This Annex is not a standalone plan, but is intended to augment the City of Los Angeles Emergency Operations Plan and Procedures and, along with departmental plans, provide direction and guidance to City departments when responding to an Extreme Heat and Cold Emergency. This Annex is applicable to those City departments with Emergency Operations Organization (EOO) responsibilities and all other City agencies with essential EOO needs or resources and facilities available to the EOO.
PREFACE

Heat events do not cause damage or the same type of response as floods, fires, earthquakes, or other more “typical” disaster scenarios. Heat events are less dramatic, but they are potentially more deadly. The worst single heat event in California occurred in Southern California in 1955, when an eight-day heat wave resulted in 946 deaths.

Heat emergencies have claimed more lives over the past 16 years than all other declared disaster events combined. The 1989 Loma Prieta earthquake resulted in 63 deaths; the 1994 Northridge earthquake was responsible for the loss of 55 lives; and the catastrophic 2003 Southern California Firestorms resulted in 24 deaths. While typical summer temperatures in California contribute to the untimely demise of 20 people on average per year, the heat wave experienced by California in July 2006 caused the death of at least 140 people over a 13-day period.

Heat emergencies are often slower to develop, taking several days of continuous, oppressive heat before a significant or quantifiable impact is seen. Heat waves do not strike victims immediately, but rather their cumulative effects slowly take the lives of vulnerable populations. In an excessive heat emergency, as in all other disaster responses in California, statewide coordination of resource support to local government is carried out through the Standardized Emergency Management System (SEMS).

This Annex is designed to facilitate preparedness for and response to future excessive heat and cold events.
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I. GENERAL

A. Purpose
   The Extreme Heat and Cold Weather Annex have been developed to meet the following objectives:
   - Provide a concept of operations and responsibilities for City Government.
   - Define procedures necessary for the rapid notification of City departments and the public in the event of heat or cold emergencies.
   - Identify actions that can be accomplished within a few hours to a few days to mitigate any adverse impact.
   - Ensure consistency with the State of California, the Los Angeles County Operational Area, and other local governments’ emergency response plans and operations.
   - Ensure consistency with the National Weather Service’s weather-related terminology and forecasts.

B. Scope
   This plan is applicable to City departments with Emergency Operations Organization (EOO) responsibilities and other departments with essential resources. Of particular importance to this plan are:
   - City Departments with emergency public safety functions.
   - City Departments having routine interaction with at-risk populations.
   - City Departments performing emergency public safety or other critical services.

   The following could occur depending upon the size and scope of the event:
   - The City Emergency Operations Center could be activated.
   - Communities may be impacted.
   - Large-scale movement of at-risk populations may be necessary, causing otherwise non-impacted jurisdictions to become “host” to displaced populations.
   - Power outages may occur during extreme heat periods due to the increased use of air conditioning and the subsequent overloading of the electrical delivery system.
   - Transportation routes may be disrupted from power outages.
   - Communication systems may be damaged or disrupted from power outages.
   - Air conditioning systems may be impacted if power outages occur.
II. HOT WEATHER
The National Weather Service (NWS) uses the following terms:

- **Hazardous Weather Outlook** - A statement issued regarding the potential of significant weather expected during the next one (1) to five (5) days.
- **Special Weather Statement** – A statement that provides an outlook of impending hot temperatures that are expected during the next three (3) to seven (7) days.
- **Excessive Heat Watch** - Issued within 24 hours when there is potential for heat index of at least 105°F (41°C) for any duration.
- **Excessive Heat Warning** - Issued within 12 hours of onset for heat index of at least 105°F (41°C) for any duration.
- **Heat Index** - The Heat Index is an accurate measure of how hot it really feels when the Relative Humidity (RH) is added to the actual air temperature.

<table>
<thead>
<tr>
<th>TEMPERATURE</th>
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**NOTE:** The ranges stated on the heat index chart are for persons of average health. Persons with medical conditions, taking medications, elderly, without proper hydration or having consumed alcohol or drugs may be affected well below these ranges.

- **CAUTION - 80°F - 90°F**
  Fatigue possible with prolonged exposure and/or physical activity

- **EXTREME CAUTION - 90°F - 105°F**
  Sunstroke, heat cramps and heat exhaustion possible with prolonged exposure and/or physical activity.

- **DANGER - 105°F - 130°F**
  Sunstroke, heat cramps or heat exhaustion likely, and heatstroke possible with prolonged exposure and/or physical activity.

- **EXTREME DANGER - 130°F OR HIGHER**
  Heatstroke / Sunstroke highly likely with continued exposure.
A. **Cooling Centers**

City facilities will be utilized as cooling centers to provide the public with relief from the heat. City facilities are always open to the public during regular business hours. During periods of high temperatures, the City may extend the hours of facilities beyond regular business times.

1. **Recreation and Parks (RAP) Facilities**

   Hours of operation vary by facility. The public will be directed to [www.laparks.org](http://www.laparks.org) or [http://www.lacity.org/RAP/dos/senior/senior.htm](http://www.lacity.org/RAP/dos/senior/senior.htm) for specific hours of operation. RAP facilities are physically accessible and will work in coordination with the Department on Disability to provide reasonable accommodation to ensure programmatic accessibility and effective communication for people with disabilities.

   If it is determined that RAP facilities should remain open beyond regular business hours, RAP will make recommendations on which facilities should extend their hours.

2. **Library Facilities**

   Hours of operation for Libraries vary by facility. The public will be directed to [www.lapl.org/branches](http://www.lapl.org/branches) or (213) 228-7000 for specific hours of operation. Library staff will work in coordination with the Department on Disability to provide reasonable accommodation to ensure programmatic accessibility and effective communication for people with disabilities. If it is determined that library facilities should remain open beyond regular business hours, the Library Department will make recommendations on which facilities should extend their hours. The Library Department will contact GSD to have ventilation and lighting systems extended.

3. **Los Angeles County Department of Community and Senior Services**

   Community and Senior Services coordinates a Cooling Center Program for those areas outside the City of Los Angeles. For a list of Cooling Centers and information on heat-related illnesses and prevention, call the LA County Information line at 2-1-1 from any landline or cell phone within the county. The list of facilities designated as cooling center could vary during each period of hot weather. For more information on the current list call 211 LA County or go to [http://211la.org](http://211la.org).
III. COLD WEATHER
The National Weather Service (NWS) uses the following terms:

- **Frost Advisory** – Predicted temperatures of 33-35 degrees for two (2) hours or more over a widespread area.
- **Freeze Warning** – Predicted temperatures of 29-32 degrees for two (2) hours or more over a widespread area.
- **Hard Freeze Warning** - Predicted temperatures of 28 degrees or less for two (2) hours or more over a widespread area.
- **Special Weather Statement** – A statement that provides an outlook of impending cold temperatures that are expected during the next three (3) to seven (7) days.

All freeze and/or hard freeze warnings will typically be preceded by a WATCH from 12-48 hours in advance when the potential of meeting warning criteria exists. For the colder valleys of San Luis Obispo and Santa Barbara Counties, and the Antelope Valley in Los Angeles County (Zones 36, 37, 38, and 59), we will issue these products for the first two occurrences of the winter only (between Nov. 1 and March 31).

No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20°F. When the NWS considers issuing Frost Advisory, Freeze Watch or Freeze Warning they do not consider wind chill factors.

Warming Centers pose a significant and unique challenge. Unlike Cooling Centers, Warming Centers must be open when City facilities are normally closed. Warming Centers require a commitment of staff time, mostly after normal working hours. Providing service during evening hours could also affect facility availability the next day. Warming Centers require the City to provide sleeping, feeding and personnel hygiene services, services the City does not normally provide. Warming Centers require a more complex planning effort than Cooling Centers. The decision to open Warming Center must be made early to give the maximum amount of preparation time possible. The opening of Warming Centers may also require coordination with
outside agencies such as the Red Cross, Salvation Army and Faith Based Organizations.

The Los Angeles Homeless Services Authority Winter Shelter Program generally begins on December 1\textsuperscript{st} of each year. Those in need of emergency shelter can go directly to a pickup points for free transportation. Most shelters open at approximately 5:00 PM. For a list of shelter locations for 2014-2015 and pick-up points go to http://www.lahsa.org/winter_shelter_program.asp or see Section XIV.

IV. READYNESS ACTIONS

- **PRE-EVENT ACTIONS** - Preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. City departments must assign staff for emergency management duties and designate or procure facilities, equipment, and other resources for carrying out assigned duties. This investment in emergency management requires upkeep.

- **RESPONSE ACTIONS** - Response covers the period during and immediately following the emergency situation. During this phase, City departments provide emergency assistance to victims of the event and try to reduce the likelihood of further damage.

- **RECOVERY ACTION** - Recovery includes activities necessary to restore the jurisdiction to normal. Recovery activities are classified as short-term and long-term. Short-term recovery is immediate and tends to overlap with response. The City will restore interrupted utility services, re-establish transportation routes, and restore services. There may also be a need to provide food and shelter for those displaced.

V. LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

The Los Angeles County Department of Public Health (LACDPH) monitors weather conditions and will issue either a heat or cold health alert. These health alerts will trigger subsequent actions by the County.

Health Alerts originate in the Toxic Epidemiology Division, which reviews weather conditions from a health perspective. Physician and Public Health Clinicians evaluate the weather conditions and make recommendations to the County Public Health Officer. A Heat Alert can be issued when the forecast is 95\textdegree F to 104\textdegree F for at least two consecutive days.

A Cold Weather Alert can be issued when the forecast calls for three days of low daytime temperatures and nights of sub 32\textdegree F temperatures.

Information on public health alerts can be found at http://www.lapublichealth.org/ Scroll to the bottom of the page under “HEALTH ALERTS”.

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VI. CALIFORNIA OFFICE OF EMERGENCY SERVICES
The California Office of Emergency Services Heat Contingency Plan will be activated at the direction of the Director. Local operations will be activated locally according to local plans, policies and procedures. This State Plan can be activated at any of the three phases.

All state actions will be coordinated with the affected local governments through the affected regions and the local coordination links used by key state agencies. It is equally important for the state to be appraised of local actions. This communication is facilitated through the SEMS/NIMS functions, the affected regions, activated EOCs, Response Information Management System (RIMS) reports (on-line), and by phone calls to constituents.

During a Heat Emergency, the Director will advise the Governor on local activities and needs. The SOC and REOC activation will be enhanced as needed. The Director may convene key State agencies to identify any rules and executive actions the Governor may be advised to take to alleviate the situation, including the proclamation of a state of emergency by the Governor.

State-level planning efforts are based on NWS alerts; heat-related preparation and response activities will be carried out in consultation and coordination with State Agencies, OES Regions, and Operational Areas impacted.

VII. PEOPLE WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS
The Department on Disability is responsible for ensuring full access to programs, facilities and services for the benefit of persons with disabilities and others with access and functional needs, providers or essential resources and policymakers. The Department will assist all City Departments in providing their safety information in accessible formats and provide technical assistance to the Mayor, City Council and City Departments to ensure issues addressing people with disabilities are being addressed. The Department will provide reasonable accommodation, such as sign language interpreters, upon requested.

VIII. NATIONAL WEATHER SERVICE FORECAST AREAS
The National Weather Service (NWS) issues forecasts for three (3) geographical areas that contain portions of the City. The areas within these zones contain similar weather patterns. In most cases, Heat Watches or Frost Advisories will be issued first for the San Fernando Valley (Zone 547), followed by the Santa Monica Mountains (Zone 46) and the Los Angeles County Coast/Downtown (Zone 41) respectively. The weather for these zones can be monitored at: http://www.wrh.noaa.gov/lox/main.php?suite=public
A. ZONE 41 – Los Angeles County Coast Including Downtown Los Angeles

Represents the Los Angeles County Coastal Area. Defined on the West by the Ventura County Line then east along the 500 foot terrain contour to I-405. Then North to Mulholland Drive continuing eastward to the 101 freeway. Then Southeast to Highway 2 continuing West and South around the perimeter of Elysian Park to the 110 freeway. Then Northeast to I-5 continuing South following I-5 to the County Line on the South by the County Line on the South and West by the Coast.

For information on Zone 41 - http://www.wrh.noaa.gov/lox/main.php?suite=public
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B. **ZONE 46 – Santa Monica Mountains Recreational Area**

Represents the Santa Monica Mountains Recreational Area. Defined on the North by the 1,500 foot terrain contour, on the West by the County Line, on the South by the 500 foot Terrain Contour and on the East by I-405.

C. ZONE 547 – Los Angeles County Including the San Fernando Valley

Represents the San Fernando Valley of Los Angeles County. This zone extends from the County Line on the West. On the North by the 2,000 foot Terrain Contour. On the South by the 1,500 foot Terrain Contour between the Ventura County Line and I-405 and Eastward along Mulholland Drive to the 101 Freeway. Then continuing Southeast to Highway 2. North to Highway 134 continuing East on Highway 134 to just west of Eagle Rock. Then Northward along the Ridgeline of the San Rafael Hills to near the Jet Propulsion Laboratory at the base of the Angeles National Forest.

For information on Zone 547 - http://www.wrh.noaa.gov/lox/main.php?suite=public
IX. **ACTIVATION**

The Emergency Management Department (EMD) is responsible for gathering weather data on a daily basis to identify weather trends indicating a progressive increasing or decreasing of temperature. EMD will be the City clearinghouse and single point of contact for weather information.

A. **Phase One**

A **Phase One Activation** will occur when there is *trend* toward hot or cold weather. This trend may be identified by the NWS daily weather reports, local observations or any other established weather-reporting agency.

In a **Phase One Activation**, EMD shall notify all City departments. EMD will continue to monitor the weather and provide departments with regular updates. LAFD, LAPD and DWP will begin collecting data on service usage so the City can make more informed choices regarding cooling or warming actions.

B. **Phase Two**

**Phase Two Activation** will occur if the NWS issues a *Special Weather Statement* or *Hazardous Weather Outlook* indicating hot or cold weather or another governmental agency issues some type of warning for hot or cold temperatures.

If **Phase Two Activation** occurs, EMD:

- Will gather information as to the severity and duration of the hot or cold weather.
- May initiate a conference call with City departments as EMD deems necessary.
- Will keep Departments informed issuing information through the Daily Briefs.
- Will assist the Mayor’s Office in issuing public information. This information will be used to educate and inform the public on steps to mitigate or to respond to adverse weather related incidents.
- Will be the source contact for inquiries regarding adverse weather related incidents or actions. This point of contact may be through the EMD Watch Officer or City Watch if activated.
- Will coordinate with the County Office of Emergency Management and County Public Health Department.

The Department of Water and Power (DWP) will provide information about power outages and water supply so focused attention can be provided to those areas of the city most affected by power outages and/or water shortages. DWP will notify the EMD Duty Officer when power outages reach 10,000 households.
C. Phase Three Activation

Phase Three Activation will occur when the NWS issues an excessive heat watch, frost advisory or freeze watch. The NWS will notify the EMD Duty Officer by e-mail.

If Phase Three Activation occurs, EMD:
- Will gather information as to the severity and duration of the weather.
- May initiate a conference call with City departments as EMD deems necessary.
- Will keep Departments informed issuing information through the Daily Briefs.
- Will assist the Mayor’s Office in issuing public information. This information will be used to educate and inform the public on steps to mitigate or to respond to adverse weather related incidents.
- Will be the single source contact for inquiries regarding adverse weather related incidents or actions. This point of contact may be through the EMD Watch Officer or City Watch if activated.
- Will coordinate with the County OEM and County Public Health Department.

The Department of Water and Power will provide information about power outages and water supply so focused attention can be provided to those areas of the city most affected by power outages and/or water shortages. DWP will notify the EMD Duty Officer when power outages reach 10,000 households.

D. Phase Four Activation

Phase Four Activation will occur when the NWS issues an excessive heat warning or a freeze warning. The NWS will notify the EMD Duty Officer by e-mail.

If Phase Four Activation occurs, EMD:
- Will gather information as to the severity and duration of the weather.
- May initiate a conference call with City departments as EMD deems necessary.
- Will keep Departments informed issuing information through the Daily Briefs.
- Will assist the Mayor’s Office in issuing public information. This information will be used to educate and inform the public on steps to mitigate or to respond to adverse weather related incidents.
- Will be the single source contact for inquiries regarding adverse weather related incidents or actions. This point of contact may be through the EMD Watch Officer or City Watch if activated.
- Will coordinate with the County OEM and County Public Health Department.

The Department of Water and Power will provide information about power outages and water supply so focused attention can be provided to those areas of the city most affected by power outages and/or water shortages. DWP will notify the EMD Duty Officer when power outages reach 10,000 households.
X. **DAILY BRIEF/EMD BULLETINS**

The Daily Brief distributed by the Emergency Management Department will contain information regarding any weather alerts from the National Weather Service. WebEOC may also be used to provide National Weather Service information.

EMD Bulletins will be issued throughout the heat period with updates on cooling centers, weather forecasts and other situational information. The Department of Water and Power will provide information about power outages and water supply so focused attention can be provided to those areas of the city most affected by power outages and/or water shortages.

XI. **PUBLIC INFORMATION AND EDUCATION**

Public information is a critical part of this planning effort. Departments’ Public Information Officers, coordinated through EMD, will work closely with the Mayor’s Office to ensure consistent media outreach takes place.

Public notices/press announcements will include facilities availability, locations and hours of operations and which centers are physically and programmatically accessible. Public notices/press announcements must be timed to meet the next news cycle for maximum exposure.

Department Public Information Officers will develop a series of pre-scripted messages for the Mayor’s Office in preparation of an extreme heat and cold emergency to assist in the dissemination of important public information. These messages will be in multiple languages. The Department of Water and Power will provide information about power outages so focused attention can be provided to those areas of the city most affected.

The following sites will provide information on cooling centers:
http://emergency.lacity.org/index.htm

XII. **AFTER ACTION REPORT/EVENT SUMMARY**

An After Action Report (AAR) or Event Summary (ES) will be completed if the Annex is activated at Level Three or Four.
XIII. HEALTH AND SAFETY INFORMATION (HOT WEATHER)

Heat Wave

It can get too hot!

During an average summer, some 200 people across the country die due to heat injuries from exposure to high summer temperatures.

Clearly, heat can be a force, particularly in Southern California, where temperatures exceeding 100 degrees in the suburban valleys and 110 degrees in the low desert areas are not uncommon during the summer and fall.

Heat-wave emergencies can strike very quickly. In 1995, for example, the city of Chicago’s medical examiner received reports regarding the first heat-related fatalities at 9 p.m. on a Friday night. By 6 a.m. the following morning, an additional 67 people had died. Those deaths were caused directly by the heat.

Exposure to sunlight is a mixed blessing. Although sun is necessary for life, exposure to ultraviolet (UV) radiation is potentially dangerous and can damage the skin. Varied burns result from protracted exposure to UV rays, but some people also may burn from very little exposure. UV rays can significantly keep the skin from compensating for the excess heat.

Overexposure to heat or excessive exercise in the heat also can cause other injuries. The severity of such injuries increases with age; heat cramps in a younger person may be heat exhaustion in a middle-aged person, but may be heatstroke in an elderly person. This occurs because the person has not adapted to the heat and is unable to adjust to changes in the body.

The reverse side of this Focus Sheet offers recommendations designed to help you avoid heat-related death and injury wherever you live, work, or play.

Check these websites
www.earthquakecountry.org (Earthquake Country Alliance/SECC)
www.espfocus.org (Emergency Survival Program)
www.caltrans.ca.gov (California Emergency Management Agency)

www.espfocus.org
Heat Conditions, Symptoms and First Aid

What you might see in a heat injury

1. Sunburn is usually a first-degree burn that involves just the outer surface of the skin. Symptoms include redness and pain. Severe cases may cause swelling, blisters, fever of 102 degrees or above and headaches.

   **First Aid:** Use ointments, as well as cool baths or compresses, for less severe cases. Don’t break the blisters; if blisters do break, use a dry germ-free dressing. In severe cases consult a physician. Drink plenty of water.

2. Heat cramps often are related to dehydration. Symptoms include increased sweating with painful muscle spasms of the arms, legs and occasionally the abdomen.

   **First Aid:** Remove the victim from the hot environment. Apply pressure on or gently massage the spastic muscles to relieve spasms.

3. Heat exhaustion is the inability to sweat enough to cool yourself. Symptoms include fatigue, weakness, dizziness, nausea or vomiting as well as cold, clammy, pale, red or flushed skin. A marked body temperature rise will not occur.

   **First Aid:** Remove the victim from the heat. Lay the victim down and loosen the clothing. Apply cold compresses and cool the body by fanning the victim or placing the victim in a cool environment. Consult a physician if vomiting continues.

4. Heatstroke occurs when the body stops sweating but the body temperature continues to rise. Symptoms include visual disturbances, headache, nausea, vomiting, confusion and, as the condition progresses, delirium or unconsciousness. The skin will be hot, dry, red or flushed even under the amplitudes. This condition is a severe medical emergency that could be fatal.

   **First Aid:** Consult a physician immediately or call 9-1-1. Remove clothing and place victim in a cool environment, sponge the body with cool water or place the victim in a cool bath. Continue the process until temperature decreases. DO NOT PROVIDE FLUIDS to an unconscious victim.

Preventing Heat Injuries

**What you can do to prevent heat injuries**

- Avoid the sun from 10:00 a.m. to 3:00 p.m. when the burning rays are strongest.
- Reduce physical activity.
- Wear a wide-brimmed hat and light colored, lightweight, loose-fitting clothes when you’re outdoors. This type of clothing reflects heat and sunlight, which helps you maintain a normal body temperature.
- Avoid sudden changes of temperatures, (i.e., air out a hot car before getting into it).
- Avoid hot, heavy meals that include proteins. They increase your metabolism and water loss, and raise your body’s natural way of cooling.
- Set your air conditioning thermostat between 75 and 80 degrees. If you don’t have an air conditioner, take a cool bath or shower twice a day and visit air-conditioned public spaces during the hottest hours of the day.
- Drink plenty of fluids even if you aren’t thirsty. Eight to 10 glasses of water a day are recommended. Drink even more if you are exercising or working in hot weather.
- Do not drink alcohol or caffeine since they are diuretics (i.e., promote water loss).
- Use a sunscreen with a sun protection factor (SPF) of at least 15 if you need to go out in the sun.

*Extracted and adapted from “Heat Illness Prevention,” American College of Sports Medicine, Indianapolis, IN.*

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This project was supported by FY07 UASI funding awarded by the California Emergency Management Agency, through FEMA/HS.

This information sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase home, neighborhood, business and school emergency preparedness. ESP was developed by the County of Los Angeles. The California Emergency Management Agency (Cal EMA) and representatives from Contra Costa, Imperial, Inyo, Kern, Los Angeles, Marin, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura counties, Southern California Edison, the Southern California Earthquake Center and the American Red Cross assist in the development of campaign materials and coordination of the campaign.
XIV. LOS ANGELES HOMELESS SERVICES AUTHORITY WINTER SHELTER PROGRAM

PROGRAMS BEGIN MONDAY, DECEMBER 1, 2014
OR
MONDAY, DECEMBER 15, 2014
Depending on Location—

Selected community non-profit homeless services providers will provide temporary nightly shelter to homeless persons in Los Angeles County.

Those in need of emergency shelter are encouraged to go directly to one of the listed pick-up points for free transportation, rather than the site address, unless otherwise indicated. Most shelters will open at approximately 5:00 PM. For information about the Shelters, please refer to the contact information on this document.

Shelters operated in partnership with the California National Guard are subject to Non-Availability Dates due to military operations. Clients will be directed to other shelters.

Winter Shelter Hotline
Phone: 1-800-548-6047
TDD: 1-800-660-4026
(For the deaf and hearing disabled)

Information contained in this document is subject to change.
Please check the website for updates.

Website address: www.lahsa.org

* Times may vary due to traffic or weather. Schedule may be adjusted to meet current needs. Please arrive 3 minutes early.*