

# Mission Bernal Move Day Helpful Hints

We're moving to our new Mission Bernal facility on **Saturday, August 25 2018!**

Here are some helpful hints to prepare you for the move. Let's do it!

## WHAT TO WEAR

Comfortable shoes!  
And normal work attire.

Move team, move captains, and volunteer team will wear assigned vest.



## GETTING TO WORK & PARKING

Please try to take public transit on move day! There will be limited parking at Mission Bernal campus garage. Preference will go to patients, family and MDs. Remote parking available at Davies campus. If you have monthly parking, you will be given a free parking card at Davies on Aug 25/26. Parking attendant will assist.

## SHUTTLES EVERY 20 MINUTES

From the Davies campus North Tower main entrance to MB starting at 0630.

On patient Move Day, the St. Luke's express will run from the 24th BART station starting at 0620.



## ACCESS TO THE NEW BUILDING

The main lobby in the new hospital is the entry point for staff, family members and visitors.

Team members should use stairs as much as possible.

## PERSONAL BELONGINGS

Personal belongings should be taken home before move day. On the day of the move leave your personal items (change of clothes, bags, etc) in the new hospital prior to coming to the old site for your shift.



Once we vacate the old facility, access will not be allowed. Be sure not to leave any personal items behind.

## PATIENT MOVE PLAN

The patient move will begin at **7:00am**.

Patients being discharged from St. Luke's Hospital during the patient move will use elevator 1 (SLH) and the front lobby exit on Cesar Chavez.

Elevator 3 (SLH) will be used for patient movement. Inpatients moving to the Mission Bernal Campus will exit the 2nd floor ED ramp from St. Luke's, enter the new hospital via the 27th St. Plaza entrance, and use elevator 1 in the new hospital.

## NO-COST MOVE DAY MEALS FOR STAFF

Lunch will be catered and brought to each department in the new hospital.

Coffee will be available in all break rooms.



## MOVERS & MOVING

The department Move Captains/ Co-Captains will direct all equipment move activities. The relocation firm is called Beltman.

Please remember to updock your department's orange crates and return to the designated area within 24 hours after delivery. The totes will also need to be returned for re-use.



## DEPARTMENT CLOSURES

Move Captains will be responsible for department closure (use the checklist) and notify the **Command Center 415-641-6503** when department move is completed.

## ISSUES?

For all move-related issues, call the **Command Center at 415-641-6503**.

For **emergencies** during the move initiate normal emergency procedures AND notify the Command Center.