

Facility Checklist – Everett 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	Locked box outside next to South Door entry
	Patient door lock/unlock procedure	Press intercom for entry
Parking	Where to park at the facility and how to access garage if applicable	South Parking Lot/ no garage
Power	Location of main breakers	Electrical room – Panel H1
	Location(s) of sub-panels	Electrical room – Panel L1, L2
Power	Locations of emergency (battery-operated) lights	North door, North hallway, West door, West hallway, treatment floor hallway, door to HH/PD, South door, South hallway.
	Location of time clock for outside lighting	Electrical room L1-43
Water	Location of incoming feed line(s) & shut off	Janitor's Closet, RO Room
Natural Gas	Location of main shut-off & Wrench	No Gas
Oxygen Gas	Location of distribution manifold & shut offs	O2 Room
	Location(s) of zone shut off(s)	Next to door to RO, Next to door to

		Medical Waste room
Fire Alarm System	Location on main panel; reset procedure; vendor contact information	Sub panel – Electrical Room Main Panel – Outside next to main entry. (Key required) Vendor – Signal Service 206 364 1998
Security System	Location on main panel; reset procedure; vendor contact information	Main Panel - Data room Electrical room – Panel L2-20 Vendor – Signal Service 206 364 1998
HVAC	Location of On/Off switch (or breakers) Location of time clock	Electrical room – Panel H1 Remote desktop access (Plant Ops. Only)
Phones	Location of switch; vendor contact information Location(s) of direct lines (emergency line, fax lines) Location of Emergency Cell Phone	Contact IT Department. No Hardline/ Fax – mail room RN Station
Data	Location of router/server	Data room across Medical Waste room
Disaster Toolbox	Location; procedure to access; inventory check	Equipment Alcove – Key located on Red emergency tote lid
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Black Box (Red) South Door
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Supply Room (South Side)
Emergency Evacuation	Location, where staff and patients meet when evacuating the building	Large Parking Lot by the Garbage Dump NW side.

Dialysis Supplies	Location & Inventory	Supply Room (South Side)
RO System	Detailed procedure for start-up/shutdown	RN Binder (RO Room)
	Testing equipment/supplies/QA log	RO Room