

Northwest Kidney Centers - Facility Checklist -Enumclaw

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	Key at front desk
Parking	Where to park at the facility and how to access garage if needed	Large parking lot
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	Electrical room Electrical room Ceiling Electrical room
Water	Location of incoming feed line(s) & shut off Location(s) of secondary shut-offs	RBPA room in storage space area Water room (west wall V1 RO shut off)
Natural Gas	Location of main shut-off & Wrench	N/A
Oxygen Gas	Location of distribution manifold & shut-offs Location(s) of zone shut-off(s)	O ₂ room Office hallway
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Electrical room, reset button on panel by front door & patient care area station #12 Procom: 425-774-####
Security System	Location on main panel; reset procedure; vendor contact info	Electrical room, vendor lasted on panel
HVAC	Location of On/Off switch (or breakers) Location of time clock	Electrical room At thermostats
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?	Helpline Red phone at front desk Front desk, top draw, all the way to left N/A
Data	Location of router/server	Communication room

Disaster Toolbox	Location; procedure to access; inventory check	Extra storage area – key on emergency black boxes. Checklist inside box
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	In stock room – inventory check list on boxes
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Storage room
Dialysis Supplies	Location & Inventory	Front & back stock rooms
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	Always running On cart 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