**Heat plan: Long-term Care/Assisted Living**

[Site name]

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| **What is a heat plan?**  A heat plan is activated when there is a heat event that has caused, or has the potential to cause, significant impacts to resident and staff safety and requires a coordinated response. This plan incorporates daily measurements of indoor temperatures, and standard, escalating, and emergency measures for sites within the Vancouver Coastal Health region to take in the event of indoor temperatures approaching or exceeding 26°C.  **Purpose/Objective**  The purpose of this plan is to detail the interventions and resources the site will take in responding to a heat event.  **Contents**  [Overview 2](#_Toc105764519)  [Considerations and actions 3](#_Toc105764520)  [Plan maintenance 14](#_Toc105764521)  [Appendix A – Revision history 15](#_Toc105764522) | |
| **Date approved:** | 6/10/2022 |
| **Last updated:** | 6/10/2022 |
| **Heat planning lead:** | [First name, last name] |
| **Document prepared by:** | [First name, last name] |
| **Site lead:** | [First name, last name] |

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| **Overview** | |
| Type of service(s): |  |
| Number of residents served: |  |
| Key population(s) at risk: |  |
| Key contact(s): | |
| Executive Director  General Manager  Director of Care  Facilities Director  Other (operations lead, facilities) |  |
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| Other information: |  |

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| Considerations and actions |

The following section outlines components and considerations of heat planning to help identify controls and interventions. The heat plan is meant to be a standalone document that overviews the measures to be put in place in a heat event and the details to carry it out. The considerations below are examples of what heat plans may include.

Licensees should assess their sites and determine what measures to include in their plan, and any additional elements necessary.

**Recommended elements**

All heat plans should 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. All plans should include enough detail to ensure that involved team members can carry out each standard within the plan. Recommended elements are included with considerations for staffing, equipment, hydration and cooling, operations, and relocation. These elements may be useful in determining what detail is required in the heat plan for staff to carry out the standards.

Within recommended planning elements, there are standard, escalated and emergency actions to be taken, based on the trigger points listed in the table below. Blank tables are provided to list specific actions for each level of response for the recommended elements.

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| **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 |

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| **Required elements** |

Emergency preparations is a licensing requirement and this includes 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.

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| Considerations | Details |
| What equipment will be used to monitor temperatures? |  |
| Locations - number of and specific location(s) - to test the temperature? |  |
| Method of recording temperature? |  |
| Where will trackers be stored?  (temperature logs, maintenance records) |  |

The below table outlines the potential actions to be taken during the summer season (locations, equipment, accountability, frequency, etc.) and how the site is specifically preparing to implement these actions.

| **Level** | **Potential actions to be taken** | **Description of preparedness activity** |
| --- | --- | --- |
| **Standard actions**  to prevent indoor temperatures from exceeding 26°C | Installation of blinds or curtains on all windows, which can be drawn closed on mornings when there is a risk of high indoor temperatures (to reflect heat away from the building) and opened in the evenings (to allow heat to leave the building) | Example: *Blinds installed on south facing windows except in 2B; workaround in place (i.e. black out shade)* |
| Planting shade trees near the building |  |
| Installation of air conditioning, heat pump, or similar cooling infrastructure; if it is not possible to cool the entire facility, these can be situated in a common area that can be used as a cool area shelter when needed |  |
| Ensuring rooms have a fan |  |
| Training staff on use of a standardized protocol to assess residents for heat-related illness and dehydration |  |
| Other: |  |
| **Escalated actions**  to be taken when temperatures approach or reach 26°C | Portable air conditioners deployed |  |
| A plan for increasing hydration of residents (e.g. adding additional staff to support active hydration) |  |
| Assessing residents for heat-related illness and dehydration using a standardized protocol | Example: *Resident check-ins scheduled for every 2 hours* *during heat events* |
| Ensuring fans are being used, particularly to bring air from cool spaces to warm spaces (note that fans should not be used when the indoor temperature is 36°C or higher, because beyond this temperature they cause heat to be transferred from the air to the body) |  |
| Ensuring windows remain closed in the morning and open in the evening, where this would not create a safety risk for residents |  |
| Ensuring curtains are drawn shut in the morning and drawn open at night |  |
| Other: |  |
| **Emergency actions**  to be taken if the indoor temperature exceeds 26°C | Renting portable air conditioning units | Example: *JetCool on retainer* |
| Frequently assessing all residents for signs of heat-related illness or dehydration using standardized protocol |  |
| More frequent measurement of indoor temperature (at least twice daily) |  |
| Rotating residents into air-conditioned rooms |  |
| Encouraging residents to use self-dousing or ice towels, where this would not create a safety hazard |  |
| Adding additional staff to support increased active hydration, taking residents to visit municipal or other local cool air shelters (e.g. public library, community centre) |  |
| Transferring residents out of the facility, starting with those most vulnerable to heat-related illness |  |
| Other: |  |

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| **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](#Buildingassessment)
* [Key contacts and staffing](#Keycontacts)
* [Hydration and cooling plan](#Hydrationcooling)
* [Operational considerations](#Operationalconsiderations)
* [Resident relocation plans](#Residentrelocation)

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| Building assessment | |
| * Identify the hottest areas in the building and provide details * Review building conditions | |
| General location | **Details** (Floor, neighbourhood, room number) |
| Common areas |  |
| Resident rooms |  |
| Staff spaces |  |
| Courtyards  (accessible outside spaces) |  |
| Other |  |

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| **Level** | **Actions to be taken** |
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| 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 | |
| Key contact lists | **Details** |
| Emergency fan-out list location |  |
| Emergency fan-out list last updated | MM/DD/YYYY |
| Staffing plan adjustments to be made in the event of a staffing shortage and to ensure staff safety |  |
| Contractor contact list location |  |
| Contractor contact list last updated | MM/DD/YYYY |
| Other: |  |

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| 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 | | | |
| Considerations | **Details** | | |
| Maintenance plan for HVAC equipment for heat event complete | Yes | No | In progress |
| HVAC system maintenance last completed | MM/DD/YYYY | | |
| Next scheduled maintenance of HVAC equipment | MM/DD/YYYY | | |
| Steps to monitor HVAC equipment readiness prior to heat season |  | | |
| Contingency plan in the event of HVAC system failure |  | | |
| Emergency generator and fuel location |  | | |
| Location of cooling devices  (Resident-owned) |  | | |
| Location of cooling devices  (Site-owned) |  | | |
| Other: |  | | |

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| 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. | |
| Considerations | **Details** |
| Hydration stations location |  |
| Plan to keep hydration stations refreshed  (For example, replenish contents) |  |
| Cooling stations location  (How will residents be rotated through, etc.) |  |
| Supplies\* to be sourced prior to/upon heat season  (See equipment and supplies)  \*Fans may not provide adequate cooling during heat events, especially during extreme heat events |  |
| How to identify most susceptible, highest risk residents to heat illness |  |
| Staff hydration and cooling |  |
| Other: |  |

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| 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.) | |
| Considerations | **Details** |
| Menu changes to be implemented  (Food type, temperature, selection) |  |
| Attached draft menu changes | [Insert attachment] |
| Plan to order menu changes prior to the heat event |  |
| Trigger for menu changes (Temperature? Heat alert?) |  |
| Recreation changes to be implemented  (Type, timing, location of activities) |  |
| Trigger for recreation changes |  |
| Safety and risk considerations associated with keeping doors or windows open |  |
| Steps to mitigate risk to keeping doors and windows open |  |
| Describe how information will be shared with staff  (With team members, shift change) |  |
| Describe how information will be shared with residents and families |  |
| Identify the triggers for resident/family communication |  |
| Identify the triggers for staff communication |  |
| Identify standard locations for communications  (posters, signs) |  |

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| Training for staff on managing heat related events  (Include leadership participation) | Type/format | Leadership attended  (Y/N) | Date completed |
|  |  | MM/DD/YYYY |
|  |  | MM/DD/YYYY |
|  |  | MM/DD/YYYY |
|  |  | MM/DD/YYYY |
|  |  | MM/DD/YYYY |
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| Other: |  | | |

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| 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 higher) * Plan to ensure staff have access to cool locations and supplies | |
| Relocation considerations | **Details** |
| Location of hot zones in the building  (please include specific common spaces, resident rooms and team member spaces) |  |
| Location of cool zones in the building  (please include specific common spaces, resident rooms and team member spaces) |  |
| Plan to increase frequency of resident monitoring |  |
| Plan to move residents to cool zones |  |
| Plan to ensure team members have access to cool locations and supplies  (See equipment and supplies) |  |
| Other: |  |

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| Equipment and supplies |

Below is list of supplies and equipment to consider in supporting the controls/interventions outlined above.

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| Item | Quantity | Item available | Location or how to obtain, if not readily available |
| Hydration |  |  |  |
| Water jugs |  |  |  |
| Cups |  |  |  |
| Water coolers |  |  |  |
| Ice |  |  |  |
| Chilled items (i.e., ice cream or other frozen novelties or foods higher in water content) |  |  |  |
| Non-expired bottled water |  |  |  |
| Basins |  |  |  |
| Cooling |  |  |  |
| Misters |  |  |  |
| Ice packs/cool gel packs |  |  |  |
| Hypodermoclysis supplies |  |  |  |
| Seasonal linens |  |  |  |
| Cooling blankets |  |  |  |
| Sun protection |  |  |  |
| Sunscreen |  |  |  |
| Hats |  |  |  |
| Umbrellas |  |  |  |
| Other |  |  |  |
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| Plan maintenance |

To ensure this plan stays relevant and appropriate, and to support readiness and continuous learning, please follow the below document life cycle. The designated person for heat planning is responsible for the activities below:

**Spring – preparedness**

Review the plan on an annual basis during the month of April, ahead of the heat and smoke season.

* Make any necessary revisions
* Ensure plans remain readily accessible for potential Licensing or Quality Assurance review

**Fall – recovery**

Review the plan on an annual basis during the month of October, following the heat and smoke season.

* Adopt any lessons learned or make any required revisions
* Ensure plans remain readily accessible for potential Licensing or Quality Assurance review

If there are significant changes to the plan outside of the review cycle, ensure updates are made.

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| Appendix A – Revision history |

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| --- | --- | --- | --- |
| Date | Version | Description | Author |
| 2022-06-10 | 0.1 | Template provided | HEMBC and VCH |
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