

Exhibit 9 Hospital Conversion Project Plan & Report

Hospital Name	Hospital Address (the physical address where the changes will occur)	Hospital Point of Contact Name	Hospital Point of Contact Phone Number and Email	Alternate Hospital Point of Contact Name	Alternate Hospital Point of Contact Phone Number and Email

The goal of this project is to establish an alternate location on hospital grounds that will increase surge capacity by a minimum of 5% during a MCI.

In this space provide a detailed description of the **plan** that includes, but is not limited to:

- I. Describe the exact location of an existing non-clinical space on the hospital grounds that is able to be converted to a clinical space (the converted non-clinical space must be able to accommodate victims of a catastrophic incident and assist with patient surge).
- II. Determine and define the conditions in which the space will be utilized during a time of surge.
- III. Identify the necessary medical supplies and equipment required to equip the converted space and make the space functional for clinical use.
- IV. Provide hospital licensed bed size and the number of surge beds that will occur as a result of this project (must be a minimum of 5%).
- V. Identify the trigger that will cause your facility to activate the conversion of the space at the time of an event.
- VI. Describe the action steps to be taken at the time of the event to activate the conversion (include the time it will take for the conversion - should be within eight hours of event notification).
- VII. Provide an estimated timeline to complete the project

Note: The project does not allow for hard construction, hard wiring, or plumbing.

This project is funded through the Office of Grants and Training.

In this space provide a detailed description of the completion of the plan above (a **report**) that includes the following:

- I. Document the completion of the conversion plan above and how the hospital is ready to quickly convert the non-clinical space to clinical space to accommodate the influx of patients during a mass casualty incident; and
- II. An attestation from a corporate officer that the plan has been completed and that the hospital is able to increase their surge capacity by at least 5% when needed during a mass casualty incident; and
- III. A separate capital equipment list, attached as the Hospital Conversion Capital Equipment List (Exhibit 12), must be completed for each piece / type of equipment costing more than \$1,000.00. This list must include the purchase price; life expectancy of the equipment; sustainability cost to include, but not limited to, maintenance agreements, preventative maintenance servicing or shelf life replacement (if applicable); operator and/or equipment licensure requirements for the particular piece of equipment.