



EXTREME HEAT TABLETOP EXERCISE

Date

Time

Company/Organization

Disclaimer: These customizable exercise templates were created for the use of private sector organizations by New York City Emergency Management (NYCEM). NYCEM is not responsible for any changes made to exercise materials by participating organizations. The scenarios presented are fictional, and NYCEM cannot guarantee that the City agency actions depicted here will be the City's response for similar incidents. For more information about the resources NYC Emergency Management has available, please visit us at [NYC.gov/emergencymanagement](https://www.nyc.gov/emergencymanagement) or email us at publicprivate@oem.nyc.gov.

Ground Rules

- Don't fight the scenario! It is a tool to guide the discussion.
- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond to the scenario using your knowledge of your organization's current plans and capabilities.
- Decisions are not precedent-setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response efforts. Problem-solving efforts should be the focus.
- The Parking Lot: A place to note ideas that can be discussed at a later time.

Background

Wednesday, July 22, 11:30 AM

The summer weather has been especially brutal lately, with temperatures consistently in the high 80s paired with high levels of humidity. Today is expected to be another scorcher.

Local weather forecasters are predicting a sweltering heat wave affecting the Northeast region over the next few days.

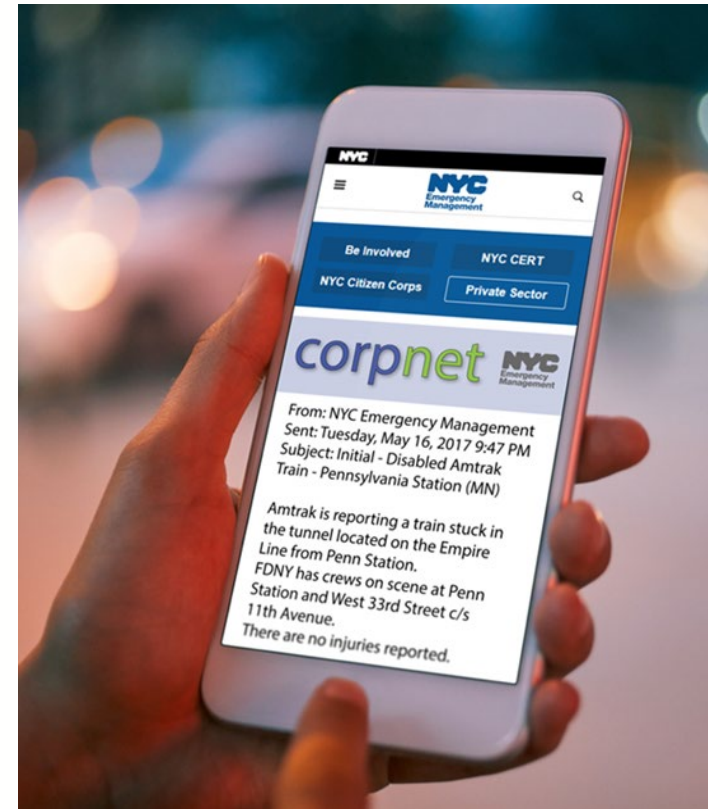
CorpNet Notification

Wednesday, July 22, 12:30 PM

HEAT ADVISORY IN EFFECT UNTIL
8PM THIS EVENING.

The National Weather Service (NWS) has
issued a Heat Advisory:

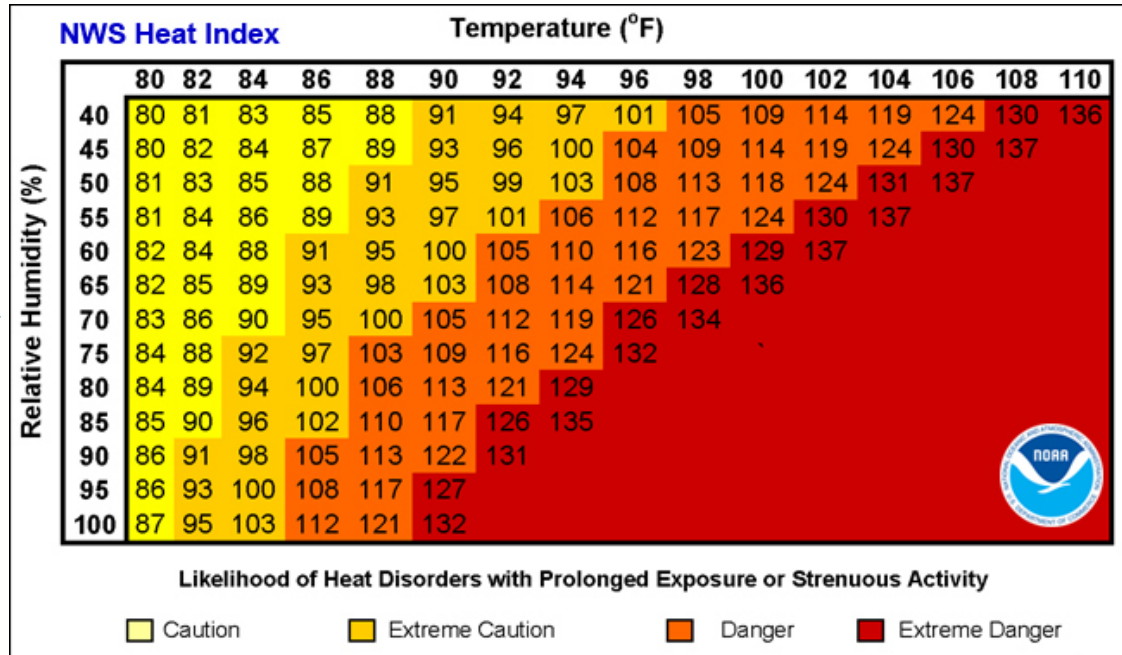
- * HEAT INDEX VALUES: 100 to
104 degrees due to temps. in the low to mid
90s and dewpoints in the mid to upper 70s.
- * IMPACTS...Extreme heat can cause illness
and death among at-risk populations who
cannot stay cool. The heat and humidity may
cause heat stress during outdoor exertion or
extended exposure.



Mayor Declares Heat Emergency

Wednesday, July 22

- The National Weather Service has issued an Excessive Heat Watch in effect from Thursday afternoon through Friday evening.
- In consultation with City Hall, New York City Emergency Management activated the City's *Heat Emergency Plan*.



Considerations:

- What impact will this have on the organization and employees?

ARE YOU READY?

- Stay in a cool place as much as possible. Use air conditioning at home or go to a place that has air conditioning.
- Check on vulnerable friends, family members and neighbors.
- NYC Cooling Relief areas will be available across parks, playgrounds & neighborhoods during periods of extreme heat: nyc.gov/parks/coolitnyc.

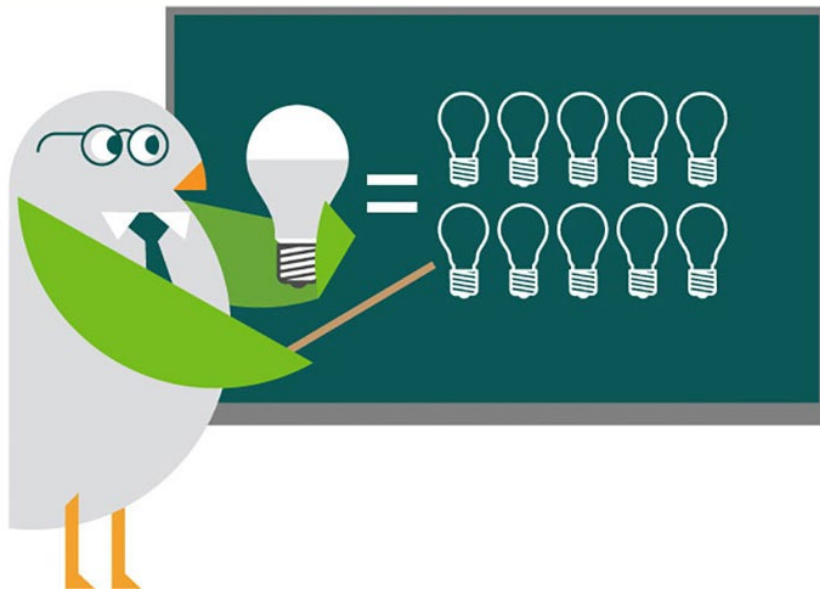


**Drink fluids:
particularly water -
-- even if you do
not feel thirsty!**

**READY NEW YORK
BEAT THE HEAT**

Energy Conservation

Thursday, July 23, 11:00 AM



Considerations:

- Is there a staff member tasked to manage the building utilities contracts? If you are a tenant, who is responsible for communicating with the building management?
- Does the organization's building participate in the power demand reduction program?

- The Mayor issues an Executive Order: *“Directing Large Office Buildings in New York City to Conserve Energy”* — requesting thermostats be set to 78°F or higher for office buildings 100 feet or taller.

Heat Is Rising

Thursday, July 23, 1:00 PM

- Afternoon temperatures have now reached 95° and the NWS forecasts that the heat index tomorrow will reach 105°, with a prediction of 106° the following day.
- A supply vendor cancels a daily shipment of products after experiencing delays in delivery transport.



Considerations:

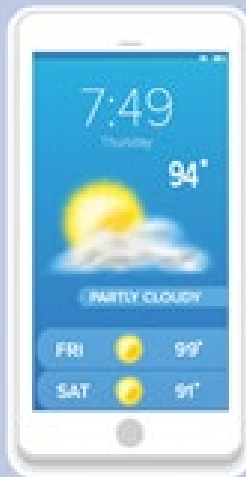
- What disruptions could the organization anticipate based on this prediction?
- How will the organization's vendors be impacted, if at all?

BEAT THE HEAT

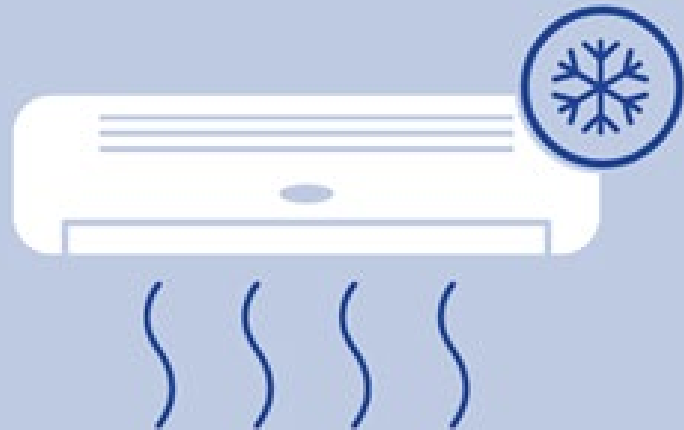
REMEMBER: Anyone overcome by heat should be moved to a cool and shaded location. **Heat stroke is an emergency!** In cases of heat stroke call 911.



Know the signs of heat-related illness.



Check your local weather so you can be prepared.



Find a place to get cool.

Soaring Demands

Thursday, July 23, 6:00 PM



Considerations:

- Does the organization have back-up generators?
 - Are there any alternative work sites available?
- Energy demands remain high, causing widespread power issues affecting critical infrastructure and key resources throughout the Northeast.
 - The facilities manager calls to report that the AC and ventilation system has suddenly lost power.

Complicating Matters

Friday, July 24, 9:00 AM



Considerations:

- How will these complications impact productivity?
- Does the organization have a contingency plan or an IT resolution team?

- The HR Manager reports an increase in employee callouts related to family/childcare concerns caused by ongoing heat-related power issues.
- The IT Manager reports that several employees working remotely are now experiencing local brownouts causing interruptions to their network connectivity.

THANK YOU

For more information about the resources that NYC Emergency Management has available for organizations, please visit us at [NYC.gov/emergencymanagement](https://nyc.gov/emergencymanagement) or email us at publicprivate@oem.nyc.gov.