***MBC Shuttle & Parking Plan – Patient Move Day***

***Dates:***

* MBC Patient move August 25, 2018
* Increased staff at MBC Aug 24-27

***Estimated Staff:***

* Move Team – 30
* Command/Management – 180
* IT – 20
* RN – 50
* MD’s – 20
* Ancillary – 40
  + Total estimated staff present during move: 30
  + Unknown for visitors, etc

***Assumptions:***

* Remote parking will at the Davies Campus
* Davies, Bart, MBC shuttle will run every 20 minutes
* Everyone will be encouraged to take public transit where possible as parking will be limited
* Max MBC parking garage 260
* MBC garage – priority for parking will go to patients, family, MD’s and staff with current parking privileges
* Canopy for patient move will be erected on Friday August 24th, time TBD

***Decisions to make:***

* Anna/Roy to confirm free parking in garage for patient move day – patients, family & staff?
* Will we allow visitors and staff to use ED entrance after the canopy is erected on Aug 24th until the time of the patient move – security access point?

***James/Transport:***

* Confirm shuttle stop location at the new MBC site
* Decide on size of shuttle for Aug 25th & 26th
* Create timetable with pick up/drop off times for Aug 25th & 26th

***Rigo/Parking:***

* ADA van for patient transport from garage to the front entrance of MBC (vs golf cart) – frequency and capacity

***Next Steps:***

* Set up meeting with security & volunteer services to review proposal and get their assistance. Anna to set up for the first week in April.
* Arrange for a greeter at the canopy site after it is erected on Friday – Anna/Roy