Northwest Kidney Centers - Facility Checklist - Kirkland

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 Patient door lock/unlock procedure	East side of nurse's station
Parking	Where to park at the facility and how to access garage if needed	Signs for NKC parking
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	Electrical room Electrical room Electrical room Electrical room Electrical room
Water	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	Janitor's closet
Natural Gas	Location of main shut-off & Wrench	No gas in unit, roof top units west side of bldg..
Oxygen Gas	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	O_2 room by loading dock Chair 13
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Electrical room Vendor: Pro Comm
Security System	Location on main panel; reset procedure; vendor contact info	Electrical room
HVAC	Location of On/Off switch (or breakers) Timeclock	Electrical room H2 + L2B T stats
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?	2nd floor data room Workroom & nurse's station Nurse's station None
Data	Location of router/server	2nd floor data room
Disaster Toolbox	Location; procedure to access; inventory check	None

Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Locker room loading dock
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	FSS office
Dialysis Supplies	Location & Inventory	Storeroom
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	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