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| **HEATWAVE INCIDENT MANAGEMENT PLANfor {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
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| * Heatwave resources circulated to staff
 | * Clinical Nurse Manager
 | * When notification received by the General Manager
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| * Appropriate signage placed at reception alerting staff and volunteers of forecast heatwave alert and appropriate actions
 | * Receptionist
 | * When notification received by the General Manager
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| **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
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| * 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
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| **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
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