

## Facility Checklist – Yesler 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.
	Patient door lock/unlock procedure	Verkada I Pads
Parking	Where to park at the facility and how to access garage if applicable	Parking garage / badge
Power	Location of main breakers	P1
	Location(s) of sub-panels	North and south on every floor
	Locations of emergency (battery-operated) lights	Generator / exit signs
	Location of time clock for outside lighting	Computer
Water	Location of incoming feed line(s) & shut off	1 <sup>st</sup> floor storage room (NE corner)
Natural Gas	Location of main shut-off & Wrench	N / A
Oxygen Gas	Location of distribution manifold & shut offs	P1
	Location(s) of zone shut off(s)	1 <sup>st</sup> fl. (across from PM lab), 2 <sup>nd</sup> fl. (main entrance), 3 <sup>rd</sup> fl. (nurses' station)
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	1 <sup>st</sup> floor electrical room
Security System	Location on main panel; reset procedure; vendor contact	1st floor electrical room

	information	
HVAC	Location of On/Off switch (or breakers)	Computer
	Location of time clock	Computer
Phones	Location of switch; vendor contact information	
	Location(s) of direct lines (emergency line, fax lines)	Internet, data room
	Location of Emergency Cell Phone	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Floor Nurses' Stations
Data	Location of router/server	1 per floor (South end)
Disaster Toolbox	Location; procedure to access; inventory check	
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	1 <sup>st</sup> Floor Facility Storage Room/2 <sup>nd</sup> Floor Bulk Storage Room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	1 <sup>st</sup> Floor Facility Storage Room
Dialysis Supplies	Location & Inventory	1 storage room per floor
<b>Emergency Evacuation</b>	Location to meet when evacuating the building	North end of building across driveway access by stop sign.
RO System	Detailed procedure for start-up/shutdown	RO system
	Testing equipment/supplies/QA log	RO room