



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



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