

Facility Checklist – Port Angeles 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	Key Box, employee entrance rear of building west side /Keycard/Security Code
	Patient door lock/unlock procedure	Aiphone (doorbell system) iPad at reception desk & nurses station
Parking	Where to park at the facility and how to access garage if applicable	In front of the building Parking lot, street parking
Power	Location of main breakers	In the server room, west hallway, last door on the left
	Location(s) of sub-panels	In the server room, west hallway, last door on the left
	Locations of emergency (battery-operated) lights	Hallways, patient waiting area
	Location of time clock for outside lighting	Remote access – Plant Operations Only
Water	Location of incoming feed line(s) & shut off	Sprinkler Riser room, outside on SW corner of building
Natural Gas	Location of main shut-off & Wrench	Not applicable
Oxygen Gas	Location of distribution manifold & shut offs	O2 Closet -- near employee entrance.

	Location(s) of zone shut off(s)	<ol style="list-style-type: none"> 1. In south hallway, next to Dialysis Concentrate Room (shuts off O2 to Home Training. 2. In west hallway just outside clinic area (shuts off O2 to clinic)
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	In the data room, east hallway, last door on the left
Security System	Location on main panel; reset procedure; vendor contact information	Signal Services, number on the alarm keypad, at the employee entrance
HVAC	Location of On/Off switch (or breakers)	In the data room
	Location of time clock	On the wall on the right upon entering employee entrance
Phones	Location of switch; vendor contact information	Data/Electric Room
	Location(s) of direct lines (emergency line, fax lines)	Data/Electric Room
	Location of Emergency Cell Phone	Nurses Station
Data	Location of router/server	Data/Electric Room
Disaster Toolbox	Location; procedure to access; inventory check	Inside the locked generator area located on the SW corner of building. Key inside the primary black box.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	In clinic, under counter of both east and west sides.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Storage Room next to Home Programs
Emergency	Location, where staff and patients meet when evacuating	Outside at the guardrail next to the

Evacuation	the building	Senior Center at the East end of the back alley.
Dialysis Supplies	Location & Inventory	Combined Storage Room
RO System	Detailed procedure for start-up/shutdown	Set to "Follow Schedule".
	Testing equipment/supplies/QA log	On red cart in water room.