|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HEATWAVE INCIDENT MANAGEMENT PLAN for {Insert Facility Name}** | | | | |
| **Who is affected?** | **What is the action?** | **Who is responsible?** | **When does it happen?** | **Completed?** |
| **All** | * General Manager to notify all staff of forecast heatwave notification when received from DHHS | * General Manager | * When notification received from DHHS |  |
| * Heatwave resources circulated to staff | * Clinical Nurse Manager | * When notification received by the General Manager |  |
| * Appropriate signage placed at reception alerting staff and volunteers of forecast heatwave alert and appropriate actions | * Receptionist | * When notification received by the General Manager |  |
| **Residents** | * Monitor residents for heat illness * Commence medication care plans for high risk residents * Commence fluid balance charts for high risk residents * Ensure residents are wearing loose-fitting cotton clothing * Offer residents tepid sponges as needed * Reduce or restrict outdoor exposure for all residents * Monitor storage of medications sensitive to heat | * Nursing staff | * During heatwave |  |
| * Provide access to additional drinks or icy poles * Encourage residents to avoid caffeinated drinks | * Nursing staff | * During heatwave |  |
| * Ensure appropriate meals are service for heatwave conditions | * Catering staff | * During heatwave |  |
| **Staff** | * Monitor staff for heat illness * Offer staff extra cool drinks and rest breaks | * Nursing managers | * During heatwave |  |
| * Monitor temperature in all bedrooms and common areas * Close internal blinds where appropriate | * Nursing staff * Facilities personnel | * During heatwave |  |
| * Close external blinds where appropriate * Check all air-conditioning units are working to specific temperature * Monitor refrigerators and freezers regularly for function and temperature * Ensure the identified cool shelter is available and ready to use | * Facilities/maintenance personnel | * During heatwave |  |
| **Volunteers** | * Monitor volunteers for heat illness | * Clinical Nurse Manager * Nursing staff | * During heatwave |  |
| **Visitors** | * Monitor visitors for heat illness | * Clinical Nurse Manager * Nursing staff | * During heatwave |  |