

OPERATIONAL ACTION CARD

ADDITIONAL MEDICAL STAFF ALL SPECIALITIES

ROLE- This action card is for additional medical staff (Consultants, Registrars, FY2 and FY1'S) from all specialities

As a general rule additional staff will be allocated either ward discharge, emergency department or theatres directly contributing to the care of patients, or Nevin Lecture Theatre waiting to be called to assist.

Sign off actions when completed and review.

MAJOR INCIDENT STAND BY

	On receiving the Trust Everbridge alert respond immediately with your availability.
	Out of hours, identify the quickest and safest way to attend site.
	Consider your own welfare at all times.
	Review diary commitments and prioritise work as necessary.
	Ensure you have your staff ID/Swipe card

MAJOR INCIDENT DECLARED – LEVEL 1

	On receiving the Trust Everbridge alert respond immediately with your availability.
	Complete relevant standby actions.
	Review and be prepared to escalate to a Level 2 response.

MAJOR INCIDENT DECLARED – LEVEL 2

	On receiving the Trust Everbridge alert respond immediately with your availability.
	Complete relevant standby actions.
	If your department has the capacity to release you then report to the Nevin Lecture Theatre (East Wing) to be allocated to an area.
	DO NOT GO TO THE EMERGENCY DEPARTMENT UNLESS YOU HAVE AN ON CALL POSITION THERE
	If based on the ward, report to your senior, assist with creating capacity for admissions then proceed to the Nevin Lecture Theatre if requested by your clinical lead.
	Once allocated, report to the Lead Clinician/Lead Nurse of that area and wait instruction – do not leave your designated area
	Do not leave the allocated department until told to do so – 'Stand down' will come from the command team.

MAJOR INCIDENT DECLARED – LEVEL 3

	On receiving the Trust Everbridge alert respond immediately with your availability.
	Complete Level 2 actions.

AFTER THE INCIDENT – GSTT STAND DOWN

TRUST STAND DOWN CAN ONLY BE AUTHORISED BY THE STRATEGIC (GOLD) COMMANDER

	Attend the Trusts Hot debrief
	Ensure you keep any notes or documents.
	Send representation to the organisations Cold debrief.