**Table 3**: Surge Structure Checklists

|  |  |  |  |
| --- | --- | --- | --- |
| **TEAM MEMBER** | **NAME** | **CELL** | **EMAIL** |
| ED PHYSICIAN |  |  |  |
| ED NURSE |  |  |  |
| RESPIRATORY THERAPY |  |  |  |
| RADIOLOGY |  |  |  |
| PHARMACY |  |  |  |
| ENGINEERING |  |  |  |
| INFORMATION TECH. (IT) |  |  |  |
| HOUSEKEEPING  |  |  |  |
| LOGISTIC/WAREHOUSE |  |  |  |
| REGISTRATION |  |  |  |
| NUTRITION |  |  |  |
| SECURITY |  |  |  |
| ADMINISTRATION |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STRUCTURE** | **MECHANISM** | Person in Charge | Time to change | Distance to ED |
| ADAPT | REPURPOSE | COHORT | CREATE |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **CONCERN** | **Person in Charge** | **ONGOING** | **ADDRESSED** |  **N/A** | **TASKS/NOTES** |
| --- | --- | --- | --- | --- | --- |
| AEROSOL (DOOR?) |  |  |  |  |  |
| DROPLET (filter zone) |  |  |  |  |  |
| PPE: STORE/WASTE |  |  |  |  |  |
| PPE: DON/DOFF |  |  |  |  |  |
| TRAFFIC: PATIENT |  |  |  |  |  |
| TRAFFIC: STAFF |  |  |  |  |  |
| TRAFFIC: RADIOLOGY |  |  |  |  |  |
| TRAFFIC: MATERIALS |  |  |  |  |  |
| BED/STRETCHER/CHAIR |  |  |  |  |  |
| POLES |  |  |  |  |  |
| TABLE |  |  |  |  |  |
| ELECTRIC |  |  |  |  |  |
| GASES |  |  |  |  |  |
| WATER/TRASH |  |  |  |  |  |
| VENT/NIV |  |  |  |  |  |