

Facility Checklist – Bellevue 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	Lock box at back entrance by generator or enter security code by reception
	Patient door lock/unlock procedure	Press intercom for access
Parking	Where to park at the facility	Parking around building
Power	Location of main breakers	Basement - Electrical room
	Location(s) of sub-panels	Basement – Electrical room Panel H 1 st floor – Next to RO room 2 nd floor – in front of social service office
	Locations of emergency (battery-operated) lights	1 st floor – x5 in lobby, x11 in clinic, x5 in hallway, x4 by back entrance. Flashlights located on doorframes of RO room and nurse’s station 2 nd floor – x3 in lobby, x4 in Home Program, x6 in hallway LED light in primary black box and on crash cart.
	Location of time clock for outside lighting	Electrical room

Water	Location of incoming feed line(s) & shut off	Domestic water shutoff – basement by the hot water tank – cold water shutoff Emergency shut-off valve in RO room
Natural Gas	Location of main shut-off & Wrench	N/A
Oxygen Gas	Location of distribution manifold & shut offs	Outside on west side of building
	Location(s) of zone shut off(s)	Emergency shut off valves in hallway by RO room and upstairs by flex offices
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Location – Basement Vendor - Signal Service 855 349 0310
Security System	Location on main panel; reset procedure; vendor contact information	Basement common area
HVAC	Location of On/Off switch (or breakers)	2 nd floor in front of the social service office
	Location of time clock	Remote access (Plant Ops. only)
Phones	Location of switch; vendor contact information	Contact IT Dept.
	Location(s) of direct lines (emergency line, fax lines)	No hardline, Fax – contact IT Dept.
	Location of Emergency Cell Phone	Nurse’s station
Data	Location of router/server	Basement
Disaster Toolbox	Location; procedure to access; inventory check	Location – Jobox in generator enclosure Entry – Key located at FSS desk and inside Primary Black Box (Red Dot)
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	1 st floor Consult room – boxes are under rolling furniture.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Basement
Dialysis Supplies	Location & Inventory	By ISO room

Emergency Evacuation	Location to meet when evacuating the building	Outside; parking lot by the dumpsters
RO System	Detailed procedure for start-up/shutdown	IFU in RO room
	Testing equipment/supplies/QA log	RO room