



Unit Planning Checklist

This checklist is intended to provide guidance to the Planning Section on how to Plan to convert spaces for Surge Planning:

1. **Incident Commander** to give guidance on priority areas and intended use
2. **Planning** to schedule walk through with stakeholders:
 - a. Biomedical Engineering – to assess room/unit monitoring capabilities
 - b. Engineering – to assess negative pressure potential, med gases (Praxair), etc
 - c. IT – to assess IT infrastructure needs
 - d. Nursing – to assess Operational / Logistical/ equipment/supply needs for the units/room
3. **Planning** to consolidate lists to assess priority needs with the above stakeholders
4. Once priority needs are finalized, share the list with **Logistics Section Chief**
5. Present Plan to **Operations and Logistics Section Chiefs** for feasibility of operationalizing and determining timeline for execution
6. Once timeline is determined, share with EPIC and Admitting for planning of virtual beds / conversion of beds
7. Share Plan with **IMT** for awareness
8. **Incident Commander** to give final approval to move plan to next phase for procurement and execution, may involve reprioritizing other work