



Extreme Heat Immediate Response Checklist

Administrators

Purpose

This Facility Preparedness for Extreme Heat Immediate Response Checklist has been designed as a tool to help your facility act when a heat wave has been forecast locally.

Please check the boxes of all items that have been completed or are ongoing from the list. If any items are not completed or ongoing, write a note in the comments box below to identify when it will be done or why it cannot be completed.

Facility Preparedness



Done	Task	Assigned to
✓	Check all blinds are operable and closed.	
✓	Inspect all windows to verify that all windows seal appropriately to prevent heat from getting in or air conditioning from getting out.	
✓	Apply window strips to any windows that are not sealed.	
✓	Place electric fans in exam rooms and lobbies as needed to circulate cool air.	
✓	In humid areas, use dehumidifiers as humid air can raise the temperature and affect individuals' ability to cool themselves.	
✓	In dry areas, utilize humidifiers as very dry air can exacerbate asthma symptoms and skin conditions.	
✓	Locate humidifiers as far from patients as possible as they can produce heat.	
✓	Check that all water fountains are working properly.	

Refrigeration



Done	Task	Assigned to
✓	Check the temperature of refrigeration units in the morning and in the afternoon to ensure medications and vaccines are being kept at appropriate temperatures during days with extreme heat.	
✓	Identify staff responsible for monitoring temperature and steps to take if medicine and vaccines need to be relocated.	
✓	Check that emergency generators or battery packs are connected to refrigeration units to keep them running during a power outage.	

Emergency Power

The facility should be able to maintain enough power to continue operating with essential services and therefore, should have an emergency generator, solar panels, or other source of power. Whether a generator is preinstalled, portable, or rented, the facility should be ready to utilize back up power sources at any moment during an extreme heat event.



Done	Task	Assigned to
✓	Run the emergency generator(s) and check fuel levels prior to a heat wave.	
✓	Communicate what will be powered on back-up generators (e.g., which outlets, lighting, etc.) and an expectation of how long back up power can be expected to last. [this requires having the inventory]	
✓	Identify staff in charge of overseeing generator fuel levels and refueling as needed.	
✓	Store an emergency supply of fuel for generators.	
✓	Identify a safe and cool place to store an emergency supply of fuel for generator(s).	
✓	Contact partners with fuel supplies (to ensure they will follow through on any agreements) prior to the heat wave beginning.	
✓	Contact utility companies about Critical Infrastructure and Key Resources (CIKR) information.	
✓	Apply to have the clinic placed on a Critical Infrastructure and Key Resources list with your local utility company to receive priority power restoration following an outage.	

Notes:
