

# **Appendix F: Building Specific Information**

## **Building Information**

Facility/Agency Name and Address:
Number of Floors:
Internal Shelter-in-Place Location:
Water Source:
Sewer and Septic:
Location of Sprinkler System Control Panel:
Location of Power Shutoff:
Location of Water Main:
Location of Generator:
Closest Major Highway/Road:
Closest Railroad:
Other Modes of Potential Transportation (i.e., Airports, Harbors):
Any Known Hazards (i.e., propane tanks, high voltage concerns):

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

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

Average number of staff per shift:

### Attach a floor plan of the building if possible

### **Personnel Information**

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Days:		
Evenings:		
Overnights:		

#### Average number of staff in each department

Department	Number of Staff	Date Updated/Initials
Administration		
Nursing		
Dietary		
Housekeeping		
Maintenance		
Recreation		
Social Services		
Human Resources		
Other Department(s)		

#### **Resident Information**

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/Agency Preparation List**

Physical Plant Risk Assessment is completed (indicate frequency – quarterly, biannually, innually)
Physical Plant Risk Assessment Schedule:
Photographs of buildings needed for insurance purposes have been taken on:
and are located (Include all sides and roof areas of building)

Item	Date Completed	Initials
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		

Last Updated:	 
Last Updated By:	