HEALTHCARE FACILITY HUB · PRINTABLE UTILITY FIELD SHEET

Healthcare Downtime Kit & Paper Fallback Pack

Updated: November 16, 2026 · Print & stage in unit red/teal downtime binders BEFORE an outage. Clinical forms must be spot-checked by Nursing, Pharmacy, and HIM leadership.

Purpose: When EHR, VoIP, and facility utilities fail simultaneously, a plan stored on the network is unreachable. Stage this 2-page checklist and paper pack locally on every inpatient unit, ED, OR, and Plant Ops desk (ONC SAFER Contingency Planning recommends 48-hour paper supply coverage).

1. Clinical Paper Fallback Pack (Stage per Unit — Confirm Forms with HIM/Pharmacy)

Kit Item	Minimum Staging Target (Practice)	Owner	Pre-Event Check
Paper Order Sets & MAR Sheets	48-hr census supply; layout mirroring current EHR screens (ONC SAFER)	Nursing / Pharmacy	[ ] Current rev date
Patient-Tracking Board / Census Log	Dry-erase board + laminated census sheets (Room, Name, MRN, Acuity, Status)	Charge Nurse / HUC	[ ] Markers & erasers
Downtime Wristbands & Lab/Specimen Labels	Pre-numbered downtime labels + permanent fine-tip markers	HIM / Admitting / Lab	[ ] Sequenced & stocked
Downtime Consent, Transfer & Discharge Forms	Unit-specific packet (ED, ICU, Med-Surg, OR, OB)	HIM / Unit Manager	[ ] 48-hr pack sealed
Standalone Offline Downtime PC / MAR Viewer	Read-only disk-imaged laptop/station on local UPS (not network-dependent)	IT / Clinical Informatics	[ ] Synced & charged

2. Unit Contact Tree & Communication Staging

Role / Desk	Primary Ext.	Radio Channel	Analog POTS / Cell Backup	Verified Date
HICS Command Center / House Supervisor	_____	Ch. _____	_____	___/___/202_
Plant Operations / Engineering On-Call	_____	Ch. _____	_____	___/___/202_
IT Helpdesk / EHR Downtime Lead	_____	Ch. _____	_____	___/___/202_
Pharmacy / Lab / Blood Bank	_____	Ch. _____	_____	___/___/202_
Security / Local EMS Dispatch	_____	Ch. _____	_____	___/___/202_

3. Facility Utility Shutoff Map & Hardware Checklist (Plant Ops Desk + Unit Binders)

Every clinical unit and engineering desk needs laminated, color-coded shutoff locations so staff do not search PDFs on a dead server during an active leak or electrical fault:

Utility System	Required Map / Directory Content	Physical Hardware in Kit	Check
Electrical (NFPA 99 EES)	Panel schedule marking Red (Critical/Life Safety) vs. White outlets; ATS locations; load-shed sequence.	Headlamp + area flashlight + spare batteries + breaker lockout tags.	[ ] Verified
Medical Gas (NFPA 99)	Zone valve box locations by wing/floor; bulk O2 & reserve manifold locations; clinical sign-off protocol before shutoff.	Zone valve keys (if locked) + portable O2 cylinder regulator wrench.	[ ] Verified
Potable & Chilled Water	Main & riser isolation valves; sterile processing & dialysis feeds; backflow & Legionella flush points.	Valve tag directory + waterproof flashlight + spill absorbent.	[ ] Verified
HVAC & Pressure Zones	AHU-to-wing map showing AII/OR/Pharmacy positive/negative zones and manual damper/restart steps.	Portable manometer / tissue-test checklist + temporary door-seal tape.	[ ] Verified

4. Pre-Event Staging & Quarterly Inspection Sign-Off

[ ] **Seal & Tamper Tag Check:** Red/teal downtime binder sealed with breakaway tag; log inspection date on cover.

[ ] **Battery & Radio Test:** UHF/VHF radio charged, spare battery rotated, flashlight tested, UPS load-tested.

[ ] **Form Parity Check:** Paper MAR, order sets, and patient-tracking boards match current EHR workflows (ONC SAFER).

[ ] **Post-Event Restock Rule:** Any opened downtime kit is restocked and re-sealed within **24 hours** of EHR/utility restoration.

Clinical & Engineering Spot-Check Block: Unit/Dept: _____ | Clinical Lead Sign-Off: _____ | Plant Ops Sign-Off: _____ | Date: ___/___/202_ (Prep/reference tool — confirm all clinical forms & shutoff authorities per facility EOP).