

Appendix E: Facility Specific Information

Building Information

Facility Name and Address: _____

Number of Floors: _____

Water Source: _____

Sewer and Septic: _____

Location of Sprinkler: _____

System Control Panel: _____

Location of Power Shutoff: _____

Location of Generator: _____

Closest Major Highway/Road: _____

Closest Railroad: _____

Other Modes of Potential

Transportation i.e. Harbor: _____

Any Known Hazards

(i.e. propane tanks, high voltage concerns): _____

Are you within 10 miles of a nuclear facility: YES NO _____

Are you within 50 miles of a nuclear facility: YES NO _____

Do you have any locked units: YES NO _____

ATTACH A FLOOR PLAN OF THE BUILDING IF POSSIBLE

Appendix E: Facility Specific Information

Personnel Information

Average number of staff per shift:

Days: _____

Evenings: _____

Overnights: _____

Average number of staff in each department:

Department	Number of Staff
Administration	
Nursing	
Dietary	
Housekeeping	
Maintenance	
Recreation	
Social Services	
Human Resources	

Resident Information	Census Number	Date Updated/Initials
Licensed Bed Number		
Average Census		
Average Number of Ambulatory Residents		
Average Number of Non-Ambulatory Residents		
Any Ventilator or Life Support Residents		

Facility Preparation List

Physical Plant Risk Assessment is completed _____ (indicate frequency – quarterly, biannually, annually).

Physical Plant Risk Assessment Schedule: _____

Photographs of buildings needed for insurance purposes have been taken on _____ **and are located** _____

(Include all sides of the building including roof areas)

Date Completed	Initials	Item
		Clearly marked gas and water shut-off valves with legible instructions how to shut off each
		Available tools to facilitate prompt gas shut-off
		Check gas shut off-valves and generators to insure proper operation
		Evaluate heating, ventilating, and air conditioning function and control options
		Assess ducted and non-ducted return air systems
		Preventive maintenance of HVAC system
		Location of ramp used to evacuate residents to buses or other vehicles
		Community's evacuation plan in area accessible to the public (if applicable