**Preparation checklist**

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| **Site assessment and actions** |
|  **Infrastructure** |  **Action items** |  **Action required?** |  **Person responsible** |
|  Ensure building readiness | Identify hotspots on floor plans |  [ ]  Yes    [ ]  No   |  |
| Identify cooling locations on floor plans |  [ ]  Yes    [ ]  No   |  |
| Identify private cooling devices  |  [ ]  Yes    [ ]  No   |  |
| Purchase digital thermometers (we recommend not relying on thermostats for accuracy) |  [ ]  Yes    [ ]  No   |  |
| Identify windows that can be opened to allow for airflow and cooling |  [ ]  Yes    [ ]  No   |  |
| Identify building exits that need to be secured during a heat event |  [ ]  Yes    [ ]  No   |  |
|  | Purchase window screens, particularly for first floor windows, to keep flies out and prevent unintentional maggots in wounds |  [ ]  Yes    [ ]  No   |  |
|  Ensure infrastructure readiness | Complete required air cooling system maintenance |  [ ]  Yes    [ ]  No   |  |
| Purchase additional generator(s)  |  [ ]  Yes    [ ]  No   |  |
| Check current generator fuel levels |  [ ]  Yes    [ ]  No   |  |
| Check generator fuel reserves in storage |  [ ]  Yes    [ ]  No   |  |
| Test generator operation |  [ ]  Yes    [ ]  No   |  |
| Test A/C units and replace or repair as needed |  [ ]  Yes    [ ]  No   |  |
| Purchase additional A/C units as needed |  [ ]  Yes    [ ]  No   |  |
| Purchase additional fans as needed |  [ ]  Yes    [ ]  No   |  |
| Check kitchen A/C and fans |  [ ]  Yes    [ ]  No   |  |
| Check ice machines and water fountains |  [ ]  Yes    [ ]  No   |  |
|  **Temperature** |  **Action items** |  **Action required?** |  **Person responsible** |
|  Ensure cooling zone readiness | * Mark storage location for cooling zone equipment on floor plans
 |  [ ]  Yes    [ ]  No   |  |
| * Purchase cooling zone equipment noted during the site assessment
 |  [ ]  Yes    [ ]  No   |  |
| * Prepare signage to mark cooling areas and hot areas
 |  [ ]  Yes    [ ]  No   |  |
| * Prepare checklist to record that rooms are set to “cool” if available
 |  [ ]  Yes    [ ]  No   |  |
|  **Operations** |  **Action items** |  **Action required?** |  **Person responsible** |
|  Finalize and share heat plan | * Finalize heat plan
* Store heat plan in accessible location
* Review heat plan with site leaders and in-charge staff
 |  [ ]  Yes    [ ]  No   |  |
|  Ensure dietary readiness | * Finalize menu changes for implementation
* Source any food supplies that may be hard to procure in advance (if applicable)
 |  [ ]  Yes    [ ]  No   |  |
|  Ensure readiness for hydration and emergency cooling strategies during a heat event | * Finalize written hydration plan for residents
 |  [ ]  Yes    [ ]  No   |  |
| * Finalize written hydration plan for staff
 |  [ ]  Yes    [ ]  No   |  |
| * Purchase hydration station supplies
	+ Water jugs
	+ Non-expired bottled water
	+ Ice
	+ Cups
	+ Water coolers
	+ Chilled items (i.e. ice cream, sherbet or other frozen novelties)
	+ Food higher in water content
	+ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_
 |  [ ]  Yes    [ ]  No   |  |
| * Purchase emergency cooling strategies\*
	+ Misters for dampening clothing
	+ Basins for putting residents’ legs in tepid bathwater
	+ Ice packs/cool gel packs

 \* 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. |  [ ]  Yes    [ ]  No   |  |
| * Place hydration supplies in a common, accessible location
 |  [ ]  Yes    [ ]  No   |  |
|  Finalize recreational modifications to be implemented during a heat event | * Purchase supplies to allow continuation of resident outings where possible
	+ Umbrellas, hats, sunscreen
 |  [ ]  Yes    [ ]  No   |  |
| * Identify and communicate appropriate locations for recreational activities and visitation during a heat event
 |  [ ]  Yes    [ ]  No   |  |
|  Secure seasonal linens  | * Purchase cooling blankets
 |  [ ]  Yes    [ ]  No   |  |

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|  **Clinical** |  **Notes/action items** |  **Progress** |  **Person responsible** |
| **Residents** |
|  Ensure resident risk assessments are updated | * Highest risk residents are identified
* Flag charts for highest risk residents
* Identify rooms of highest risk residents (e.g., place sunshine on the door)
 |  [ ]  Yes    [ ]  No   |  |
| * Update care plans for residents identified as at risk
 |  [ ]  Yes    [ ]  No   |  |
| * Update flow sheets for resident monitoring
 |  [ ]  Yes    [ ]  No   |  |
|  Prepare for clinical interventions | * Purchase hypodermoclysis supplies
 |  [ ]  Yes    [ ]  No   |  |
| **Staff** |
|  Prepare to support staff communication and wellness | * Ensure that cool break room areas are available and identified
 |  [ ]  Yes    [ ]  No   |  |
| * Identify resources to share with staff to cope with heat and identify signs and symptoms of heat stroke
 |  [ ]  Yes    [ ]  No   |  |
|  | * Prepare plan to increase monitoring during a heat event
 |  [ ]  Yes    [ ]  No   |  |
|  | * Plan to schedule daily huddles during a heat event
 |  [ ]  Yes    [ ]  No   |  |
|  **Communication** |  **Notes/action items** |  **Progress** |  **Person responsible** |
|  Finalize communication plan | * Create heat event communication email template
 |  [ ]  Yes    [ ]  No   |  |
| * Update email address list and phone list
 |  [ ]  Yes    [ ]  No   |  |
| * Develop signage to be used during heat event
 |  [ ]  Yes    [ ]  No   |  |

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|  **Education** |  **Notes/action items** |  **Progress** |  **Person responsible** |
|  Finalize educational plan | * Develop education plan with dates/schedule
 |  [ ]  Yes    [ ]  No   |  |
| * Identify tools that are required to be developed and assign responsibility
 |  [ ]  Yes    [ ]  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
 |  [ ]  Yes    [ ]  No   |  |
| * Schedule team meeting for October to review summer heat
 |  [ ]  Yes    [ ]  No   |  |