

Nebraska Biocontainment Unit (NBU) Activation Checklist

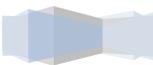
Date ___/___/___ Time initiated__: __ Time complete__: __

Signed when complete _____

Print Name _____

- Each section of tasks is to be performed simultaneously and as feasibly able when NBU staff arrives. Note names of person being assigned task.
- The initial person entering the NBU upon activation shall take charge of the Activation Checklist and assign tasks as other NBU staff arrives, while maintaining a master list.
- Each person shall report back to the person taking charge of the list with information regarding their responsibility.

NBU Activation tasks	Assigned to
Notifications	
Initial Tasks	
PPE	
Staffing	
Nurses Station	
Dirty Utility	
Medical Supply Room	
Patient Care Room(s)	
Respiratory Therapy	
Halls	
Isopod	



Notifications Notify of expected time/ date of pt arrival	Assigned to	Complete
Notify Incident Commander on call-convene NM Leadership group		
Notify NBU staff using the emergency notification system (E2)		
If the expected patient is xx y/o or younger notify the Peds NBU team using the emergency notification system (E2)		
Notify the Critical Care Team by calling MD at xxx-xxx-xxxx. If unable to reach him, use the biocontainment unit call sheet to determine which service to page. To page the Critical Care Pulmonary team use xxx-xxxx. To page the Critical Care Anesthesia team use xxx-xxxx. and inform them of the expected date and time the patient will arrive.		
Notify the Pediatric MD teams if the expected patient is 16y/o or younger. MD- Peds Critical Care xxx-xxxx, cell xxx-xxx-xxxx. MD-Peds Critical Care xxx-xxxx, cell xxx-xxx-xxxx MD Infectious Diseases xxx-xxxx, cell xxx-xxx-xxxx		
Notify patient transportation team xxx xxx-xxxx and xxx-xxx-xxxx		
Notify Corporate Communications & Concierge Nurse xxx xxx-xxxx		
Notify the IT Help Desk @ xxx xxx-xxxx option x that the Biocontainment Unit is being activated and have them accomplish the following: <ul style="list-style-type: none"> • Test NBU computers/ speakers/ neurons/ printers (including lab label printer), Vidyo and fax machine • Set-up IT equipment in the Incident Command room (speaker phone, printer, fax machine) 		
Notify BioMed to check patient monitoring equipment xxx xxx-xxxx		
Notify Facilities Senior Zone Manager and Mechanical Engineering Manager to verify the parameters of the air handling system. FSZM- office xxx-xxx-xxxx or use hospital operator		

MEM-- office xxx-xxx-xxxx, cell xxx-xxx-xxxx		
Notify the Nurse Resource Coordinator (NRC) of NBU activation xxx xxx-xxxx Request the NRC to send out a text to all hospital nurse managers and lead RNs to notify them of the NBU activation.		
Call Security xxx-xxx-xxxx <ul style="list-style-type: none"> • Provide a time to have the conditional NBU access list deactivated. • Request confirmation of NBU security settings xxx xxx xxxx c xxx xxx-xxxx for employee badge access and conditional access list deactivated. 		
Contact the Bed Desk xxx xxx-xxxx and provide them with the patient's name and pending date of admission		
EVS: xxx-xxx-xxxx or after hours pager xxx xxx-xxxx Notify them of the NBU activation and provide an expected date and time of patient arrival also provide a time for them to clean the NBU prior to patient arrival		
Security: dispatch xxx xxx-xxxx		
Main Pharmacy: (have pharmacy to stock NBU Omnicell STAT) xxx xxx-xxxx p xxx xxx-xxxx c xxx xxx-xxxx		
Food Service: xxx xxx-xxxx Notify them of the need to supply hydration and nutrition for NBU staff.		
Hospital chaplain: xxx xxx-xxxx or check web on call for #		
Call the Linen Department: (NBU linens and scrubs to be delivered xxx xxx-xxxx p xxx-xxxx <ul style="list-style-type: none"> • Scrubs to be stocked in the cart located in the staff changing area. Linens to be stocked in the NBU main hallway closet		
Call Med Materials to have the NBU stocked with the age appropriate lists (Adult or Pediatric) xxx xxx-xxxx o xxx xxx-xxxx p xxxxxxxx or xxx- xxx-xxxx and ask for supervisor		
Notify Behavioral Health: Notify them of the NBU activation and provide an expected date and time of patient arrival w xxx xxx-xxxx c xxx xxx-xxxx h xxx		

xxx-xxxx		
Notify the Radiology Department and arrange for a portable x-ray machine to be delivered and left in the NBU clean room: xxx xxx-xxxx p xxx xxx-xxxx		
Notify Patient Relations xxx xxx-xxxx		
Notify Mortuary Services		
Notify Employee Health with anticipated arrival day for temperature monitoring of healthcare workers xxx-xxx-xxxx. Notify UNMC Research IT office to set up REDcap temperature monitoring tool application at xxx xxx-xxxx		
Notify Blood Bank xxx xxx-xxxx		
Notify Facilities to check unit xxx xxx-xxxx		
Notify Inpatient Dialysis: xxx xxx-xxxx		
If OB/GYN needed, notify MD cell xxx-xxx-xxxx pager xxx-xxx-xxxx or MD cell xxx-xxx-xxxx pager xxx-xxx-xxxx or MD cell xxx-xxx-xxxx pager xxx-xxx-xxxx		
Notify Nebraska Public Health Lab manager office xxx-xxx-xxxx cell xxx-xxx-xxxx pager xxx-xxx-xxxx		
Notify University of Iowa Hospitals and Clinics xx/x UIHC Admissions and Transfer Center line: xxx-xxx-xxxx (this is the line IDPH is supposed to use to officially notify us of a patient within Iowa or if you get activated). xx/x UIHC Telecommunications Center line: xxx-xxx-xxxx (tell them to page): xx/x SNICU (SIU) Front Desk: xxx-xxx-xxxx – ask for Nurse Manager/Assistant NM on duty.		

Initial Tasks	Task complete (√)	Initials
Email NBU staff the most recent donning/doffing videos and policies for JIT		
Ensure Isopod with charged battery and airway box is ready to go (if needed) (also other supplies as needed)		
Contact EVS: pager xxx-xxxx In addition to trash removal and any additional cleaning have them: <ul style="list-style-type: none"> • Stock liquid bleach in the supply and clean rooms to par level • Stock Neutral Detergent in the supply room to par level • Stock clean mop heads for cleaning in clean room • Stock blue linens in the clean room and linen closet to par level • Stock scrubs to par level • Stock white towels in staff shower/ changing area • Stock cardboard boxes with red biohazard bags in the clean autoclave room • Stock paper towels and toilet paper in restrooms • Ensure there are x mop buckets with mop poles in the NBU • Remove all trash from the NBU • Place at least x rolls of blue plastic linen bags in the clean autoclave room • Place packing tape and a permanent marker in the clean side of autoclave room 		
Move NBU equipment to storage or needed location(s). <ul style="list-style-type: none"> • Body sealer (Bioseal) - medical supply room. • Check supply level of Autoclave bags – medical supply room. 		

Staffing:	Task complete (✓)	Initials
Prepare temperature monitoring station		
Prepare staffing schedule and email it to all NBU staff		
Select teams for patient transport if needed		
If a pediatric patient is expected, notify the PEG-C and Peds/PICU managers		

PPE	Task complete (✓)	Initials
Validate scrubs in all sizes have been delivered to the staff changing area. Linen room xxx-xxx-xxxx, pager (xxxx-xxxx) xxx-xxxx, after hours use pager xxx-xxxx		
Validate sufficient PPE stocked Call Medical Materials xxx- xxx-xxxx if items needed.		
Prepare donning and doffing stations and hang checklists with PPE donning and doffing order		
Prepare contact/droplet isolation supplies in the staff clean changing area: Yellow gowns Gloves Surgical Masks Shoe covers Hand sanitizer Hair ties Caps		
Validate supply of crocs present		
Validate supply of under garments and socks present		
Prepare staff shower facilities with hygiene supplies and towels		
Prepare Chlorine Shoe Dip		
Prepare Spill Kit		

Nurses Station:	Task complete (✓)	Initials
Computers logged in and ready for use		
Printer ready for use		
Telephones functional		
Fax machine ready for use		
If expecting a pediatric patient Call BIOMED to deliver a pediatric crash cart with defibrillator: xxx-xxxx		
Call BIOMED to deliver Adult or Child defibrillator: xxx-xxxx		
As appropriate: Pediatric crash cart/defibrillator checked		
Code Cart tag date checked		
Check central cardiac monitoring station (call Biomed if any problems or in need of more equipment).		
Policy and procedure book present. Online tools in working condition. Backup forms available.		
Check medical gas gauges for pressure		
Check Negative pressure monitors		
Remove framed photos and posters from the NBU (store in external supply room)		
Change status of unit from unoccupied to occupied using the dedicated key and lock mechanism on the wall.		
Print "Provider Down Protocol" xxxx		
Ensure Vidyo functional		



Dirty Utility:	Task complete (✓)	Initials
Validate that the autoclave manual is at the nursing station.		
Validate cleaning supplies are available: call EVS xxx xxx-xxxx/xxx-xxxx if items required		
Run autoclave controls		

Medical Supply Room:	Task complete (✓)	Initials
Validate Supply Room is stocked		
Validate Medication Omnicell stocked		
Validate access of RN's, RT's to sign into Omnicell		
Page EKG for stat EKG machine delivery		
Order alaris pumps (x per pt) Patient Care Equipment xxx-xxx-xxxx, Voalte phone xxx-xxx-xxxx		
Order alaris pump modules (x per pt)		
Order alaris syringe pumps (x per pt)		
Check and log refrigerator temperatures		
Validate body sealer functional		

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Patient care rooms:	Task complete (✓)	Initials
Place x box each small, medium, large and extra-large patient care exam gloves and aprons in room.		
Check Ox, ensure flow meter functional		
Check air, ensure flow meter functional		
Check and set-up suction		
Cardiac monitoring leads ready		
Check all bed functions operational		
Bed scale zeroed		
Line laundry hamper with clear trash bag and place green laundry bag inside.		
Validate the call light is functional.		
Validate clean linens are on the bed.		
Hygiene supplies in restroom (basin, shampoo, soap, lotion, toothpaste and toothbrush).		
Validate digital stethoscope (with charger) and headphones are present and functional.		
Line trash bins with autoclave bags		
Phlebotomy supplies available		
White board and dry erase markers in room		
Patient telephone in room		
Validate absorbent pads are available		
Ensure tray table in each room to be used		
Ensure commode available in each room		
Ensure Vidyo working on wow		
Ensure workstation on wheels working		
Other supplies as needed		

Respiratory Therapy:	Task complete (✓)	Initials
Age specific ambu bag, mask and tubing at bedside.		
Validate PAPRS fully charged		
Check for RT inventory (call lead RT xxx-xxxx for supplies)		
Notify Lead RT for age specific ventilator if needed		

Halls:	Task complete (✓)	Initials
Check fan system alarms at nurse's station (lights should be green on system in nurses station). Call Facilities for problems.		
Check negative air pressure alarms for all patient rooms.		
Validate halls are free from clutter		

Isopod:	Task complete (✓)	Initials
Prepare Isopod for patient transport to the NBU if it would be needed (follow NBU policy xxxx Isopod Set-up) <ul style="list-style-type: none"> Consider the need for a backboard-Call the ED front desk xxx-xxx-xxxx 		