

Facility Checklist – Renton 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	Reception Desk
Parking	Where to park	West side of the building. Employee entrance on West side.
Power	Location of main breakers	Left of reception desk next to public toilets
	Location(s) of sub-panels	Next to rinse stations – next to clean supply
	Locations of emergency (battery-operated) lights	LED light located in primary black box and on crash cart.
	Location of time clock for outside lighting	Main electrical room next to public bathrooms
Water	Location of incoming feed line(s) & shut off	Sprinkler room; RO room
Natural Gas	Location of main shut-off & Wrench	None
Oxygen Gas	Location of distribution manifold & shut offs	Oxygen room located by employee entrance
	Location(s) of zone shut off(s)	Hall in home hemo or by station 36
Fire Alarm System	Location of main panel; reset procedure; vendor information	Enter code 1111 Reset button; Vendor Fire Safety Systems (206) 525-0032
Security System	Location of main panel; reset procedure; vendor information	Panel next to loading dock door; Vendor Pro Com (425) 774-9099
HVAC	Location of on/off switch (or breakers)	RtU – 1 main electrical room/VAV's both electrical rooms
	Location of time clock for HVAC	Computer controlled
Phones	Location of switch; vendor contact information	Main electrical room

	Location(s) of direct lines (emergency line, fax lines)	Nurse's station by chair 4
	Location of Emergency Cell Phone	File room behind reception desk
Data	Location of router/server	Across from the staff restrooms next to bulk storage room
Disaster Toolbox	Location; procedure to access; inventory check	By generator, key in primary black box
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Behind ½ wall by scales
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Bulk storage room
Dialysis Supplies	Location & Inventory	Storage room located off clinical floor.
Emergency Evacuation	Location to meet when evacuating the building	Across the parking lot from the front door, ability to access the adjacent building.
RO System	Detailed procedure for start-up/shutdown	IFU in RO room
	Testing equipment/supplies/QA log	RO Room