



WINTER SURGE PLANNING CHECKLIST



WARD CAPACITY REVIEW

- ☐ Assess current bed occupancy rates
- ☐ Identify escalation ward locations
- ☐ Evaluate corridor space suitability for temporary beds
- ☐ Confirm availability of side rooms or isolation areas



EQUIPMENT NEEDS

- ☐ General ward beds (standard)
- ☐ ICU beds (high-acuity)
- ☐ Paediatric cots
- ☐ Bariatric beds
- ☐ Pressure-relieving mattresses
- ☐ Transport trolleys (SPRINT)



OPERATIONAL TRIGGERS

- ☐ Define triggers for activating surge wards
- ☐ Align staffing plans with bed expansion
- ☐ Confirm infection control protocols for temporary spaces



PROCUREMENT PLANNING

- ☐ Assess current bed occupancy rates
- ☐ Identify escalation ward locations
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CLINICAL SUPPORT

- ☐ Plan for equipment training and setup
- ☐ Confirm access to 24/7 clinical support
- ☐ Review maintenance and servicing protocols



DIGITAL & DATA READINESS

- ☐ Confirm integration with bed management systems
- ☐ Ensure real-time tracking of rental equipment
- ☐ Align surge planning with EPR and flow dashboards



COMMUNICATION & COORDINATION

- ☐ Define internal escalation contacts
- ☐ Establish communication protocols for surge activation
- ☐ Coordinate with ICS partners or neighbouring Trusts



PATIENT EXPERIENCE & SAFETY

- ☐ Review patient dignity protocols for corridor care
- ☐ Confirm signage and privacy screens for temporary spaces
- ☐ Plan for feedback collection during surge periods



RISK & CONTINGENCY PLANNING

- ☐ Identify risks to patient flow and safety
- ☐ Develop contingency plans for delayed deliveries
- ☐ Confirm backup equipment sources



LOGISTICS & STORAGE

- ☐ Confirm storage space for incoming rental equipment
- ☐ Plan for safe disposal or relocation of existing beds
- ☐ Ensure portering and facilities teams are briefed



POST-WINTER REVIEW & RENEWAL

- ☐ Schedule post-winter debrief and performance review
- ☐ Evaluate rental contract renewal or adjustment
- ☐ Document lessons learned for future planning





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EQUIPMENT NEEDS ASSESSMENT

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STAFFING & OPERATIONAL TRIGGERS

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PROCUREMENT & DELIVERY PLANNING

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