SURGE PROTOCOL FOR HOSPITALS

This protocol has been prepared for hospitals to address the anticipated surge in deaths during the COVID-19 pandemic, for which a Surge Center will be used to house decedents.

Storage Cases

-Hospitals will call 312-997-4418 and fax over the DC and patient information sheet (face sheet) as normally done to the Medical Examiner’s (ME) office.

- ME office staff will generate and issue storage case numbers for approved storage cases.

- ME office forensic technician will generate a spreadsheet of the cases that have been approved.

- Once approved, the case numbers need to be listed on the “Surge Center Trailer Inventory Form” and bodies moved to the refrigerated truck or picked up by a refrigerated truck for transport to the Surge Center.

- Hospital staff will remove personal effects, place in a bag, and tape bag to the body.

- Original death certificates on approved storage cases and the “Surge Center Trailer Inventory Form” will be placed in an envelope and handed to refrigerated truck transport staff.

Medical Examiner’s case (Record Reviews)

- Hospital staff report COVID positive deaths to the investigations section (312-666-0200) as normally done and case information taken by Medical Examiner (ME) investigators, medical records faxed and medical examiner case numbers issued.

- These cases are ideally picked up by funeral homes and not transported to the office.

- In a surge situation, hospital staff will be required to report to the ME investigator that these cases need to be transported to the Surge Center.

- ME investigators will transfer call to ME forensic technician staff who will generate a spreadsheet with the name of the deceased, the ME case number, and the location.

- The case numbers need to be listed on the “Surge Center Trailer Inventory Form”, and bodies moved to the refrigerated truck or picked up by a refrigerated truck for transport to the Surge Center.

- Hospital staff will remove personal effects, place in a bag, and tape to the body.

- “Surge Center Trailer Inventory Form” will be placed in an envelope and handed to refrigerated truck transport staff.

Hospitals will continue to use their normal transport agencies when there are less than five (5) decedents needing to be moved to the Surge Center.