

## Northwest Kidney Centers - Facility Checklist – Port Angeles

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	Keys, no security alarm
<b>Parking</b>	Where to park at the facility and how to access garage if needed	Back of building or on street
<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	Hallway next to Soiled Utility Upstairs Hallway  Hallway next to Soiled Utility On a photo cell
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	Domestic water is under front stairwell In RO room
<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)	Outside, NW corner of building
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	Lobby by front door  Monitored by the Alarm Company: (800) 752-2490  Acct#: 525-1517
<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)	Controlled by thermostat Breakers in the hall outside of mechanical rm.
<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? Location of 800MHz radio; charged and working?	Data rm. on the 2 <sup>nd</sup> fl. top of back stairwell  RO room N/A

<b>Data</b>	Location of router/server	Data rm. on the 2 <sup>nd</sup> fl. top of back stairwell
<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	Under front stairwell of ice machine counter
<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	West side of building
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	Storage shed outside back door
<b>Dialysis Supplies</b>	Location & Inventory	
<b>RO System</b>	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	

**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**