

Facility Checklist – Lake City 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 on Generator fence.
	Patient door lock/unlock procedure	Press intercom for entry.
Parking	Where to park and how to access garage if applicable	Parking around buildings, no garage.
Power	Location of main breakers	Hallway in front of bulk storage
	Location(s) of sub-panels	Hallway in front of bulk storage
	Locations of emergency (battery-operated) lights	Water room hallway, front door breakroom door, crash cart, black boxes
	Location of time clock for outside lighting	Next to the fire panel.
Water	Location of incoming feed line(s) & shut off	RO room.
Natural Gas	Location of main shut-off & Wrench	Jobox in generator enclosure. Key located in hallway in front of bulk storage. Shut off is on the outside by Hwy 522.
Oxygen Gas	Location of distribution manifold & shut offs	Loading dock hallway in O2 room
	Location(s) of zone shut off(s)	Behind nurse's desk
Fire Alarm System	Location of main panel; reset procedure; vendor information	Location – loading dock hallway. Vendor – Signal Service 877 440 9785
Security System	Location of main panel; reset procedure; vendor information	Location – next to fire panel. Vendor – Signal Service 1 877 440 9785
HVAC	Location of On/Off switch (or breakers)	In front of bulk storage – Panel P3
	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 hard line, Fax – contact IT Dept.
	Location of Emergency Cell Phone	Med Room
Data	Location of router/server	Blagg – Data Room
Disaster Toolbox	Location; procedure to access; inventory check	Jobox in generator enclosure, key located in hallway in front of bulk storage next to the annunciator panel.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	In front of PM Lab.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Hallway in front of RO room.
Emergency Evacuation	Location, where staff and patients meet when evacuating the building	Outside by the picnic table, on the left side of the front entrance
Dialysis Supplies	Location & Inventory	Medical Supply room
RO System	Detailed procedure for start-up/shutdown	In the RO room.
	Testing equipment/supplies/QA log	In the RO room.