Facility Checklist – SeaTac 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	Badge Reader
	Patient door lock/unlock procedure	AiPhone
Parking	Where to park and how to access garage if applicable	Front or back parking lot
Power	Location of main breakers	Between Restrooms in Hallway
	Location(s) of sub-panels	Men's Restroom
	Locations of emergency (battery-operated) lights	Backup Generator
	Location of time clock for outside lighting	Management Company
Water	Location of incoming feed line(s) & shut off	Mixing Room Corner
Natural Gas	Location of main shut-off & Wrench	NA
Oxygen Gas	Location of distribution manifold & shut offs	North Hallway West Side
	Location(s) of zone shut off(s)	Next to Ice Machine, South Hallway
Fire Alarm System	Location of main panel; reset procedure; vendor information	Building Management
Security System	Location of main panel; reset procedure; vendor information	No Alarm System
HVAC	Location of On/Off switch (or breakers)	Between Restrooms in Hallway
	Location of time clock for HVAC	Building Management
Phones	Location of switch; vendor contact information	
	Location(s) of direct lines (emergency line, fax lines)	Nursing Station
	Location of Emergency Cell Phone	Nursing Station/Med Counter
Data	Location of router/server	Server Room
Disaster Toolbox	Location; procedure to access; inventory check	Generator Courtyard

Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Hallway Storage Room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Hallway Storage Room
Emergency Evacuation	Location, where staff and patients meet when evacuating the building	Pacific Highway North Bound under the Billboard sign area of our Front Parking Lot.
Dialysis Supplies	Location & Inventory	Main Supply Room
RO System	Detailed procedure for start-up/shutdown	RO Room
	Testing equipment/supplies/QA log	RO Room