**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.
* Efforts shall be made to minimize the amount of buildings (if possible) affected by the loss of heat.

### Procedures:

1. Loss of heat from Power Plant:
   1. Power Plant operator contacts Security concerning situation.
   2. Security contacts Power Plant Superintendent and a determination of which personnel should respond is made.
   3. Power Plant Superintendent assess situation and informs Administration as needed.
2. Loss of heat outside Power Plant:
   1. Contact Security with the initial report.
   2. Security assesses situation:
      1. Calls Power Plant if an immediate shut down is needed.
      2. Calls Power Plant Superintendent or Maintenance Supervisor with situation to assess which personnel needs to respond.
   3. Responding Personnel:
      1. Isolate heat loss to lowest number of buildings, single building or a piece of equipment.
      2. Inform Power Plant Superintendent or Maintenance Supervisor, Security and Administration of situation and time for recovery.
3. Recommendations for building(s) heat loss in warm or cold weather situations:
   1. Shut down of Air Handling units to retain heat in the building(s) (if applicable).
   2. Issue blankets, approved heaters or clothing that may be used to keep member warm.
   3. Reduce or suspend shower, laundry, or kitchen usage of domestic water if affected.
   4. Make preparations for temporary heating if needed.