

Facility Checklist – Rainier Beach 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, right wall outside the back employee entrance
	Patient door lock/unlock procedure	iPhone
Parking	Where to park at the facility and how to access garage if applicable	Parking lot, east of the clinic. Some street parking. Do not use the fenced parking lot next door.
Power	Location of main breakers	Electrical room, 1 st door on the right at the employee entrance
	Location(s) of sub-panels	Electrical room, 1 st door on the right at the employee entrance
	Locations of emergency (battery-operated) lights	LED in primary black box and crash cart.
	Location of time clock for outside lighting	Remote access, Plant Operations only
Water	Location of incoming feed line(s) & shut off	In the sprinkler riser room, northwest corner of the main lobby
Natural Gas	Location of main shut-off & Wrench	Not applicable
Oxygen Gas	Location of distribution manifold & shut offs	Next to the parking lot entrance for employees. Master key required.

	Location(s) of zone shut off(s)	Located in back hallway next to sign labelled "emergency gas shutoff valve inside."
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Signal Services, number on the alarm keypad
Security System	Location on main panel; reset procedure; vendor contact information	Signal Services, number on the alarm keypad. The keypad is located next to parking lot entrance door for employees.
HVAC	Location of On/Off switch (or breakers)	Electrical room, south hallway, last door on the east end
	Location of time clock	
	Location of switch; vendor contact information	
Phones	Location(s) of direct lines (emergency line, fax lines)	
	Location of Emergency Cell Phone	Located at the nurse's station.
Data	Location of router/server	
Disaster Toolbox	Location; procedure to access; inventory check	Behind locked gate next to the employee entrance. Use master key to unlock gate, then use key taped in Primary Black box.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Black boxes are sitting in the hallway next to the employee entrance.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Locked room of PD/Home Hemo area

		next to the fire extinguisher.
Dialysis Supplies	Location & Inventory	Double doors closest to employee entrance.
Emergency Evacuation	Location to meet when evacuating the building	Parking lot.
RO System	Detailed procedure for start-up/shutdown	Plastic tub in shelf of RO. Book labelled operating instructions EcoRO Dia, Part 1, page 8
	Testing equipment/supplies/QA log	Located on cart next to the black closet in the RO room