

# Wisconsin Veterans Home at King

## EMERGENCY PLAN

Date of Origin: 2005	No.: 14-00-01
Last Revision: August 04, 2021	Page 1 of 2
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

### Applies To:

- All Wisconsin Veterans Home - King (WVH-K) staff, members, volunteers, and visitors.

### Purpose:

- To provide guidance for responses to both internal and external emergency/disaster situations that may affect nursing home staff, members, volunteers, and visitors.
- To identify responsibilities of individuals and bureaus in the event of an emergency/disaster situation.

### Policy:

- WVH-K shall utilize the Incident Command System, a standardized, on-scene, all-hazards incident management approach, during an emergency.
- Staff shall be instructed in the appropriate and safe procedures to follow when an emergency event occurs through in-service training and practiced emergency response drills.
- Individual procedures for emergencies are in the emergency plan listed under 14-00-01 and the specific emergency.
- Every bureau shall have a hard copy, accessible to all employees, of the emergency plan in case of electrical outage.
- Nursing units shall place the hard copy in the same location on all units.
- The bureau director/designee shall be responsible for maintaining the hard copy in all other areas.
- Emergency Services or the Waupaca Sheriff's Department shall be contacted to initiate emergency actions.
- When necessary, Emergency Services officers shall alert or call key contact persons. In the absence of other available guidance, the chain of command is:
  - The Commandant
  - An Executive Director
  - WVH-K Nursing Supervisor or the Emergency Services Senior Officer (Changed from Chief)
- The contacted personnel shall take actions within their areas of responsibility and ensure that other appropriate staff is contacted.
- Critical notification shall be made by one or more of the following: group page, building page, and e-mail (to "DVA DL King Staff" which may only be sent by VHK Bureau Directors & Supervisors).
- Each bureau head and work unit supervisor shall be responsible for maintaining a current phone contact list for assigned employees.
- Incident Command shall decide if local media sources are needed to notify employees to report to work.
- Incident Command shall make an assessment for the need to initiate environmental engineering interventions and whether the hazards can be remediated or adequately controlled by facility staff.
- Incident Command shall decide if additional resources are required, including emergency resources from the local community.
- If WVH-K receives early notification that something will occur, the WVH-King may convene the Emergency Operations Committee (EOC) to form a plan.
  - The EOC will convene at the Emergency Services Department or other acceptable location(s) if situational awareness can be maintained or monitored.

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- If there is little or no warning received, Emergency Services shall be notified immediately to initiate response plans and call appropriate resources.
- Risk Management shall conduct a debriefing after each incident to see what can be learned from the experience and what additions or modifications need to be added to this plan.

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