

Facility Checklist – Federal Way West 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	In the key box at the front of the building, under the doorbell.
	Patient door lock/unlock procedure	iPhone (doorbell) system
Parking	Where to park at the facility and how to access garage if applicable	Front parking Lot, on the west side of lot.
Power	Location of main breakers	North hallway, room past the RO room, East wall
	Location(s) of sub-panels	Same as above
	Locations of emergency (battery-operated) lights	LED lights in black boxes and crash cart.
Water	Location of time clock for outside lighting	North hallway, room past the RO room, East wall
	Location of incoming feed line(s) & shut off	Hot box in the Southeast corner of the unit
Natural Gas	Location of main shut-off & Wrench	N/A
Oxygen Gas	Location of distribution manifold & shut offs	Manifold in oxygen room back entrance.
	Location(s) of zone shut off(s)	Emergency O2 off next to Lunchroom.

Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Electrical Room near RO room
Security System	Location on main panel; reset procedure; vendor contact information	Back Entrance by the time clock.
HVAC	Location of On/Off switch (or breakers) Location of time clock	Landlord responsibility Landlord responsibility
Phones	Location of switch; vendor contact information Location(s) of direct lines (emergency line, fax lines) Location of Emergency Cell Phone	Internet, data room UC area countertop
Data	Location of router/server	Back entrance hallway next to O2
Disaster Toolbox	Location; procedure to access; inventory check	North hallway, room past the RO room, East wall
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Clean supplies room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Clean supplies room
Dialysis Supplies	Location & Inventory	Clean supplies room
Emergency Evacuation	Location to meet when evacuating the building	Parking lot adjacent to the S 338 th Street entrance
RO System	Detailed procedure for start-up/shutdown Testing equipment/supplies/QA log	RO room RO, Acid room, FSS desk.