

## 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
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.

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