Appendix F: Checklist for Operating Cooling/Warming Centers

This section includes a fillable checklist to assist owners/operators through the process of opening and operating cooling and warming centers during extreme temperature events.

Table F-1: Steps to assess expected conditions and impacts.

COMPLETE?	CONDUCTING AN INITIAL ASSESSMENT:
	Consult NWS, MEMA, County Emergency Management Agencies (EMAs), and other leaders for information.
	Identify temperatures to be expected.
	Identify whether expected temperatures meet center opening criteria.
	Identify expected duration of the extreme temperature event.
	Estimate number of anticipated calls from the public.
	Estimate number of people to expect at the center.
	Define demographics for center (i.e., for those with functional needs, pets)?
	Define services to offer at the center (see Table F-5).

Table F-2: Policies and procedures to determine when opening and operating cooling/warming centers.

COMPLETE?	DETERMINE OPENING AND OPERATING POLICIES AND PROCEDURES:
	Who will authorize the opening and operation of the center?
	Will outside assistance be required to operate the center?
	How will the center be financed?
	Does the facility and/or operator of the center have appropriate insurance?
	Will personnel be paid, volunteer, or both?
	How will personnel be vetted and credentialed? Are specific skills needed? (i.e., medical professionals)
	What will the hours of operation be?
	Will registration be required?
	What populations will the center serve? (i.e., seniors only)?
	What is the policy for unaccompanied minors?
	Will food, snacks, and beverages be served?
	How will media requests and public information efforts be handled?
	Will pets be permitted and accommodated? If so, how?
	Will emotional support animals be permitted?

Table F-3: Steps to prepare for opening of cooling/warming centers.

COMPLETE?	OPENING STEPS:
	Receive authorization to open centers from your municipal/organizational leadership, county EMA, and/or any other appropriate decision-makers.
	Activate paid staff and volunteers.
	Move equipment and supplies to facility if not already staged there.
	Notify MEMA of the center opening by emailing: CenterShelter.OpenNotification@maine.gov

Table F-4: Steps for operating cooling/warming centers.

COMPLETE?	OPERATION STEPS:
	Monitor and reduce health and safety hazards.
	Document all staff/volunteer hours and expenses.
	Set shift and break schedules.
	Maintain an activity and issue log (i.e., document all issues and incidents on a designated form).
	Ensure that guests check in and out whenever they enter or leave the premises.
	Ensure sanitary conditions in all areas.
	Report daily census to County EMA (if necessary).
	Monitor the need for scaling up, scaling down, or closing.

Table F-5: Personnel typically needed to operate warming/cooling centers.	
COMPLETE?	IDENTIFY AND RECRUIT PERSONNEL. DEPENDING ON THE SIZE OF THE CENTER AND THE DURATION OF THE EVENT, THE FOLLOWING POSITIONS MAY BE NEEDED:
	Site or Operations Managers (if necessary)
	Registration Workers
	Custodians
	Building/Fire Inspector
	Security
	Volunteer Manager (if necessary)
	Interpreters
	First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillators (AED) Providers
	Licensed Food Servers (if necessary)
	Parking Lot Attendants (if necessary)
	Disaster Animal Response Team (if necessary)
	Health Authorities
	Information Officers/Media Liaisons
	Social Workers

Table F-6: Services and amenities typically offered at cooling/warming centers.	
COMPLETE?	IDENTIFY SERVICES AND AMENITIES TO OFFER AT CENTER:
	Close to public transportation
	Adequate capacity
	Easy to find
	Ample, free parking
	Americans with Disabilities Act (ADA)-compliant
	Intact heating, ventilation, air-conditioning (HVAC)
	Generator or other backup power source
	Sufficient number/spacing of electrical outlets for patron use
	Restrooms
	Large common area
	Rooms for specialized purposes (i.e., first aid, playroom, pet area, quiet room)
	Accommodations for pets (if necessary)
	Health-authority-approved food preparation area (if necessary)

Table F-7: Transportation and access considerations	
COMPLETE?	CONSIDER TRANSPORTATION AND ACCESS OFFERINGS:
	For people with disabilities and/or mobility restrictions
	For people who do not have access to personal or public transportation

Table F-8: List of equipment and supplies that may be useful to have at cooling/warming centers.	
COMPLETE?	PREPARE EQUIPMENT AND SUPPLIES:
	Tables and chairs
	Cleaning supplies
	Handheld radios for communications with workers/volunteers
	Refrigeration for medications, food, etc.
	Fire extinguisher
	First Aid Kit/Automated External Defibrillator (AED)
	Personal protective equipment (gloves, masks, eye protection)
	Signage
	Staff identification (vests, shirts, badges)
	Cots and blankets