

Code Grey – Button Down Procedure

It is the policy of Sherwood Park Manor to do whatever is possible to maximize the safety of the occupants of the building in the event of a chemical spill or an exterior infusion of hazardous gases including smoke from wildfires.

Manual Button Down Procedures: Roof Top Units & Exhausters

1. During the day (Mon-Fri) Maintenance will turn off all the roof top units & exhausters.
2. On the weekends, holidays & other shifts the RN in charge will assign staff to shutdown units or do it themselves.
3. RN in charge to call Code Grey (Button down) 3 times and ask for 1 PSW from each resident area, along with 1 kitchen staff and 1 environmental staff to come to Main Nurses station. When Code is all Clear, RN to call Code Grey (button down) all clear 3 times and ask that 1 PSW from each resident area, 1 kitchen staff and 1 environmental staff to come to Main Nurses Station to turn breakers back on.
4. **INCLUDING Main Dining Room UNIT**

**** Note:** all locations are outlined by an orange sticker outside the room, on the panel and inside the panel. If you designate some else to follow these procedures make sure that they report back to you when it is complete.

The procedure is as follows:

- Go to the North stairwell and use key pad 1358* to open the door. Follow the stairs to the basement and go through the door. Look straight ahead and you will see the north mechanical room with an orange sticker on the frame. Inside look for the electrical panel with the orange sticker and turn off the 4 breakers marked with orange stickers. (RT1, RT2, RT3, RT4)
- Follow the corridor towards the laundry room until you reach the activity storage room on the right and look to your left and you will see the next electrical panel marked with an orange sticker, turn off the breaker marked with an orange sticker. (RT5)
- Go to the top of the main stairwell and to the right of the main nurse's station is a door marked 'housekeeping supplies' with an orange sticker on the frame. Use the lockbox (code 7890) to obtain the key to open the door. On your right are two electrical panels marked with an orange stickers. Turn off the breakers marked with the orange stickers in each panel. (RT6, #37 & #8)
- In the east dirty work room marked with an orange sticker on the frame. Locate the electrical panel LP-LA marked with an orange sticker and turn off the breaker (#20) marked with an orange sticker.
- In the south clean work room marked with an orange sticker on the frame. Locate the electrical panel LP-LB marked with an orange sticker and turn off the breaker (#13) marked with an orange sticker.
- In the west dirty work room marked with an orange sticker on the frame. Locate the electrical panel LP-LC marked with an orange sticker and turn off the breaker (#18) marked with an orange sticker.
- Proceed to the kitchen and unlock the door using sub master key (if necessary). At the rear is a door with an orange sticker. Inside shut off the kitchen range hood switch and push the kitchen exhaust hood stop located on the right hand side.



- Proceed through the yellow door (Main Electrical Room) with the orange sticker. Locate the electrical panel with the orange sticker and turn off the breaker with the orange sticker RT-7. To your far left you will find another electrical panel on the wall with an orange sticker. Turn off the breaker marked “Kitchen A/C”.
- Go into the administration office and unlock the door using sub master key. Proceed to the photocopy room locate the electrical panel “LJ” with the orange sticker and turn off the breakers (#32 & 34) marked with an orange sticker.
- Report back to the RN in Charge to let them know that all the procedures are complete.

Additional items to be disconnected:

Kitchen – when in use, air conditioner will have to be turned off by kitchen staff or RN in charge after hours

