Patient Transfer.In the event of patients being discharged immediately it may be prudent to ask relatives to wait in order to accompany the patient home.Children who have been identified as for discharge by senior doctors but are awaiting transport can be facilitated in the playroom on Puffin Ward.		<ul style="list-style-type: none">Liaise with the Reception desk staff regarding the number of relatives and visitors within the departmentAdvise all relatives and visitors of alert	
Consider these points			
<ul style="list-style-type: none">All appointments must be at least given to the parent or guardian, letters can follow.			

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