

# Preparation checklist

Site assessment and actions			
Infrastructure	Action items	Action required?	Person responsible
Ensure building readiness	Identify hotspots on floor plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify cooling locations on floor plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify private cooling devices	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Purchase digital thermometers (we recommend not relying on thermostats for accuracy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify windows that can be opened to allow for airflow and cooling	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify building exits that need to be secured during a heat event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Purchase window screens, particularly for first floor windows, to keep flies out and prevent unintentional maggots in wounds	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ensure infrastructure readiness	Complete required air cooling system maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Purchase additional generator(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check current generator fuel levels	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check generator fuel reserves in storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Test generator operation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Test A/C units and replace or repair as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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### Heat

	Purchase additional A/C units as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Purchase additional fans as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check kitchen A/C and fans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check ice machines and water fountains	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Temperature</b>	<b>Action items</b>	<b>Action required?</b>	<b>Person responsible</b>
Ensure cooling zone readiness	○ Mark storage location for cooling zone equipment on floor plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Purchase cooling zone equipment noted during the site assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Prepare signage to mark cooling areas and hot areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Prepare checklist to record that rooms are set to “cool” if available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Operations</b>	<b>Action items</b>	<b>Action required?</b>	<b>Person responsible</b>
Finalize and share heat plan	<ul style="list-style-type: none"> <li>○ Finalize heat plan</li> <li>○ Store heat plan in accessible location</li> <li>○ Review heat plan with site leaders and in-charge staff</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ensure dietary readiness	<ul style="list-style-type: none"> <li>○ Finalize menu changes for implementation</li> <li>○ Source any food supplies that may be hard to procure in advance (if applicable)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ensure readiness for hydration and emergency cooling strategies during a heat event	○ Finalize written hydration plan for residents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Finalize written hydration plan for staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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	<ul style="list-style-type: none"> <li>○ Purchase hydration station supplies               <ul style="list-style-type: none"> <li><input type="checkbox"/> Water jugs</li> <li><input type="checkbox"/> Non-expired bottled water</li> <li><input type="checkbox"/> Ice</li> <li><input type="checkbox"/> Cups</li> <li><input type="checkbox"/> Water coolers</li> <li><input type="checkbox"/> Chilled items (i.e. ice cream, sherbet or other frozen novelties)</li> <li><input type="checkbox"/> Food higher in water content</li> <li><input type="checkbox"/> Other (please specify): _____</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>○ Purchase emergency cooling strategies*               <ul style="list-style-type: none"> <li><input type="checkbox"/> Misters for dampening clothing</li> <li><input type="checkbox"/> Basins for putting residents' legs in tepid bathwater</li> <li><input type="checkbox"/> Ice packs/cool gel packs</li> </ul> </li> </ul> <p>* Note these strategies should not be relied upon as primary cooling modes during a heat event – only for emergency cooling prior to resident relocation to a cooler location.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>○ Place hydration supplies in a common, accessible location</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Finalize recreational modifications to be implemented during a heat event	<ul style="list-style-type: none"> <li>○ Purchase supplies to allow continuation of resident outings where possible               <ul style="list-style-type: none"> <li><input type="checkbox"/> Umbrellas, hats, sunscreen</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>○ Identify and communicate appropriate locations for recreational activities and visitation during a heat event</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Secure seasonal linens	<ul style="list-style-type: none"> <li>○ Purchase cooling blankets</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Clinical	Notes/action items	Progress	Person responsible
<b>Residents</b>			
Ensure resident risk assessments are updated	<ul style="list-style-type: none"> <li>○ Highest risk residents are identified                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Flag charts for highest risk residents</li> <li><input type="checkbox"/> Identify rooms of highest risk residents (e.g., place sunshine on the door)</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Update care plans for residents identified as at risk	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Update flow sheets for resident monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prepare for clinical interventions	○ Purchase hypodermoclysis supplies through Calea	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Staff</b>			
Prepare to support staff communication and wellness	○ Ensure that cool break room areas are available and identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Identify resources to share with staff to cope with heat and identify signs and symptoms of heat stroke	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Prepare plan to increase monitoring during a heat event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Plan to schedule daily huddles during a heat event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Communication</b>	<b>Notes/action items</b>	<b>Progress</b>	<b>Person responsible</b>
Finalize communication plan	○ Create heat event communication email template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Update email address list and phone list	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Develop signage to be used during heat event	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Education	Notes/action items	Progress	Person responsible
Finalize educational plan	○ Develop education plan with dates/schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Identify tools that are required to be developed and assign responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evaluation	Notes/action items	Progress	Person responsible
Plan to evaluate	○ Plan to evaluate performance during a heat event to learn for the next time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	○ Schedule team meeting for October to review summer heat	<input type="checkbox"/> Yes <input type="checkbox"/> No	