

SEVERE HEAT EMERGENCY

GENERAL STAFF

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Monitor client and staff for heat related illnesses
- Monitor supplies to ensure inventories are maintained

Heat Alert 2:

- Actions under Heat Alert 1
- Review *Heat Health Fact Sheet*
- Recommend family and neighbors to take precautions due to heat
- Consider indoor/outdoor temperatures when planning group activities
- Implement alternate meal plans based on site specific considerations
- Consider limiting the use of ovens, grills, dishwashers, steamers & clothes dryers.
- Reduce lighting as required
- Implement cooling practices such as closing blinds, use of awnings, fans, & opening windows to provide cross ventilations when applicable
- Monitor health facility temperatures & client/staff ability to cope in the event. Notify Area Manager if seeing heat related illnesses.

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Check on clients frequently for indications of heat illnesses
- Hospitals will consider the extreme weather conditions when discharging clients.

Suggested Report Forms:

- Incident Report Form QI-XVIII-311(a)

INCIDENT COMMANDER - SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Upon notification of Heat Alert notify staff by paging over PA: “**Heat Alert**” X 3
- Alert staff to monitor each other and clients for effects of heat related illness
- Inventory supplies of heat related products ie: cold packs, IV therapy, bottled water
- Confirm HVAC and generator operation. Ensure fuel for generator as applicable.
- Submit Heat Alert Facility Status Reports as directed by Manager form F5.

Heat Alert 2:

- Actions under Heat Alert 1
- Review *Heat Health Fact Sheet* and provide copies to staff
- Recommend to staff, family, friends and neighbors to take precautions to avoid heat.
- Monitor indoor temperatures.
- Keep medications cool (storage room below 26 degrees Celsius is ideal)
- Increase frequency of client monitoring, especially those at high risk
- Implement cooling practices such as closing blinds; use of awnings, fans, opening windows to provide cross ventilation
- Reduce lighting as applicable
- Consider limiting use of appliances: ovens, grills, steamers, dishwasher, laundry machines to reduce indoor temperatures.

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Implement Facility ICS as required or directed.
- Monitor facility temperatures and client/staff ability to cope. Advise manager if condition worsens
- Provide for rest / cooling periods for clients/staff
- Implement *Alternate Meal Plan* based on site specific considerations
- Document as required.

Suggested Report Forms:

- Post Event Form – P2
- Facility Status Report Form – F5 or Heat Alert Status Report as directed
- Incident Report Form QI-XVIII-311(a)

MANAGER - SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Provide notice to facilities and programs that a Heat Alert has been issued
- Ensure continuity of client care.
- Establish a reporting schedule for facility to provide Facility Status Reports or Heat Alert Status Reports as required.
- Ensure daily indoor temperature monitoring for all care facilities
- Ensure distribution of *Heat Health Fact Sheets* for all staff
- Consult with facilities regarding the consideration of alternate meal planning based on duration of expected heat event.

Heat Alert 2:

- Actions under Heat Alert 1
- Ensure increased monitoring of all clients/staff for heat related illness
- Recommend to staff to follow through with heat related precautions at work and off shift as well. Encourage them to share this information with their families, friends and neighbors.
- Ensure sites implement cooling areas or practices for clients/staff to reduce risk of heat related illness
- Consider the use of the *Alternate Meal Plan* or the reduction in the use of appliances to reduce indoor temperatures: lighting, ovens, grills, steamers, dishwasher, laundry machines

Heat Alert 3:

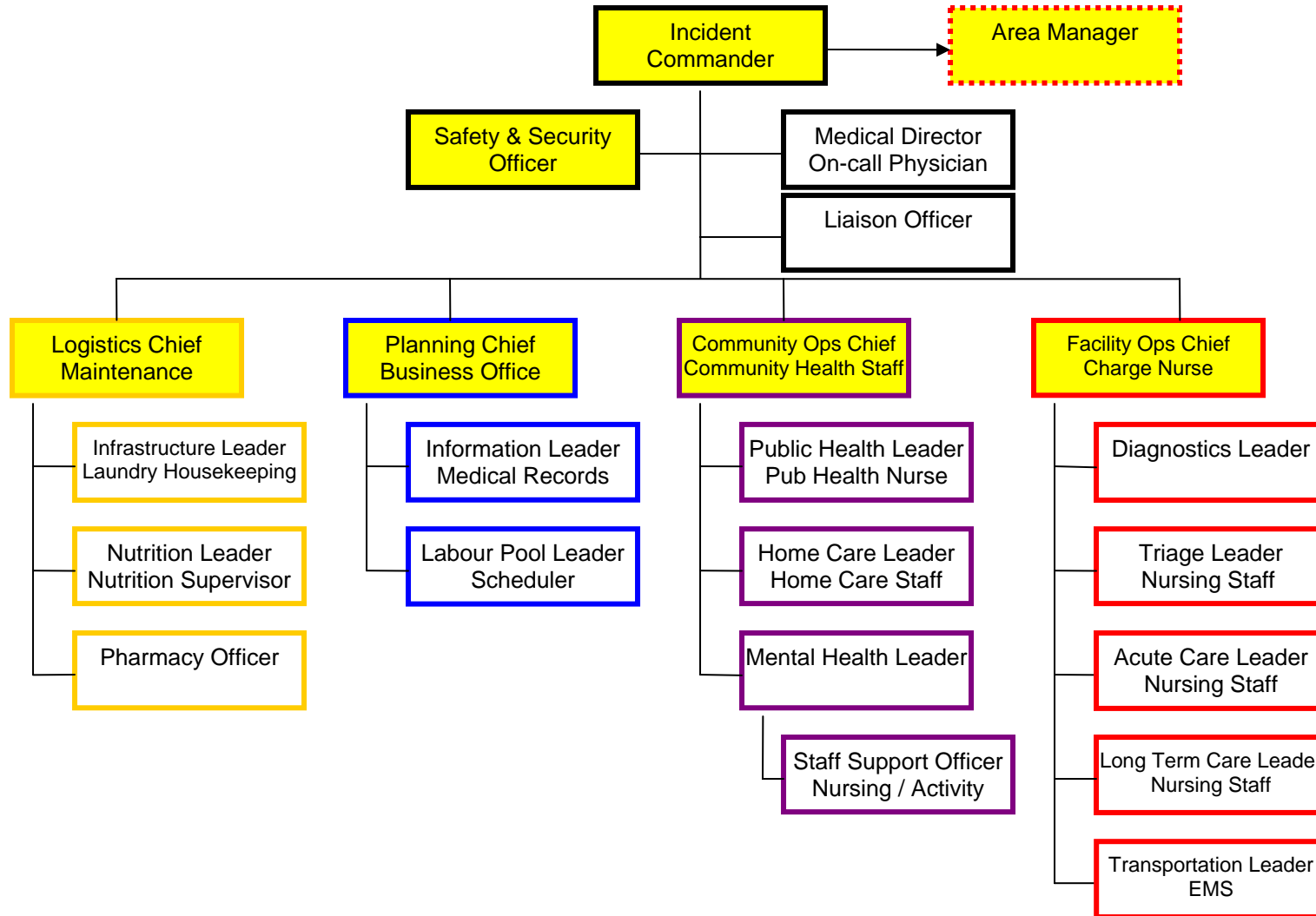
- Actions under Heat Alert 1 & 2
- Activate Facility ICS as directed by executive
- Implement the *Alternate Meal Plan* based on site specific ability to cope with the heat
- Limit or restrict the use of appliances; consider operating during the evening or night with cooler temperatures to augment cooling practices.
- Notify executive if sites report a surge in heat related illness
- Coordinate a debriefing for staff / clients as required.
- If the facility has been or will be evacuated; injuries to clients occurs, the families of clients at the affected facility shall be notified of the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311

Reporting Forms:

- Post Event Form-P2
- Facility Status Report Form-F5 of Heat Alert Status Report as directed
- Incident Report Form QI-XVIII-311(a)

Facility ICS – Organizational Chart

Suggested Initial Staffing for: SEVERE HEAT EMERGENCY



HOME BASED SERVICES SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Receive notice that Heat Alert 1 is issued
- Notify supervisor and/ or clients contact if unable to report to work
- Monitor clients for heat related illness
- Ensure proper storage of medication, recommend in temperatures less than 26 degrees Celsius is ideal
- Monitor supplies on hand ie. Cold packs, IV therapy, etc, as applicable
- Check clients on arrival to see how they are coping with the heat
- If a client is unusually confused & very hot call 911, this may be a medical emergency**

Heat Alert 2:

- Actions under Heat Alert 1
- Ensure client has a copy of *Heat Health Fact Sheet*
- Review *Heat Health Fact Sheet* with home based clients and/ or family
- Check and or recommend that windows & curtains are closed during the hottest part of the day and opened when the temperature is cooler in the evening
- Recommend that client use electric fans, air conditioners, or evaporative coolers
- If client's residence is multi level, suggest retreating to a lower level which are generally cooler
- Ensure that clients food is properly stored & spoiled food is discarded
- Suggest that the client stays cool & hydrated with water not coffee or alcohol
- Encourage clients to not use their ovens, dishwashers, or clothes dryers
- Recommend family, friends & neighbors to take precautions due to heat

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Home Care or other agency staff to provide assessment of home based clients for heat related illness and activate EMS by calling 911 as required, or notify clients next of kin if the situation is not emergent
- Assist caregiver/client with alternate housing arrangements as required

Suggested Report Forms:

- Incident Report Form
- Post Event Form-P2

MANAGER HOME BASED SERVICES SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Provide notice to staff that Heat Alert is issued
- Monitor staff for heat related illness to ensure continuity of care
- Ensure distribution of *Heat Health Fact sheet* to all staff
- Establish a reporting schedule for staff
- Inventory supplies of heat related products: cold packs, IV therapy (consider bottled water) as applicable
- Notify contacts if there is a disruption of service

Heat Alert 2:

- Actions under Heat Alert 1
- Consider activation of corporate ICS based on event duration remove this line
- Ensure increased monitoring of all clients for heat related illnesses
- Recommend staff to follow through with heat related precautions at work & off shift as well. Encourage them to share this information with family, friends, and neighbors
- Encourage staff to stay cool & hydrated; water, not coffee and that they take sufficient breaks in a cool environment.

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Ensure RC/CC/DSS know location of cooling centers in each community when available
- Provide direction that RC/CC/DSS consult with caregiver/client about alternate housing arrangements as required; if for example the clients home is too hot or the client care needs escalate beyond current care levels
- Notify IC of surge in heat related illnesses, and/or heat related concerns (inability to maintain services or programs due to staffing or infrastructure)
- Notify staff when heat event has ended
- Coordinate post event debrief for staff as required
- Ensure staff to continue monitoring clients for a period post event for heat illnesses, as they may still be present though temperatures have began to cool.
- Document as required

Suggested Report Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2

EMS SEVERE HEAT EMERGENCY

Heat Alert –Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system

Heat Alert 1:

- Be aware of heat illness signs & symptoms
- Monitor clients for possible heat related illness ensure proper storage of medications during heat event.
 - Suggested maximum temperature to not exceed 26 C
- Maintain supplies required for heat related illness ie: cold packs, bottled water, & IV therapy.

Heat Alert 2:

- Actions under Heat Alert 1
- Review *Heat Health Fact Sheet*
- Recommend that coworkers, family, friends,& neighbors take precautions due to extreme heat
- Ensure that staff have *Heat Health Fact Sheet* for distribution to non-transporting clients & general public

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Ensure that ambulances have adequate supplies
- Consider weather conditions/heat illness on all emergent calls during Heat Alert 3

Suggested Report Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2

EMS OCS - SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the effects of heat within the region.

Three level system:

Pre Alert:

- EMS OCS receives Pre-Alert Status from ODM
- Monitor status based on information received from ODM

Heat Alert 1:

- EMS OCS receives Alert Status from ODM
- Provide notice to the region that a Heat Alert has been issued as per Disaster Notification Checklist- form D1
- Advise EMS staff to monitor client & staff for heat related illnesses
- Ensure staff monitor & maintain heat related supplies: cold packs, IV therapy, & bottled water

Heat Alert 2:

- Actions under Heat Alert 1
- Review *Heat Health Fact Sheet*
- Be aware of heat illness signs & symptoms
- Recommend staff, family, friends, & neighbors to take precautions due to heat
- Ensure staff have *Heat Health Fact Sheet* for distribution to non-transporting clients & general public

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Ensure ambulances have adequate supplies of cold packs, IV therapy & bottled water.
- Document as required

Termination:

- Issue termination of Heat Event when notified by ODM

Suggested Report Forms:

- Disaster Notification Checklist-D1
- Post Event Report Form-P2
- Incident Report Form QI-XVIII-311(a)

REGIONAL ACTION PLAN - SEVERE HEAT EMERGENCY

Heat Alert – Regional response will be activated with the notification of a heat alert issued by Manitoba Health Office of Disaster Management to the ARHA. The Heat Alert plan is designed to limit the affects of heat within the region. Three level system:

Heat Alert 1:

- Provide notice to all programs and services that a heat alert has been issued.
- Initiate daily Heat Alert Status Reports to report heat related illness to MHHL as required
- Respond to media requests for information, sharing information from the *Heat Health Fact Sheet*.

Heat Alert 2:

- Consider activation of Corporate ICS based on expected event duration
- Actions under Heat Alert 1
- Ensure that community based clients receive *Heat Alert Fact Sheet*.
- Post *Heat Health Fact Sheet* to regional web sites.
- Recommend to staff, clients and public that they take precautions to reduce the impacts of the heat. Distribution of the Regional FYI.
- Ensure facilities are monitoring indoor temperatures.
- Provide for cooling areas or adequate rest periods for staff/clients.
- Consider use of the *Alternate Meal Plan* based on site specific needs.
- Recommend the reduction of use of appliances to promote cooling.

Heat Alert 3:

- Actions under Heat Alert 1 & 2
- Implement *Alternate Meal Plan* based on site specific needs.
- Consider staff scheduling to accommodate the use of needed laundry kitchen services to cooler night time hours to help maintain internal temps.
- Work within programs and services to promote and distribute heat fact sheets to community settings or events.
- Report heat related concerns to MHHL (increase in related illness, inability to maintain services or programs due to staffing or infrastructure)
- Coordinate a post event debriefing as required.
- Notify all programs and services when the heat event has ended.
- Maintain monitoring for a post event period as heat related illness may still be present though temperatures have begun to cool.

Suggested Report Forms

- Disaster Notification Checklist-D1
- Facility Status Report Form-F5 or Heat Alert Status Report Form
- Post Event Form-P2