

Wisconsin Veterans Home at King

EMERGENCY PLAN - WEATHER

Date of Origin: 2005	No.: 14-00-01C
Last Revision: February 21, 2019	Page 1 of 9
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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:** Is a tool used by the Public Safety Agencies of Waupaca County as a high-speed mass notification system. This system will alert us to an emergency event / weather alert within our geographical area of the county.
 - **Severe Thunderstorm Watch:** This is 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:** This is a condition, which alerts the facility that severe storms are present in our area, and immediate actions are 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.
 - A. In the Nursing Care Area/Buildings emergency flashlights/lanterns/headlamps are kept:
 - Ainsworth Hall (AH) under the desk in the nursing station.
 - MacArthur Hall (MH) for 1st floor use, items are in MH141; MH 246; MH 346.
 - MacArthur Hall Pharmacy has flashlights at various work stations.
 - Olson Hall (OH) in the cupboard behind the soiled utility door on the bottom shelf & in 1st floor lobby desk area.
 - Stordock Hall (SH) 2 the end of B wing; SH 3 end of A wing; SH 4 & 5 end of C wing; basement in the housekeeping room.
 - SH scheduling office 116 between the filing cabinet and recycling bin.
 - B. Marden Memorial Center emergency flashlights/lanterns etc. are kept in Alley 5 for tunnel/basement area use; for the main floor use items are located in the copy room 201A which is located between offices in 202; for 3rd floor items are in the library office.
 - C. Central Services Building
 - Dietary hand held lighting is located in the Diet Office on the file cabinet near FS Manager's desk.
 - Additional lighting supplies are located in the Dietary Conference room in blue totes.
 - Laundry has lanterns in the Bundle Room.
 - Material Management's 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 work stations.
 - D. For areas not specifically mention, staff may have flashlights at their work stations.
3. Prepare for tornado warning procedures and review [14-00-01I](#) Electrical Power Loss.

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Severe Thunderstorm Warning

1. Emergency Services Staff announce this condition so that members and staff are informed and outside activities may be discontinued.
2. WVH-K staff needs to start to get prepared of power outages. See #2 & # 3 above.
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:
 - A. Olson Hall, Stordock Hall and Ainsworth Hall member smoking shelters shall be checked by nursing.
 - B. Marden Memorial Center and Veteran's Café staff check the first floor smoke area and the lake front smoking area. Encourage members to return to their unit using the tunnel.
 - C. Emergency Services will check the smoking shelter in the park. 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 Emergency Services Staff will implement the tornado watch policy and procedure by announcing the tornado watch over the campus PA system, computers, and e-mails system so that members and staff are informed and outside activities are discontinued.
 - A. 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."
 - B. Emergency Services will utilize the WVH-K Severe Weather Notification Worksheets (Attachment A) to inform and make contact with buildings and departments that do not receive building pages such as, OVE Veterans Housing and Recovery Program (VHRP) Office, Maintenance, & Power Plant.
 - C. Emergency Services Staff and Dispatch will monitor the Weather via radio, online weather source, television news updates and Waupaca County **Code Red** program.
 - D. Emergency Services Staff will check the grounds to insure that everyone outside during these condition start to return to their buildings.
2. The Incident Command System (ICS) will be activated to manage the incident. The Emergency Services building will service as the Incident Command Center. If severe weather is approaching our area, Emergency Services does not have to wait for the official warning. Emergency Services will determine when to begin shelter-in-place/take cover procedures. Emergency Services announces the 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:
 - A. Olson Hall, Stordock Hall and Ainsworth Hall member smoking shelters shall be checked by nursing. Encourage members to return to their unit. Members that choose not to return, a call should be placed to their nursing unit of their location.
 - B. Marden Memorial Center and Veteran's Café staff check the first floor smoke area and the lake front smoking area.

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- C. Emergency Services will check the smoking shelter in the park. Encourage members to return back to their unit using the tunnel.
- 6. As storm conditions change, continue to check your areas to insure that members, staff and visitors are safe and accounted for.
 - A. 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.
 - B. Visitors may leave the Veterans Home property or move to a designated safe zone.
- 7. Nursing Care Building / Nursing Staff: The charge nurse will instruct staff to:
 - A. Close all windows, drapes, and clear windowsills.
 - B. Ensure needed medical equipment is plugged into the red outlets/emergency power.
 - C. Clear hall of non-essential items.
 - D. Clear desks of non-essential items and secure medical records.
 - E. Turn on more lights as sky darkens unless it increases heat uncomfortably.
 - F. Account for members using the member roster listing by the Unit Clerk's workstation. Tape directory to desk, record members not on the floor. Therapy staff, beautician, and activity staff should call the nurses' station to identify any members that may be in their care.
 - G. Bring any members outside the building to the inside. If a members refuses to relocate advised your Director of Nursing (DON), Assistant Director of Nursing (ADON), Nursing Supervisor or Charge Nurse of their location and name.
 - H. Notify DON, ADON, and Nursing Supervisor of any missing members. Verify sign out logs of members out on pass/out to appointments.
 - I. Prepare staff in tornado warning procedures (relocation/ safe areas) in the event the watch is upgraded to a warning.
 - J. 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:
 - A. Clear hallways of non-essential items.
 - B. Continue normal activities.
 - C. Assist where needed
- 9. Housekeeping Staff Assigned to Nursing Care Buildings:
 - A. Assist in closing windows/ drapes and clear sills on assigned units.
 - B. Clear hallway of non-essential items.
 - C. Continue with normal activities.
- 10. Dietary Staff Assigned to Nursing Care Building:
 - A. Close windows/ drapes and clear sills in main dining room.
 - B. Continue with normal activities.
- 11. Activities/ Social Services/ Therapy Staff Assigned to Nursing Care Buildings:
 - A. Assist in closing windows/ drapes and clear sills on first floor and on assigned units.
 - B. Clear hallway of non-essential items.
 - C. 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.
 - D. Continue with normal activities.
- 12. Resident Counselors:

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- A. Close windows/drapes and clear windowsills in business offices/conference rooms.
 - B. Offer assistance to respective floors as needed, assist in notification to areas in the building without overhead paging.
 - C. Continue normal activities.
13. Business Offices Within Nursing Care Building:
- A. Assist in closing windows/ drapes and clear sills in business offices/ conference room.
 - B. All administrative and office staff working on the first floor of each nursing care building need to be prepared to assist with members and visitors.
 - C. Office staff may need to assist nursing on the upper floors.
 - D. Assign one staff member to stay and answer the phone.
 - E. Other staff may split up to different wings to assist with non-direct care.
14. Beauty Shop:
- A. Close windows/ drapes and clear sills in beauty shop.
 - B. Notify respective floors of members in beauty shop.
 - C. Continue with normal activities.
15. Chaplain Staff:
- A. Notify respective floors of members in chapel or chaplain's office.
16. Non-Nursing Care Building
- Central Services:
- A. Close windows/ drapes and clear sills in the commissary and office areas.
 - B. Notify respective building/floor of members in the commissary.
 - C. Continue with normal activities.
- Marden Memorial Center Activities Staff
- A. Close windows/ drapes and clear sills.
 - B. Review [14-00-01I](#) Electrical Power Loss.
 - C. Check the first floor and the lake front smoking shelter/area. Encourage members to return to their units. Members that choose not to return a call should be placed to their nursing unit of their location.
 - D. Return members to respective buildings if members off units attending activity programs. If members are outdoors or out of building for an activity, relocate members to the tunnel.
 - E. Visitors may leave the Veterans Home property or move to a designated safe zone.
17. Power Plant
- A. Account for staff.
 - B. Close windows/ drapes and clear sills in building.
 - C. Continue with normal activities.
18. Maintenance Shop
- A. Account for staff.
 - B. Close windows/ drapes and clear sills in building.
 - C. Continue with normal activities.

Tornado Warning

1. Upon notification from the National Weather Service and/or the local Emergency Management (**Code Red**) System, the Emergency Services Staff will implement the tornado warning policy and procedure by announcing the tornado warning over the PA system.

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- A. 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.”
- B. Emergency Services will utilize the WVH-K Severe Weather Notification Worksheets (Attachment A) to inform and make contact with buildings and departments which do not receive building pages such as, OVE VHRP Office, Maintenance, and Power Plant.
- C. Emergency Services Staff and Dispatch will monitor the Weather via radio, online weather source, television news updates and Waupaca County **Code Red** program.
- D. Emergency Services Staff will check the grounds to insure that everyone outside during these condition take shelter or return to their building if possible.
2. The Incident Command System (ICS) will be activated to manage the incident. The Emergency Services building will serve as the Incident Command Center.
 - A. When a tornado warning has been issued, Emergency Services Staff will announce this condition using the campus public address system, Weather/Tornado siren, and computers / e-mails.
3. Staff in the nursing care building will assist all members to shelter in designated areas and all outside activities will be discontinued.
 - A. All staff will strongly encourage members, to move to a designated safe zone.
 - B. Visitor may leave the Veterans Home property or take shelter in one of our safe zones.
 - C. 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 Building / Nursing Staff: The charge nurse will instruct staff to:
 - A. Close all window/drapes and clear window sills. (If not completed during watch procedure)
 - B. Move members into resident wings / hallway behind a fire door. Close all end solariums doors and do not use these rooms as a safe zone.
 - 1) Begin moving those members who are, at the time in wheelchairs to the designated interior spaces
Members in bed (non-bed bound) should be transferred appropriately to wheelchair and moved to designate interior space.
 - C. 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.
 - D. Close all doors, including member room doors and corridor smoke barrier doors, to reduce exposure to flying debris.
 - E. If member refuses to move, move all other members and 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.
 - F. When a room is completely evacuated, close door and places the red emergency evacuation magnets on the hallway door jamb by the door knob. For accountability, do not place evacuation magnets on the hallway door jamb on rooms where members are inside.
 - G. If severe weather occurs late at night and there is no time to evacuate, cover the members with their blankets, push beds away from the window and pull privacy curtain. If time allows, line side of beds towards the window with pillow etc.

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- H. Distribute blankets and bedspreads to members and prepare and distribute small tanks of oxygen for those on oxygen.
 - I. Review [14-00-01I](#) Electrical Power Loss in the event of power outage and emergency generator is activated.
 - J. 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.
 - K. OH, SH and AH member smoking shelters shall be checked by nursing and have members vacate and return to their nursing units. Emergency Services will check the smoking shelter in the park.
 - L. Move member medical records and to a safe location to allow access or if need for a full evacuation.
 - M. Account for all members using a member roster list. Therapies, beautician, and activities should bring any members that may be in their care back to their respective wings if possible. If not possible move to a designated safe zone within the building.
 - N. Notify ED/ DON/ Charge Nurse of any missing members. Verify sign out logs of members out on pass/ out to appointments.
 - O. Reassure and make members comfortable. Fans may need to be utilized to move the air. Fluids and snacks may need to be passed. Engage members in small group activities (singing, discussions, or other activities) as possible.
 - P. Utilize cell phones to assist in communicating between the wings.
 - Q. Notify Executive Director 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 Building:
- A. Assisting in wheeling members to designated areas.
 - B. Clear hallways of non-essential items.
 - C. Secure outside furniture, collect loose objects from grounds/patios.
 - D. Assist where needed.
7. Housekeeping Staff Assigned to Nursing Care Building:
- A. Assist in closing windows/ drapes and clear sills on assigned units.
 - B. Assist in wheeling members to designated areas.
 - C. Reassure members and assist in making them comfortable.
 - D. Stay on respective wing and assist in non-direct care.
 - E. Clear hallway of non-essential items.
8. Dietary Staff in Assigned Nursing Care Building at the time:
- A. When the meal is about or has been just served (DR is occupied by many members)
 - 1) Close windows/ drapes and clear sills in dietary main dining room.
 - 2) Members are to leave the meal, staff assist in wheeling members to designated safe zones areas.
 - 3) Move chairs into the hallway for ambulatory members to sit on, away from windows.
 - 4) Assist nursing staff in distributing fluids and snacks from the units to the members as needed.
 - B. When prepping or the meal is finished and clean-up has begun:
 - 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 Building:
- A. Return all members to respective wings if possible. If not possible move to a designated safe zone within the building. Assist in closing windows/ drapes and clear sills on assigned units.

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- B. Clear hallway of non-essential items.
 - C. Assist on respective wings in wheeling members to designated areas.
 - D. Assist with non-direct care activities, reassuring members and making members comfortable.
 - E. Assist in small group activities.
10. Business Offices Within Nursing Care Building:
- A. Assist in closing windows/ drapes and clear sills in business offices/ conference room.
 - B. All administrative and office staff working on the first floor of each nursing care building will move to their designated safe zone and be prepared to assist with members and visitors throughout the building and on the nursing care units.
 - C. Assign one staff member to stay and answer the phone.
 - D. Other Staff should split up to different wings to assist with non-direct care.
11. Beauty Shop
- A. Close windows/ drapes and clear sills in beauty shop.
 - B. Transport members to respective wings / evacuation areas.
 - C. Encouraged to go a wing and assist staff in non-direct care. Encouraged to not leave the building for personal safety.
12. Therapy Staff Within Nursing Care Building:
- A. Close windows/ drapes and clear sills in therapy department.
 - B. Transport members to respective wings/evacuation areas.
 - C. Encouraged to go a wing and assist staff in non-direct care (except for tasks licensed to provide). Encouraged to not leave the building for personal safety.
13. Visitors
- A. Encourage visitors to remain in building for personal safety.
 - B. Visitors 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 Building:
- A. 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. Insure all doors are closed within this area. Office staff in the basement takes shelter with-in the nursing break room or Tunnel area.
 - B. SH – All 1st floor office staff and members need to move to the corridor hallway of A and B wings. Office staff in the basement will take shelter within the multi-purpose room.
 - C. MH – All 1st office staff need to move into the corridor hallways, this includes PT and OT. Office staff and members located within the basement take shelter in the tunnel.
 - D. OH – All 1st floor office staff and members need to take shelter on one of the upper units or basement / tunnel due to limited space on 1st floor.
 - E. All staff and members in the basement need to shelter within the tunnel.
15. Non-Nursing Care Buildings
- Staff, members and visitors will move to a designated safe area of the building (away from glass and flying debris) until the “all clear” is given:
- Central Services:
- A. Kitchen staff turns off any and all equipment that is in use and then proceeds to the basement/tunnel area utilizing the main stair well.

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B. Laundry, Materials Management staff, and employees in training areas need to shelter with-in the hallway off laundry and near the caged area of the hardware department.

C. Do not leave building.

Marden Memorial Center Activities and KX Staff

A. Close windows/ drapes and clear sills.

B. Check the first floor and the lake front smoking shelter/area.

C. If members are outdoors or out of building for an activity, relocate members into the building.

D. 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.

E. Visitors may leave the Veterans Home property or move to a designated safe zone.

F. Marden Memorial Center staff will need to create an accountability roster and attempt to contact the nursing care units reporting the member's whereabouts. When it is safe and if possible, send members back to their respective buildings via the tunnel system.

G. If off campus, seek closest shelter. Call Emergency Services to notify of location and possible need for assistance.

Power Plant – Move to Basement

Maintenance/Grounds – Move to the basement of one of the nursing care buildings.

High Winds

1. Seek windowless areas and shut drapes to avoid potential for flying glass and other debris. Staff should follow the same procedures as the tornado watch.

A. Examples of windowless areas are central corridors or windowless rooms, the tunnel area, & basements.

All Clear

1. Upon receiving notification that the watch/warning has been canceled or is over, Emergency Services staff will repeat twice- "The tornado watch (or warning) has concluded (or has been canceled), resume normal activities"

A. Emergency Services utilize the WVH-K Severe Weather Notification Worksheets (Attachment A) to inform and make contact with buildings and departments which do not receive building pages such as, OVE VHRP Office, Maintenance, and Power Plant.

B. Return any 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 and members and staff to secure part of building or evacuation of building to assigned assembly areas under the direction of the Incident Commander. Refer to evacuation policy [14-00-01M](#).**

2. **Emergency Services will contact 911.**

4. **Emergency Services will notify Administrator and all other off-duty management staff.**

5. **All staff initiate implementation of evacuation plan**

6. **Be sure exits that are used for evacuation are clear and usable.**

WVH-K SEVERE WEATHER NOTIFICATION

Date: _____ Officer(s): _____

Thunderstorm: Watch Tornado: Watch

Thunderstorm: Warning Tornado: Warning

Time(s) Received: _____ Time(s) Received: _____

Time Expired: _____ Time Expired: _____

The red star * is for Tornado events only Watch Warnin

**All Building Page Notification: 74 and 00---- Completed: Yes/No Completed: Yes/No*

DVA DL King Staff E-mails: Time(s) Sent: _____

***Results Key:** CN- *Contact Notified* LM- *Left Message* NA- *No Answer*

<u>Buildings</u>	<u>EXT:</u>	<u>Results</u>
MMC	4247	_____
Grounds	2293, 1483, 5025	_____
Power Plant	2297	_____

***Nursing Supervisor(s)** Cellphone Results

_____	715-281-_____	_____
_____	715-281-_____	_____
_____	715-340-_____	_____

ALL CLEAR E-mails: Time(s) Sent: _____