

Components of a Response Plan	Does my organization have this component in place?			Notes
	Yes	Unsure	No	
<b>1. Staff training plan</b> Site staff, including building managers and any other employees who have direct contact with the tenants are aware of the health impacts of extreme heat.				
<b>2. Internal communications and roles chart</b> Your organization has established a notification process from director/s to managers to site staff, that is activated when Environment and Climate Change Canada publishes a Special Weather Statement or Alert related to extreme heat or wildfire smoke.				
<b>3. Tenant vulnerability assessment and wellness check plan</b> While all people are at risk during extreme heat events, you have identified tenants with specific risk factors (if known) to help prioritize wellness checks and additional support.				
<b>4. On-site cooling options identification</b> You have identified on-site cooling rooms or outdoor cooling spaces, which can play an important role in providing tenant comfort and protection from heat-related illness. If you do not have an appropriate space, you know of cooling spaces in your community.				
<b>5. Equipment and supplies inventory</b> You have an inventory of portable air conditioners, fans and other supplies before the summer to ensure they are available when needed. Equipment is in good working order.				
<b>6. Tenant communication plan</b> You have identified the most effective ways to share information with tenants and have a plan in place.				
<b>7. Activities checklists for “typical” or low to medium risk temperatures and “Extreme” or high to very high-risk temperatures</b> You have a checklist to complete during either an extreme heat event or during ‘typical’ summer temperatures.				