Checklists for Extreme Heat
Long-term, imminent, and response to extreme heat events

LONG-TERM PREPARATION CHECKLIST

☐ Identify extreme heat event partners and define their roles and responsibilities.

☐ Involve community organizations and other stakeholders in the response planning process (include medical examiner/coroner in this process).

☐ Develop a response plan, including but not limited to the following:
  • Develop a cooling center plan that identifies and maps air conditioned locations for cooling centers. Ensure that cooling centers are evenly distributed throughout jurisdiction.
  • Consider transportation options to cooling centers (e.g., free buses). Consider the accessibility of cooling centers (e.g., for walkers and wheel chairs).
  • Develop strategies that can be used if there is a power outage.

☐ Understand local and state roles in the reporting process for heat-related fatalities.

☐ Develop a database/list of facilities and organizations that serve at-risk populations to extreme heat (e.g., social service agencies, senior living centers, daycare centers, long-term care facilities, organized sports, construction companies, etc.) so that they can be immediately contacted of an impending extreme heat event.

☐ Monitor weather reports for summer months.

☐ Develop maps of vulnerable populations, if feasible.

☐ Ensure that heat fact sheets are current.
ANTICIPATION OF IMMINENT HEAT EVENT CHECKLIST

☐ Notify local extreme heat partners
☐ Alert contacts in database/list of facilities and organizations that serve vulnerable populations
☐ Ensure that message map is current
☐ Work with media to alert public of the extreme heat event and advise people on recognizing and preventing heat-related illnesses
☐ Activate transportation assistance program
☐ Provide maps of locations of cooling centers and cool places (after permission from owner is received)
☐ Consider extension of hours at public pools and other public air conditioned places
☐ Consider suspending outdoor public events
☐ Coordinate with relevant organizations to provide water to homeless people

EXTREME HEAT EVENT RESPONSE CHECKLIST

☐ Notify local extreme heat event partners
☐ Coordinate with medical examiner/coroner if heat fatality occurs
☐ Continue to monitor weather and make appropriate media release with safety tips
☐ Activate cooling center plans
☐ Continue promotion of cooling centers hours and locations
☐ Ensure outreach to vulnerable populations (e.g., e-mail to contacts in facilities database)
☐ Consider canceling, rescheduling or heightening mitigation protections for outdoor public events