

## Northwest Kidney Centers - Facility Checklist - Renton

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 unlock/unlock procedure	Reception Desk
<b>Parking</b>	Where to park at the facility and how to access garage if needed	Front & Back
<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	Left of reception desk next to public toilets Next to rinse stations – next to clean supply Facility powered by generator  Main electrical room Main electrical room next to public bathrooms
<b>Water</b>	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	Sprinkler room RO roomN/a
<b>Natural Gas</b>	Location of main shut-off & Wrench	None
<b>Oxygen Gas</b>	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	Oxygen room located by employee entrance Hall in home hemo or by station 36
<b>Fire Alarm System</b>	Location on main panel; reset procedure; vendor contact info	Enter code 1111 Reset button Vendor Fire Safety Systems (206) 525-0032
<b>Security System</b>	Location on main panel; reset procedure; vendor contact info	Panel next to loading dock door Vendor Pro Com (425) 774-9099
<b>HVAC</b>	Location of On/Off switch (or breakers)  Location of timeclock	RtU – 1 main electrical room/VAV's both electrical rooms Computer controlled
<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?	Main electrical room Nurse's station by chair 4 File room behind reception desk No longer used

<b>Data</b>	Location of router/server	Across from the staff restrooms next to bulk storage room
<b>Disaster Toolbox</b>	Location; procedure to access; inventory check	By generator
<b>Emergency Container</b>	Location; inventory check (first aid/pharmacy box/etc.)	Behind ½ wall by scales
<b>Emergency Supplies</b>	Location; inventory check (food/water/blankets/etc.)	Bulk storage room
<b>Dialysis Supplies</b>	Location & Inventory	
<b>RO System</b>	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	KNET policy manager startup: WAT - 5119, shutdown: WAT - 5123 FSS office

**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**