

Facility Checklist – Federal Way East 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	AiPhone
Parking	Where to park at the facility and how to access garage if applicable	Back of building
Power	Location of main breakers	Go out through exit door next to RO room and then First door right.
	Location(s) of sub-panels	Same as above
	Locations of emergency (battery-operated) lights	Flashlight at workstation for each pod
	Location of time clock for outside lighting	Building Management
Water	Location of incoming feed line(s) & shut off	In RO room
Natural Gas	Location of main shut-off & Wrench	N/A
Oxygen Gas	Location of distribution manifold & shut offs	Next door to PM lab
	Location(s) of zone shut off(s)	In clinic on the other side of the wall by station 9
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Building management company has access

Security System	Location on main panel; reset procedure; vendor contact information	By back staff entrance door
HVAC	Location of On/Off switch (or breakers)	Building Management
	Location of time clock	Building Management
Phones	Location of switch; vendor contact information	
	Location(s) of direct lines (emergency line, fax lines)	
	Location of Emergency Cell Phone	At nurses' station
Data	Location of router/server	The last door on the left in the hallway by the acid mixing room.
Disaster Toolbox	Location; procedure to access; inventory check	Blue box in back open area by staff entrance. Key in primary emergency (black) box.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Inside the primary black box outside the supply room door.
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Outside supply room door with inventory list attached.
Dialysis Supplies	Location & Inventory	In supply room
Emergency Evacuation	Location to meet when evacuating the building	In front of building past front parking lot
RO System	Detailed procedure for start-up/shutdown	If RO manual restart is needed, turn the power selector switch (labeled 1,0,2) to 0 then back to position 2 and press black far right F4 button below the RO

		display panel. Instructions posted on RO.
	Testing equipment/supplies/QA log	RO room