**SAMPLE HEAT AND WILDFIRE SMOKE PLAN**

**[Date: Month, Year]**

**Sample Heat and Wildfire Smoke Plan**

**This sample includes example planning and actions local governments may take for heat and wildfire smoke events. Please adapt to your community and mandate.**

**Acknowledgement:** This sample is based on the Vancouver Emergency Management Agency (VEMA) Extreme Heat and Wildfire Smoke Plan. The City of Vancouver's leadership in emergency management is reflected in their consent that their plan be adapted by Vancouver Coastal Health and shared with other local, regional, and Indigenous governments in the region.

**Distribution**

This plan will be distributed to the following individuals:

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| **Department/Agency** | **Recipient** |
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**Revision history**

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| **Version** | **Contact** | **Notes** | **Date** |
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1. **Introduction**

A heat and wildfire smoke plan (HWSP) describes a local government’s procedures for heat and wildfire smoke events, including plans for community mobilization and engagement, alert protocols, communication, community response, and evaluation. The HWSP outlines functions that local and regional government departments and external partners agree to take, in conjunction with duties they already perform. The HWSP is an extension of the [name of existing local government emergency response plans].

## Risk and vulnerability assessment

Extreme heat events are the leading cause of weather-related deaths in Canada. The most recent extreme heat events in British Columbia were the 2009 heat wave, which caused 110 excess deaths in greater Vancouver, and the 2021 heat dome, which caused 619 excess deaths across the province over seven days. There are also high economic costs from extreme heat events due to drought, fires, and impacts to industries like agriculture and forestry. With climate change, extreme heat events are predicted to become hotter, longer and more frequent. By 2050, extreme heat emergencies are predicted to happen every three to five years.

People respond differently to heat, and some are more likely to experience health effects. Individuals with multiple risk factors are at higher risk and are more likely to require supports. Risk factors during heat events include older age (60+ years), living alone, pre-existing health conditions (e.g. diabetes, heart disease or respiratory disease), mental illness (e.g. schizophrenia, depression or anxiety), substance or alcohol use, limited mobility, inadequate housing, working in a hot environment, pregnancy or young age (e.g. infants, young children).

There are also environmental risk factors during heat events. Housing in British Columbia is not designed for extreme heat, often lacking both mechanical cooling and passive cooling features. High indoor temperatures often pose the greatest risk, with 98% of deaths during the 2021 heat dome occurring indoors in a residence.

This document focuses on planning and response for extreme heat. Actions to take when there is wildfire smoke are included as heat and air quality warnings often occur at the same time, and pose a risk to similar populations. Although poor air quality in British Columbia may be caused by other sources, it is predominantly due to wildfire smoke, which is why this plan focuses specifically on preparations and actions for wildfire smoke events.

Guidance during heat events may conflict with other hazards. For example, recommendations for heat events are to open the windows at night, whereas recommendations during poor air quality are to keep windows closed. Heat poses a more immediate threat for most people and should usually be prioritized. However, it is best to consult Vancouver Coastal Health for the priority order at the time of an event.

## Heat and wildfire smoke triggers for the southwest region

Extreme heat events, also known as heat waves, are time periods with high temperatures, sometimes combined with high humidity. The British Columbia Heat Alert Response System (BC HARS) outlines the provincial warning system for extreme heat events and recommended actions for all levels of government, the health system and community partners. BC HARS was developed by the BC HEAT Committee, which includes representatives from BC Centre for Disease Control (BCCDC), BC Ministry of Health, Health Emergency Management BC (HEMBC), the regional health authorities, First Nations Health Authority (FNHA), BC Emergency Health Services (BCEHS), BC Housing, Emergency Management BC (EMBC), Environment and Climate Change Canada (ECCC), and WorkSafe BC. *See Resources, 2023 BC Provincial Heat Alert and Response System (BC HARS) for link to the full document.*

**The triggers for heat warnings and extreme heat emergencies in the southwest region of BC are as follows:**

**Level 1: Heat Warning**

Issued by ECCC for the southwest region when two or more consecutive days of daytime maximum temperatures are expected to reach 29°C or warmer and nighttime minimum temperatures are expected to fall to 16°C or warmer.

**Level 2: Extreme Heat Emergency**

Issued by ECCC in consultation with the BC HEAT Committee, when Heat Warning criteria have been met **AND** forecast indicates that daily highs will substantively increase day-over-day for three or more consecutive days.

## Assumptions

Use this section to communicate expectations of various organizations. For example:

* *Local government departments will have plans and procedures in place to implement their assigned activities. Each department may implement parts of this plan independently*
* *Organizations sheltering people disproportionately impacted such as those providing assisted living services for the elderly, shelter operators supporting people experiencing homelessness and those caring for children (e.g., daycare operators, schools, summer youth camps) will take appropriate actions to ensure the safety of the people in their care.*
* *Costs related to the implementation of this HWSP will be borne by responding departments and agencies. Some costs may be recoverable under provincial task number.*

## Pre-authorized public messaging

Use this section to describe any pre-authorized messages that staff can share in if approached directly by the media or community members. Some examples have been included below:

* *The local government is committed to ensuring residents stay safe during hot weather events.*
* *During periods of extreme heat, the local government encourages people to prepare by staying hydrated, keeping cool, checking in on others, and staying informed by checking weather updates and using information on the local government website and social media channels.*
  + *Also PreparedBC website and social media accounts*
* *As part of our Extreme Heat response, the local government works closely with Vancouver Coastal Health and other partners to help protect residents susceptible to the adverse effects of heat.*
* *More information can be found by…*
* *All media inquiries are directed to…*
* *Communications resources shared by Vancouver Coastal Health*
  + *Heat and smoke posters*
  + *Messages that VCH sends out to local governments and community organizations*

## Emergency management department or staff

Use this section to summarize the steps that staff will take before and during an event. Examples have been included below.

* *Prior to the first heat event of the season, the Emergency Manager will schedule a seasonal readiness call with all Heat and Wildfire Smoke Response Leads to:*
  + *Provide an overview of the response plan, its triggers and levels,*
  + *Discuss any changes to the actions that will be undertaken in a Level 1 Heat Warning or Level 2 Extreme Heat Emergency,*
  + *Confirm all departments are prepared to implement assigned activities, and;*
  + *Confirm the departmental representation, roles and responsibilities of designated Response Leads*
* *When a Heat Warning or Extreme Heat Emergency is forecast by ECCC, staff will be responsible for organizing a coordination call*

1. **Event escalation and notification process**

This event process outlines Heat and Wildfire Smoke plan activation, notification, coordination and escalation activities which take place when a Heat Warning or Extreme Heat Emergency notification has been, or is expected to be, issued.

An example from the City of Vancouver has been included below and should be adapted during the creation of the plan.

**

1. **Heat preparedness activities**

The responsibilities outlined in this section typically take place between April and June of each year. Local Government departments and partnering agencies will be accountable for their own actions. The tables below has been populated with examples of actions and should be customized for each location.

| **Function** | **Activity** | **Department/Agency** | | **April** | | | | **May** | | | | **June** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Reconvening Heat and Wildfire Smoke Planning Committee** | Confirm participants and expand if necessary |  |  |  |  |  | **●** |  |  |  |  |  |  |
| Convene seasonal readiness meeting(s) to confirm all elements of heat response plan and address any revisions or required changes |  |  |  |  |  |  |  | **●** |  |  |  |  |
| **Confirm and map locations of cooling infrastructure, water infrastructure and weather protected zones** | Collaborate to identify cooling locations |  |  |  |  |  |  |  |  |  | **●** | **●** |  |
| Circulate VCH Cooling Centre Operations Guidance |  |  |  |  |  |  |  |  |  |  | **●** |  |
| Confirm location and hours of for all cooling centres, cleaner air spaces, spray parks, pools |  |  |  |  |  |  |  |  |  |  | **●** |  |
| TBD |  |  |  |  |  |  |  |  |  |  |  |  |
| **Update public messaging materials** | Review and update public messaging materials and maps for website, media, including translated material and scripts for telephone inquiries as needed. Align with external partners such as BC Housing and Vancouver Coastal Health |  |  |  |  |  |  |  |  |  |  | **●** |  |
| **Engagement with community partners** | TBD (see Appendix prepared by Meriko) |  |  |  |  |  | **●** |  |  |  |  |  |  |

1. **Heat response activities**

The responsibilities of 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 HWSP.

## Increasing access to drinking water, spray parks, and misting stations

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Pre-Season Readiness Activities** | Activate temporary misting stations at the following locations: |  |  |  |  |
| Activate temporary misting/ drinking fountain stations at the following locations: |  |  |  |  |
| Procure and store seasonal stockpile of pallets of water prior to the first heat event of the season. Confirm if other community organizations will also be handing out water |  |  |  |  |
| **Confirm distribution of bottled water** | Confirm that community organizations have sufficient bottled water for distribution. Confirm whether there are specific areas requiring distribution of water by Local Government staff or community partners (i.e. encampments) |  |  | ● | ● |
| **Install additional ‘soaker caps’ on prioritized hydrants** | Confirm location of hydrants and streets for road closure with Engineering and Public Works; Fire Halls will install the caps when road closure is in place |  |  |  | ● |
| **Confirm status of spray parks and pools** | Confirm operational status and hours of outdoor spray parks, splash parks and pools. Revise any web content or social media to reflect as needed |  |  | ● | ● |
| **Confirm location and activation of irrigated fields** | Confirm plans and identified parks |  |  |  | ● |

## Promote shelter from heat through activation of Civic Cooling Centres

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Pre-Season Readiness Activities** | Pre-identify civic facilities that can be used as Cleaner Air and/ or Cooling Centre Spaces |  |  |  |  |
| Civic Cooling Centre operators to coordinate with Finance department to track and submit expenses for cost recovery |  |  |  |  |
| Ensure each Cooling Centre has window and sidewalk signage (sandwich boards, frames and access to printable .pdf files) |  |  |  |  |
| Ensure key Cooling Centre supplies have been restocked (see VCH Cooling Centre Operations Guidance) |  |  |  |  |
| Ensure all Civic Cooling Centre operators have current version of VCH Cooling Centre Operations Guidance and HWSP communications materials |  |  |  |  |
| **Civic Cooling Centres** | Confirm cost recovery components are in place:   * Obtain task number from EMBC * Ensure finance department is coordinating with staff coordinating Cooling Centres regarding tracking and submission of incremental costs |  |  | ● | ● |
| Confirm for Civic Cooling Centres:   * Air Conditioning is working * Signage is posted * Availability of water on site; supply bottled water as needed |  |  | ● | ● |
| Extend Civic Cooling Centre operating hours at Level 1 Heat Warning as follows:   * List each site and what their operation hours will be during a Level 1 Heat Warning |  |  | ● | ● |
|  | Extend Civic Cooling Centre operating hours at Level 2 Extreme Heat Emergency as follows:   * List each site and what their operation hours will be during a Level 2 Heat Warning   Confirm activation of overnight Civic Cooling Centre(s) from 10pm to 6am at one or more of the following locations:   * List locations…. |  |  |  |  |

## Promote shelter from heat through activation of Non-Civic Cooling Centres

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Pre-Season Readiness Activities** | Pre-identify non-civic facilities / organizations that agree to run Cleaner Air and/ or Cooling Centre Spaces |  |  |  |  |
| Onboard any new and confirm with existing community partners with Cooling Centre Agreements with [Name of Local Government]. Confirm:   * Key contacts * Operating hours * Availability of signage (provide new as needed) * Coordination process with operations * Cost tracking and patron tracking processes * Availability of resources (water, staff, security) * Operators has current version of VCH Cooling Centre Operations Guidance and HWSP communications materials |  |  |  |  |
| **Non-Civic Cooling Centres** | Confirm cost recovery components are in place:   * Distribute cost tracking and submission instructions and tools to Non-Civic Operators |  |  | ● | ● |
| Confirm for Non-Civic Cooling Centres:   * Cooling Centre locations and hours * Sites are operational (AC working, staffing in place) * Cooling Centre signage is posted at all activated sites * Availability of water on site; supply bottled water as needed |  |  | ● | ● |
| Extend Non-Civic Cooling Centre operating hours at Level 1 Heat Warning as follows:   * List each site and what their operation hours will be during a Level 1 Heat Warning |  |  | ● | ● |
| Extend Non-Civic Cooling Centre operating hours at Level 2 Extreme Heat Emergency as follows:   * List each site and what their operation hours will be during a Level 2 Heat Warning   Confirm activation of overnight Non-Civic Cooling Centre(s) from 10pm to 6am at one or more of the following locations:   * List locations…. |  |  |  |  |

## Monitoring outdoor spaces for people suffering heat-related illness

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Increase vigilance for people outside** | Ask Police and community organizations to keep an eye out for people who may be suffering from heat exposure (in whatever ways align with their operations). Share resources their staff can become familiar with and distribute to people they serve |  |  | ● | ● |
| Ask civic staff, especially outdoor staff like park rangers or gardeners, to:   * Familiarise themselves with nearby water access points, cooling centres, etc. so they can refer vulnerable populations * Keep an eye out or even do patrols to locate and assist people suffering from heat related illness |  |  | ● | ● |

## Coordinate with community partners

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Pre Season Readiness Activities** | Hold seasonal readiness meetings with community groups (e.g. Organizations that serve Indigenous Peoples, seniors, people with disabilities, mental health and cultural communities, and homeless individuals) |  |  |  |  |
| Establish service agreements with those organizations that provide services during heat events, e.g. transportation to cooling centres, wellness checks, cooling centres and other neighbourhood level heat preparedness activities |  |  |  |  |
| **Exchanging information with community partners** | Confirm community partners have resources for at-home heat wellness checks (REF: VCH Heat Check-In Support Framework for NGOs) |  |  |  |  |
| **Exchanging information with community partners** | Provide building operators/ owners information on how to support people during heat events, (REF: VCH Summer Heat and Health: Recommended Actions for Owners and Managers of Rental and/or Strata Housing) |  |  |  |  |
| Hold community partner coordination calls during heat events to gather information about their experiences, share resources and problem solve together (check they receive VCH heat event notification emails for NGOs, with forecasts, health impacts and recommended actions) |  |  |  |  |

## Messaging

| **Function** | **Activity** | **Department/Agency** | | **Heat Warning** | **Extreme Heat Emergency** |
| --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Pre Season Readiness Activity** | Review and update HWSP |  |  |  |  |
| Connect with partners to align messaging including, VCH, library, recreation centres, fire service, police, etc. |  |  |  |  |
| Update HWSP communication plans and key messages |  |  |  |  |
| Coordinate internal messaging that goes out to staff teams, especially those working outdoors, to adhere to WorksafeBC regulations |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Implement the HWSP Communications Plan | | Confirm coordination, roles, responsibilities: |  |  | **●** | **●** |
| Push out internal and external messaging throughout event, see below: |  |  | **●** | **●** |
| **External Messaging** | Increase Access to Drinking Water | Share locations, update signage at the sites if needed (e.g. pointing out new temporary water fountains) |  |  | **●** | ● |
| Provide Shelter from Heat | Locations of cooling centres/ spaces, changes to hours etc. |  |  | **●** | ● |
| Monitor Outdoor Spaces for People affected by Heat | Messaging about what to look for, what to do if someone is in distress, etc. (VCH Heat Posters) |  |  | **●** | ● |
| Heat Information Distribution to Community Partners | Information on the heat event (could share notification and guidance from VCH for community orgs) |  |  | **●** | **●** |
| Update External Websites | Update local government heat related web pages, activate web-banner, and/or issue media releases |  |  | ● | ● |
| Post messaging on Cooling Centres hours of operations on the front page of library public website |  |  | ● | ● |
| Convey Common Messaging | Encourage all Local Government staff and community partners use consistent messaging |  |  | ● | ● |
| Conduct Media Briefing | If holding a media conference, connect with VCH because they may be able to coordinate or provide health guidance |  |  |  | ● |
| **Internal (staff)** | **Share Safety Messaging via internal Broadcast** | Circulate and post safety messaging, heat warnings, and resources |  |  | ● | ● |
| Distribute guidance to employees working outdoors to adhere to WorksafeBC regulations |  |  | ● | ● |

1. **Air quality from wildfire smoke preparedness and response activities**

## Wildfire smoke response triggers

The air quality health index (AQHI) is a health protection tool that helps individuals understand what impacts the current air quality could have on them. The health risk associated with air quality increases on the scale from 1 to 10. The index is calculated from a combination of common air pollutants: ozone, particulate matter and nitrogen dioxide.

**Air quality advisories are issued by [Metro Vancouver for the lower mainland; Smoky Skies Bulletin for the rest of BC] for fine particulate matter related to wildfire smoke.**

**Metro Vancouver issues an advisory when:**

* Air quality exceeds or is expected to exceed the numerical value of [short-term air quality objectives](http://www.metrovancouver.org/services/air-quality/AirQualityPublications/AQOFactsheet.pdf) at two or more monitoring stations
* Air quality has deteriorated or is expected to deteriorate into the “high health risk” category (7 or greater) of the Air Quality Health Index (AQHI) for at least two consecutive hours

**Smoky Skies Bulletin is issued when:**

* Areas of the province are being impacted or have reasonable potential to be impacted by wildfire smoke within 24 to 48 hours. A Smoky Skies Bulletin is issued, updated and ended based on the available information from PM2.5 monitoring stations, smoke forecast models, weather forecasts, satellite imagery, as well as visual observations.

## Preparedness activities

| **Function** | **Activity** | **Department/Agency** | | **April** | | | | **May** | | | | **June** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Updating Public Messaging Materials** | Update hours of operation and location details for Cleaner Air Spaces (e.g. community centres and libraries) and confirm signage is on hand, ready for an event  *Note: According to VCH, Cleaner Air Spaces should have HEPA air filtration or minimum MERV 13 filtration* |  |  |  |  |  |  | **●** |  |  |  |  |  |
| Review and update public messaging materials for website and media, including translated material, as needed |  |  | **●** |  |  |  |  |  |  |  |  |  |
| Update common messaging scripts for Local Government frontline staff |  |  |  |  |  |  | **●** |  |  |  |  |  |
| Promote portable air cleaners or DIY box filters |  |  |  |  |  |  | **●** | **●** | **●** | **●** |  |  |

## Response activities

| **Function** | **Activity** | **Department/Agency** | | **When advised by VCH MHO** |
| --- | --- | --- | --- | --- |
| **Lead** | **Support** |
| **Promote Cleaner Air Spaces** | Post “Cleaner Air Spaces” signage and posters at community centres and libraries. Facilities with dedicated Cleaner Air Rooms should post combined signage as applicable |  |  | ● |
| Extend hours of operation for Cleaner Air Spaces based on risk assessment(VCH may be able to provide health guidance) |  |  | ● |

1. **Toolkit**

## Bottled water distribution

Insert details if bottled water distribution is to be part of this plan.

## Resources, references and web links

BC Heat Alert and Response System (BC HARS) – 2023

<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/Provincial-Heat-Alerting-Response-System.pdf>

PreparedBC - Extreme Heat Preparedness Guide (Translated)

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/know-your-hazards/severe-weather/extreme-heat>

Vancouver Coastal Health - Extreme Heat Website, Extreme Heat Poster and translated resources

<http://www.vch.ca/heat>

Vancouver Coastal Health – Heat Check-In Support Framework for Non-Governmental Organizations

<https://ncceh.ca/documents/guide/health-checks-during-extreme-heat-events>

National Collaborating Centre for Environmental Health – Health Checks for Extreme Heat Events (NCCEH)

<https://ncceh.ca/documents/guide/health-checks-during-extreme-heat-events>

BC Housing – Extreme Heat and Wildfire Smoke Resources

<https://www.bchousing.org/projects-partners/extreme-heat>

BCCDC Wildfire Smoke

<http://www.bccdc.ca/health-info/prevention-public-health/wildfire-smoke>

Environment and Climate Change Canada

1. Online Public Weather Alerts for BC

<https://weather.gc.ca/warnings/index_e.html?prov=bc>

1. WeatherCAN App for smart phones

<https://www.canada.ca/en/environment-climate-change/services/weather-general-tools-resources/weathercan.html>

1. Hello Weather: Automated Telephone Forecasts
   1. English: 1-833-794-3556 or 1-833-79HELLO
   2. French: 1-833-586-3836 or 1-833-58METEO

## Heat and wildfire smoke notification email template

*The following email template will be completed and issued by the [Emergency Manager? TBD] to notify stakeholders of Heat and Wildfire Smoke Plan activation. This email is for information purposes only.*

|  |  |
| --- | --- |
| To: |  |
| CC |  |
| Subject: | Heat and Wildfire Smoke Plan Activated – Advisory Only |
| Message: | Dear all,  Please be advised that [Environment Canada] has issued a [Heat Warning / Extreme Heat Emergency] notification which has triggered the activation of our Heat and Wildfire Smoke Plan.  No action is required from you at this time. **This email is for notification purposes only**.  **Background:**  The attachedHeat and Wildfire Smoke Plan outlines specific activities that organizations undertake to mitigate the health effects of extreme heat on residents, including:   * **Ensuring that the public has increased access to drinking water** * **Opening of cooling centres** at libraries and Community Centres across the City, and evaluating the need to extend hours of spray parks and air-conditioned public spaces, based on risk; * **Issuing public messaging, in coordination, with VCH** on staying cool and looking out for others; * **Promoting heightened vigilance for members of the public that may be at greater risk** of heat-related illness (elderly, vulnerable populations); * **Taking or recommending extraordinary actions as necessary**   **Current forecast:**  [Add forecast]  **Next Steps:**  • A conference call with departmental reps (copied on this email) and external partners will take place [later today] to assess risks and to coordinate response activities.  • A summary of activities and any next steps will be sent following the call.  If you have any questions, please contact [TBD] at the number or email below.  [Name]  [Position] |

## Coordination conference call invitation email template

*The following email template will be completed and issued by the [Emergency Manager? TBD] to notify stakeholders of Heat and Wildfire Smoke Plan activation. This email is for information purposes only.*

|  |  |
| --- | --- |
| To: | HWSP Notification Distribution List |
| CC |  |
| Subject: ion: | Coordination Call: Heat and Wildfire Smoke Plan Activation *\*select “high importance” when issuing email and meeting invite* |
| Location: |  |
| Message: | This is to notify you that [Environment Canada] has issued a [Heat Warning / Extreme Heat Emergency/ Air Quality Advisory] and that [Name of local government] is activating it’s Heat and Wildfire Smoke Plan. If you cannot attend this call, please forward to the appropriate designate(s) and notify the individual(s) by phone.  No action is required from you at this time. **This email is for notification purposes only**.  If you have any questions, please contact [TBD] at the number or email below.  [Name]  [Position] |

## Conference call agenda

The purpose for this conference call/meeting is to continue revisions of impacts, review specific response functions, troubleshoot impacts to services and determine whether any extraordinary actions are required.

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTENDEES** | | | |
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| --- | --- | --- | --- | --- | --- |
| **#** | | **Agenda** | **Speaker** | **Desired Outcome** | **Actions/Next Steps** |
|  | **Convene Meeting**   * TBD | |  | * Ensure all departments are represented on the call |  |
|  | **Update from Last Conference Call** | |  | * As applicable |  |
|  | **Hazard overview - current and forecast**   * Weather (Environment Canada) * Wildfire Smoke (TBD) * Health (VCH Public Health - MHO) | |  | * 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? Do Cleaner Air Shelters need to activate? |  |
|  | **Roundtable - current actions and issues**   * Departmental and stakeholders confirm actions in place/undertaking * Any new or emerging issues | |  | * Any new or emerging issues? * Any downstream impacts? * Any major special events? |  |
|  | **Additional risk mitigation measures**   * Prioritize any additional risks and issues that were identified in roundtable * Identify if further mitigation measures are required | |  | * 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? |  |
|  | **Public messaging**   * Review and amend current messaging * Confirm channels | |  | * Refer to public messaging section * Updates to inquires telephone line, webpage and social * Identify if any additional communications measures needed (media, IB) |  |
|  | **Extreme Heat Emergency:**   * Any extraordinary measures requiring Leadership approval? * Confirm EOC activation | |  | * Ensure authorizations have been obtained for items requiring Leadership approvals * Implement ALL Actions in Heat and Wildfire Smoke Plan * Confirm EOC Activation Level and operational periods (if applicable) |  |
|  | **Next Steps**   * Summarize meeting actions, decisions, timelines * Confirm next meeting/ call * Adjourn | |  | * Summarize list of decisions from the meeting * Confirm that departments and partners will implement identified Heat and Wildfire Smoke Plan activities |  |
| **POST CONFERENCE CALL** | | | | | |
|  | **TBD** | |  |  |  |
|  | **TBD** | |  |  |  |