# Template for hot weather emergency response planning

This template is designed to guide hot weather emergency response planning. The template is used to describe key actions to take during a hot weather event, when to take them, and who is responsible for each action. This template is intended to accompany the [Local Hot Weather Preparedness Guidance](https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV-CH-hot-weather-planning-guidance.pdf). The completed template can be adopted as an annex to the Local Emergency Management Plan (LEMP).

Consider how all-hazards strategies and resources already documented in your LEMP may apply to a heat emergency, and what additional strategies and resources may be needed to respond specifically to a heat emergency.

This template can be modified as needed for each community. The template can be completed with as much or as little detail as is helpful for supporting an effective local response.

A blank template is provided below, followed by a filled-in example.

## Overall responsibility / coordinators

|  |  |  |
| --- | --- | --- |
|  | **Primary coordinator (EOC Manager if activated)** |  **Secondary coordinator** |
| **Name** |  |  |
| **Title** |  |  |
| **Primary contact info** |  |  |
| **Alternate contact info** |  |  |

## Overview of actions, thresholds, and responsibilities

|  |  |  |
| --- | --- | --- |
| **Action** | **Action thresholds** | **Responsibility** |
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|  |  |  |
|  |  |  |

## Communication plan

*Refer to LEMP section on Public Information and Warming for information sources.*

|  |  |
| --- | --- |
| **Source(s) for example outreach messages (or attach example messages to this plan)** |  |
| **Who is responsible for customizing and sending outreach?** |  |
| **How will outreach be sent to the community?** |  |
| **When should messages be sent?** |  |
| **Other communications notes** |  |

## Community cooling sites

*Refer to LEMP section on Shelters to identify potential cooling shelters.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Locations** | **Conditions for activating** | **Additional notes** |
| **Cool places** |  |  |  |
| **Cooling centers** |  |  |  |
| **Cooling shelters** |  |  |  |
| **Outdoor cooling sites** |  |  |  |

## Response plan for people needing extra assistance

*Refer to LEMP section on Vulnerable Populations to identify potential resources.*

|  |  |  |
| --- | --- | --- |
| **Resource** | **Activation plan** | **Response plan** |
|  |  |  |
|  |  |  |

## Activity modification/cancellation plans

|  |  |
| --- | --- |
| **Action threshold** | **Modification/cancellation plans** |
|  |  |
|  |  |

## Emergency personnel mobilization plans

|  |  |
| --- | --- |
| **Resource** | **Mobilization plan** |
|  |  |
|  |  |

## Coordinate with utilities

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| --- |
| **Action:** |
| **Utility** | **Contact info** |
|  |  |
|  |  |

## Training, evaluation and maintenance

|  |  |
| --- | --- |
| **Activity** | **Details** |
|  |  |
|  |  |

Here is an example of a completed planning template:

## Overall responsibility / coordinators

|  |  |  |
| --- | --- | --- |
|  | **Primary coordinator (EOC Manager if activated)** |  **Secondary coordinator** |
| **Name** | Sally | Matt |
| **Title** | Emergency Management Director | Emergency Management Coordinator |
| **Primary contact info** | 802-123-4567 | 802-987-6543 |
| **Secondary contact info** | emd@town.gov | emc@town.gov |

## Overview of actions, action thresholds, and responsibilities

|  |  |  |
| --- | --- | --- |
| **Action** | **Action threshold\*** | **Responsibility** |
| Public outreach (seasonal awareness) | First forecasted heat index of 90°F+ each year | Secondary contact |
| Public outreach (advisory) | Heat Advisory | Secondary contact |
| Activate most cooling facilities | Heat Advisory | Primary contact |
| Mobilize support networks | Heat Advisory | Secondary contact, Fire Chief, Senior Center Director |
| Consider activity modifications | Heat Advisory | Primary contact |
| Coordinate with utilities | Heat Advisory | Secondary contact |
| Activate EOC | Heat Warning | Primary contact |
| Mobilize emergency personnel | Heat Warning | Secondary contact, Fire Chief |
| Activity modifications | Heat Warning | Primary contact |
| Activate cooling shelter | Heat Warning for 2 or more consecutive days |  Primary contact |

\*Action thresholds are meant to be advisory. Actions and thresholds should be modified based on the expected or actual severity of each hot weather event.

## Communication plan

*Refer to LEMP section on Public Information and Warming for information sources.*

|  |  |
| --- | --- |
| **Source(s) for example outreach messages (or attach example messages to this plan)** | [Hot Weather Media Toolkit](http://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_CH_HotWeather_MediaToolkit.pdf), Front Porch Forum post and social media posts |
| **Who is responsible for customizing and sending outreach?** | Secondary contact |
| **How will outreach be sent to the community?** | Town Facebook site and Front Porch Forum |
| **When should messages be sent?** | Awareness messaging: 1-2 days prior to the first day of the year with a forecasted heat index of at least 90°F.Advisory messaging: Within 2 hours of NWS issuing a Heat Advisory or Warning, send the Front Porch Forum post and the Hot Weather Forecast post on Facebook. Send additional Facebook posts using other Toolkit messages around 8 a.m. and again around 2 p.m. each day until the Advisory/Warning expires. |
| **Other communications notes** | Key points to emphasize in outreach:* Community cooling site location and hours
* Importance of checking on neighbors
* Non-emergency number to call if needing extra assistance
* Emergency number to call if needing immediate help
 |

## Community cooling sites

*Refer to LEMP section on Shelters to identify potential cooling shelters.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Locations** | **Conditions for activating** | **Additional notes** |
| **Cool places** | Library, senior center | Heat advisory, regular hours (consider extending hours as needed) | Consider offering water, snacks, or activities during Heat Advisory or Warning |
| **Cooling centers** | Town hall | Heat Advisory or Warning, 9 a.m.- 9 p.m. | Offer water and cold snacks; request Medical Reserve Corps staffing |
| **Cooling shelters** | Town school (gymnasium) | Multiday Heat Warning when school is not in session | Request Medical Reserve Corps staffing; arrange for safety officer to be present |
| **Outdoor cooling sites** | Town beach, town pool | Heat advisory, regular hours (consider extending hours as needed) | Make entry fee optional during Heat Advisory or Warning |

## Response plan for people needing extra assistance

*Refer to LEMP section on Vulnerable Populations to identify potential resources.*

|  |  |  |
| --- | --- | --- |
| **Resource** | **Activation plan** | **Response plan** |
| Senior Center | If Heat Advisory or Warning is issued, Senior Center Director will activate staff and volunteers for safety checks | Staff and volunteers will call and/or visit each contact in Town Emergency Registry at least once each Advisory/ Warning day to provide a safety check. If in-person aid is needed, contact emergency services. |
| CARE Registry | If Heat Warning is issued, Fire Chief will follow [CARE process](https://e911.vermont.gov/sites/nineoneone/files/documents/Docs/2019%20CARE%20Process%20Document%2009.19%20-%20Responders-EMDs.pdf) to request emergency contact data | Standby emergency personnel will call and/or visit each CARE contact at least once each Warning day to provide a safety check and aid as needed. |

## Activity modification/cancellation plans

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| --- | --- |
| **Action threshold** | **Modification/cancellation plans** |
| Heat Advisory | Ensure sufficient water, shade and rest breaks are provided for any town-sanctioned outdoor activities. Consider shortening, modifying or cancelling activities as needed. |
| Heat Warning | Cancel town-sanctioned outdoor work, recreational, and afterschool activities, unless sufficient water, shade, and rest breaks in a nearby air-conditioned facility can be provided. |

## Emergency personnel mobilization plans

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| --- | --- |
| **Resource** | **Mobilization plan** |
| Fire & Rescue | Fire Chief to call additional standby staff and volunteers to station. Personnel will call and/or visit CARE contacts, deploy to outdoor events, or standby for deployment as needed. |
| Medical Reserve Corps | Secondary contact to [request Medical Reserve Corps volunteers](http://oncallforvt.org/wordpress/ask-a-question-contact-us/) for cooling site staffing, emergency registry safety checks, or other deployment as needed. |

## Coordinate with utilities

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| --- |
| **Action:** Contact each utility to request restoration of disconnected service and delay new service disconnections for at least 48 hours following expiration of the Heat Advisory or Warning. |
| **Utility** | **Contact info** |
| Vermont Electric Co-Op | 802-635-2331 |
| Green Mountain Power | 888-835-4672 |

## Training, evaluation and maintenance

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| --- | --- |
| **Activity** | **Details** |
| Classroom training | Key response personnel will be provided hot weather response training at least once every two years, beginning in 2024.  |
| Tabletop exercise | Key response personnel will be invited to participate in a hot weather response tabletop exercise at least once every two years, beginning in 2024. |
| Evaluation | Complete a hot wash and after-action report following every exercise or plan activation. |
| Maintenance | The plan will be reviewed and revised (if needed) at least once per year as part of the annual LEMP update process. |