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To: "Direct to Mayor and Council - DL" <CCDTMACDL@vancouver.ca>
Date: 8/16/2016 9:08:00 PM
Subject: FW: Environment Canada issued Special Weather Statement for upcoming prolonged hot weather
Attachments: EM - IRG Extreme Heat - 2016-03 FINAL.PDF

Greetings Mayor and Council-

Please see the note below from Daniel Stevens regarding the heat over the next week.

Best

Sadhu

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From: Stevens, Daniel
Sent: Tuesday, August 16, 2016 1:19 PM
To: Corporate Management Team (COV) - DL; EM NOTI Extreme Heat - DL
Cc: Emergency Management Staff - DL; Postma, Tobin; Sandhu, Jag
Subject: Environment Canada issued Special Weather Statement for upcoming prolonged hote weather

Extreme Heat Initial Response Guideline triggered.

Summary

This is a notification we have reached the first level in our Extreme Heat Initial Response Guideline (IRG). The risk is low as the population is better adapted to heat at this time in the summer. EM will be conducting a brief conference call with internal partners tomorrow to discuss any required actions as per our Extreme Heat IRG.

Background

Environment Canada has issued a Special Weather Statement (SWS) for prolonged heat. This is the trigger for the first level in our Extreme Heat IRG. The Special Weather Statement is issued based on an algorithm that examines the forecast temperature regionally, not only in the City of Vancouver. Note: this is not a Heat Warning which is our second level in our Extreme Heat IRG and level of most concern.

Special Weather Statement: https://weather.gc.ca/warnings/report_e.html?bc42.

Risk Assessment

Environment Canada has issued the special weather statement based on forecast temperatures peaking on Thursday (in this case, it's two consecutive days forecast of 32 degrees in Abbotsford that have triggered the SWS). The forecast for the City of Vancouver is for a high of 25 on Thursday. A complete forecast for the week is Vancouver is here:



(Forecast: https://weather.gc.ca/city/pages/bc-74_metric_e.html).

Given that we are into August, the population has already adapted to heat and the risk is lower than a similar period of heat earlier on in the summer.

Actions and Next Steps

- Given this period of heat is taking place late in the summer, Vancouver Coastal Health will not be issuing their usual messaging that would normally accompany this special weather statement.
- As per our Extreme Heat IRG, Emergency Management will hold a brief conference call with the Extreme Heat partners tomorrow morning to confirm any actions required. We will provide a summary after that call. The conference call information will be sent in a separate e-mail.

If you have any questions, please let me know. Attached is a copy of our Extreme Heat IRG for reference.

Daniel



EXTREME HEAT INITIAL RESPONSE GUIDELINE (IRG)

MARCH 2016

DOCUMENT STATUS	DOCUMENT DATE & VER	VANDOCs RECORD ID	CREATED BY
FINAL	2016-03 V2.5	DOC/2015/175398	Office of Emergency Management

DISTRIBUTION

This plan will be distributed to the following individuals:

Department/Agency	Recipient
<i>City Manager's Office</i>	<i>Deputy City Manager</i>
<i>Emergency Management</i>	<i>Director of Emergency Management Manager, Planning Emergency Planning Coordinator</i>
<i>311 Contact Centre</i>	<i>Manager, 311 Contact Centre Director, Digital Contact Services</i>
<i>Corporate Communications</i>	<i>Communications Manager</i>
<i>Community Services Group</i>	<i>A/Director Business Ops Social Development Tenant Assistance Program Lead Housing Relocation Officer</i>
<i>Engineering Services</i>	<i>Manager, Waterworks Operations Superintendent II, Waterworks Operations Engineer, Waterworks Design Engineer, Waterworks Design Sustainability Adaptation Planner</i>
<i>Environment Canada</i>	<i>Warning Preparedness Meteorologist – on call staff</i>
<i>Special Events Office</i>	<i>Manager, Special Events</i>
<i>Vancouver Board of Parks & Recreation</i>	<i>Recreation Manager, East Superintendent, Park Operations Manager, Recreation Services Lead Ranger, Parks City-wide Services Supervisor</i>
<i>Vancouver Coastal Health</i>	<i>Medical Health Officer (Key partner) Emergency Management Coordinator, VCH (Key partner)</i>
<i>Vancouver Fire and Rescue Services</i>	<i>Captain, Public Information Officer Captain, Emergency Management Assistant Chief, Emergency Management</i>
<i>Vancouver Police Department</i>	<i>Police Constable - Homeless Outreach, Patrol District 2 Superintendent, North Command Sergeant, District 2, Neighbourhood Policing</i>
<i>Vancouver Public Library</i>	<i>Security Coordinator, Central Library</i>
<i>Metro Vancouver Air Quality Division</i>	<i>Air Quality Staff (contribute data and provide support)</i>

REVISION HISTORY

Version	Contact	Notes	Date
V1.0	Jennifer Standeven	Extreme Heat IRG created	2010-01
V2.0	Hibak Hersi	First plan update	2011-07
V2.1	Hibak Hersi	Updated to reflect new template for IRGs	2015-05
V2.2	Daniel Stevens	Minor formatting updates. Content remains the same as v3.0	2015-06
V2.3	Kirsten Jasper	Minor edits to section 1.1 to include information about VCH Heat Health Warning; formatting to TOC	2015-06
V2.4	Elizabeth Clark	Updates to EM – Noti Extreme Heat DL contact list	2015-12
V2.5	Elizabeth Clark	Updates to EM – Noti Extreme Heat DL – Addition of Justinne Ramierez & Kendra Taylor	2016-03

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1. Introduction

Initial Response Guidelines (IRGs) provide guidelines for responding to emergencies during the early stages of an event. IRGs outline the functions that City of Vancouver business units and key external partners agree to perform. NOTE: IRGs do not replace the duties that City departments or external partners already perform and are extensions to the City of Vancouver Emergency Response & Recovery Plan.

1.1 Definition

Extreme heat events are periods of time when the temperature is high enough that we can expect to see adverse health effects.

There are two levels of extreme heat outlined in this IRG. These levels have been developed by Environment Canada and local health authorities based on data showing correlation between predicted temperatures and adverse health effects.

1. Special Weather Statement for Hot Weather / VCH Hot Weather News Release

When temperatures ≥ 32 °C are expected for at least two consecutive days at Abbotsford, Hope or Pitt Meadows weather stations, Environment Canada will issue a *Special Weather Statement for Hot Weather* and Health Authorities will issue a *Hot Weather News Release*.

2. Heat Warning / VCH Heat Health Warning

In more severe cases, a *Heat Warning* (Environment Canada Bulletin WWCN11) may be issued when the average of today's 14:05h temperature and tomorrow's forecasted high is ≥ 34 °C at Abbotsford or ≥ 29 °C at Vancouver. This average predicts a high of ≥ 36 °C in Abbotsford and ≥ 31 °C in Vancouver. During such periods, there is a potential for hot weather conditions to result in an unacceptable level of health effects; VCH Medical Health Officers will issue a Heat Health Warning to the media and local governments.

1.2 Risk & Vulnerability Assessment

In 2009, the Lower Mainland extreme heat event led to approximately 120 excess deaths. North American heat waves are already responsible for more deaths annually compared to flooding, hurricanes and tornadoes. Longer lasting extreme heat events are forecasted globally. Extreme heat effects are exacerbated by social isolation and lower incomes. Individuals at higher risk include homeless populations; seniors (particularly those homebound); small children; people who work or exercise outdoors; and those with health problems (addiction problems, breathing difficulties, heart conditions, and/or mental illness). The occurrence of high levels of humidity, reduced air quality levels, and/or extended durations of heat events are all potentially aggravating factors that can negatively affect health and put people at increased risk.

1.3 Assumptions

- COV business units identified as Function Leads in this IRG will have specific plans and procedures to implement their identified functions, where required. Business units can implement sections of this plan independently if localized conditions warrant it and resources are available.
- Organizations sheltering vulnerable populations such as those providing assisted living services for the elderly and those looking after children (e.g., child care providers, schools, summer youth camps) will take appropriate actions to ensure the safety of the people in their care.
- Employers will take appropriate actions to mitigate extreme heat adverse impacts on their workforce.

- Costs related to the implementation of this IRG will be borne by responding departments and agencies.

1.4 Pre-authorized Public Messaging

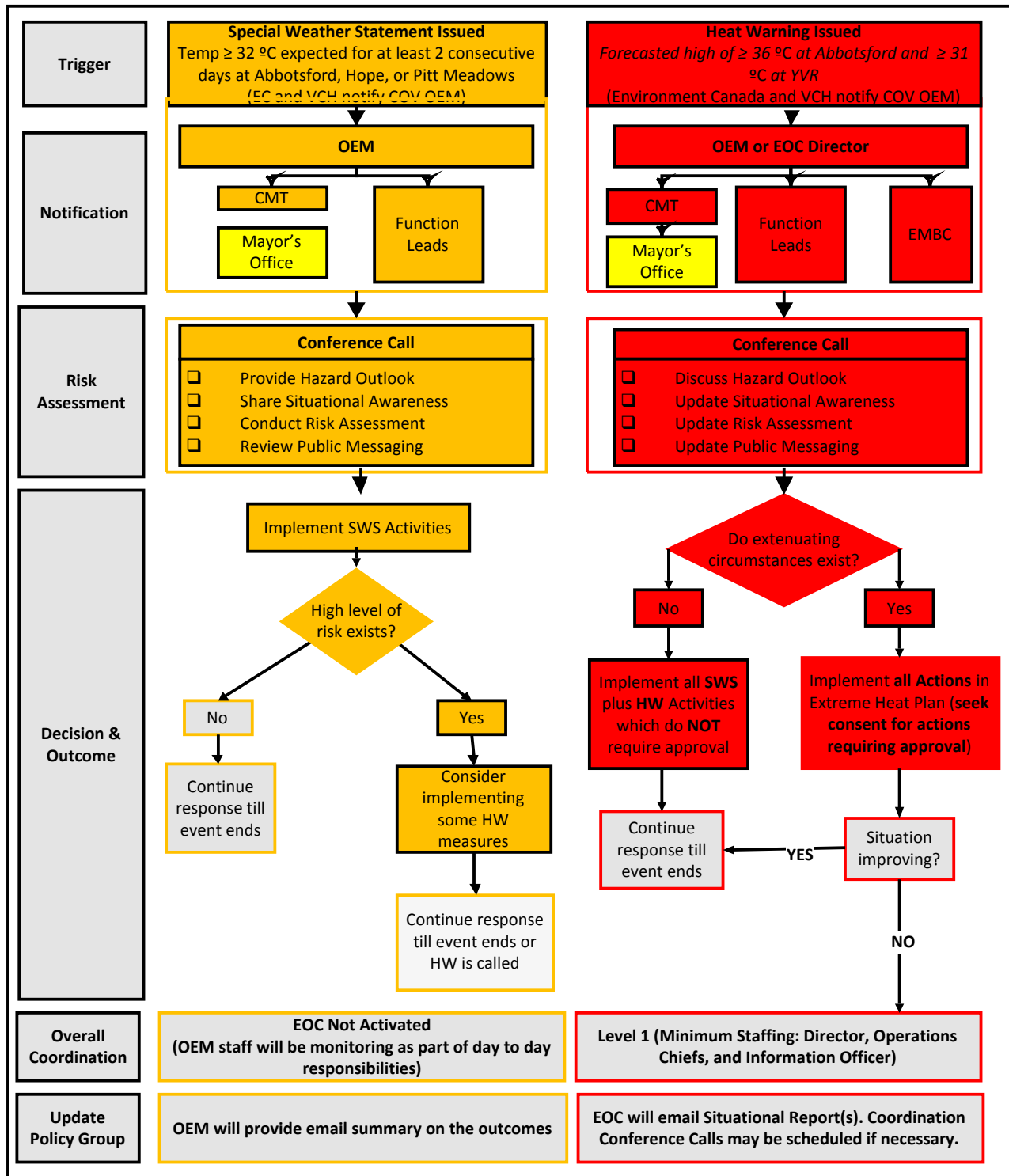
Pre-authorized messaging to be used by any staff if approached directly by the media.

- Environment Canada and the Lower Mainland Medical Health Officers have jointly issued a [special weather statement for hot weather *OR* heat warning] for the lower mainland.
- COV is implementing its extreme heat plan to counteract heat's adverse health impacts.
- The City is encouraging everyone to look out for others, especially those more vulnerable to heat such as the elderly, very young, homeless, and persons with underlying health conditions.
- More information can be found at vancouver.ca, vch.ca or by calling 311.

Direct all media inquiries to Corporate Communications (604.871.6336 or media@vancouver.ca)

2. Event Escalation & Notification Process

This event process outlines IRG activation, notification, coordination and/or escalation activities which take place when Special Weather Statements or Heat Warnings have been issued or are impending.





3. Preparedness Activities

The responsibilities outlined in this section take place April to June. City departments and partnering agencies will be accountable for their own actions.

Function	Activity	Department/Agency		April			May			June		
		Lead	Support									
Reconvening Extreme Heat Planning Committee	Confirm Function Leads and Environment Canada Alerts	OEM					●					
	Convene planning meeting	OEM	All Function Leads						●			
Increasing Access to Portable Water Fountains	Pre-identify locations for 5-6 portable water fountains for engineering	CS	ENG (WW)							●		
	Install portable water fountains	ENG (WW)									●	●
	Share GIS data for VanMap and Metro Van water app where possible and update the GIS data with portable water fountains	ENG (WW)	IT, Metro Van IT									●
	Update water fountains on Google Maps	ENG (WW)	IT									●
Updating Public Messaging Materials	Update hours of operation for cooling centres (at community centres and libraries) on brochures and posters	CS, VPL, PARKS	CORP COMMS									●
	Review and update public messaging materials for website and media	CORP COMMS	OEM, VCH									●
	Update common messaging scripts for 3-1-1	3-1-1	CORP COMMS, CS, OEM, PARKS, VPL									●

4. Response Activities

The responsibilities of City departments and key external partners and the actions each will take to assess and mitigate the impacts of the hazard event within the scope of the IRG.

4.1 Increasing Access to Drinking Water

Function	Activity	Department/Agency		Special Weather Statement	Heat Warning
		Lead	Support		
Open Kitchens at Community Centres for Water Stations	Advise staff at Park Board facilities to open up kitchens so that clients can fill up their water bottles.	PARKS		●	●
Assess Relocation for Portable Water Fountains	Reassess need for relocating portable water fountains based on outcomes from risk assessment (e.g., when fountains need to be located to areas where at-risk populations have moved)	CS	ENG (WW)	●	●
	Redeploy portable water fountains as needed based on outcomes from risk assessment	ENG (OPS)		●	●
	Deploy additional portable water fountains based on risk assessment outcomes (dependent on approval)	ENG (OPS)			●
Additional Water Services	Work with non-profits to identify and implement additional actions (e.g. bottled water distribution)	EOC			●

4.2 Provide Shelter from Heat During Opening Hours

Function	Activity	Department/Agency		Special Weather Statement	Heat Warning
		Lead	Support		
Open Cooling Centres	Post "Cooling Centre" signage and posters at community centres and libraries when Special Weather Statements or Heat Warnings have been issued/are impending	CS/PARKS/V PL		●	●
	Extend hours of operation for cooling centres based on risk assessment (dependent on approvals)	CS, PARKS VPL			●
	Activate Vancouver Volunteer Corps (VVC) for volunteers to assist at cooling centres	OEM/ VFRS			●
	Open additional arenas with an ice rink base on outcomes from risk assessment	PARKS			●

4.3 Monitoring Outdoor Spaces For People Suffering Heat-Related Illness

Function	Activity	Department/Agency		Special Weather Statement	Heat Warning
		Lead	Support		
Increase Vigilance for People Outside	Activate VVC to patrol at risk neighbourhoods to advise vulnerable groups on locations to water fountains and to report malfunctioning water fountains	OEM	ENG (OPS)	●	●
	Perform drive-by in parks and in commercial areas to assist people exhibiting signs of heat-related illness and to encourage people to look after each other (where operationally feasible).	VFRS		●	●
	Patrol neighbourhoods and nearby parks (particularly the DTES) by Neighborhood Policing Officers and other officers to refer vulnerable populations to nearby water access points	VPD		●	●
	Increased park patrols by Park Rangers to locate and assist people suffering from heat-related illness	PARKS		●	●
Increasing Hours of Operations for Spray Parks	Extend wading pool and spray park hours of operations (dependent on approvals)	PARKS			●

4.4 Monitoring Single Room Occupancy (SRO) Hotels – City Owned

Function	Activity	Department/Agency		Special Weather Statement	Heat Warning
		Lead	Support		
Cooling Rooms	Explore temporary cooling options for SROs	CS		●	●
Monitoring Residents	Request that SROs increase checks on residents (especially seniors) for signs of heat-related illness and offer assistance as required (minimum of two daily checks to be requested)	CS		●	●
Heat Awareness for Residents	Distribute extreme heat awareness information to SRO residents and request they look out for and assist each other during periods of extreme heat	CS		●	●

4.5 Messaging

Function		Activity	Department/Agency		Special Weather Statement	Heat Warning
			Lead	Support		
EXTERNAL (PUBLIC)	Increase Access to Drinking Water	Inform public on both fixed/portable water drinking fountain locations	CORP COMMS	CS, ENG(WW)	●	●
	Provide Shelter from Heat During Opening Hours	Inform public of cooling centre locations	CORP COMMS	CS, PARKS, VPL	●	●
		Inform public for extended hours of operations for community centres	CORP COMMS	CS, PARKS, VPL	●	●
	Monitor Outdoor Spaces for People affected by Heat	Inform residents to look out for each other and obtain assistance for people exhibiting signs of heat related illness when required	CORP COMMS	OEM, PARKS, VFRS, VPD	●	●
	Heat Information Distribution to Community Partners	CS Social Policy to send out information on the heat to COV's community partners (non-profits who receive grants from the City and work with heat vulnerable populations), as well as to street market organizers.	CS		●	●
	Update External Websites	Update the City's heat related web pages and/or issue media releases	CORP COMMS	OEM	●	●
		Post messaging on cooling centres hours of operations on the front page of VPL's public website	VPL		●	●
	Convey Common Messaging	Support Corporate Communications with messaging to the general public	311		●	●
	Conduct Media Briefing	If COV holds a related media conference, VCH will attend to provide information on health impacts	CMO	VCH, CORP COMMS	●	●
INTERNAL (STAFF)	Share Safety Messaging via COV Broadcast	Develop safety messaging, heat warnings, and resources for distribution via COV Broadcasts and CityWire's Spotlight News (internal site)	OEM	ALL Leads	●	●
		Send out bulletins to all suppression staff with symptoms of heat related illness and location of fountains	VFRS		●	●
		Create and distribute CrewTalks to employees working outdoors to adhere to WorksafeBC regulations	ENG	All leads	●	●

5. Toolkit

A collection of contact lists, abbreviations and definitions and other tools to support the implementation of the IRG.

5.1 Website Links

1. City of Vancouver “Beat the Heat” site
<http://vancouver.ca/people-programs/hot-weather.aspx>
2. Map of Water Fountains
http://vanmapp1.vancouver.ca/gmaps/covmap.htm?map=water_fountains&zoom=12
3. BC Air Quality Readings
<http://www.bcairquality.com/readings/>
4. HealthLinkBC (Ministry of Health) – Heat Waves
<http://www.healthlinkbc.ca/kb/content/special/tw3299.html>
5. Vancouver Coastal Health - Extreme Heat Events website
http://www.vch.ca/about_us/news/archive/2011-news/when_it_s_way_too_hot

5.2 Abbreviations And Definitions

311	311 Contact Centre - the public call centre for the City of Vancouver
CMO	City Manager’s Office - a department of the City of Vancouver
CMT	Corporate Management Team - the City of Vancouver senior leadership team
Cooling Centre	A facility or part of a facility providing a means by which people can cool themselves (e.g. an air conditioned room, an area with shade and water)
CORP COMMS	Corporate Communications - a department of the City of Vancouver
CSG	Community Services Group - a department of the City of Vancouver
ENG	Engineering Services - a department of the City of Vancouver
ENG - SE	Special Events Office in the Engineering Services department
ENG - Waterworks	Waterworks Design and Operations of Engineering Services
EOC	City of Vancouver’s Emergency Operations Centre
Function Lead	Individual identified as representing his/her department as a lead for any functions (activities) identified in Sections 2 & 3 of the IRG
HW	Heat Warning - Issued by Environment Canada
IRG	Initial Response Guideline - a document, such as this one, that provides initial guidelines for responding to a specific type of emergency event
OEM	Office of Emergency Management - a department of the City of Vancouver
PARKS	Vancouver Board of Parks & Recreation - a department of the City of Vancouver
REFM	Real Estate & Facilities Management - a department of the City of Vancouver
SRO	Single Room Occupancy hotel
SWS	Special Weather Statement - Issued by Environment Canada
VCH	Vancouver Coastal Health - the health authority responsible for Vancouver
VFRS	Vancouver Fire and Rescue Services - a department of the City of Vancouver
VPD	Vancouver Police Department - the police of jurisdiction in Vancouver
VPL	Vancouver Public Library Board
VVC	Vancouver Volunteers Corps - a Volunteer group managed by COV

5.3 Corporate Communications Briefing Note

What is an IRG?

Initial Response Guidelines (IRGs) provide guidelines for responding to emergencies during the early stages of an event. IRGs outline the functions that City of Vancouver business units and key external partners agree to perform. NOTE: IRGs do not replace the duties that City departments or external partners already perform and are extensions to the City of Vancouver Emergency Response & Recovery Plan.

Key Activities - Day to Day

1. All departments to provide heat safety messaging (e.g. crew talks) to their outdoor workers.
2. VPD, VFRS, Parks, ENG, and REFM to promote increased awareness in all staff (including field staff) at the beginning of the summer of heat stress symptoms and mitigation efforts. To also train staff members with regard to where cooling centres and DTES and other water fountains are located.
3. Throughout the year, CS and Parks community centres and VPL facilities provide shelter from the elements and access to water for the public (fountains, sinks, washrooms). The Park Board also opens up kitchens in some facilities so people can fill up water bottles.
4. CS managed SROs conduct one daily check on residents as part of day-to-day business.

Key Activities - Preparedness

1. April: Summer readiness commences with confirmation of Function Leads and with departments updating their departmental plans
2. May: OEM convenes the first Extreme Heat Planning Committee meeting by end May
3. June: 5-6 temporary fountains Installed street-side in areas determined by ENG & CS
4. June: Complete updates of extreme heat tools including updating websites and 311 scripts

Key Activities - Response Phase (Special Weather Statement)

1. Convene EHPC and experts when a SWS or HW is impending or actual.
2. Coordinate conference calls or advance planning meetings (chair or co-chair committee with Deputy City Manager).
3. Activate cooling centre, redeploy 5-6 temporary fountains as required during extreme heat events, and implement other basic response activities as required.
4. Ensure CMO, Mayor and Council, and other stakeholders are kept informed with regard to events.

Key Activities - Response Phase (Heat Warning)

1. Deploy additional fountains or stations in emergencies (e.g. 2-3 event sanitation fountains).
2. Extend centre hours and/or days of operation based on risk assessments conducted by the EHPC.
3. Utilize water wagons to distribute flats of potable water to affected populations (flats of water).
4. Open additional facilities (i.e., rinks).
5. Explore temporary cooling options for SROs.
6. Consider working with non-profits on mitigation activities during extreme events

5.4 EM Noti Extreme Heat DL – Contact List

The following individuals have been identified as function leads should a conference call be convened to support an extreme heat incident. Phone numbers for these individuals are contained in IRG master contact list (VanDOCs DOC/2015/079434). Some agencies are not included in the DL and must be contacted directly by phone.

Master IRG Contact List - EXTREME HEAT IRG		
<i>Last updated: December 11, 2015 VanDocs: DOC/2015/079434</i>		
DEPARTMENT/AGENCY	PRIMARY CONFERENCE CALL PARTICIPANT(S)	SECONDARY CONFERENCE CALL PARTICIPANT(S)
Required Conference Call Attendees:		
City Manager's Office	Paul Mochrie, Acting Deputy City Manager	Sadhu Johnston, Deputy City Manager
Community Services	Jim De Hoop, Managing Director of Social Development, Housing Delivery & Ops	Ethel Whitty, Director, Homelessness Services John Hunter, Director, Evelyne Saller Centre & Manager, Housing Ops
Corporate Communications	Rena Kendall-Craden, Director	Tobin Postma, Communications Manager Jag Sandhu, Communications Coordinator Kendra Taylor, Social Media Strategist
Engineering Services - OH&S	Andrew Ross, Manager, Organizational Safety	Chris Adolph, Safety Consultant
Engineering Services - Water Works	Megan Pate, Engineer	Donny Wong, Manager, Water Design Richard Novak, Superint II, Water Ops Derek Sydenham, Superint II, Water Ops
Environment Canada ** Phone first to confirm lead	Andre Besson or Matt MacDonald, Warning Preparedness Meteorologists	EC Meteorological Service of Canada (Main Number)
Office of Emergency Management ** ESS & VVC	Daniel Stevens, Director Kirsten Jasper, Manager	Katie McPherson, Manager Hibak Hersi, EM Planning Coordinator
Real Estate & Facilities Mgmt	Paul Hsu, Associate Director, Facilities	Joe Snadel, Manager of Building Maintenance
Parks Board	Lisa Prescott, Manager Recreation Services Daisy Chin, Manager, Recreation Services Chad Cowles, Superintendent, City-wide Services	Chad Cowles (Ranger) alternates:
Park Board Communications	Margo Harper, Communications Manager	Daria Wojnarski, Communications Coordinator Justinne Ramerez, Communications Coordinator (Social Media), Parks Board
Vancouver Fire & Rescue Services ** NEAT	Whitfield Crump, Captain, EM Mgmt Division	Joe Foster, A/C of Emergency Mgmt VFRS Duty Chief Emergency Number or VFRS Duty Chief - DL Jonathan Gormick, Captain PIO (see comment)
Vancouver Police Department	Michelle Davey, Superintendent	Ali, Gailus,
Vancouver Public Library	Mike McGee, Security Coordinator	Jon Downey, Asst. Security Coordinator



Optional Conference Call Attendees:		
Sustainability	Tamsin mills	

5.5 Conference Call Agenda for Severe Weather Statement or Heat Warning

The purpose for this conference call/meeting is to continue revisions of impacts, review specific response functions and determine whether an Advanced Planning Unit is required and/or EOC activation is required.

ATTENDEES				
<input type="checkbox"/> CMO / OEM	<input type="checkbox"/> ENG Waterworks -	<input type="checkbox"/> CS -		
<input type="checkbox"/> ENV Canada -	<input type="checkbox"/> ENG Special Events -	<input type="checkbox"/> VPL -		
<input type="checkbox"/> VPD -	<input type="checkbox"/> ENG Sustainability -	<input type="checkbox"/> MHO -		
<input type="checkbox"/> VFRS -	<input type="checkbox"/> ENG OH&S -	<input type="checkbox"/> Health (VCH) -		
<input type="checkbox"/> Corp Comm -	<input type="checkbox"/> Facilities -	<input type="checkbox"/> Metro Van AQD -		
<input type="checkbox"/> 311 -	<input type="checkbox"/> Parks -	<input type="checkbox"/> Other:		
Conference Call: Meeting ID: Meeting password:			Date: Time:	
#	Agenda	Speaker	Desired Outcome	Actions/Next Steps
1.	Convene Meeting (CMO or OEM Staff) <ul style="list-style-type: none"> ▪ Introduce Chair, facilitator, experts (EC, VCH, Metro Van) ▪ Roll Call 	▪	<ul style="list-style-type: none"> ▪ Ensure all departments are represented on the call 	▪
2.	Update from Last Conference Call (Facilitator/EOC Deputy/Director)	▪	<ul style="list-style-type: none"> ▪ As applicable 	▪
3.	Hazard Update (Current & Future) <ul style="list-style-type: none"> ▪ Weather (Environment Canada) ▪ Health (Vancouver Coastal Health) ▪ Air Quality (Metro Van) 	▪	<ul style="list-style-type: none"> ▪ What is the short-term, long-term weather forecast (weather improving, stable or worse?) ▪ Is there an impact to health that requires immediate attention? ▪ Is there going to be an air quality issue? 	▪

Extreme Heat - Initial Response Guideline

4.	Regional Situation Awareness Update <ul style="list-style-type: none"> ▪ City/Departmental and stakeholders (Function Leads) 	▪	<ul style="list-style-type: none"> ▪ Any new or emerging issues? ▪ Any downstream impacts? ▪ Any major special events? 	▪
5.	Conduct Risk Assessment Update (All) <ul style="list-style-type: none"> ▪ Review risk matrix and identify current and emerging potential risks ▪ Review and identify further required mitigation measures ▪ Review capabilities to respond if risk(s) are heighten ▪ Review options and strategy to respond if required 	▪	<ul style="list-style-type: none"> ▪ review risk matrix ▪ Are there any new aggravating factors like special planned events, etc? ▪ Are current mitigation efforts enough? ▪ Is there additional expense(s) and/or require approval? 	▪
6.	Public Messaging Update <ul style="list-style-type: none"> ▪ Review and amend current messaging ▪ Confirm Social Media to be used 	▪	<ul style="list-style-type: none"> ▪ Refer to public messaging section ▪ Departments to update 311 and Corporate Communications as needed ▪ Identify social media to be used (if any) 	▪
7.	Heat Warnings: <ul style="list-style-type: none"> ▪ Implement All Actions in Heat IRG ▪ EOC Activation required? 	▪	<ul style="list-style-type: none"> ▪ Ensure authorizations have been obtained for items requiring GM/MO approvals ▪ Implement ALL Actions in IRG ▪ Confirm EOC Activation Level and operational periods (if applicable) 	▪
8.	Next Steps (Facilitator) <ul style="list-style-type: none"> ▪ Implement applicable IRG activities ▪ Summarize meeting actions and decisions 	▪	<ul style="list-style-type: none"> ▪ Summarize list of decisions from the meeting ▪ Confirm that departments and partners will implement identified IRG activities 	▪
9.	Identify Next Meeting	▪	<ul style="list-style-type: none"> ▪ May not be required 	▪
10.	Adjourn Meeting (facilitator)	▪	▪	▪



5.6 Risk Matrix

NO	Date	Risk/Issue (e.g. major events with large crowds)	Special Weather Statement	Heat Warning	Extra Mitigation Action	Responsible Lead	Acceptable Level	Cost	Require Approval (Department Head)	Approval By	Comments
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											

5.7 Public Education Materials

1. Extreme heat 1-pager messaging (VanDOCS Record #: DOC/2015/173334)
2. Keep Cool Poster (VanDOCS Record #: DOC/2015/173896)
3. Fan brochure (VanDOCS Record #: DOC/2015/173918)

5.8 Hot Weather News Release - Sample

For Immediate Release | DD MMM YYYY

Hot weather with temperatures above 32 °C to persist for two days in Metro Vancouver and the Fraser Valley

VANCOUVER, BC – Environment Canada has issued a special weather statement for hot weather for Metro Vancouver, the Fraser Valley, Sea to Sky at 11:43AM PDT on July 12, 2014. This is the first stretch of hot weather this summer. As a result, the Lower Mainland Medical Health Officers for Fraser Health and Vancouver Coastal Health are issuing this joint news release about hot weather precautions.

Prepare for the heat

While warm weather is pleasant and eagerly anticipated in British Columbia, hot temperatures can be dangerous. Everyone is at risk of heat related illness, but in particular, children, seniors and people with chronic health conditions are more vulnerable. There are a variety of mild to severe symptoms linked with heat-related illness, including thirst, dizziness, confusion, weakness, fainting, collapsing and even death. Medical Health Officers are reminding residents to take precautions to protect themselves from the heat, including:

1. Stay hydrated

- Drink cool beverages (preferably water) irrespective of your activity intake. Don't wait until you are thirsty.
- If your doctor generally limits the amount of fluid you drink or has you on water pills, ask about increasing the amount of water you can drink while the weather is hot.

2. Keep cool

- Spend at least several hours every day in an air-conditioned facility (such as a shopping centre, library, community centre or restaurant).
- Use public splash pools, water parks or pools, or take a cool bath or shower.
- At current temperatures, fans alone are not effective. Applying cool water mist or wet towels to your body prior to sitting in front of a fan is a quick way to cool off.
- Dress for the weather by wearing loose, light-weight clothing. Protect yourself from the sun by wearing a wide-brimmed hat and sunglasses.
- Keep your home cool. Open windows, close shades, use an air conditioner and prepare meals that do not require an oven.
- Avoid sunburn, stay in the shade or use sunscreen with SPF 30 or more.
- Avoid tiring work or exercise in the heat. If you must exercise, drink two to four glasses of non-alcoholic fluids each hour. Limit outdoor activity during the day to early morning and evening.
- NEVER leave children or pets alone in a parked car. Temperatures can rise to 52°C (125°F) within 20 minutes in an enclosed vehicle when the outside temperature is 34°C (93°F). Leaving the car windows slightly open or "cracked" will not keep the inside of the vehicle at a safe temperature.

3. Check in on others

- People living alone are at high risk of severe heat related illness. Check regularly on older people, those who are unable to leave their homes and anyone who may not be spending at least several hours every day in air conditioned places for signs of heat-related illness.
- Ask whether people know how to prevent heat-related illness and are doing the same.
- If they are unwell, move them to a cool shady spot, help them get hydrated and call for medical assistance if required.

4. Get informed.

- Listen to local news and weather channels.
- For more information on heat-related illness, call HealthLink BC at 8-1-1.
- Contact your local government to find out what services (such as air conditioned buildings and public splash parks) are available in your area.