

## Northwest Kidney Centers - Facility Checklist -Scribner

Preparation For, and Recovery From any type of Disaster Event.  
Information for Staff Temporarily Relocated to an Alternate Facility

<b><u>ITEM</u></b>	<b><u>NEED TO KNOW</u></b>	<b><u>NOTES</u></b>
<b>Building Access</b>	Key/Keycard/Security Code	Key in lock box in back of building, to the left of the door
<b>Parking</b>	Where to park at the facility and how to access garage if needed	Parking in back
<b>Power</b>	Location of main breakers Location(s) of sub-panels Locations of emergency (battery-operated) lights  Location of time clock for radiant heat panels Location of time clock for outside lighting	In front of main desk & in back hallway No access Back hallway In front of main desk above the breaker box None
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	In basement (acid room)
<b>Natural Gas</b>	Location of main shut-off & Wrench	None
<b>Oxygen Gas</b>	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	Basement. Emergency shutoff is in back hallway
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	Back hallway. Detection Logic: 425-486-2600 Acct#: 354116
<b>Security System</b>	Location on main panel; reset procedure; vendor contact info	None
<b>HVAC</b>	Location of On/Off switch (or breakers)	None, call bldg. management (206) 515-0630
<b>Phones</b>	Location of switch; vendor contact info Location(s) of direct lines (emergency line, fax lines) Location of Cell Phone; charged and working? Location of 800MHz radio; charged and working?	Located in stairwell At main desk Nurse manager's office Nurse manager's office
<b>Data</b>	Location of router/server	FSS office
<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	Basement in Acid room

<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	RO room
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	RO room
<b>Dialysis Supplies</b>	Location & Inventory	Downstairs
<b>RO System</b>	Detailed procedure for start-up/shut-down	On metal cart in RO room
	Testing equipment/supplies/QA log	On metal cart in RO room

**If you have questions or would like to submit updates to this checklist, please place a Plant Ops work order through KNET.**

**DATE: May 17, 2016**