

Facility Checklist – Fife 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	The keycard on the right side of building has key access.
	Patient door lock/unlock procedure	The door is always locked.
Parking	Where to park at the facility and how to access garage if applicable	Front, and right side of building.
Power	Location of main breakers	Back of the hallway next to Acid room
	Location(s) of sub-panels	Back of the hallway next to Acid room
	Locations of emergency (battery-operated) lights	Holloway and clinical area.
	Location of time clock for outside lighting	Next to back loading entrance room
Water	Location of incoming feed line(s) & shut off	RO Room
Natural Gas	Location of main shut-off & Wrench	NA
Oxygen Gas	Location of distribution manifold & shut offs	Oxygen room outside gated parking lot
	Location(s) of zone shut off(s)	Holloway next to lunchroom
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Next to the back loading entrance room
Security System	Location on main panel; reset procedure; vendor contact	Right side of building entrance and back

	information	loading entrance
HVAC	Location of On/Off switch (or breakers)	Back of the hallway next to Acid room
	Location of time clock	Property management upstairs
Phones	Location of switch; vendor contact information	Disaster orange book.
	Location(s) of direct lines (emergency line, fax lines)	Internet connection, data room.
	Location of Emergency Cell Phone	Nurses station
Data	Location of router/server	Holloway in Back of the building past Acid room
Disaster Toolbox	Location; procedure to access; inventory check	Oxygen room from back gated parking lot
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Next to PM room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	FSS office (food supplies) blanket etc. in black boxes next to PM room.
Dialysis Supplies	Location & Inventory	Back building room near loading zone.
Emergency Evacuation	Location to meet when evacuating the building	Southeast corner of the parking lot.
RO System	Detailed procedure for start-up/shutdown	RO room in daily log binder.
	Testing equipment/supplies/QA log	RO room and FSS office.