

SIU Activation on 5C3

Date:			
Time of SIU activation:			
Patient details:			
Priority			
		Information to share	
1.	5C3 Charge RN (780) 407-6184 Time of contact -----	1. The SIU is activated on 5C3 2. Relocate any patient occupying beds 5C3.08, 5C3.10, or 5C3.12 3. Coordinate with Environmental services to clean the rooms urgently 4. All supplies must be removed from that care area and temporarily from the hallway 5. I will be calling the Site Manager to ensure you have assistance with patient flow 6. Call your on-call manager (780-884-5939) 7. GSICU is preparing to move into that area. -Call Charge to coordinate moving the patient and supplies to your unit. (GSICU charge- 7-3274)	☐ ☐ ☐ ☐ ☐ ☐ ☐
2.	GSICU Charge RN (780) 407-3274 Time of contact -----	1. The SIU is activated on 5C3 2. Two SIU-trained RNs and a support HCA must be assigned to the SIU 3. Plan for staffing for upcoming shifts 4. The 5C3 charge RN is aware. Coordinate with them (5C3 charge =7-6184) 5. Follow "5C3 SIU Set up" instructions in the SIU binder at the front desk. **Also see Appendix B**	☐ ☐ ☐ ☐ ☐



3.	Site Manager (780) 915-7154 Time of contact -----	1. The SIU on 5C3 is activated 2. 3C3/4 and 5C3 charge RNs are aware 3. Please refer to the "Site Manager Checklist"	☐ ☐ ☐
4.	Respiratory Charge (780) 401-0780 (pager) Time of contact -----	1. The SIU on 5C3 is activated 2. A SIU-trained RRT must be assigned to the SIU 3. Plan staffing for upcoming shifts	☐ ☐ ☐
Numbers 5-8 are only if pediatric, neonatal, or obstetrical support is needed. See Appendix A for these contacts			
Choose the applicable information when contacting the ED Charge RN			
9.	ED Charge RN (780) 407-6006 Time of contact -----	The patient is coming from another site 1. The SIU is activated on 5C3. 2. Is the patient registered? 3. Patient information_____ _____ 4. ETA_____ 5. The SIU staff are preparing to receive and	The patient presented to the UAH ED 1. Confirm the suspected VHF patient's name and MRN. 2. Confirm patient location_____ 3. Coordinate with Environmental Services Staff to clean any areas occupied or travelled through 4. The SIU staff are preparing to receive and collect the patient

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Choose the applicable information when contacting Protective Services					
12.	Protective Services 1-888-999-3770 Ask for the Shift Team Leader on Duty Time of contact -----	The patient is coming from another site 1. The SIU is activated on 5C3. ☐ 2. The anticipated arrival time of the patient to the ED is _____. The patient will be with EMS. ☐ 3. The SIU staff will call Protective Services* when they are requiring transport escort ☐ *To ensure a Protective Services escort with coordinated elevator movement.		The patient presented to the UAH ED 1. The SIU is activated on 5C3. ☐ 2. The SIU staff will call Protective Services* when they are requiring transport escort ☐ *To ensure a Protective Services escort with coordinated elevator movement.	
Second Priority					
13.	Pharmacy (780) 407-6989 Time of contact -----	1. The SIU is activated on 5C3. 2. There will be STAT medication orders that must be delivered to the SIU on 5C3.			☐ ☐

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		3. If the patient requires medications which are normally in Pyxis (e.g. norepinephrine), stock them on the 5C3 Pyxis.	☐
14.	Facilities Operations Centre (780) 407-8657 Time of contact -----	1. The SIU is activated on 5C3. Confirm the rooms are set to negative pressure. 2. Protective Services will radio when the patient is being transported to the fifth floor via Elevator 37. *To confirm, the SIU room addresses= 5C3.10 (and 5C3.12 if needed)	☐ ☐
15.	ProvLab Microbiologist on-call (780) 407-8822 Time of contact -----	1. Begin preparations for receiving and processing suspected VHF lab work* 2. The SIU staff will call the lab staff to come and receive the blood work when it is collected. 3. The SIU is being activated on 5C3 in the south isolation area, rooms 8, 10, and 12. *The lab requires at least 60 minutes notice to be prepared to process blood.	☐ ☐ ☐
16.	Purple Team Intensivist (day) or on-call GSICU Intensivist (night) (780) 407-8822 Time of contact -----	*The patient is anticipated to be in the SIU on 5C3 at -----	☐

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17.	CPSM (780) 407-6983 Time of contact -----	1. The SIU is activated on 5C3. 2. Be prepared for stat supply requests to 5C3. (If it is after hours, leave a message).	☐ ☐
18.	Charge nurse of units providing staffing (3C3/4, PICU, NICU)	*Call once the patient is settled to give an update.	☐
The Following Contacts to be contacted during the day			
19.	Workplace Health and Safety 1-855-450-3619 Time of contact -----	*Call between 0745-1545. 1. The SIU is activated on 5C3.	☐
20.	Executive Director Critical Care (after hours, on-call) (780) 407-8822	1. The SIU is activated on 5C3.	☐

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	Time of contact -----		
21.	Zone Critical Care Medical Director (780) 407- 8822 Time of contact -----	1. The SIU is activated on 5C3.	☐
22.	ICU Medical Director (780) 407- 8822 Time of contact -----	ed on 5C3.	☐

Checklist Completed By:

Scan this completed document into the VHF and SIU Teams channel Files.

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Appendix A

5.	Pediatric ICU Charge RN (780) 407-6033 Time of contact -----	1. The SIU is activated on 5C3, and pediatric support is required 2. Identify SIU trained staff* to send to the SIU 3. Prepare to staff upcoming shifts 4. The Site Manager is aware. Contact them for assistance with patient movement or closing beds	☐ ☐ ☐ ☐				
*Number of staff is dependent on how many patients require SIU care							
6.	Pediatric Manager (780) 407-8822 Time of contact -----	1. The SIU is activated on 5C3, and pediatric support is required 2. The Pediatric Charge RN has been contacted to identify SIU-trained staff who can be reassigned	☐ ☐				
7.	RAH L&D Strike Team (780) 735-4111 (RAH switchboard) Ask to speak to the on-call Manager for Labour and Delivery Time of contact -----	1. The SIU is activated on 5C3, and obstetrical support will be needed 2. Prepare SIU-trained team members to respond	☐ ☐ ☐ ☐				
		<table border="1"> <tr> <td> If delivery is imminent at a location other than UAH/RAH </td> <td> Delivery is planned for the UAH SIU </td> </tr> <tr> <td> 3. I will contact you again when transport to the UAH SIU is required. 4. The patient location is_____ </td> <td> 3. Team members are to proceed to the UAH SIU. 4. Contact the NICU team to prepare and deliver L&D equipment to the SIU. </td> </tr> </table>	If delivery is imminent at a location other than UAH/RAH	Delivery is planned for the UAH SIU	3. I will contact you again when transport to the UAH SIU is required. 4. The patient location is_____	3. Team members are to proceed to the UAH SIU. 4. Contact the NICU team to prepare and deliver L&D equipment to the SIU.	
If delivery is imminent at a location other than UAH/RAH	Delivery is planned for the UAH SIU						
3. I will contact you again when transport to the UAH SIU is required. 4. The patient location is_____	3. Team members are to proceed to the UAH SIU. 4. Contact the NICU team to prepare and deliver L&D equipment to the SIU.						

		5. Locate and bring Obstetric Cesarean section OR case cart from the MAZ to bring to the ICU stat (will update with a contact ASAP)	☐
8.	NICU Charge RN (780) 407-8822 Time of contact -----	1. The SIU is activated on 5C3, and neonatal support will be needed 2. Identify SIU* trained staff currently at work and reassign them to SIU to prepare for admission. 3. Identify SIU-trained staff for the next shift and alert them of this assignment. *Number of staff is dependent on how many patients require SIU care	☐ ☐ ☐

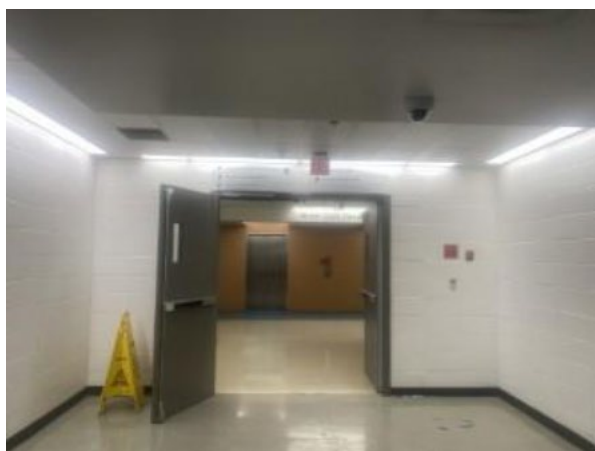
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Appendix B

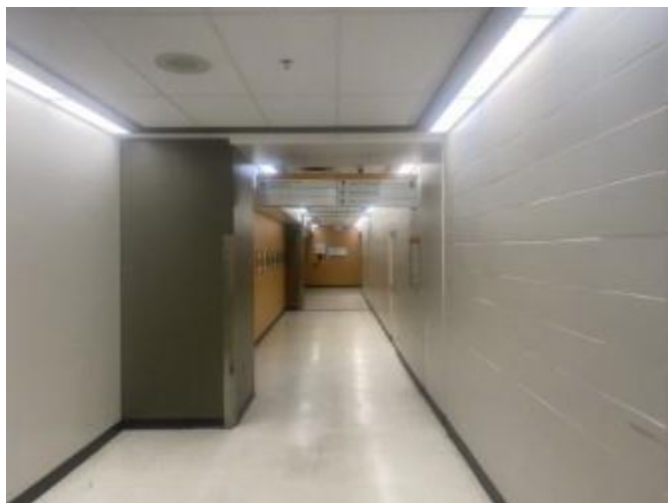
5C3 SIU Set up

In 3C3 Pyxis, select the patient “Restock” and then obtain the cage lock key and the access key card by searching “Access” and selecting “SIU.” Retrieving supplies will take 2-3 staff members.

1. On zero (0) level, walk toward the north glass elevators.



2. Walk toward the public parking area.



3. Walk through the automatic doors into the area for the cages and parking.



4. The door to the cages, pictured below on the left, can be seen while you stand at the automatic doors. The sign says, “FME Surplus Site Storage”



5. Scan the access key (Door # 0F1.06) below the sign on the right.



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6. After entering the cage area, walk forward until you see “SIU Cage #1” on your left. Use the key to open the padlock. All the supplies in Cage #1 must be transported upstairs 5C3. There is a supply checklist at the end of these steps. The supply checklist will also be on the back of the pink sign in the cage. See the storage area blueprint for exact locations.



7. Supplies will also need to be removed from the cage labelled “SIU Cage 2.” Walk further into the storage area away from the entrance doors and turn left to see the second cage. See the storage area blueprint on the next page for exact locations.

Use the key (the same one opens both cage locks) to open SIU Cage #2 and remove the remaining items from the checklist. The checklist will also be on the back of the pink sign.



8. Re-lock the cages and move the supplies upstairs to 5C3. There are also supplies that must be gathered from 3C3/4 and taken to 5C3.

9. See set-up locations on the final page of this document.

10. Refer to the SIU Equipment List behind the pink signs in the cage or in the SIU binder at the 3C3/4 charge desk for a list of supplies to gather.

When on 5C3

11. Staff are the request to be added to the 5C3 Pyxis when needed (this will be temporary access for 24 hours).

12. Use supplied tape to mark clean and dirty zones in the space. The dirty zone will need to extend outside of the anteroom to allow for safe staff doffing. IPC can help with this if they are present.

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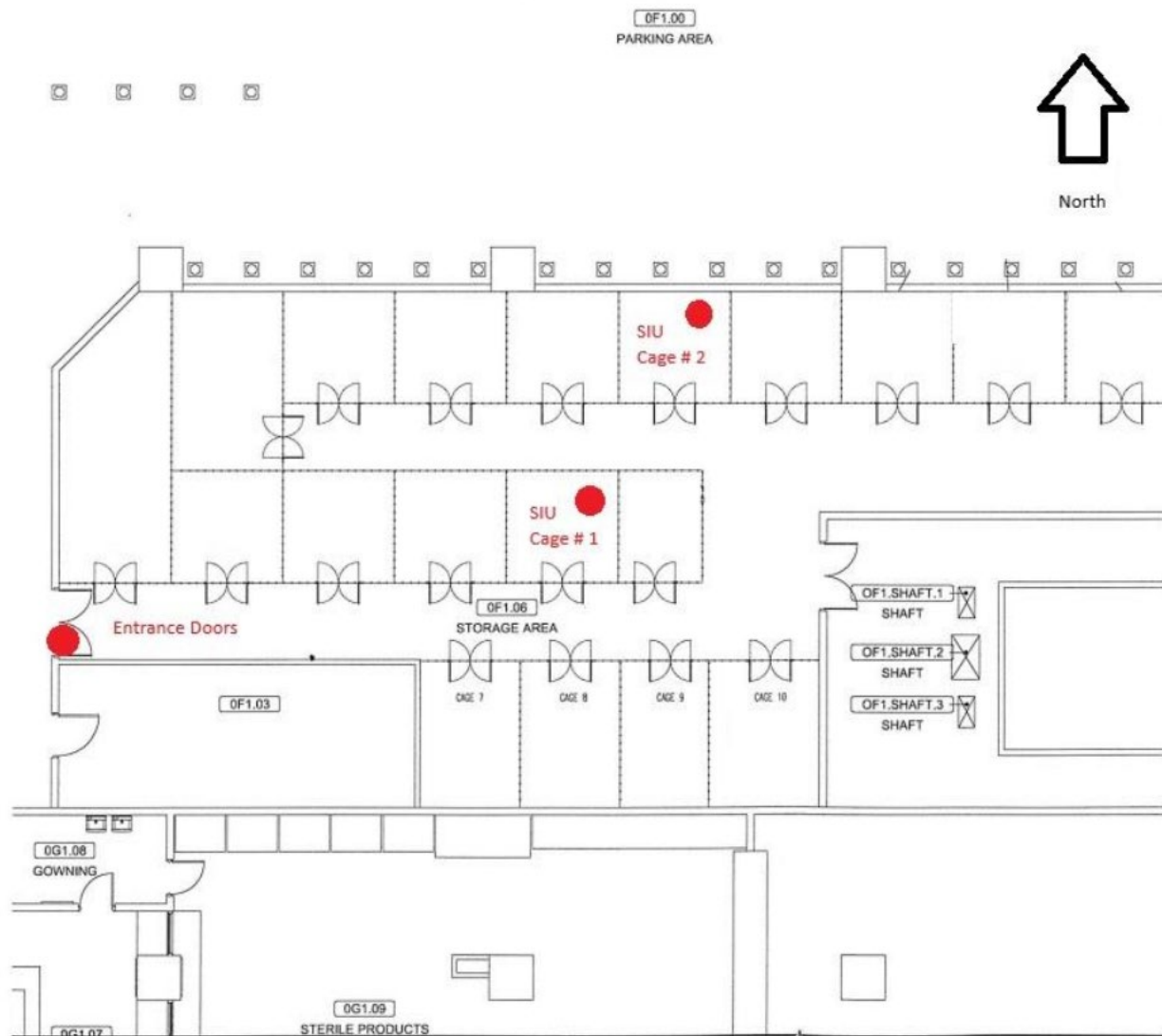


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Zero level FME Surplus Site Storage



4089 - UNIVERSITY OF ALBERTA HOSPITAL
4089B - WALTER C. MACKENZIE HEALTH SCIENCES CENTRE
8440-112 STREET - EDMONTON

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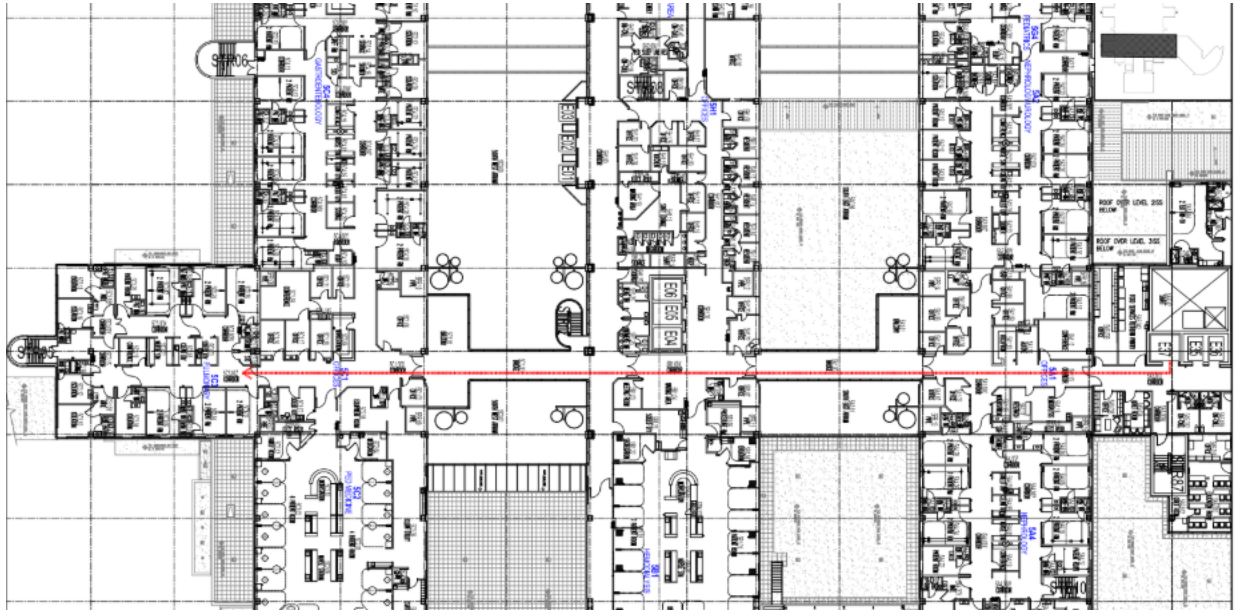


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Route from Elevator 37 (Megavator) to 5C3



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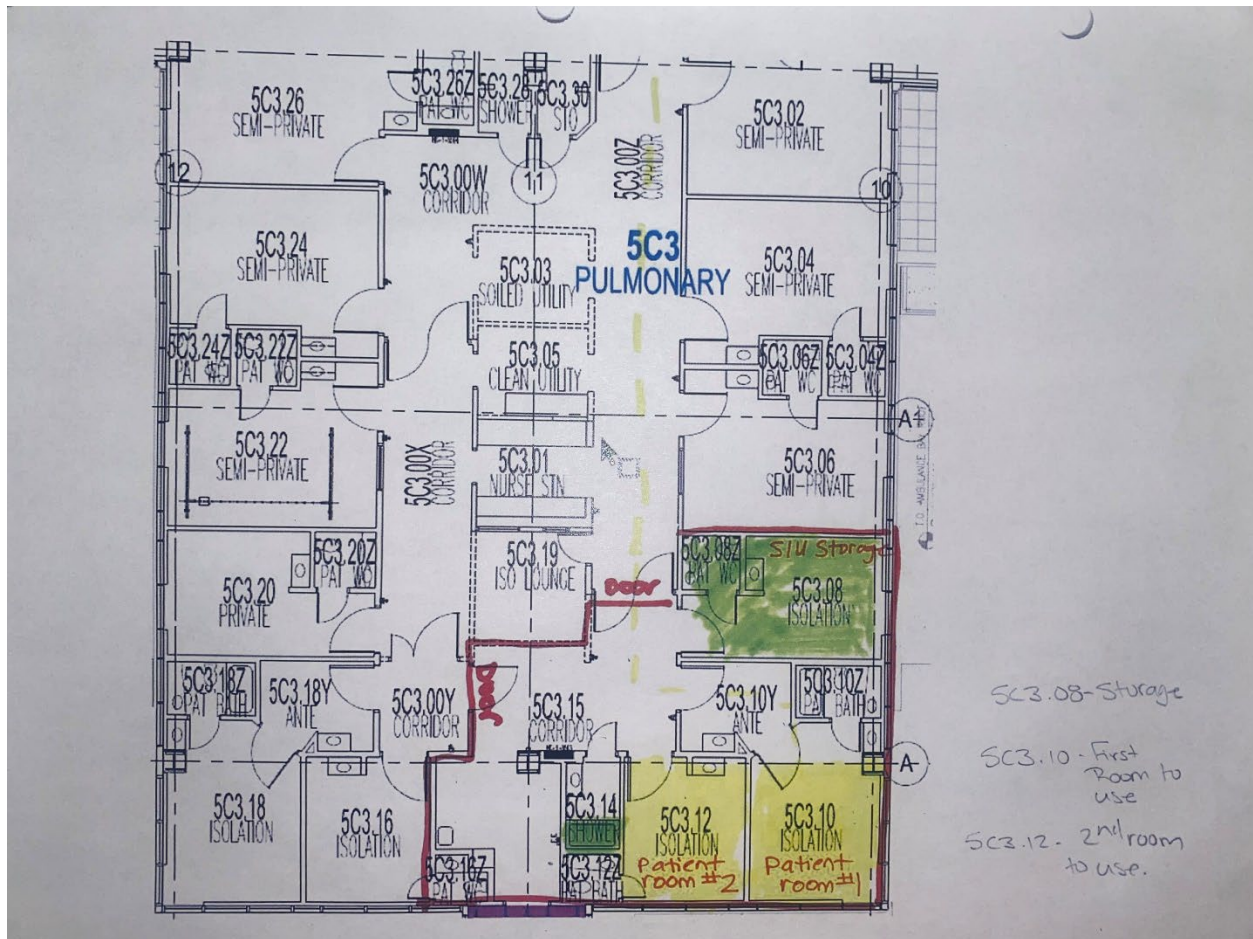


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Map of 5C3 Occupancy



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