**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.
* Security/Fire/Safety or the Waupaca Sherriff’s Department shall be contacted to initiate emergency actions.
* When necessary, Safety/Security officers shall alert or call in key contact persons. In the absence of other available guidance, the chain of command is:
	+ - The Commandant
		- The Deputy Commandant
		- An Executive Director
		- WVH-K Nursing Supervisor or the Safety/Security 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").
* 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.
* Typically the EOC initially meets at the Security/Fire/Safety building but, depending on the situation, may meet at Stordock Hall, Marden Center or other locations as needed.
* If there is little or no warning received, Safety/Security 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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