



MANUAL:	Emergency
SECTION:	LOSS OF ESSENTIAL SERVICES
SUBJECT:	Loss of Natural Gas

POLICY

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, the Village will have a protocol in place and be prepared to deal with an incident of Loss of Natural Gas.

AFFECTED EQUIPMENT AND SYSTEMS

1. Hot Water Boilers will not be able to produce hot water for heating or other uses. Electric hot water tanks will still function.
2. HVAC Equipment will not be able to provide heating. Electric heaters will still function.
3. Commercial Gas Dryers will not work. Electric dryers will still function.
4. Main Kitchen stoves, ovens, and steamers will not work.

PROCEDURE

1. In the event of a Loss of Natural Gas, the charge/lead nurse or designate will inform all areas of the Loss of Natural Gas.
2. The charge/lead nurse will notify a leadership team member on site or call the leader on-call and notify them of the Loss of Natural Gas.
3. A member of the leadership team will call the Natural Gas Provider to determine the estimated time the Natural Gas will be out and communicate that to the charge/lead nurse.
4. In the case of an extended Loss of Natural Gas (more than 6 hours) the leadership team member will follow the Communication Plan Tab 01-02.
5. In Cold weather, if room temperatures fall below 72°F, residents will be moved to warm areas as needed. All exterior doors and windows will be kept closed.
6. The director of environmental services or designate will ensure that electric heating is operating as needed and adjust Laundry Services as needed.
7. The director of food services or designate will ensure that Food Services will make any necessary changes to food preparation, meals and delivery of meals.



AFTER RESTORATION OF NATURAL GAS

1. The director of environmental services or designate will ensure that all Equipment and Building Systems are checked, started up and operating normally. Contractor Services will be called as necessary to restore equipment to normal operation.

TRAINING

Loss of Natural Gas Training will be provided on orientation for all team members. The leadership team will strive to achieve 100% team member attendance on annual refresher training for Loss of Natural Gas Response. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.



LOSS OF NATURAL GAS DRILL

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

Circle the appropriate answer

Did the Charge/Lead Nurse inform all areas of loss of gas? Yes No

Was the Leader on site or on call notified? Yes No

Was the Natural Gas provider called? Yes No

Were windows and doors closed during cold weather? Yes No

Were all residents moved to warm areas as needed? Yes No

Were electric heaters checked or added as needed? Yes No

Were dietary and laundry services adjusted? Yes No

Names of Team Members who participated:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

Charge/Lead Nurse: _____ Signature: _____

Leader: _____ Signature: _____