HEAT ACTION PLATFORM
MODULE ACTIONS & OUTPUTS CHECKLIST

Conduct a Baseline Heat Risk Assessment

Actions

- ☑ **Identify temperature trends** in your jurisdiction, such as future projected temperatures (e.g., in 20 or 50 years), the heat season and its characteristics, and types of heat waves, as well as other local climate issues (hurricanes, droughts, wildfires) that may intersect with heat impacts.
- ☑ If possible, **identify reliable local spatial temperature data** (ideally, daytime and nighttime air temperatures; alternatively, estimated land surface temperature) and map out hotspots.
- ☑ **Identify local stakeholders** with heat-related knowledge, resources, or existing relationships/shared trust with heat-affected communities.

Outputs

- ☑ **An analysis of temperature trends and characteristics of heat** in your jurisdiction. If possible, a map showing both temperature and population distribution.
- ☑ **A list of relevant partners** to help co-develop heat-related assessments, planning, and projects.

Identify Heat-Related Vulnerabilities and Impacts

Actions

- ☑ **Gather data sources** specific to your area that provide information on social and physiological vulnerability factors like age, income, and access to air conditioning and cool spaces.
- ☑ Draw on this data to **produce a document** that provides an overview of the most heat-vulnerable populations in your jurisdiction. If possible, map and overlay this data on your temperature/population maps to create a series of maps or in one combined vulnerability index.

Outputs

- ☑ **A table or short document** describing which populations are most heat-vulnerable in your jurisdiction and why.
- ☑ If possible, **a temperature map(s)** with data layers relevant to vulnerability or heat vulnerability index mapped on it that informs investments in heat resilience.

Assess Heat Risk Awareness

Actions

- ☑ **Identify the populations** that are most impacted by heat and with whom you design (or will design) your heat-related programs and policies.
- ☑ **Identify groups** (in government, health care, civil society, etc.) who need to understand heat-related risks to best serve heat risk-exposed populations.
- ☑ **Create surveys or a series of focus groups** of residents and other relevant groups to gauge their perception of heat-related impacts, level of personal urgency around the issue, and other priority data (e.g., knowledge of preparatory actions to take before a heat wave, current adaptation strategies that you and your partners can help support or scale).

Outputs

- ☑ **A list of relevant stakeholders** (both populations most impacted by heat and those who provide services to those populations).
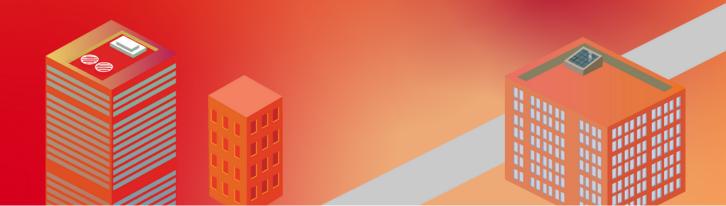- ☑ **Survey instrument.**
- ☑ **Survey and focus group data.**

Develop an Education and Engagement Strategy

Actions

- ☑ **Identify and map your target audiences** for the strategy based on a stakeholder analysis and/or temperature and vulnerability analysis (see Assess Heat Risk Awareness and Identify Heat-Related Vulnerabilities and Impacts).
  In consultation with heat-affected communities, **evaluate which mix of communication modes** (e.g., radio, billboards, television, flyers, social media), languages and messengers will be most effective in reaching your target audience.
- ☑ **Develop a heat campaign or heat warnings** using best practices on heat safety, which provides tailored guidance for heat-vulnerable populations. The campaign or warnings should ideally be co-developed with target audiences to ensure maximum buy-in.
- ☑ **Launch the campaign or alert system** ahead of the heat season, with an increase in outreach during extreme heat events. Ideally launch with partners who will assist with or lead on dissemination of messages and integrate the campaign or system into existing response and education channels.

Outputs

- ☑ **Document identifying target audience** for a heat campaign or heat alerts and ways to reach them (e.g., trusted messengers).
- ☑ **Finalized heat awareness materials** (e.g., social media posts, ad visuals, posters, flyers).

Explore Heat Adaptation Solutions

Actions

- ☑ **Discuss what heat resilience solutions are appropriate** for your jurisdiction with key community leaders, civil society organizations, local officials, and subject matter experts.
- ☑ **Identify the financial mechanisms**, policies and environmental conditions that might present limitations to and opportunities for implementing specific solutions.
- ☑ **Select the appropriate set of solutions** from options such as urban greening, cool roofs, early warning systems and social programs.

Outputs

- ☑ **Analysis of current policies and programs** and their effect on heat resilience.
- ☑ **List of appropriate solutions** based on discussion with stakeholders.
- ☑ **List of limitations and opportunities** for implementation of solutions.

Fund and Finance Heat Action

Actions

- ☑ **Identify the potential benefits from a given project** – economic, health, and political – to make the case for funding and/or financing.
- ☑ **Identify available funding or financing sources** for your project(s), such as loans, public-private partnerships, grant funding, and private sector financing instruments, in collaboration with project partners.
- ☑ **Initiate outreach to the relevant institutions**, either directly or with/through partners.

Outputs

- ☑ **Document listing the selected projects** and the potential returns.
- ☑ **Outreach materials** such as emails or grant proposals for relevant funders.

Create a Heat Action Plan

Actions

- ☑ **Gather and organize the outputs** developed in prior modules in partnership with relevant stakeholders.
- ☑ **Identify and empower a heat champion** to coordinate the development, activation, implementation, and monitoring of the plan across all stakeholders.
- ☑ **Create a project plan** including key interventions, responsible actors for each, and timeline for implementation and public progress reports.
- ☑ Decide how you'll define "success," and **develop a monitoring and evaluation process** including key performance indicators and a timeline for monitoring the indicators.

Outputs

- ☑ **Heat action plan document** with listed interventions, designated accountable actors for planned actions, and a monitoring and evaluation plan.

Implement and Scale Heat Action

Actions

☑ **Create the plan for the pilot** and its potential scaling in partnership with community members and organizations, government agencies, and civil society partners.

☑ **Create a project/program concept** that prioritizes and sequences the implementation of identified interventions, and scopes budget and human capital requirements.

Outputs

☑ **Documentation of partners' feedback.**

☑ **Project/program concept document.**

Monitor and Evaluate Heat Action

Actions

☑ **Solicit community feedback** (directly from community members or through partner organizations) as a continuation of community engagement in the project and policy co-creation process.

☑ **Track key performance indicators** such as temperature reduction, increase in albedo, increase in tree canopy, and health outcomes to measure the impacts of the project or policy.

☑ **Utilize collected data** to evaluate the success of the project or policy through data visualizations and summaries.

☑ **Publicly report progress** at periodic intervals to keep the public and other stakeholders informed and engaged.

Outputs

☑ **Key performance indicator documentation.**