Wisconsin Veterans Home at King

EMERGENCY PLAN – LOSS OF HEAT

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<tr>
<th>Date of Origin: 2005</th>
<th>No.: 14-00-01J</th>
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<td>February 21, 2019</td>
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<td>Page 1 of 1</td>
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<td>March 14, 2022</td>
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<td>Maintained By: Administration/ Security</td>
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Applies To:
- All Wisconsin Veterans Home-King (WVH-K) staff, members, volunteers, and visitors

Policy:
- The cause of loss of heat shall be quickly identified by staff.
- Efforts shall be made to minimize the number of buildings affected by the loss of heat, if possible

Procedures:
1. Loss of heat from Power Plant:
   1.1. Power Plant operator contacts Security concerning situation.
   1.2. Security contacts Director of Facilities or Power Plant Superintendent to decide which personnel should respond.
   1.3. Director of Facilities or Power Plant Supt will contact WVH-King HVAC personnel to make necessary adjustments to each buildings HVAC systems to hold in heat.
   1.4. Power Plant Superintendent assess situation and informs Administration as needed.
2. Loss of heat outside Power Plant:
   2.1. Staff noting heat loss contacts Security with the initial report.
   2.2. Security assesses the situation and:
      2.2.1. Calls Power Plant if an immediate shut down is needed.
      2.2.2. Calls Power Plant Superintendent or Building and Grounds Supt with situation to assess which personnel needs to respond.
   2.3. Responding Personnel will:
      2.3.1. Isolate heat loss to lowest number of buildings, single building, or a piece of equipment.
      2.3.2. Inform Power Plant Superintendent or Building and Grounds Superintendent, Security, and Administration of situation and time for recovery.
3. Recommendations for building(s) heat loss in warm or cold weather situations:
   3.1. Shut down air handling units to retain heat in the building(s), if applicable.
   3.2. Issue blankets, approved heaters or clothing that may be used to keep members warm.
   3.3. Reduce or suspend showers, laundry, or kitchen usage if domestic water is affected.
   3.4. Prepare for temporary heating if needed.