ICU Preparedness Checklist

PREPAREDNESS
✓ Review and test your ICU emergency response plan and infection control policies.
✓ Review external disaster management and evacuation plans.
✓ Provide just-in-time training to staff.

LOGISTICS/SURGE CAPACITY
✓ Assess ICU capability and identify contingency units.
✓ Mitigate therapies that cause aerosolization.
✓ Consult facilities management to safely cohort COVID-19 patients.
✓ Understand how to sustain mechanical ventilation outside of an ICU.

COMMUNICATION
✓ Understand your ICU’s organization and chain of command.
✓ Discuss communication methods with all departments, patients, and families.
✓ Utilize online tools to maintain situational awareness and educate large groups.

CRITICAL CARE TRIAGE
✓ Ensure that all ICU staff are familiar with your triage protocol.
✓ Work with the emergency department to identify, isolate, and test for COVID-19.
✓ Determine inclusion/exclusion criteria for ICU admission.

PROTECTION OF ICU WORKFORCE
✓ Review policies for when ICU staff should be tested and take precautions.
✓ Prepare contingency plans for staff or their families who are quarantined or infected.
✓ Confirm that ICU staff will receive pay and benefits during quarantine situations.

STAFFING CAPACITY
✓ Prepare alternative staffing strategies in the event of a surge in patients or illness among ICU staff.
✓ Consider quarantine effects and work-rest cycles during increased patient load.

ESSENTIAL EQUIPMENT
✓ Ensure ICU staff know how PPE will be distributed. Practice donning and doffing procedures.
✓ Inventory equipment/supplies and anticipate shortages.