

Facility Checklist – Burien 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 – Department code is security code.
	Patient door lock/unlock procedure	Doors unlock with employee badge
Parking	Where to park at the facility and how to access garage if applicable	Dedicated parking lot reserved for employees on the Western facing sides of the building as indicated by signs. Visitor parking is also located on the Eastern side of clinic.
Power	Location of main breakers	Room 1023, next to the bike room
	Location(s) of sub-panels	Second floor, room 2016
	Locations of emergency (battery-operated) lights	Electrical room, 1506, near loading dock
Water	Location of time clock for outside lighting	Room 1506
	Location of incoming feed line(s) & shut off	NW corner of RO room. It is a labelled lever on the giant white pipes located on the left upon entering.
Natural Gas	Location of main shut-off & Wrench	NA
Oxygen Gas	Location of distribution manifold & shut offs	Enter double doors at the bottom of the ramp on West side of building. The oxygen room with the manifold is the room on the left.
	Location(s) of zone shut off(s)	Emergency shut off valve located in hallway near the clinical manager's office.
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Room 1506, press acknowledge, performance sys 206-525-9987

Security System	Location on main panel; reset procedure; vendor contact information	Enter the double doors located at the West facing side of the building at the bottom of the ramp. The panel with instructions and vendor info is posted on the wall to the immediate right.
HVAC	Location of On/Off switch (or breakers)	Room 1506
	Location of time clock	Next to the staff lounge, 1 st floor, near kitchen 2 nd floor
Phones	Location of switch; vendor contact information	
	Location(s) of direct lines (emergency line, fax lines)	Internet, data room
	Location of Emergency Cell Phone	Charging in one of the computer ports at the nurse's station closest to the lobby entrance from the clinic floor.
Data	Location of router/server	Data Room 1038. Enter through double door entrance on the west side of the building and continue straight. The room will be on the right.
Disaster Toolbox	Location; procedure to access; inventory check	Located outside next to the emergency generator between the logistics center and clinic. Master key required to access locked fence gate and toolbox key for disaster toolbox padlocks is taped to interior of black box 1 lid.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Black box 1 located next to the South side exit door on the clinic floor
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	On the clinic floor next to the South side exit door there is a room labelled emergency food and water.
Dialysis Supplies	Location & Inventory	Concentrate room next to the bike/storage room
Emergency Evacuation	Location to meet when evacuating the building	South end of the building, in front of the public park restrooms.
RO System	Detailed procedure for start-up/shutdown	Part 1, page 8 of the Aquaboss ECO manual located in one of the RO unit shelves.
	Testing equipment/supplies/QA log	Located on cart in the center of RO room

