

NICU Emergency Patient Transfer Planning Checklist

Step	Task	Completed (✓)
1	Identify and document regional NICUs that can accept emergency transfers (Levels II–IV)	☐
2	Establish mutual aid agreements (MOUs) with neighboring NICUs for surge capacity	☐
3	Identify local and regional ambulance companies and neonatal transport teams	☐
4	Confirm ambulance availability for emergency NICU transport during disasters	☐
5	Predefine triage categories (e.g., use TRAIN®) to prioritize patient movement	☐
6	Develop and store standardized Transfer Consent Forms (parent/legal guardian consent)	☐
7	Create a Required Transfer Information Sheet template (patient demographics, current condition, special equipment needs)	☐
8	Assemble copies of consent forms, information sheets, and MOU summaries in each "To Go Kit"	☐
9	Train NICU and transport staff on using the emergency transfer forms during drills	☐
10	Review and update agreements and transfer forms annually	☐