

Northwest Kidney Centers - Facility Checklist - SeaTac

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

| <u>ITEM</u> | <u>NEED TO KNOW</u> | <u>NOTES</u> |
|--------------------------|---|--|
| Building Access | Key/Keycard/Security Code patient door lock/unlock procedure | Key card no alarm Staff key switch next to main entry door |
| Parking | Where to park at the facility and how to access garage if needed | Front/back of the bldg., garage very limited access, need access card |
| Power | 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 | Hallway opposite big conf. rm. Hallway opposite big conf. rm. None – backup generator Hallway opposite big conf. rm. 1 st floor garage Leasing company: 206-242-8970 |
| Water | Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs | RO room RO room |
| Natural Gas | Location of main shut-off & Wrench | Unknown 206-242-8970 |
| Oxygen Gas | Location of distribution manifold & shut-offs Location(s) of zone shut-off(s) | North hallway west side, next to time clock Next to ice machine |
| Fire Alarm System | Location on main panel; reset procedure; vendor contact info | Electrical room Phone#: 206-242-8970 |
| Security System | Location on main panel; reset procedure; vendor contact info | No alarm system |
| HVAC | Location of On/Off switch (or breakers) | Hallway opposite conference room |
| Phones | 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? | Phone room At nursing station Drawer next to FAX machine Nursing station |
| Data | Location of router/server | Next to computer training RM |

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| Disaster Toolbox | Location; procedure to access; inventory check | Next to backup generator, key in med cupboard |
| Emergency Container | Location; inventory check (first aid/pharmacy box/etc.) | Store room #1 |
| Emergency Supplies | Location; inventory check (food/water/blankets/etc.) | Store room #1 |
| Dialysis Supplies | Location & Inventory | Clean supply/store room Backup – opposite conference room |
| RO System | Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log | In RO room 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