



EMERGENCY STAFFING PREP CHECKLIST

(Healthcare Edition)

STEP 1: FLAG YOUR VULNERABLE ZONES

List your top 3 staffing weak points - roles or shifts likely to break first.

1. _____
2. _____
3. _____
4. _____

STEP 2: RUN YOUR "WORST DAY" SCENARIO

Create a "Plan B" backup flow... before you need it.

- ☐ Primary Backup
- ☐ Secondary Backup
- ☐ Contact method + readiness
- ☐ Wildcards

STEP 3: TALK TO YOUR TEAM EARLY

"Hey team - if you know your fall schedule may change, let's talk now. That way, no one's caught off guard."

STEP 4: BUILD YOUR "IN CASE OF CHAOS" TOOLKIT

Document and share these key resources:

- ☐ Pre-approved float list
- ☐ Escalation Steps
- ☐ Emergency agency contact sheet
- ☐ Self-care reminder