

Facility Checklist – Snoqualmie Ridge 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	One key for bldg., one for suite at nurse's station & key box
	Patient door lock/unlock procedure	Intercom system, controlled by reception
Parking	Where to park and how to access garage if applicable	Park on west side of bldg.
Power	Location of main breakers	In back hallway
	Location(s) of sub-panels	In back hallway
	Locations of emergency (battery-operated) lights	On fire-extinguisher boxes throughout unit. LED lights in primary black box and crash cart.
	Location of time clock for outside lighting	N/A
Water	Location of incoming feed line(s) & shut off	WT room on northwest wall
Natural Gas	Location of main shut-off & Wrench	None
Oxygen Gas	Location of distribution manifold & shut offs	In back hallway, outside of suite
	Location(s) of zone shut off(s)	On the wall next to the exam room
Fire Alarm System	Location of main panel; reset procedure; vendor information	N/A – Robert, Senior Property Manager (425) 422-3484 or Kidder Mathews, (877) 445-6782
Security System	Location of main panel; reset procedure; vendor information	Data room
HVAC	Location of on/off switch (or breakers)	N/A
	Location of time clock for HVAC	N/A
Phones	Location of switch; vendor contact information	Data closet
	Location(s) of direct lines (emergency line, fax lines)	Under printer at nurse's station
	Location of Emergency Cell Phone	Med cabinet

Data	Location of router/server	Data Closet
Disaster Toolbox	Location; procedure to access; inventory check	West wall, key in primary black box
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Clean utility room – inventory taped to box
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Clean utility room
Emergency Evacuation	Location, where staff and patients meet when evacuating the building	Outside, by picnic benches
Dialysis Supplies	Location & Inventory	Stock room
RO System	Detailed procedure for start-up/shutdown	Posted at relevant stations in WT room
	Testing equipment/supplies/QA log	Rolling cart at RO unit, QA log in PM lab