

Facility Checklist – Kirkland 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 |
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| Building Access | Key/Keycard/Security Code | Lock box next to staff entrance by PM Lab. |
| | Patient door lock/unlock procedure | Press intercom for access. |
| Parking | Where to park and how to access garage if applicable | Signs for NKC around parking lot. |
| Power | Location of main breakers | Electrical room |
| | Location(s) of sub-panels | Electrical room |
| | Locations of emergency (battery-operated) lights | Crash Cart, Black boxes, North & South hallways |
| | Location of time clock for outside lighting | Electrical room |
| Water | Location of incoming feed line(s) & shut off | Janitor's closet |
| Natural Gas | Location of main shut-off & Wrench | Exterior West side of bldg. Wrench in Jobox. |
| Oxygen Gas | Location of distribution manifold & shut offs | O2 room by loading dock |
| | Location(s) of zone shut off(s) | On wall next to generator annunciator by Station 13 |
| Fire Alarm System | Location of main panel; reset procedure; vendor information | Electrical room, Vendor: Signal Service. |
| Security System | Location of main panel; reset procedure; vendor information | Electrical room, Vendor: Signal Service. |
| HVAC | Location of On/Off switch (or breakers) | Electrical room H2 + L2B |
| | Location of time clock for HVAC | Remote access (Plant Ops. Only) |
| 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, on top of Med Fridge. |

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| Data | Location of router/server | 2nd floor data room |
| Disaster Toolbox | Location; procedure to access; inventory check | Jobox is located in generator enclosure. Key for generator in Electrical room, key for Jobox located on the inside of lid in Emergency evacuation box. |
| Emergency Container | Location; inventory check (first aid/pharmacy box/etc.) | Loading dock and FSS Office |
| Emergency Supplies | Location; inventory check (food/water/blankets/etc.) | FSS Office |
| Dialysis Supplies | Location & Inventory | Medical Supply Room |
| Emergency Evacuation | Location, where staff and patients meet when evacuating the building | Outside by the dumpster at the back of the building |
| RO System | Detailed procedure for start-up/shutdown | RO room |
| | Testing equipment/supplies/QA log | RO Room |