

Emergency Staffing Plan Checklist

Technology	Owner	Status	Notes
Policy & Procedure(s)			
Communication Systems			
Phone			
Cell & Pager			
Internet/Intranet			
EHR Partial to Full Outage			
Manual Processes & Forms			
Back-up and Recovery			
Medication Dispensing System			
TUBE System			
Access & Permissions			
Process	Owner	Status	Notes
Policy & Procedure(s)			
Census Management Plan			
License Management Plan			
Transportation & Logistics for Staff			
Identify & Retain Business Partners			
Local Resources			
Rapid Response/National			
Nursing			
Allied			
Ancillary			
Supplies			
Communication Plans			
Internal Plan			
Point of Contact			
Whole House and/or Department			
Frequency			
External Plan			
Point of Contact			
Media			
Business Partners			
Patients & Families			
People	Owner	Status	Notes
Policy & Procedure(s)			
Command Center			
Leadership Resources			
Schedule			
Location			

Discuss completing your staffing strategy with our Client Services team.

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People (continued)	Owner	Status	Notes
Internal Staff			
Department Schedules			
Leadership Coverage			
Shift Schedule			
External Resources			
Contingent Staff			
Sister Hospitals			
Schools			
Local Clinics/Primary Care			
Expedited On-Boarding			
Policy & Procedure(s)			
Streamline Employee Requirements			
Application			
Licensure-SBN Emergency			
Must-have Credentials/Certs			
Standard Background Check			
Rapid Drug Screen			
Basic Medical			
Orientation-Necessary Topics Only			
Basic EHR Training			
Waived/Postponed Annual Modules			
Partial Shift Department Training			
Equipment/POC			
PDSA	Owner	Status	Notes
Plan - Annual Review			
Do – Mock Emergency Drills			
Study – Review & Analyze Results			
Act – Make Improvements & Revise Plan			

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