

Northwest Kidney Centers - Facility Checklist -Kent

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 Patient door lock/unlock procedure	Flip switch at nursing station
Parking	Where to park at the facility and how to access garage if needed	Front/back of building
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	South side hallway South side hallway Patient care area South hallway
Water	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	Next to isolation room
Natural Gas	Location of main shut-off & Wrench	No gas
Oxygen Gas	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	Hallway back door Opposite nursing station
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Electrical room Phone#: 206-587-1840
Security System	Location on main panel; reset procedure; vendor contact info	Back door disarm 4155# Arm#2
HVAC	Location of On/Off switch (or breakers)	South hallway
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?	Phone room At nursing station Medicine cupboard Nursing station
Data	Location of router/server	Opposite supply store room

Disaster Toolbox	Location; procedure to access; inventory check	Outside rear door
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Storage room
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Store room
Dialysis Supplies	Location & Inventory	Clean supply/store room
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	Policy startup: Wat – 5119, shutdown: WAT 5123
	Management of Building Cell: 206-450-6018	

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