

Northwest Kidney Centers - Facility Checklist - Auburn

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/Security Code Patient door lock/unlock procedure	Toggle switch at unit's secretary's desk in clinic area
Parking	Where to park at the facility and how to access garage if applicable	Back of unit where the alarm is at
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	Fire alarm control room across PD room Fire alarm control room and in social worker's office in back hallway next to storage area Flashlights –RO rm., Nurse's station Med rm. The fire alarm control room The electrical rm. next to the O ₂ rm. Across from the acid room
Water	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	R.O. room Behind station 4 in clinic area
Natural Gas	Location of main shut-off & Wrench	None
Oxygen Gas	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	O ₂ room outside of building in back across from the acid storage Between patient's restroom and janitor's closet
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Fire alarm control rm across from the old reuse rm
Security System	Location on main panel; reset procedure; vendor contact info	No main panel. Custom Security: 360-412-8860
HVAC	Location of On/Off switch (or breakers) Location of time clock (if applicable)	Fire alarm control rm across from the old reuse rm Nurse's station
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?	Chart room at nurse's station Nurse's station across med rm Med room at nurse's station Chart room at nurse's station
Data	Location of router/server	Chart room

Disaster Toolbox	Location; procedure to access; inventory check	Outside in back of building next to O ₂ room Unit key to access
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Storage area
Emergency Supplies	Location; inventory check (ff0d/water/blankets/etc.)	Storage Area
Dialysis Supplies	Location & Inventory	Storage Area and clean supply rm at end of unit station 24
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	On/Off at 23g panel. Supplies and equipment in stand In 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