

## Northwest Kidney Centers - Facility Checklist – Lake City

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	This is given out by manager. Put in number and press enter. Same to arm
<b>Parking</b>	Where to park at the facility and how to access garage if needed	N/A
<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	Water room hallway Water room hallway and loading dock hallway Water room hallway, front door breakroom door Above pump alarm box/breaker. Panels marked. TC
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	Water room Water room
<b>Natural Gas</b>	Location of main shut-off & Wrench	Tool box in tech lab. Shut off is on the side street, behind bus stop
<b>Oxygen Gas</b>	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	Loading dock hallway in O <sub>2</sub> room Behind nurse's desk
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	In loading dock hallway. Reset by pushing 1,2,3,4,5,6,enter. Vendor ADT 1800138-1717  Account & ID #: H007427285
<b>Security System</b>	Location on main panel; reset procedure; vendor contact info	Front door. Vendor is Checkpoint Security, Account#: 655049, 1800-888-4443
<b>HVAC</b>	Location of On/Off switch (or breakers) Location of time clock (if applicable)	Water room hallway Timeclock is in Diane and Pats office
<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?	Blagg Front desk Med room

	Location of 800MHz radio; charged and working?	Med room
<b>Data</b>	Location of router/server	Blagg
<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	Old "reuse" room. Generator
<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	Old "reuse" room. Water hallway by ladder, Blagg site hallway by ladders
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	Old "reuse" room & Blagg foundation storage
<b>Dialysis Supplies</b>	Location & Inventory	Blagg south west corner
<b>RO System</b>	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	In PM lab above computer desk straight ahead when walking in door QA log in PM lab supplies in water 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**