

Facility Checklist – Panther Lake 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	Badge
	Patient door lock/unlock procedure	Intercom
Parking	Where to park at the facility and how to access garage if applicable	Building exterior (South end)
Power	Location of main breakers	Building exterior (South end)
	Location(s) of sub-panels	Electrical room (Home department hallway)
	Locations of emergency (battery-operated) lights	Generator / exit signs
	Location of time clock for outside lighting	Computer
Water	Location of incoming feed line(s) & shut off	Hot box (North end building exterior)
Natural Gas	Location of main shut-off & Wrench	N / A
Oxygen Gas	Location of distribution manifold & shut offs	Oxygen room (South end by staff entrance)
	Location(s) of zone shut off(s)	In between time clock and housekeeping closet
Fire Alarm System	Location on main panel; reset procedure; vendor contact	Electrical room (Home department)

	information	hallway)
Security System	Location on main panel; reset procedure; vendor contact information	Electrical room (Home department hallway)
HVAC	Location of On/Off switch (or breakers)	Computer
	Location of time clock	Computer
Phones	Location of switch; vendor contact information	Data room
	Location(s) of direct lines (emergency line, fax lines)	Supply room behind UC desk
	Location of Emergency Cell Phone	Nurses station, near UM office
Data	Location of router/server	Data room (West end hallway, north side)
Disaster Toolbox	Location; procedure to access; inventory check	NA
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Station 13
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	PD supply closet
Dialysis Supplies	Location & Inventory	Back hall by open office space
Emergency Evacuation	Location to meet when evacuating the building	Front lawn area, across from the front door
RO System	Detailed procedure for start-up/shutdown	RO room water sample cart
	Testing equipment/supplies/QA log	RO room water sample cart