

Heat Checklist

		Excessive Heat Warning
ADMINISTRATIVE		✓ Designate Incident Commander and initiate planning and operational cycles as required (particularly if >3 days duration)
		✓ Open Emergency Operation Center (EOC) as required
		✓ Public Information Officer (PIO) monitors media, manages press releases, continues to manage communications needs of staff, patients, and families
		✓ Safety Officer identifies and mitigates safety issues in conjunction with Incident Command
		✓ Inform all hospital staff of excessive heat updates, impact updates
		✓ Ensure paper copies of reference materials in Emergency Operation Center (EOC) if open
		✓ Establish central phone number with recorded information message
PATIENT CARE	Inpatient Care	✓ Determine any staffing / operational changes required including capacity plan activation
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Be ready to implement computer or network downtime procedures at any time
		✓ Anticipate power outages which may directly impact hospital or send those on home medical devices to the hospital
		✓ Communicate actions and provide heat stress information to providers, patients, and families
	Outpatient Care	✓ Be ready to implement computer or network downtime procedures at any time
		✓ Ensure that providers are aware of power outage procedures and be prepared to implement
		✓ Communicate actions and provide heat stress information to providers, patients, and families

CLINICAL SUPPORT SERVICES	Laboratory	✓ Ensure supplies and guidelines available for manual lab completion during IT downtime
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Ensure essential devices plugged into red outlets
	Bloodbank	✓ Ensure essential devices plugged into red outlets
	Radiology	✓ Ensure essential devices plugged into red outlets
		✓ Prepare for PACS downtime if required
	Respiratory	✓ Ensure that respiratory staff is aware of request protocol in computer/paging system failure
		✓ Ensure battery supplies available for flashlights, headlamps, and other back-up devices
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Plug all essential devices into red outlets, review plans for power failure (BVM available, etc.)
	Pharmacy	✓ Ensure that paper MARs are available at bedside for all inpatients if power fails and generators activated
		✓ Ensure adequate supplies in satellite pharmacies and delivery systems (Omniceil, etc)
		✓ Be ready to implement computer or network downtime procedures at any time
		✓ Ensure essential devices plugged into red outlets

LOGISTICS / ANCILLARY SERVICES	Facilities	✓ Continue daily walkthroughs and ensure resolution of safety issues
		✓ Ensure portable generators requested/deployed as required, run additional tests on back-up generators and check fuel supplies
		✓ Ensure all windows closed and secured
		✓ Ensure adequate availability of extra water, portable fans, lights, and other supplies as needed
		✓ Contact vendors to review delivery protocols in high heat for food, pharmaceuticals, etc.
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Ensure essential devices plugged into red outlets
	Security	✓ Continue daily walkthroughs and ensure resolution of safety issues
		✓ Determine outdoor assignments and adjust as required
		✓ Ensure adequate supply and availability of emergency supplies for power failure
		✓ Ensure adequate backup of battery operated communication and flashlights
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
	Nutritional Services	✓ Review with administration updated estimate of individuals (staff and patients) needing nutritional services
		✓ Distribute coolers with ice to stab room and EMS room in ED. Distribute orange ice water coolers to same locations with cups. Replace every 12h. Provide bottled water to EMS, security.
		✓ Evaluate perishability of food supply and any impact of potential power failures
		✓ Ensure preparedness for dish washing and sterilization in power outages
		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance