

Facility Checklist – Broadway 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	Keycard will get you in the back door or in through the garage. There will also be a lock box at the back of the building near the back door.
	Patient door lock/unlock procedure	The front door is on a timer or you can lock & unlock the doors with the buttons in the hallway closet between the reception and the treatment areas. Facility locked all the time must be buzzed in.
Parking	Where to park and how to access garage if applicable	Parking garage attached to the building or park behind the building.
Power	Location of main breakers	Main breakers are located on the 1st fl. In the closet at the southeast section of the building by Christmas supplies.
	Location(s) of sub-panels	Sub-panels are located in the closets in the hallway between reception and the treatment areas and one in the old reuse room.
	Locations of emergency (battery-operated) lights	There is a generator that will keep some of the lights on throughout the building Full building coverage for generator
Water	Location of time clock for outside lighting	On lighting control panel in garage stairwell
	Location of incoming feed line(s) & shut off	Domestic water first floor room next to ramp leading

		to garage.
Natural Gas	Location of main shut-off & Wrench	Natural gas shut-off is outside at the back of the building near the oxygen closet. A shutoff wrench will be inside the oxygen room
Oxygen Gas	Location of distribution manifold & shut offs	No Longer used
	Location(s) of zone shut off(s)	The Zone shut off is located in the hallway by station 1.
Fire Alarm System	Location of main panel; reset procedure; vendor information	Fire alarm panel is in the hallway near HR. Push the silence button and the fire dept. will tell you when to push reset.
Security System	Location of main panel; reset procedure; vendor information	No security system Pharmacy Only
HVAC	Location of On/Off switch (or breakers)	The on/off switches are located in the 5th floor machine room. There is a switch on each of the units.
	Location of time clock for HVAC	There is no time clock for HVAC On Computer
Phones	Location of switch; vendor contact information	
	Location(s) of direct lines (emergency line, fax lines)	No Longer Used
	Location of Emergency Cell Phone	Located in the chart room above the med refrigerator and is checked daily.
Data	Location of router/server	Routers are on each fl. Server is on the first floor in the north hallway
Disaster Toolbox	Location; procedure to access; inventory check	Located in the cage in the parking lot behind the building. A key for the box is on the med key ring.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Moved to Yesler.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Moved to Yesler.
Dialysis Supplies	Location & Inventory	Located in the basement storage area.
RO System	Detailed procedure for start-up/shutdown	IFU posted in the RO room.
	Testing equipment/supplies/QA log	No Longer Used.

