

Northwest Kidney Centers - Facility Checklist - Seattle

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 Lock box is just south of freight elevator 1 st Floor Patient door lock/unlock procedure	Enter at the main door to the left of the garage door using your badge. Security system is not being used Front sliding doors can be locked & unlocked using the key in the locked cylinder at the reception desk in the main lobby. To unlock, turn the key until the green dot is on. To lock, turn the key until the red light is on.
Parking	Where to park at the facility and how to access garage if needed	Park in the garage just south of the kidney center. There is a card reader at the gate
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	The main breakers are located in the electrical room at the north end of the lobby Hallway of the 2 nd & 3 rd floor, & one in WT room The building has a generator that will supply power to the entire building. Located in the hallways of each floor near sub-panels Electrical room at the north end of the lobby
Water	Location of incoming feed line(s) & shut offz Location(s) of secondary shut-offs	Water enters the building in the room just inside the garage by the staff entrance. The water can be shut off to the entire building. Secondary shutoff's for either the water room or the utility service for the building.
Natural Gas	Location of main shut-off & Wrench	No natural gas
Oxygen Gas	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	Located in the closet inside the garage on the south wall South stairwell on the 2 nd & 3 rd floors. Portable oxygen tanks on the 4 th floor
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Electrical room at the north end of lobby. To reset, push acknowledge, silence and then reset buttons. The fire dept will let you know when you can reset the alarm. Detection Logic: 425-

		486-2600 Acct#: 35-4105
Security System	Location on main panel; reset procedure; vendor contact info	Inside the staff entrance in the garage. The code to reset the alarm is: 2096. Detection Logic: 425-486-2600
HVAC	Location of On/Off switch (or breakers)	Electrical room at the north end of the lobby
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?	The data room, behind the plant ops office. Vendor: Cisco At each nurse's station In each unit, charged and tested 2 nd floor nurse's station
Data	Location of router/server	Data room
Disaster Toolbox	Location; procedure to access; inventory check	Next to the generator outside the back door on the 2 nd right. The key for the box is found on the med keys for each unit or in the security office
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Loading dock
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Loading dock by inner roll up door
Dialysis Supplies	Location & Inventory	In each unit store rooms
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	The RO systems are always on & ready to use. To get morning readings & check the chlorine, you must open the valve at the bottom of the tank & run to drain until the RO starts. Let the RO run for >15 min before closing the valve. Readings & chlorine checks can then be done. The RO will continue to run until the holding tank is full again. All test equipment, supplies & logs are in the water and acid mix rooms.

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