

Facility Checklist – Kent 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	Back Door card reader/Lock box
	Patient door lock/unlock procedure	Flip switch at nursing station (Should be locked all the time and use iPhone)
Parking	Where to park and how to access garage if applicable	Front/back of building
Power	Location of main breakers	South side hallway
	Location(s) of sub-panels	South side hallway
	Locations of emergency (battery-operated) lights	Patient care area
	Location of time clock for outside lighting	Landlord controlled for parking lot, photocell for building
Water	Location of incoming feed line(s) & shut off	Isolation room ceiling. See plaque on ceiling tile
Natural Gas	Location of main shut-off & Wrench	None
Oxygen Gas	Location of distribution manifold & shut offs	Hallway back door
	Location(s) of zone shut off(s)	Opposite nursing station
Fire Alarm System	Location of main panel; reset procedure; vendor information	Electrical room; Phone: 206-587-1840. Roof access room inside Pharmacia Generator gate code 2340
Security System	Location of main panel; reset procedure; vendor information	Backdoor disarm 4155#; Arm#2
HVAC	Location of On/Off switch (or breakers)	South hallway
	Location of time clock for HVAC	Computer controlled (Call plant ops)
Phones	Location of switch; vendor contact information	Phone room
	Location(s) of direct lines (emergency line, fax lines)	At nursing station
	Location of Emergency Cell Phone	Medicine cupboard corner by PC

Data	Location of router/server	Data Room. Back IDT Office near SW cubicles
Disaster Toolbox	Location; procedure to access; inventory check	KKC Generator enclosure (SE corner) keys in Evac box
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Across from Reception Locking closet
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Outside Storage room door
Dialysis Supplies	Location & Inventory	Clean supply/storeroom
Emergency Evacuation	Location to meet when evacuating the building	Front parking lot under the pine trees in the NE corner
RO System	Detailed procedure for start-up/shutdown	RO Manual on RO shelf
	Testing equipment/supplies/QA log	Rolling cart by HRS