

Facility Checklist – Enumclaw 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 at front desk
	Patient door lock/unlock procedure	iPhone
Parking	Where to park and how to access garage if applicable	Large parking lot. Staff spaces adjacent to sidewalk
Power	Location of main breakers	Electrical room
	Location(s) of sub-panels	Electrical room
	Locations of emergency (battery-operated) lights	Ceiling
	Location of time clock for outside lighting	Photo Cell controlled (adjustable by computer)
Water	Location of incoming feed line(s) & shut off	RBPA room in storage space; Water room (west wall V1 RO shut off)
Natural Gas	Location of main shut-off & Wrench	NW corner of Generator Enclosure. None in building
Oxygen Gas	Location of distribution manifold & shut offs	O2 room
	Location(s) of zone shut off(s)	Office Hallway-Left of SW Office
Fire Alarm System	Location of main panel; reset procedure; vendor information	Electrical room, reset button on panel by front door & patient care area station #12 Procom: 425-774-####
Security System	Location of main panel; reset procedure; vendor information	Electrical room, vendor listed on panel
HVAC	Location of On/Off switch (or breakers)	Electrical room; At thermostats
	Location of time clock for HVAC	Computer controlled call plant ops
Phones	Location of switch; vendor contact information	Helpline
	Location(s) of direct lines (emergency line, fax lines)	Emergency Cell with Med Room PC
	Location of Emergency Cell Phone	Front desk, top draw, all the way to left

Data	Location of router/server	Communication room
Disaster Toolbox	Location; procedure to access; inventory check	Extra storage area – key on emergency black boxes. Checklist inside box. Master key required
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	In stock room – inventory check list on boxes
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Large Storage Room (East side). Master key required
Dialysis Supplies	Location & Inventory	Front & back stock rooms
Emergency Evacuation	Location to meet when evacuating the building	Meet by the “rock” in the parking spaces out of the driveway.
RO System	Detailed procedure for start-up/shutdown	Always running
	Testing equipment/supplies/QA log	On cart in water room