

MEDIA

Representatives of the Media will be located in the Main Auditorium of CUH and regular press releases and media briefings will be enabled by the Communications Department in liaison with the Office of the CEO.

STAND DOWN

CUH stand down will be initiated by the Hospital Emergency Control Team and will be notified to all areas of the hospital as each individual areas role is completed. Stand Down will not happen simultaneously in all areas. Notification of Stand Down will be communicated via text message or email from cuhmep@hse.ie email address to CUH Action Card Holders.

DEBRIEFING

Debriefing will be held as soon as possible following the emergency in consultation with all Action Card holders. External debriefings will be organized in consultation with the Principal Response Agencies (local Authority/Fire Services, HSE/Ambulance Service and the Gardaí) involved in the incident.

PARKING

Parking for CUH staff is permitted on the grounds of CUH for those holding a valid car park ID. If CUH car parking capacity is full, the Highfield Rugby Club and Bishopstown GAA grounds, have available parking arrangements agreed with CUH. Vehicular access to the CUH campus will be strictly limited by CUH Security to those with authorized access only.

For staff who are required to park in either Bishopstown GAA or Highfield car parks on declaration of the MEP, the CUH taxi company has been engaged to provide taxi transport for CUH staff from these locations for the first two hours following activation of the plan.

Staff will be transported by taxi to the nearest CUH drop off point possible - either to the pedestrian access entrance by the Acute Adult Mental Health Unit or the rear entrance near the Occupational Health Building, as

vehicular access to the campus may not be feasible during the MEP.

ALTERNATIVE SUBURBAN CAR PARKING

In the event of vehicular access being seriously restricted or obstructed into the city, for staff who wish to travel to CUH in the event of a major emergency, a number of alternative suburban car parks have been identified for staff to congregate to facilitate group pick-up by designated vehicles. These locations have been identified as East Gate Car Park in Little Island, Ballincollig Shopping Centre, Blackpool Shopping Centre, and Kinsale Road Business Park Car Park. Staff requiring pick up need to display a valid CUH ID card.

STAFF REDEPLOYMENT

In the event of a major emergency being declared, staff may be redeployed from one department to another depending on service need. Staff should not go to the Emergency Department unless specifically requested to do so.

MEP

The latest version of the CUH MEP is available on QPulse or via the CUH Staff Directory. Your line manager will brief you on your role and responsibility to implement the department's Action Card in the event of a MEP being declared.



Major Emergency Plan Cork University Hospital

Staff Information Leaflet



Prepared by the Services Dept. CUH 021 4921375.

Ref: CUH Major Emergency Plan 2016 Q-pulse system (PPG-CUH-CUH-215).

Major Emergency Plan Cork University Hospital

Staff Information Leaflet
December 2016



WHAT IS A MAJOR EMERGENCY?

A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure effective, co-ordinated response.

Cork University Hospital (CUH) has its own Major Emergency Plan (MEP), which identifies key people who, in a major emergency, make sure an effective response is undertaken. Each member of staff plays a vital role in ensuring a professional response by the hospital to a major emergency. It is essential that you are familiar with how the plan will operate during such an event and what role you may play.

ACTIVATION OF A MAJOR EMERGENCY PLAN

A Major Emergency Plan is activated by a call from Ambulance Control to the Emergency Department (ED) informing CUH that either a major emergency is being put on standby or is being declared.

STAND-BY

When information in relation to a declaration of a major emergency is not yet clear then the MEP may be placed on Stand-by. Certain staff members receive notice that MEP may or may not have to be activated at a later time.

ALERT PROCEDURE

On declaration of the MEP the ED alerts the Main Switchboard whose responsibility it is to alert the whole hospital. As part of the alert response a number of Action Cards are implemented.

ACTION CARDS

Action cards have been prepared to identify the response necessary for designated departments to a Major Emergency. Each of these departments in turn will have its own sub plan together with a copy of the MEP (issue 7, 2016). Once Action Cards are implemented, each department notifies the Hospital Emergency Control Centre via email; cuhmep@hse.ie (by completing the template in the appendix).

The calling in of Off Duty staff will be initiated if necessary by each Action Card holder, depending on the scale of the emergency. Staff who are scheduled to work the next shift in the hospital, are requested NOT to come on duty in advance of their shift time. A notification of the Alert Procedure will also be provided to CUH Users via internal email. All staff are advised to listen to regular media updates on local radio and on TV, where feasible.

ACTION/PREPAREDNESS

The ED will also activate department Action Cards and prepare to accept casualties by preparing a Triage Area, a Red & Yellow Treatment Areas, for those seriously injured, and a Green Area in the OPD for all walking wounded. A Site Medical Team may or may not be requested from the ED. Bed Management will commence the process of facilitating discharges and transfer of patients already in the ED to maximize available capacity of the ED. The remainder of the hospital will be prepared in line with each departments Action Cards e.g. ITU, Theatres, Wards, Relatives, Fatalities, Media etc.

HOSPITAL EMERGENCY CONTROL CENTRE

The Hospital Emergency Control Centre will be set up in the Main Boardroom and adjacent locations and it will consist of the following areas

- HOSPITAL EMERGENCY CONTROL TEAM
– The Boardroom (CUH)
- GARDA CASUALTY BUREAU
– MDM room in the Cardiac Renal Centre (CRC)
- INFORMATION ROOM
– Small MDM Room in the Cardiac Renal Centre (CRC)

- MEDIA ROOM – Main Auditorium (CUH)
- RELATIVES AREA – Radiotherapy Reception Area
- VIP AREA – Meeting Room, Level 1, CUMH

MANAGERS & STAFF RESPONSIBILITIES

All Line Managers should ensure that staff in their department are aware of the implications of the activation of a MEP for the hospital and for their department. It is the responsibility of all staff to wear correct forms of hospital identification to allow access to the campus in the event of activation of the plan. Staff are also reminded to provide their line manager with their current telephone contact numbers.

TRAINING, EXERCISES AND TESTING

Training is based on the current Major Emergency Plan, which is reviewed and amended biennially by all Action Card holders and in consultation with the Hospital Major Emergency Plan Group.

It is the responsibility of Line Managers to ensure that all staff in their Ward/Department are familiar with their roles and responsibilities in the event of the Major Emergency Plan being activated. Line Managers are also responsible for arranging local awareness training of their Ward/Department's sub-plan.

RELATIVES OF CASUALTIES OF A MAJOR EMERGENCY

The Radiotherapy Reception Area has been identified as the designated area of the hospital to which all relatives will be directed. A dedicated team of CUH staff will be deployed to meet and support relatives in this area.

GARDA CASUALTY BUREAU

A Garda Casualty Bureau will be located in the large MDM room in the Cardiac Renal Centre for the duration of the incident. The Gardaí play a very important role in a Major Emergency and are key to identifying casualties, dealing with fatalities and forensics.