

Facility Checklist – Logistics

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. The department code is the security code.
	Patient door lock/unlock procedure	AiPhone. Press speaker icon. Press the key icon, press the red phone icon.
Parking	Where to park at the facility and how to access garage if applicable	South side of the building in the main parking lot.
Power	Location of main breakers	Room 1506
	Location(s) of sub-panels	Room 2509
	Locations of emergency (battery-operated) lights	Room 1506
	Location of time clock for outside lighting	Room 1506
Water	Location of incoming feed line(s) & shut off	Mechanical room 1503
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	Room 1506, signal services 206-326-9846
HVAC	Location of On/Off switch (or breakers)	Room 1506

	Location of time clock	By main entrance 1 st floor. By restrooms 2 nd floor
Phones	Location of switch; vendor contact information	NA
	Location(s) of direct lines (emergency line, fax lines)	NA
	Location of Emergency Cell Phone	At Chris Matala desk
Data	Location of router/server	Data room 2505 2 nd floor
Disaster Toolbox	Location; procedure to access; inventory check	By generator outside
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	In warehouse
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Next door, Burien Pavilion
Emergency Evacuation	Location to meet when evacuating the building	S 128 th St sidewalk, north end of building.