

## Surge Preparedness Checklist

### SURGE CHECKLIST

**Definition of Surge:**

**A surge may be declared for the Provincial Resource Centre (PRC) when the number of active organ cases equals three times the number of Clinical Services Coordinators (CSCs).**

- Have you reviewed the process for declaring a surge? Refer to *CPI 9-318 Provincial Resource Centre Surge Identification and Escalation*
- Have you reviewed the Surge Response Card?
- Have you completed the Surge SBAR Form?
- Have you notified the Director – Transplant Services, the Administrator-on-call, and the Provincial Medical Leads (Donation and Transplant) or their designates?
- Have you completed the Surge Determination Conference?
- Have you communicated the surge to relevant staff (MOC Group, PRC, OTDCs)
- Has this process been communicated to relevant staff (i.e. PRC, OTDCs)?
- Is targeted communication required for Donation Hospital stakeholders? Who is responsible for this?
- Is targeted communication required for Transplant Hospital stakeholders? Who is responsible for this?
- Have you made a plan for a follow up communication to update internal and external stakeholders, as required, on the status of the surge?