

Facility Checklist – Auburn 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	Toggle switch at unit's secretary's desk in clinic area
Parking	Where to park	Back of unit or east parking lot stalls. Enter at the back door. Alarm panel is located here.
Power	Location of main breakers	Fire alarm control room across PD room
	Location(s) of sub-panels	Fire alarm control room and in social workers' office in back hallway next to storage area
	Locations of emergency (battery-operated) lights	Flashlights –RO rm., Nurse's station Med rm. LED lights in primary black box and on crash cart.
	Location of time clock for outside lighting	The electrical rm. next to the O2 rm. Across from the acid room
Water	Location of incoming feed line(s) & shut off	RO Room; Behind station 4 in clinic area
Natural Gas	Location of main shut-off & Wrench	None
Oxygen Gas	Location of distribution manifold & shut offs	O2 room outside of building in back
	Location(s) of zone shut off(s)	Between patient's restroom and janitor's closet
Fire Alarm System	Location of main panel; reset procedure; vendor information	Fire alarm control rm across from the old reuse rm
Security System	Location of main panel; reset procedure; vendor information	No main panel. Custom Security: 360-412-8860
HVAC	Location of on/off switch (or breakers)	Fire alarm control rm across from the old reuse rm
	Location of time clock for HVAC	Nurse's station
Phones	Location of switch; vendor contact information	Chart room at nurse's station
	Location(s) of direct lines (emergency line, fax lines)	Nurse's station across med rm

	Location of Emergency Cell Phone	Med room at nurse's station
Data	Location of router/server	Chart room
Disaster Toolbox	Location; procedure to access; inventory check	Outside behind building next to O2 room; Unit key to access
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Storage area
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Storage area
Dialysis Supplies	Location & Inventory	Storage Area and clean supply rm at end of unit station 24
Emergency Evacuation	Location to meet when evacuating the building	Far left (Southeast) corner of front parking lot
RO System	Detailed procedure for start-up/shutdown	IFU in RO room
	Testing equipment/supplies/QA log	In RO room