

## Northwest Kidney Centers - Facility Checklist – Snoqualmie Ridge

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 Patient door unlock/lock procedure	One key for bldg., one for suite At nurse's station & key box
<b>Parking</b>	Where to park at the facility and how to access garage if needed	Park on west side of bldg.
<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 back hallway In back hallway On fire-ext boxes throughout unit  N/A N/A
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	WT room on northwest wall
<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)	In back hallway, outside of suite On the wall next to the exam room
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	N/A – John Love (property manager): 206-793-5889
<b>Security System</b>	Location on main panel; reset procedure; vendor contact info	N/A
<b>HVAC</b>	Location of On/Off switch (or breakers)	N/A
<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?	Data closet Under printer at nurse's station Med cabinet None
<b>Data</b>	Location of router/server	Data closet

<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	West wall
<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	Clean utility room – inventory taped to box
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	Clean utility
<b>Dialysis Supplies</b>	Location & Inventory	Stock room
<b>RO System</b>	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	Posted at relevant stations in WT room Rolling cart at RO unit, QA log in PM lab

**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**