Wisconsin Veterans Home at King

EMERGENCY PLAN - WEATHER

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<tr>
<th>Date of Origin: 2005</th>
<th>No.: 14-00-01C</th>
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<td>Maintained By: Administration/ Security</td>
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Applies To:
- All Wisconsin Veterans Home at King (WVH-K) staff, members, volunteers, and visitors

Definitions:
- **Waupaca County Code Red program**: A tool used by the Public Safety Agencies of Waupaca County as a high-speed mass notification system. This system alerts of an emergency event / weather alert within our geographical area of the county.
- **Severe Thunderstorm Watch**: A condition which alerts the facility to the possibility of severe storms, which may include high winds, heavy rain, hail, and lightning.
- **Severe Thunderstorm Warning**: A condition which alerts the facility that severe storms are present in the area, immediate action is appropriate to avoid injury from high winds, heavy rain, hail, and lightning.
- **Tornado Watch**: Atmospheric conditions are right for a tornado to potentially develop. Be ready to take shelter.
- **Tornado Warning**: This condition alerts us that a tornado has been reported in the immediate area. **NOTE**: A Warning may occur before a watch is issued due to storm conditions rapidly changing.

Procedures:

**Severe Thunderstorm Watch**
1. No immediate actions are necessary during a watch.
2. WVH-K staff needs to locate and prepare emergency flashlight, headlamps, and lanterns for use.

   2.1. In the nursing care buildings, emergency flashlights, lanterns, and headlamps are kept:
   - Ainsworth Hall (AH) - Under the desks in the nursing station.
   - MacArthur Hall (MH) - 1st floor items are under the lobby desk; member units - MH 246 & MH 346.
   - MacArthur Hall Pharmacy - Flashlights located at various workstations.
   - Olson Hall (OH) - Cupboard behind the soiled utility door on the bottom shelf on each member unit & in 1st floor lobby desk area.

2. Marden Memorial Center emergency supplies are stored in Alley 5 for use in the tunnel and basement area. The main floor supplies are in the copy room 201A, located between offices in 202; 3rd floor supplies are in the library office.

2.3. Central Services Building
- Dietary hand-held lighting is in the diet office on the file cabinet near the Food Service Manager’s desk. Additional lighting supplies is in the dietary conference room in blue totes.
- Laundry has lanterns in the Bundle Room.
- Materials Management - Flashlights are located on the shelf next to new flashlights in inventory.
- Engineering & Buildings/Grounds building across the street - Flashlight is located on the west wall of the carpenter shop. Flashlights are also stored at staff workstations.

2.4. For areas not specifically mentioned, staff may maintain flashlights at their workstations.
3. Prepare for tornado warning procedures and review 14-00-011 Electrical Power Loss.

**Severe Thunderstorm Warning**
1. Security Staff shall announce the condition so members and staff are informed, and outside activities may be discontinued.
2. WVH-K staff needs to prepare for power outages. Refer to #2 & # 3 in Severe Thunderstorm Watch.
3. If necessary, due to storm conditions move all members, staff, and visitors away from all glass-walled areas and start closing windows and drapes throughout campus to avoid risk of flying glass injuries.

4. Smoking Shelters:
   1. Olson Hall and Ainsworth Hall member smoking shelters shall be checked by nursing.
   2. Marden Memorial Center and Veteran’s Café staff shall check the first-floor smoke area and the lake front smoking area and encourage members to return to their unit using the tunnel.
   3. A Nursing staff person from MacArthur Hall shall check the shelter in the park and encourage members to return to their unit using the tunnel.

**Tornado Watch**

1. Upon notification from the National Weather Service and/or the local Emergency Management (Code Red) System, the Security staff shall implement the tornado watch policy and procedure by announcing the tornado watch on the campus overhead paging (PA) system to inform members and staff, any outside activities are discontinued.
   1.1. Repeat Twice- “We have received notice that we are now under a tornado watch (until specified time if known). Begin to implement tornado watch procedures immediately.”
   1.2. Security shall utilize the WVH-K Severe Weather Notification Worksheets (Attachment A) to inform and contact buildings and departments that do not receive overhead pages such as Maintenance and Power Plant.
   1.3. Security shall email the Nursing Supervisors notification of the Tornado Watch, the Nursing Supervisor on duty shall send the email notification to King Staff.
   1.4. Security staff shall monitor the weather via radio, online weather source, television news updates and Waupaca County Code Red program.
   1.5. The Nursing Supervisor(s) on duty shall check the grounds to ensure that everyone outside during this condition start to return to their buildings.

2. The Incident Command System (ICS) will be activated to manage the incident. The Security building will serve as the Incident Command Center. If severe weather is approaching the area, Security does not have to wait for the official warning and will determine when to begin shelter-in-place/take cover procedures.
   2.1. Using the campus PA system, Security shall announce that shelter-in-place/take cover procedures are beginning and request all staff to begin the shelter-in-place/take cover procedures immediately.

3. If not already completed, locate and prepare emergency flashlights, headlamps, and lanterns for use. Evaluate availability and condition of spare wheelchairs, blankets and bedspreads, and small tanks of oxygen.

4. Prepare for tornado warning procedures and review 14-00-01I Electrical Power Loss.

5. Smoking Shelters:
   4.1. Olson Hall and Ainsworth Hall member smoking shelters shall be checked by nursing. Encourage members to return to their unit. Should members choose not to return, a call shall be placed to their nursing unit of their location.
   4.2. Marden Memorial Center and Veteran’s Café staff shall check the first-floor smoke area and the lake front smoking area.
   4.3. A Nursing staff person from MacArthur Hall shall check the shelter in the park and encourage members to return to their unit using the tunnel.

6. As storm conditions change, continue to check your areas to ensure that members, staff, and visitors are safe and accounted for.
   6.1. If necessary, move all members, staff, and visitors away from all glass-walled areas and start closing windows and drapes throughout campus to avoid risk of flying glass injuries.
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6.2. Visitors may leave the Veterans Home property or move to a designated safe zone.

7. **Nursing care buildings**
   7.1. The unit charge nurses shall instruct staff to:
      7.1.1. Close all windows, drapes, and clear windowsills.
      7.1.2. Ensure needed medical equipment is plugged into the red outlets/emergency power.
      7.1.3. Clear hall of non-essential items.
      7.1.4. Clear desks of non-essential items and secure medical records.
      7.1.5. Turn on more lights as the sky darkens unless it increases heat uncomfortably.
      7.1.6. Account for members using the member roster listing by the Unit Clerk workstation. Tape directory to desk, record members not on the floor. Therapy staff, beautician, and activity staff shall call the nurses’ station to identify any members that may be in their care.
      7.1.7. Bring any members outside the building to the inside. If a member refuses to relocate, notify the building Director of Nursing (DON), Assistant Director of Nursing (ADON), Nursing Supervisor or Charge Nurse of their location and name.
      7.1.8. Notify the building DON, ADON, and Nursing Supervisor of any missing members.
         7.1.8.1. Review sign-out sheets of members on pass/ furlough.
         7.1.8.2. Review appointment schedule for members out of facility for appointments
      7.1.9. Prepare staff in tornado warning procedures (relocation/ safe areas) in the event the watch is upgraded to a warning.
      7.1.10. Review 14-00-01I Electrical Power Loss Policy in the event of power outage and emergency generator is activated.

8. **Maintenance staff assigned to nursing care buildings shall:**
   8.2. Continue normal activities.
   8.3. Assist where needed

9. **Housekeeping staff assigned to nursing care buildings shall:**
   9.1. Assist in closing windows/ drapes and clear sills on assigned units.
   9.2. Clear hallway of non-essential items.
   9.3. Continue with normal activities.

10. **Dietary staff assigned to nursing care building shall:**
   10.1. Close windows/ drapes and clear sills in main dining room.
   10.2. Continue with normal activities.

11. **Activities/ Social Services/ Therapy Staff assigned to nursing care buildings shall:**
   11.1. Assist in closing windows/ drapes and clear sills on first floor and on assigned units.
   11.2. Clear hallway of non-essential items.
   11.3. Notify respective floors of members off the unit in staff’s care. If members are outdoors or out of building for an activity, relocate members in or to the building.
   11.4. Continue with normal activities.

12. **Business office and administrative staff located within nursing care buildings shall:**
   12.1. Assist in closing windows/ drapes and clear sills in business offices/ conference room.
   12.2. Be prepared to assist with members and visitors.
   12.3. Be aware that a need to assist nursing on the upper floors may occur.
   12.4. Assign one staff person to stay and answer the phone.
12.4.1. Other staff may split up to different wings to assist with non-direct care.

13. **Beauty/Barber Shop staff shall:**
   13.2. Notify respective floors of members in salon.
   13.3. Continue with normal activities.

14. **Chaplain staff shall:**
   14.1. Notify respective floors of members in chapel or chaplain’s office.

15. **Non-Nursing care buildings**
   15.1. Central Services staff shall:
      15.1.1. Close windows/drapes and clear sills in the staff work areas.
      15.1.2. Continue with normal activities.
   15.2. Marden Memorial Center Activities staff shall:
      15.2.1. Close windows/drapes and clear sills.
      15.2.2. Review 14-00-01I Electrical Power Loss.
      15.2.3. Check all first-floor member areas and the lake front smoking shelter/area, encourage members to return to their units. Should members choose not to return to their unit, a call shall be placed to the unit nurse to inform of their location.
      15.2.4. Stop activity program(s) and return members to respective buildings. If members are outdoors or out of building for an activity, relocate members to the tunnel.
      15.2.5. Visitors may leave the Veterans Home property or move to a designated safe zone.
   15.3. Power Plant, Maintenance Building, and Stordock Hall Office and Administrative Staff shall:
      15.3.1. Account for staff.
      15.3.2. Close windows/drapes and clear sills in building.
      15.3.3. Continue with normal activities.

**Tornado Warning**

1. Upon notification from the National Weather Service and/or the local Emergency Management (Code Red) System, the Security staff shall implement the tornado warning policy and procedure by announcing the tornado warning over the PA system.
   1.1. Repeat Twice- “We have received notice that we are now under a tornado warning (until specified time if known). Begin to implement tornado warning and Shelter-in-Place/Take Cover procedures immediately.”
   1.2. Security shall utilize the WVH-K Severe Weather Notification Worksheet (Attachment A) to inform and contact buildings and departments which do not receive building pages such as Maintenance and Power Plant.
   1.3. Security staff shall monitor the weather via radio, online weather source, television news updates and Waupaca County Code Red program.
   1.4. Nursing staff shall check the grounds to ensure that everyone outside during this condition take shelter or return to their building if possible.

2. The Incident Command System (ICS) shall be activated to manage the incident. The Security building will serve as the Incident Command Center.
   2.1. When a tornado warning has been issued, Security staff shall announce this condition using the campus public address system and the weather/tornado siren.
2.2. Security shall email the Nursing Supervisors notification of the Tornado Watch, the Nursing Supervisor on duty shall send the email notification to King Staff.

3. Staff in the nursing care buildings shall assist all members to shelter in designated areas and all outside activities shall be discontinued.
   3.1. All staff will strongly encourage members to move to a designated safe zone.
   3.2. Visitor may leave the Veterans Home property or take shelter in one of our safe zones.
   3.3. Use of elevators will be allowed to move staff, members, and visitors to the closest safe zones. If possible, assign staff to control and operate the elevator.

4. If not completed earlier locate, and prepare emergency flashlights, headlamps and lanterns for use and have equipment available for use if power outage.

5. **Nursing Care Buildings**
   5.1. The wing charge nurses shall instruct staff to:
      5.1.1. Close all window/drapes and clear windowsills, if not completed during watch procedure.
      5.1.2. Move members to building wings / hallways, behind a fire door.
      5.1.3. Close all end solariums doors and do not use these rooms as a safe zone.
      5.1.4. Begin moving members who are, at the time, in wheelchairs to the designated interior space.
      5.1.5. Members in bed (non-bed bound) should be transferred appropriately to a wheelchair and moved to the designated interior space.
      5.1.6. Members who are confined to their bed and unable to be moved to corridors/ hallways should be moved away from windows, if possible, with curtains closed and be covered with blankets or other available materials to protect them from flying debris.
      5.1.7. Close all doors including member room doors and corridor smoke barrier doors to reduce exposure to flying debris.
      5.1.8. If member refuses to move, relocate all other members, then try to persuade member. If the member continues to refuse to move notify the charge nurse to assess if the situation is life threatening, if so, move member.
      5.1.9. When a room is completely evacuated, staff shall close the door and place the red emergency evacuation magnet on the hallway door jamb by the doorknob.
      5.1.10. For accountability, do not place evacuation magnets on the hallway door jamb on rooms where members are inside.
      5.1.11. If severe weather occurs late at night and there is no time to evacuate, cover the members with blankets, push beds away from the window, and pull privacy curtain. If time allows line side of bed towards the window with pillows, blankets, etc.
      5.1.12. Distribute blankets and bedspreads to members, prepare and distribute small tanks of oxygen for those on oxygen.
      5.1.13. Review [14-00-011 Electrical Power Loss](#) in the event of power outage an emergency generator is activated.
      5.1.14. All staff need to assist in accounting for the whereabouts of all members, visitors, and staff and ensure that they have moved to the protected areas.
      5.1.15. Olson Hall and Ainsworth Hall nursing staff shall check member smoking shelters, members shall be evacuated and returned to their nursing wings.
      5.1.16. MacArthur Hall nursing staff shall check the shelter in the park and assist member(s) into a nursing care building to take shelter.
      5.1.17. Move member medical records to a safe location in case of a full evacuation.
5.1.18. Account for all members using a member roster list. Therapies, beautician, and activities shall bring any members that may be in their care back to their respective wings, if possible.
5.1.19. If not possible move to a designated safe zone within the building.
5.1.20. Notify ED/ DON/ ADON and wing charge nurse of any missing members.
5.1.21. Review sign-out sheets of members on pass/ furlough.
5.1.22. Review appointment schedule for members out of facility for appointments
5.1.23. Reassure members and ensure comfortability.
5.1.24. Fans may need to be utilized to move the air.
5.1.25. Fluids and snacks may need to be passed.
5.1.26. Engage members in small group activities (singing, discussions, or other activities) as able.
5.1.27. Utilize cell phones to assist in communicating between the wings.
5.1.28. Notify ED and DON, if not in the building during tornado warning, to assist in coordinating additional support and resources if necessary.

6. Maintenance staff Assigned to nursing care buildings shall:
   6.1. Assist in moving members in wheelchairs to designated areas.
   6.2. Clear hallways of non-essential items.
   6.3. Secure outside furniture and collect loose objects from grounds/patios.
   6.4. Assist where needed.

7. Housekeeping staff assigned to nursing care buildings shall:
   7.1. Assist in closing windows/ drapes and clear sills on assigned wings.
   7.2. Assist in moving members in wheelchairs to designated areas.
   7.3. Reassure members and assist in making them comfortable.
   7.4. Stay on respective wings and assist in non-direct care.
   7.5. Clear hallway of non-essential items.

8. Dietary staff located within nursing care buildings at the time shall:
   8.1. When the meal is about to be, or has been just served, and the dining room is occupied by many members:
      8.1.1. Close windows/ drapes and clear sills in main dining room.
      8.1.2. Assist members in leaving the meal, move members in wheelchairs to designated safe zone areas.
      8.1.3. Move chairs into the hallway for ambulatory members to sit on, away from windows.
      8.1.4. Assist nursing staff in distributing fluids and snacks from the wings to the members as needed.
   8.2. When prepping, or the meal is finished, and clean-up has begun:
      8.2.1. Check with the person in charge in the lobby area for assignment, if not available, report to the nearest nursing station for instructions.

9. Activity/ Social Services staff Assigned to nursing care buildings:
   9.1. Return all members to respective wings, if not possible, move to a designated safe zone within the building. Assist in closing windows/ drapes and clear sills on assigned wings.
   9.2. Clear hallway of non-essential items.
   9.3. Assist members in wheelchairs to designated areas on respective wings.
   9.4. Assist with non-direct care activities, reassuring members, and making members comfortable.
   9.5. Assist in small group activities.

10. Business Office and administrative staff within nursing care buildings:
   10.1. Assist in closing windows/ drapes and clear sills in offices and conference rooms.
10.2. All administrative and office staff working on the first floor of each nursing care building shall move to their designated safe zone and be prepared to assist with members and visitors throughout the building and on the nursing wings.
10.3. Assign one staff person to stay and answer the phone.
10.4. Other staff shall split up to different wings to assist with non-direct care.

11. **Beauty/Barber Shop:**
   11.2. Transport members to respective wings/evacuation areas.
   11.3. Staff is encouraged to go a wing and assist staff in non-direct care and is encouraged to not leave the building for personal safety.

12. **Therapy staff within nursing care buildings:**
   12.1. Close windows/drapes and clear sills in therapy department.
   12.2. Transport members to respective wings/evacuation areas.
   12.3. Staff is encouraged to go a wing and assist staff in non-direct care (except for tasks licensed to provide) and is encouraged to not leave the building for personal safety.

13. **Visitors:**
   13.1. Are encouraged to remain in the building for personal safety.
   13.2. May stay with member in designated area or may stay in other closest identified designated safe zones.

14. **Additional designated safe zones for nursing care buildings:**
   14.1. AH – All staff and members located within the 1st floor pavilion area need to move to the office hallway and conference room near the AH DON office. Ensure all doors are closed within this area. Office staff in the basement shall take shelter within the therapy gym or tunnel area.
   14.2. MH – All 1st floor staff need to move into the corridor hallways, this includes Therapy staff. Office staff and members located within the basement take shelter in the tunnel.
   14.3. OH – All 1st floor office staff and members need to take shelter on one of the upper units or basement/tunnels due to limited space on 1st floor.
   14.4. All staff and members in the basement need to shelter within the tunnel.

**Non-Nursing Care Buildings**
1. Staff, members, and visitors shall move to a designated safe area of the building (away from glass and flying debris) until the “all clear” is given:
2. Central Services staff:
3. Kitchen staff shall turn off any, and all, equipment that is in use, then proceed to the basement/tunnel area utilizing the main stairwell.
4. Laundry, Materials Management, and staff in training areas need to shelter in the tunnel hallway off laundry, near the caged area of the hardware department.
5. Do not leave building.
6. Marden Memorial Center Activities and KX Staff shall:
   6.2. Check the first floor and the lake front smoking shelter/area.
   6.3. If members are outdoors or out of building for an activity, relocate members into the building.
   6.4. All Marden Memorial Center staff and members in the building need to move to the basement to shelter within the tunnel past the fire doors.
6.5. Visitors may leave the Veterans Home property or move to a designated safe zone.
6.6. Marden Memorial Center staff will need to create an accountability roster and attempt to contact the nursing care units to report the member’s whereabouts.
   6.6.1. When it is safe, and if possible, members shall be sent back to their respective buildings via the tunnel system.
6.7. If off-campus, seek closest shelter. Call Security to notify of location and possible need for assistance.
7. Power Plant staff shall:
   7.1. Move to Basement
8. Maintenance/Grounds staff shall:
   8.1. Move to the basement of one of the nursing care buildings.

**High Winds**
1. Seek windowless areas and close drapes to avoid potential flying glass and other debris.
2. Staff shall follow the same procedures as the tornado watch.
   2.1. Examples of windowless areas are central corridors or windowless rooms, the tunnel area, & basements.

**All Clear**
1. On receiving notification that the watch/warning has been canceled, or is over, Security staff will repeat twice- “The tornado watch (or warning) has concluded (or has been canceled), resume normal activities”
   1.1. Security shall utilize the WVH-K Severe Weather Notification Worksheet (Attachment A) to inform and contact buildings and departments which do not receive building pages such as Maintenance and Power Plant.
   1.2. Return all emergency equipment to its assigned location.

**If Building is Hit by a Tornado:**
1. DON, ADON, Nurse Supervisor, and/ or charge nurse needs to search for injured persons and evacuate all members and staff to a secure part of the building or to assigned assembly areas under the direction of the Incident Commander, should evacuation of the building be necessary. Refer to evacuation policy [14-00-01M Evacuation](#).
2. Security shall contact 911.
3. Security shall notify Administrator and all other off-duty management staff.
4. All staff shall initiate implementation of [14-00-01 Evacuation](#) plan.
5. All staff shall be sure exits that are used for evacuation are clear and usable.
WVH-K SEVERE WEATHER NOTIFICATION LIST

Date: Click or tap to enter a date.

Severe Weather Condition: Choose an item.

Time Received: Click or tap here to enter text. | Time Expired: Click or tap here to enter text.

Items marked with a red star ★ is for Tornado. Items marked with a blue star ☆ is for all other types

★☆All building page notification: 74 – 00

★☆Watch page completed: Choose an item. ★☆Warning page completed: Choose an item.
★☆DVA DL King email sent: Choose an item. ★☆Time Email sent: Click or tap here to enter text.

★Building Contact List

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<th>Extension</th>
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<tr>
<td>Grounds</td>
<td>23297, 21483</td>
<td>Choose an item.</td>
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<tr>
<td>Cemetery</td>
<td>25025, 25000</td>
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<tr>
<td>Power Plant</td>
<td>22297</td>
<td>Choose an item.</td>
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<tr>
<td>Tim Kendziora</td>
<td>715-281-3873</td>
<td>Choose an item.</td>
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<tr>
<td>Central Services – Kitchen</td>
<td>22356</td>
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<td>Central Services – Laundry</td>
<td>22382</td>
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<tr>
<td>Miron Construction (on-site rep)</td>
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<tr>
<td>Call Tuggers</td>
<td>Use Maint. radio</td>
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★Nursing Supervisor

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*Nursing Supervisor(s) only need to be called during PM and NOC shifts*