

COOLING CENTER ACTIVATION PROCEDURE

Library and Community Services
 800 Alma St., Menlo Park, CA 94025
 tel 650-330-2501



Purpose		
<p>The City of Menlo Park has put a procedure in place on the operation of public cooling centers. A cooling center is an air-conditioned facility where residents can go to find temporary relief from extreme heat. During periods of hot weather, specific facilities in the City of Menlo Park are designated as official cooling centers, locations where the public may seek temporary refuge from the heat during designated operating hours.</p>		
Procedure		
<p>Cooling centers provide the community with spaces to take temporary refuge from hot weather and to access air-conditioning, seating, and water. The City of Menlo Park has designated multiple city facilities to operate as official cooling center locations. This always includes libraries and recreation centers during regular operating hours. From June to October, these locations shall operate as official cooling centers at all times during regular operating hours. Additionally, on dates when the National Weather Service issues an excessive heat warning, the City Manager may designate additional cooling center capacity to respond to community needs during hot weather, including but limited to: extending the operating hours of cooling center locations, opening cooling centers on holidays or other planned closure dates, and/or designating additional city facilities as cooling centers.</p> <p><u>Public communications</u> On dates when the National Weather Service issues a heat advisory or excessive heat warning for the 94025 zip code, the public information officer (PIO) will advise community members of one or more official cooling center locations and the hours of operation. Notifications will be distributed via a multi-channel marketing strategy in order to reach the broadest number of residents possible, including community members of all ages with varying levels of tech savviness, the City's most vulnerable populations and those in the immediate proximity. Media platforms include outlets such as the city website, electronic newsletter and social media accounts, as well as physical signage in front of each designated facility. This information will also be provided to first responders in the community. Additionally, the PIO's message will include tips on how to stay safe in extreme heat.</p>		
Official cooling center locations		
<p>The following locations are designated official cooling centers and shall operate as cooling centers from June to October during each facility's regular operating hours. On dates when the National Weather Service issues an excessive heat warning, the City Manager may designate additional hours or locations to respond to community needs. Members of the public should follow instructions transmitted by the public information officer regarding which specific locations are open as cooling centers, and the specific hours of operation on any given date:</p> <ul style="list-style-type: none"> • Menlo Park Library, 800 Alma St. • Arrillaga Family Recreation Center, 700 Alma St. • Belle Haven Branch Library, 413 Ivy Drive 		
Procedure review		
<p>This procedure shall be reviewed at least every two years.</p>		
Procedure history		
Action	Date	Notes
Procedure adopted	September 8, 2020	Administrative procedure
Procedure updated	July 2, 2021	Administrative update
Procedure updated	August 30, 2022	Administrative update
Procedure updated	October 11, 2023	Administrative update