

Guidance: Heat plan outline

Purpose

All sites must have a written, comprehensive heat plan. This plan must incorporate daily measurement of indoor temperatures, and standard, escalating, and emergency measures to take in the event of indoor temperatures approaching or exceeding 26°C. It is recommended that this plan is in place annually before May 1 and updated as needed throughout the summer season.

Background

The purpose of this plan is to detail the interventions and resources the site will take in responding to a heat event. This plan is complementary to and relies on the principles outlined in the Heat Preparation and Response Resource Guide and the *Licensing Standard: Heat Preparedness and Indoor Temperature Standard for Licensed Long-term Care Facilities*, which requires plans to be implemented annually by May 1.

Required elements

The Licensing Standard requires emergency planning for heat events. This includes specific elements for standard, escalated, and emergency measures of the heat plan (see the following table) and the details required to carry out the plan.

This component of planning is required under licensing for long-term care services and is highly recommended for assisted living services. The following considerations are specific to the temperature monitoring component of heat plans.

Temperature monitoring plan

A written plan to monitor temperatures during the summer season (locations, equipment, accountability, frequency, etc.) as outlined in the Fraser Health Licensing Standards (Appendix E – Licensing Standard)

Level	Trigger
Standard actions	To be taken to prevent indoor temperatures from exceeding 26°C
Escalated actions	To be taken when temperatures approach or reach 26°C
Emergency actions	To be taken if the indoor temperature exceeds 26°C

Recommended elements

The following prompts outline additional elements a heat plan could include, but are variable and dependent on site needs. This includes, but is not limited to, considerations for:

Building assessment

- Identify the hottest areas in the building and provide details
- Review building conditions

Key contacts and staffing

- Updated emergency fan-out list for staffing
- Staffing plan adjustments to be made in the event of staffing shortage
- Updated contact information for external contractors or suppliers

HVAC Equipment Plan

- Maintenance plan for heating, ventilation and air conditioning (HVAC) systems
- Steps that will be taken to monitor equipment readiness and effectiveness during the heat season
- Contingency plan in the event of equipment failure

Hydration and Cooling Plan

- Plan for deployment and maintenance of hydration and cooling stations
- Identify which supplies will be sourced in advance of the heat season and which will be sourced within 2-3 days of notification of heat event.

Operational Considerations

- Plan for dietary and menu changes (consider food type, temperature, selection)
- Plan for changes to recreation service (types, timing and location of activities)
- Other risk and safety considerations and plans related to leaving doors and windows open to increase airflow (elopement, security issues, etc.)

Resident Relocation Plans

- Identification of cool and hot zones, including *specific* resident floors or rooms
- Plan to move residents to cool zones (i.e. 26°C or cooler)
- Plan to ensure staff have access to cool locations and supplies