# Site Assessment Checklist (Stage 1 – Plan)

**Site assessments should be completed before October 1 annually or prior to the beginning of winter weather, whichever is earlier. This checklist may be used to facilitate a comprehensive assessment of your building and will allow you to identify opportunities to plan for seasonal weather.**

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| **BUILDING ASSESSMENT** |
| **Temperature and current conditions** | **Progress** | **Notes/Action Items** |
| * Identify coldest rooms/areas in building
	+ Use floorplans
	+ Mark cold spots
* Verify security of exit doors and internal secure doors in case of power failure
* Develop a check list that identifies rooms/common areas that are at risk of lower temperatures:
	+ Are there personal heating units in the room, or are rooms heated with central air only?
	+ Does the room have a thermostat that can be set to “heat”?
	+ Does the room have window coverings?
	+ Do the windows and doors have locks to keep cold air out?
 | ☐ Yes ☐ No ☐ In Progress |  |
| **Infrastructure** | **Progress** | **Notes/Action Items** |
| * Ensure that current infrastructure can meet the increased demands during a winter storm event:
	+ Power - the current power infrastructure will meet the demand of the increased HVAC and personal heater unit usage. If not, plan for additional generator support. Ensure equipment is maintained and that adequate fuel is available.
	+ Schedule checks of emergency generators and documentation to assure heating units continue if there is a power outage.
	+ Consider amending site grounds to prepare for potential emergencies (e.g. paths are clear of snow and ice, trees near buildings are trimmed, drainage is adequate and functional)
	+ Consider purchasing locks for doors and windows to retain heat and keep residents from exposure outside
	+ Building durability – maintain regular inspections for structural weaknesses
* Ensure contracts for snow and ice removal are in place
 | ☐ Yes ☐ No ☐ In Progress |  |
| **Maintenance** | **Progress** | **Notes/Action Items** |
| * Plan for on-call personnel to be available to respond to unit malfunction after hours. Ensure contact information is up-to-date.
* Plan for safe and appropriate alternative heating in the event of HVAC failure
* Replace/repair faulty or broken heating units as soon as possible.
* Ensure all HVAC unit filters have been changed as per service schedule.
* Plan for checking outdoor equipment for ice buildup
 | ☐ Yes ☐ No ☐ In Progress |  |
| **CLINICAL ASSESSMENT** |  |  |
| **Resident risk assessment**  | **Progress** | **Notes/Action Items** |
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| * Perform a resident risk assessment (recommended) for all residents by Oct 1 to identify residents who are at higher risk of cold-related illnesses/adverse events (refer to Appendix C – Resident Risk Identification for criteria to identify those at highest risk)
* Identify care planning interventions that will be in place for residents and when they will be implemented, including but not limited to:
	+ Dietary changes
	+ Telephone accessibility for resident in event of power outage.
	+ Appropriate clothing for winter conditions
	+ Safety checks for residents who are prone to wandering
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 | ☐ Yes ☐ No ☐ In Progress |  |
| **STAFF** | **Progress** | **Notes/Action Items** |
| * Plan for changes to staff needs, such as:
	+ Accessible nutrition
	+ Power outage
	+ Sheltering at or near care home
* Ensure staff are aware of available resources to cope with winter storm conditions e.g., wellness website, posters, fact sheets
 | ☐ Yes ☐ No ☐ In Progress |  |
| **COMMUNICATION** | **Progress** | **Notes/Action Items** |
| * Ensure there is a written emergencyplan
	+ Who activates the plan?
	+ How is the plan communicated to staff, residents and families?
* Plan for communication with staff, residents, families and volunteers via:
	+ Email: have current email address list, communications developed
	+ Phone: current phone list, create message for outgoing voicemail, engage others to assist with calls
	+ Website: IT support available to keep the site’s website current
	+ TV/monitors: Add reminders on care home wall TV/monitor screens
	+ Signage
	+ Handouts
	+ Huddles
* Plan for frequent huddles and plan for how families and volunteers can support
	+ Visit more regularly
	+ Engage in indoor activities
 | ☐ Yes ☐ No ☐ In Progress |  |
| **EDUCATION** | **Progress** | **Notes/Action Items** |
| * Plan for topics of education, including but not limited to:
	+ Risk factors for cold-related illnesses and other cold-weather risks
	+ Prevention, signs and symptoms, and management of various cold-related illnesses
	+ Respiratory illnesses
	+ Cardiovascular disease
	+ Consider translating materials into different languages
	+ Emergency plan for site (where will residents be moved, what is the role of each staff member, who to contact in emergency, where emergency supplies are kept, in the event of a power outage)
 | ☐ Yes ☐ No ☐ In Progress |  |
| **EVALUATION** | **Notes/Action Items** |
| * Consider how you will evaluate your experience navigating winter storm planning, preparation, and response:
	+ What is going well?
	+ What challenges arose and how were those challenges addressed?
	+ What gaps were identified?
	+ How were those gaps and challenges addressed?
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