

# Mission Bernal Move Day

## HELPFUL HINTS



We're moving to our new Mission Bernal hospital on **Saturday, August 25 2018!**  
Here are some helpful hints to prepare you for the move. Let's do it!

### What to Wear

All team members should wear normal work attire and comfortable shoes per the CPMC dress code.

Move team, move captains/co-captains and volunteer team will wear their assigned vest.

### Getting to work & parking

If at all possible, please take public transit on the patient move day.

There will be limited parking in the Mission Bernal Campus parking garage. Preference will go to patients, family and MD's. There will also be remote parking at the Davies campus on the day of the patient move.

If you have monthly parking you will be given a free parking card at Davies on Aug 25/26 – the parking attendant will assist you.

#### Shuttles

Shuttles will run every 20 minutes from the Davies campus to MB starting at 0630. The regular Davies shuttle stop will be in front of the main Davies hospital entrance/North Tower.

The St. Luke's express will run every 20 minutes from the 24th BART station on the patient move day beginning at 0620.

### Personal Belongings

All personal belongings should be taken home before the move day. Do not leave personal belongings at the old facility.

On the day of the move, leave personal items (i.e. 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, so please be sure not to leave any personal belongings.

### Building access at the Mission-Bernal Campus

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

Team members are encouraged to use the stairs as much as possible.

### Patient Move Plan

Patients being discharged on Move Day from St. Luke's Hospital will use the Lobby exit on Cesar Chavez.

Inpatients moving to the Mission-Bernal Campus will exit the 2nd floor ED ramp from St. Luke's and enter via the Courtyard door on the 2nd floor of the Mission-Bernal Campus.

The patient move will begin at 7:00am.

Elevators 3 and the ED exit (SLH) will be used at the hospital for patient movement.

Elevator 1 and the 27th St Plaza entry will be used at the new hospital (MBC) for patient movement.

Elevator 1 and the front lobby exit will be used for patient discharges from St. Luke's during the patient move.

### Move Day Meals for Staff (no cost)

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 Captain and Co-captain will direct all equipment move activities.

The move relocation firm is called Beltman.

Please remember to unpack your department's orange moving crates and place them in the designated return area within 24 hours after delivery to your department so that they can be re-used.

The totes will also need to be re-used, so please place them in the SAME return area.

#### Department closure

Move Captains will be responsible for department closure (follow the checklist) and will notify the Command Center at 415-641-6503 when their department move is complete.

### Phone numbers

A department phone list will be provided in General Training.

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

#### Emergencies during the move

Initiate normal emergency procedures and notify the Command Center at 415-641-6500.