



# Extreme Heat Recovery Checklist

## For Administrators

In the aftermath of an extreme heat event, it is essential for clinics and health centers to focus on recovery efforts to ensure the well-being of their patients, staff, and the community. This extreme heat recovery checklist provides guidance on the critical steps health centers should take to assess the impact of the event, address any issues that arose, and improve their preparedness for future extreme heat events.

*By following this checklist, clinics and health centers can support patients and staff, and systematically evaluate their response to the extreme heat event, identify areas for improvement, and take necessary actions to enhance their resilience.*

### Recovery actions:

- Check in with patients known to have had a heat-related illness and schedule follow-up appointments as needed.
- Reschedule all patients who missed appointments or whose appointments were moved due to extreme heat.
- Conduct a debriefing session with staff to discuss the effectiveness of the response, identify challenges, and gather feedback for improvement.
- Assess the facility for any damage caused by extreme heat and schedule necessary repairs or maintenance.
- Check on medications and equipment that may have been affected by heat exposure and plan for disposal, restocking, or repairs, as necessary.
- Evaluate the effectiveness of communication with staff, patients, and local partners during the event and identify areas for improvement.
- Assess the performance of critical systems, such as air conditioning, generators, and refrigeration units, and schedule any necessary maintenance or upgrades.
- Document any heat-related illnesses or injuries among staff and patients and review protocols for prevention and treatment.
- Update the clinic or health center's emergency preparedness plan based on the lessons learned during the extreme heat event.
- Review and update staff training materials based on the experience gained during the event.
- Share success stories, challenges, and lessons learned with other clinics and health centers and local partners to improve community-wide response to future extreme heat events.
- Collaborate with local partners and authorities to identify areas for improvement in the community's overall response to extreme heat.
- Assess the financial impact of the extreme heat event on the health center, including any additional expenses incurred or revenue lost due to rescheduled appointments.
- Recognize and appreciate staff members who went above and beyond during the event.

*This guidance has been adapted from the NYC Health "Heatwave Guidance for Service Providers."*

