

**CODE GREY GENERAL CHECK LIST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Registered staff responding: \_\_\_\_\_

|  | Reg. Staff Initial |
|--|--------------------|
| RN in Charge reports to reception (incident command) to assess situation   |                    |
| Station staff members at all entrances and stairwells as maglocks will be disengaged   |                    |
| Delegate a staff member to distribute manual bells to each neighborhood  |                    |
| Check to see if WIFI is still working  |                    |
| Delegate a staff member to begin printing off all EMARS  |                    |
| If internet is operational, RPN's to plug into ethernet near dining room   |                    |
| If internet is operational, lounge areas have internet plug ins as well  |                    |
| If internet and WIFI are not operational and unable to print EMARs for signing purposes, direct reg. staff to sign and hold onto med baggies for later entry into PCC. |                    |
| RN in Charge to notify Administrator/Nurse Leader on call if not completed already   |                    |
| Check status of wireless phones and land lines   |                    |
| Contact IT department Ext. 1700 or if after hours 519-791-4302   |                    |
| Remind staff of flashlight option on screamers/spare flashlights on neighborhoods  |                    |
| Get residents off air mattresses – ceiling lifts will be disengaged  |                    |
| Put residents on portable oxygen tanks   |                    |
| Nurse Leader on call to determine if power outage is a CI and report   |                    |

Date and Time that power was restored: \_\_\_\_\_

RN in Charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DON Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADM Signature: \_\_\_\_\_ Date: \_\_\_\_\_