



# Critical Roles and Responsibilities

## For Administrators

### Designating a weather resilience lead

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Designating a Weather Resilience Lead is crucial for coordinating weather preparedness and response tasks within the clinic or health center. This role ensures there is a clear point of contact responsible for overseeing the development and implementation of weather-related policies and procedures described in this toolkit.

The Weather Resilience Lead can be a healthcare provider, qualified safety and health professional or a facility manager. Having a primary and alternate Weather Resilience Lead helps maintain continuity in case of staff absence.

The Weather Resilience Lead and their alternate should regularly monitor weather forecasts and alerts for all types of hazards, including extreme heat, wildfires, hurricanes, and floods (see **Weather Hazard Monitoring**). They should be signed up for local emergency alert systems to ensure they receive location-specific hazards alerts. While some systems are automatic, many are opt-in and require visiting the local emergency management website to sign up.

The Weather Resilience Lead(s) should facilitate emergency preparedness and response actions across the clinic, working with clinic leadership, clinicians, and staff to ensure they are aware of safety procedures, expectations, resources, and understand who is responsible for these operations.

During a weather event, the Weather Resilience Lead(s) should monitor impacts on transportation and utilities that may affect staff and patients getting to the clinic or the clinic's ability to operate. They should also reach out to local response agencies and community partners to confirm the availability of community resources, such as cooling centers or cleaner air shelters. This information should be shared with clinicians, staff, and patients.

The **Primary Weather Resilience Lead** for our clinic is: \_\_\_\_\_.

The **Secondary Weather Resilience Lead** for our clinic is: \_\_\_\_\_.

### Core weather resilience lead multi-hazard

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- Identify and register for emergency notifications and warnings from your local city/county emergency management.
- Identify the potential hazard risk for your facilities by researching hazard maps ([FEMA Risk Map](#)) and build collaborative relationships with your local city/county emergency management office to assist with preparedness and response planning.
- Establish a communication plan to rapidly notify both employees and patients in the event of clinic closure.
- Work with clinical staff to identify referral sources for patients in the event of an extended closure of the clinic/facility (this becomes more critical the more essential/timely the service is).
- Create remotely accessible backups of all emergency contact and response information to allow for access in the event the facility is inaccessible. Patient information and records should be securely stored off site or in the cloud.

