

**Northwest Kidney Centers - Facility Checklist – Elliot Bay**

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 lock/unlock procedure  On lock down	Electronic card access to building after hours; key to unit, no alarm system Reception desk/nurses station – switch/locking button Toward bottom-unlock temporarily Toward top-unlock for the day
<b>Parking</b>	Where to park at the facility and how to access garage if needed	Parking garage at 700 Broadway (HKC)
<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	Next to soiled utility room and across from the PM N/A Ceiling  Just inside dirty utility N/A
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	In RO room before the backflow prevention assembly
<b>Natural Gas</b>	Location of main shut-off & Wrench	N/A
<b>Oxygen Gas</b>	Location of distribution manifold & shut-offs  Location(s) of zone shut-off(s)	Oxygen room across from patient bathroom; next to reception area South side of nursing station in hall to staff lounge
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	Building controlled
<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) Location of time clock	Building controlled Building controlled
<b>Phones</b>	Location of switch; vendor contact info Location(s) of direct lines (emergency line, fax lines)	PM/Maintenance lab closet – no vendor info Nurse's station

	Location of Cell Phone; charged and working? Location of 800MHz radio; charged and working?	Nurse's station None
<b>Data</b>	Location of router/server	PM/Maintenance lab closet
<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	700 Broadway East lot
<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	Storage room behind the reception area
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	Closet next to door on office side
<b>Dialysis Supplies</b>	Location & Inventory	Storeroom
<b>RO System</b>	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	KNET In RO room, plastic cart with supplies and equipment. White binder with RO logs.

**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**