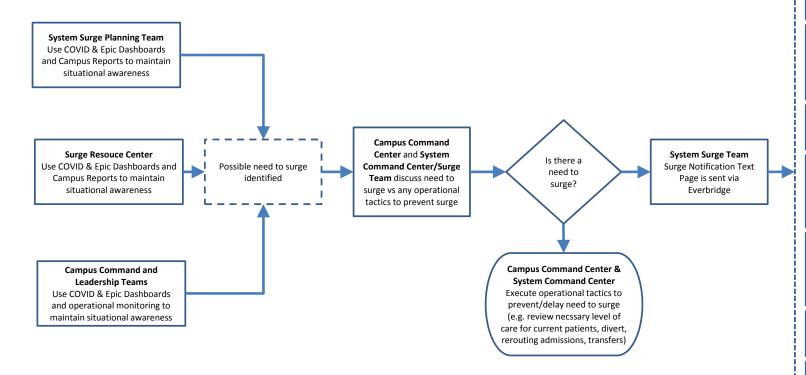
Surge Communication Plan



Last updated: 04/05/2020

System Surge Team

Coordinates the following:

Surge Resource Team

- Identifies and alleviates any staffing gaps
- Ensures users have appropriate access to area Pyxis machines

Security

- Epic team ensures assigned staff have access appropriately in Epic
- Public Safety ensure building access for any transferred staff

IS Team (Epic and IT)

- Move (prebuilt) builds to PROD
- Performs any necessary emergency build
- Notify Field Staff
- Notify Telecom

Reporting Team

- Makes any necessary adjustments to Dashboard groupings

System & Campus Facilities

- Ensures identified beds/stretchers are in place or moved to appropriate area
- Coordinate with Transport as appropriate.

System & Campus BioMed and Respiratory

- Ensures technical components are functioning properly
- Communicates any known gaps in functionality for converted areas

System & Campus Supply Team

- Ensures unit is stocked with appropriate supplies

Campus Leadership Team

- Ensures unit has appropriate downtime forms
- Notifies local support departments (e.g. EVS, food & nutrition, Pharmacy)
- Performs double check of appropriate Epic, Equipment and Supply allocations - reports any gaps
- Prepares to move patients