



Escalation and full-capacity plan

Triggers and actions agreed in advance, in writing



EM Orbit

Fill it in on a quiet day with the people who must act on it. A trigger is a number, not a feeling. An action has a named role and a time.

Department

Agreed with (executive, bed management, specialties)

Date agreed

Levels

Level	Trigger (numbers)	Actions inside the department	Actions outside the department	Who is told
1 · Normal				
2 · Busy				
3 · Overcrowded				
4 · Dangerous				

A plan that actually triggers

- ☐ Each trigger can be measured at any hour by whoever is in charge
- ☐ The person who declares a level does not need permission to do so
- ☐ Inpatient areas have agreed what they take, and when
- ☐ Stepping down is defined as clearly as stepping up
- ☐ The plan has been rehearsed in the last 12 months

