

Extreme Heat Checklist



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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Install window air conditioners snugly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make sure the facility is properly insulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider keeping storm windows installed throughout the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check air-conditioning ducts for proper insulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect windows from the morning or afternoon sun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use attic fans, when installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close any registers that may allow heat inside. Install temporary reflectors, such as aluminum foil covered cardboard, in windows and skylights to reflect heat back outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2 – IMPACT	Not Started	In Progress	Complete
Reduce, eliminate or reschedule strenuous activities at your facility for the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7:00 a.m. Cancel all activities if the facility is not air-conditioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage individuals to avoid too much sunshine, to drink plenty of fluids, stay indoors, use sunscreen, and wear loose-fitting, lightweight, light-colored clothing and hats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conserve electricity not needed to keep the facility cool and do not cool the facility when it is not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum air conditioner filters weekly during periods of high use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Check on all congregation members or members of the immediate community who do not have air conditioning or who spend much of their time alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 4 – RELIEF	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 5 – RECOVERY	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>