

Facility Checklist – Scribner Kidney Center

Purpose: Preparation For, and Recovery From any type of Disaster Event. Information for Staff Temporarily Relocated to an Alternate Facility.

Item	Need to Know	Notes
Building Access	Key/Keycard/Security Code	Lock box – Left of rear entry
	Patient door lock/unlock procedure	Press intercom for access
Parking	Where to park and how to access garage if applicable	Parking in back/ No garage
Power	Location of main breakers	No access – Sub Panels fed from electrical room T1
	Location(s) of sub-panels	Panel A: 1-84 Hallway by employee lounge. Panel P: In front of Unit Secretary desk
	Locations of emergency (battery-operated) lights	Back hallway; In front of main desk above the breaker box
	Location of time clock for outside lighting	Contact Property management – Healthcare Reality 425 775 4546
Water	Location of incoming feed line(s) & shut off	Basement access: Key located above timeclock in bulk storage. After hours FOB located in FSS office. Enter common hallway from employee locker hallway. Go Downstairs to Storage B-75.
Natural Gas	Location of main shut-off & Wrench	Entire building gas shutoff – Exterior SE corner, Large Red Valve. Large wrench required.
Oxygen Gas	Location of distribution manifold & shut offs	Basement. Emergency shutoff on manifold
	Location(s) of zone shut off(s)	Hallway next to soiled utility.
Fire Alarm System	Location of main panel; reset procedure; vendor information	Hallway by employee lockers Vendor: Signal Service 206 364 1998
Security System	Location of main panel; reset procedure; vendor information	Hallway by employee lockers

		Vendor: Signal Services
HVAC	Location of On/Off switch (or breakers)	Contact Property management: Healthcare Reality 425 775 4546
	Location of time clock for HVAC	Contact Property management.
Phones	Location of switch; vendor contact information	Contact IT Dept.
	Location(s) of direct lines (emergency line, fax lines)	No hardline. Fax: Contact IT Dept.
	Location of Emergency Cell Phone	Nurses Station
Data	Location of router/server	Copy Room
Disaster Toolbox	Location; procedure to access; inventory check	Jobox in basement: Storage B-75
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Concentrate Room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	RO room
Emergency Evacuation	Location, where staff and patients meet when evacuating the building	Large Garbage/Recycle Dump North Parking Lot.
Dialysis Supplies	Location & Inventory	RO & Concentrate rooms.
TV reset	Location & vendor	Basement: Storage B-75, Vendor: Comcast.
RO System	Detailed procedure for start-up/shutdown	On cart in RO room
	Testing equipment/supplies/QA log	On cart in RO room