

Heat Illness Prevention

Responsible Administrator: Industrial Hygiene

Reviewed: December 2023

Summary: This section outlines the policy and procedures related to Heat Illness Prevention that are administered through the Environmental Health & Safety (EHS) Department.

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1. Program Description

The purpose of this program is to ensure that all UC Irvine employees, working in outdoor places of employment or in other areas when environmental risk factors for heat illness are present, are protected from heat illness and are knowledgeable of heat illness symptoms, methods to prevent illness, and procedures to follow if symptoms occur.

2. Scope

The Heat Illness Prevention Program applies to all University employees that may be at risk of heat illness and applies to all indoor and outdoor places of employment where environmental risk factors for heat illness are present.

3. Definitions

Acclimatization – The temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Heat Illness – A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Environmental risk factors for heat illness – Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Landscaping – providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens or providing these services in conjunction with the design of landscape plans and/or the construction (i.e. installation) of walkways, retaining walls, decks, fences, ponds, and similar structures, except for employment by an employer who operates a fixed establishment where the work is to be performed and where drinking water is plumbed.

Personal risk factors for heat illness – Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affects the body's water retention or other physiological responses to heat.

Preventative recovery period – A period of time, at least five minutes, used to recover from the heat to prevent further heat illness.

Shade – Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Temperature – The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

4. Responsibilities

Employees

- Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties.
- Employees are ultimately responsible for drinking adequate amounts of hydrating fluids when the environmental risk factors for heat illness are present.
- Ensure access to a shaded area is available to recover from heat related symptoms.
- Inform their supervisor if shade and/or water is inadequate.
- Report symptoms of heat related illness promptly to their supervisor.
- Call 911 to request emergency medical services in the event medical assistance is required.

Supervisors

- Identify and maintain records of all tasks/employees that are required to work outdoors where potential heat illness could occur.
- Require all affected employees receive proper training on heat illness prevention and comply with all appropriate procedures.
- Ensure that adequate water and shade are available at the job site when the environmental risk factors for heat illness are present.
- Encourage employees to drink water frequently.
- Call 911 to request emergency medical services in the event medical assistance is required.

Environmental Health and Safety (EHS)

- Establish and update the written Heat Illness Prevention Program
- Provide consultation/training to departments who fall within the scope of the program.

- Assist departments in determining when, where, and how water and shade is provided.

5. Program Components

Activation of Heat Illness Prevention Procedures

EHS monitors the weather conditions and will notify the stakeholders/campus partners through an Excessive Heat Notification when elements of this program must be activated. The Excessive Heat Notifications coincide with the structure developed by the UC Irvine Emergency Management Department that identifies the trigger thresholds and the corresponding response action. Generally, an “Excessive Heat Watch” is published when outside temperature(s) is/are forecasted to reach and/or exceed 80 degrees Fahrenheit. An “Excessive Heat Advisory” is published when outside temperature(s) is/are expected to reach and/or exceed 95 degrees Fahrenheit. Special response actions are triggered by Emergency Management when outside temperature(s) is/are forecasted to reach and/or exceed 100 degrees Fahrenheit. [Appendix A](#) contains an example of the Heat Notifications. [Appendix D](#) contains the Emergency Management Extreme Heat Thresholds & Response Actions Chart.

The Excessive Heat Notification provides a link to the “Work Planning and Site Checklist” which will serve as the required documentation for regulatory compliance. [Appendix B](#) contains the “UC Irvine Heat Illness Prevention Program Work Planning and Site Checklist.”

The Excessive Heat Notifications are generated by the EH&S Program Administrator and are emailed to the identified stakeholders/campus partners and published on the EH&S home page.

The elements of the University’s program for heat illness prevention are detailed as follows:

Provision of Water

Whenever environmental risk factors for heat illness exist, supervisors are responsible to ensure that clean, fresh, and cool potable water is readily available to employees free of charge.

Where unlimited drinking water is not immediately available from a plumbed system, supervisors must provide enough water for every employee to be able to drink at least one quart of water per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift). Smaller quantities of water may be provided at the beginning of the shift if there are effective procedures for replenishing the water supply during the shift as needed. Water must be located as close as practicable to the area(s) where employees are working.

The Cal/OSHA standard requires not only that water be provided, but that supervisors encourage employees to drink frequently. Employees must understand that thirst is not an effective indicator of a person’s need for water and it is recommended that individuals drink one quart of water, or four 8-ounce cups, per hour when working in hot environments.

Departments shall take one or more of the following steps to ensure employees have access to drinking water:

1. Provide access to drinking fountains.
2. Supply water cooler/dispenser and single service cups
3. Supply sealed one time use water containers.

Drinking water and water dispensers shall meet the following requirements:

- All sources of drinking water shall be maintained in a clean and sanitary condition.
- Drinking water must always be kept cool. When temperatures exceed 90 degrees Fahrenheit it is recommended that ice be provided to keep the water cool.
- Potable drinking water dispensers used to provide water to more than one person shall be equipped with a spigot or faucet.

- Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose.
- Dipping or pouring drinking water from containers, such as barrels, pails, or tanks, is prohibited regardless of whether or not the containers are fitted with covers.
- The use of shared cups, glasses or other vessels for drinking purposes is prohibited.
- Non-potable water shall not be used for drinking.
- Outlets for non-potable water shall be posted in a manner understandable to all employees that the water is unsafe for drinking.

Access to Shade

Supervisors are responsible to ensure that employees have access to a shaded area regardless of temperature. Shaded areas should be large enough to accommodate the number of employees on recovery or rest period or meal period on a shift and allow employees to sit in the shade without touching each other.

The nearest shaded area must be as close as practicable. Usually this will mean that shade must be reachable within a 2 1/2-minute walk, but in no case more than 1/4-mile or a five-minute walk away, whichever is shorter.

Canopies, umbrellas, or other temporary structures may be used to provide shade, provided they block direct sunlight. Trees and dense vines can provide shade if the canopy of the trees is sufficiently dense to provide substantially complete blockage of direct sunlight. Areas shaded by artificial or mechanical means, such as by a pop-up canopy as opposed to a tree, must provide means for employees to avoid contact with bare soil. Shade areas can be open air or provided with ventilation or cooling.

The interior of a vehicle may be used to provide shade if the vehicle is air-conditioned, and the air conditioner is operating. The shade area must serve the purpose of allowing the body to cool down.

Shade structures must be available at the beginning of the shift and present throughout the day. Regardless of predicted temperatures, supervisors must always have the capability to provide shade promptly if it is requested by an employee.

High Heat Procedures

High heat procedures apply when the temperature equals or exceeds 95 degrees Fahrenheit. During high heat procedures, supervisors will:

- 1) Ensure effective communication by voice, observation, or electronic means so that all employees can contact supervisor when necessary. Cell phones can be used if there is proper and consistent reception.
- 2) Observe employees for alertness and signs or symptoms of heat illness by using one of the following methods:
 - a) supervisor observes 20 or fewer employees
 - b) employees use the buddy system
 - c) regular communication of sole employee (radio, cell phone, or other effective means of communication)
- 3) Designate one or more employee(s) on each worksite as the person responsible for calling emergency services. This does not prohibit other employees from calling emergency services in case of emergency.
- 4) Remind employees to drink water throughout the shift, and
- 5) Have pre-shift meetings before work begins to review these procedures, encourage the drinking of water, and remind employees about their right to cool down rests when necessary.

The High Heat Procedures information is in [Appendix A: UC Irvine Heat Illness Prevention Program Work Planning and Site Checklist](#).

Acclimatization

Supervisors are required to acclimatize employees and allow time to adapt when temperatures rise suddenly and employee risks for heat illness increase.

Acclimatization may also be required for new employees, employees working at temperatures to which they haven't been exposed for several weeks or longer, or employees assigned to new jobs in hot environments.

Generally, about four to fourteen days of daily heat exposure is needed for acclimatization. Heat acclimatization requires a minimum daily heat exposure of about two hours of work. Gradually increase the length of work each day until an appropriate schedule adapted to the required activity level for the work environment is achieved. This will allow the employee to acclimate to conditions of heat while reducing the risk of heat illness.

It should be noted that new employees are among those most at risk of suffering the consequences of inadequate acclimatization. Supervisors with new employees should be extra-vigilant during the acclimatization period and respond immediately to signs and symptoms of possible heat illness.

Supervisors will closely observe all employees during a heat wave, defined by Cal/OSHA as "any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days".

Preventive Recovery Periods

The purpose of the recovery period is prevention of heat illness. The supervisor is required to provide access to shade for employees who believe they need a preventive recovery period from the effects of heat and for any who exhibit indications of heat illness. Employees shall be allowed and encouraged to take preventative cool down rests in the shade.

Access to shade must be always allowed, and employees must be allowed to remain in the shade for at least five minutes. The employees will be monitored for signs of heat illness and asked if they are experiencing heat illness. They will also be encouraged to stay in the shade and not return to work until signs or symptoms of heat illness have abated.

The purpose of the preventive recovery period is to reduce heat stress on the employee. The preventive recovery period is not a substitute for medical treatment.

Emergency Procedures

If an employee has any symptoms of heat illness, first-aid / emergency procedures should be initiated without delay by employees and supervisors. Supervisors must ensure effective communication by voice, observation, or electronic means so that all employees can contact supervisor when necessary. Cell phones can be used if there is proper and consistent reception. The supervisor must ensure that emergency services can be summoned.

Training

Training shall be provided and/or facilitated by EHS for all potentially impacted employees, and their supervisors, who are working where environmental risk factors for heat illness are present. An online training is available on University of California Learning Center (UCLC), search word: "Heat Illness Prevention."

Training information shall include, but not be limited to:

- Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Employer procedures for complying with the requirements of the standard.

including: employer's responsibility to provide water, shade, cool down rests, and access to first aid and the right to exercise these rights without retaliation.

- Identifying, evaluating, and controlling exposure to environmental risk factors for heat illness.
- The importance of frequent consumption of hydrating fluids, up to 1 quart (4 cups of water) per hour, when environmental risk factors for heat illness are present, particularly when employee is excessively sweating during the exposure.
- The importance of and methods of acclimatization
- Different types of heat illness and the common signs and symptoms of heat illness, appropriate first aid/ emergency response, and the rapid progression of heat illness to a heat related emergency.
- The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor
- Understanding the procedures for responding to heat illness / injury and contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service.
- Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders. This includes designating a person to be available to ensure emergency procedures are followed.

Supervisors shall receive training on the following topics prior to being assigned to supervise employees that may be exposed to high heat.

- The training information required of the employees, detailed above.
- Procedures supervisors are to follow to implement the provisions of this program.
- Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories.

Retraining will be required under any of the following conditions:

- Changes in the workplace render previous training obsolete.
- Inadequacies in an employee's knowledge of heat illness prevention indicate that the employee has not retained the required training.

Training records shall be maintained by EHS for a minimum of 3 years.

[Appendix C](#) contains the Heat Illness Prevention flyer that may be shared with impacted stakeholders/campus partners as a reminder of the elements of the campus Heat Illness Prevention program.

6. Reporting Requirements

The Excessive Heat Notifications are generated by the EHS Program Administrator and are emailed to the identified stakeholders/campus partners and published on the EHS home page.

Constant awareness of and respect for heat illness prevention procedures and compliance with all applicable safety rules is mandatory.

Employees may report any safety concerns to their supervisor or EH&S.

Supervisors may issue warnings to employees and implement disciplinary actions up to and including termination for failure to follow the guidelines of this program.

Representatives of EHS are authorized to issue safety warnings to departments, supervisors, and employees and stop unsafe work from continuing.

7. References and Appendices

[Appendix A:](#) Heat Advisory Notification Sample

[Appendix B:](#) UC Irvine Heat Illness Prevention Program Work Planning and Site Checklist

[Appendix C:](#) Heat Illness Prevention Flyer

[Appendix D:](#) UCI Emergency Management Extreme Heat Thresholds & Response

Actions Chart (Labeled “Attachment C” per UCI Emergency Management Program)

Title 8 California Code of Regulations, General Industry Safety Orders

[Title 8 California Code of Regulations, General Industry Safety Orders - §3395](#)

Heat Illness Prevention: What you need to know

<http://www.99calor.org/downloads/factsheet.english.pdf>

<http://www.99calor.org/downloads/factsheet.spanish.pdf>

Heat Illness Prevention Enforcement Q&A

<http://www.dir.ca.gov/dosh/heatIllnessQA.html>

Protect Yourself from Heat Illness

http://www.dir.ca.gov/dosh/dosh_publications/HeatIllnessEmployeeEngSpan.pdf

CalOSHA Heat Illness Prevention eTool

<https://www.dir.ca.gov/dosh/etools/08-006/>

OSHA/NIOSH Heat Safety App

<https://www.cdc.gov/niosh/topics/heatstress/heatapp.html>

APPENDIX A

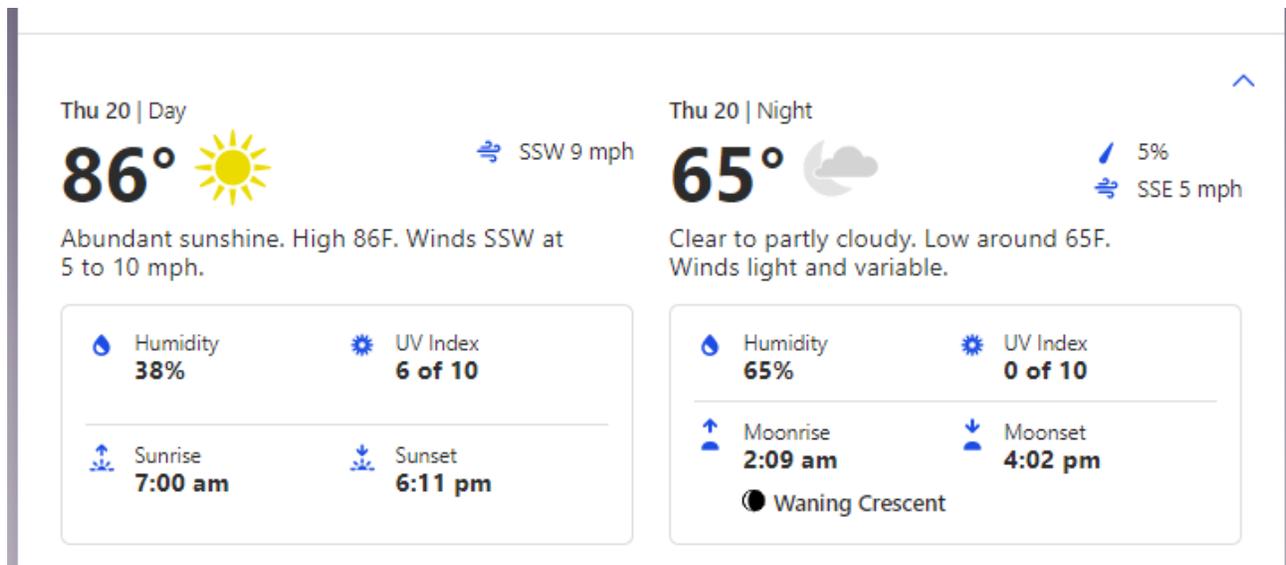
Heat Advisory Notification Sample

**Excessive Heat Watch
October 20, 2022**



To our campus partners:

An Excessive Heat Watch will be in effect TODAY, October 20, 2022, as the outdoor temperature is forecasted to be in the 80's (degrees Fahrenheit) for Irvine. If you or your staff will be working outdoors during this period, please implement the procedures listed in the [Work Planning and Site Checklist](#) . You will need to implement the "High Heat" procedures when the outdoor temperature reaches 95 degrees Fahrenheit.



Please make sure that you and your staff are aware of the UCI heat illness prevention procedures. Stay hydrated and observe and follow best practices for preventing heat illness.

The Environmental Health & Safety Office will continue to monitor for warm weather and share any accompanying heat advisories shared by the Orange County Health Care Agency.

For additional information, please visit the following resources:

[UCI EH&S Heat Illness Prevention Program](#)

[Cal/OSHA](#)

Related resources:

[Seniors and Heat Related Illness](#)

[Children and Heat Related Illness](#)

[Protecting Your Pets During Hot Weather](#)

**Excessive Heat Advisory
October 19, 2022**



To our campus partners:

An Excessive Heat Advisory will be in effect TODAY, Wednesday, October 19, as the outdoor temperatures is forecasted to be 94 degrees Fahrenheit for Irvine. If you or your staff will be working outdoors during this period, you will need to implement the “High Heat” procedures listed in the [Work Planning and Site Checklist](#) when the outdoor temperature reaches 95 degrees Fahrenheit.

! Heat Advisory

Wed 19 | Day

94°

SW 8 mph

Sunny. Hot. High 94F. Winds SW at 5 to 10 mph.

Humidity
26%

UV Index
6 of 10

Sunrise
6:59 am

Sunset
6:12 pm

Wed 19 | Night

68°

E 4 mph

Some clouds. Low 68F. Winds light and variable.

Humidity
47%

UV Index
0 of 10

Moonrise
1:10 am

Moonset
3:31 pm

Waning Crescent

Please make sure that you and your staff are aware of the UCI heat illness prevention procedures. Stay hydrated and observe and follow best practices for preventing heat illness.

The Environmental Health & Safety Office will continue to monitor for warm weather and share any accompanying heat advisories shared by the Orange County Health Care Agency.

For additional information, please visit the following resources:

[UCI EH&S Heat Illness Prevention Program](#)

[Cal/OSHA](#)

Related resources:

[Seniors and Heat Related Illness](#)

[Children and Heat Related Illness](#)

[Protecting Your Pets During Hot Weather](#)

APPENDIX B

UC Irvine Heat Illness Prevention Program Work Planning and Site Checklist

**UC Irvine Heat Illness Prevention Program
Work Planning and Site Checklist
Revised: June 2021**

Required when temperatures are expected to exceed 80 °F

Department/Group/Project: _____

Supervisor Name and Phone Number: _____

Worksite Location (specific enough for emergency response, use landmarks if needed):

Expected Temperature: _____

Employees Covered (use back as needed): _____

Checklist Completed by: _____ Date: _____

<p>Drinking Water Availability At least one quart (4 cups) required per employee per hour for the entire shift, i.e. an 8 hour shift requires 2 gallons per employee <input type="checkbox"/> Plumbed water <input type="checkbox"/> Water cooler provided <input type="checkbox"/> Bottled water provided <input type="checkbox"/> Other, describe below:</p>
<p>How will employees be provided access to sufficient drinking water? For backcountry trips or other work in remote locations describe expected natural water sources and treatment methods (e.g. filtration, boiling, chemical disinfection).</p>
<p>Shade May be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g. sitting in a hot car). <input type="checkbox"/> Building structures <input type="checkbox"/> Trees <input type="checkbox"/> Temporary Canopy/Tarp <input type="checkbox"/> Vehicle with A/C <input type="checkbox"/> Other, describe below:</p>
<p>How will employees be provided access to adequate shade?</p>
<p>Emergency Medical Response All employees must be able to provide clear and precise directions to the work site <input type="checkbox"/> Cell phone service available <input type="checkbox"/> If no cell service, describe emergency plan below:</p>
<p>What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back as needed)</p>
<p>For remote locations, list employees on site trained in First Aid and verify that a Field Safety Plan is in place and available:</p>
<p>High Heat Procedures - Required when temperatures expected to exceed 95° F If possible limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for sign of heat illness is required at all times. Pre-shift meeting required. <input type="checkbox"/> Direct supervision <input type="checkbox"/> Buddy system <input type="checkbox"/> Reliable cell or radio contact <input type="checkbox"/> Other, describe below:</p>

List names of any new employees working in heat for less than 14 days that must be supervised at all times:

UC Irvine Heat Illness Prevention Work Site Checklist

First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness

Signs & Symptoms	Treatment	Response Action:
HEAT EXHAUSTION <ul style="list-style-type: none"> • Dizziness, headache • Rapid heart rate • Pale, cool, clammy or flushed skin • Nausea and/or vomiting • Fatigue, thirst, muscle cramps 	<ol style="list-style-type: none"> 1. Stop all exertion. 2. Move to a cool shaded place. 3. Hydrate with cool water. 	<p>The most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heat stroke.</p>
HEAT STROKE <ul style="list-style-type: none"> • Disoriented, irritable, combative, unconscious • Hallucinations, seizures, poor balance • Rapid heart rate • Hot, dry and red skin (possibly moist and pale) • Fever, body temperature above 104 °F 	<ol style="list-style-type: none"> 1. Move (gently) to a cooler spot in shade. 2. Loosen clothing and spray exposed skin with water and fan. 3. Cool by placing ice or cold packs along neck, chest, armpits and groin. 4. Do not place ice directly on skin. 	<p>Call 911 or seek medical help immediately.</p> <p>Heat stroke is a life threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!</p>

Other Notes
(Attach other documents, maps, etc. as needed)

Related Resources

Emergency/ Medical Response: 911
 Weather Forecasts: <http://www.wunderground.com/> or <http://www.weather.gov/>
 Office of Environment, Health & Safety: <http://ehs.uci.edu/> or 949.824.6200
 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>

APPENDIX C

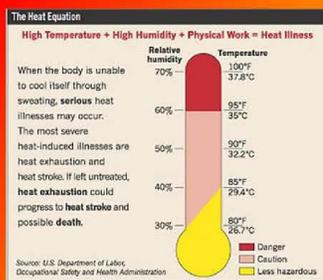
Heat Illness Prevention Flyer

HEAT ILLNESS PREVENTION

When Temperatures Are Expected To Exceed 80 degrees F (8CCR3395)

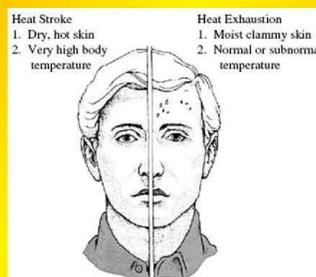
What every Employee should know—

- The hazards/conditions and signs/symptoms that can result in Heat Illness



Signs and Symptoms

- Headache
- Unusual fatigue
- Muscle cramps
- Pale skin
- Heavy sweating



- The methods for preventing Heat Illness

- **WATER** - Drink plenty! Water shall be fresh, pure, suitably cool, free, and readily accessible
- **SHADE** - Shall be accessible at all times, but shade must be made present when outdoor temperatures exceed 80 degrees Fahrenheit (For indoor environments, rest in cooler areas)
- **COOL-DOWN REST PERIOD (in the shade)** - Shall be encouraged, and the employee shall be monitored until the symptoms of heat illness abate; first aid procedures may be initiated
- **ACCLIMATIZATION** - Techniques shall be employed to allow the body to adapt gradually to the heat

- The Emergency Response Procedures

- **EFFECTIVE COMMUNICATION** - Whether through direct contact or a designated person, a method for contacting the supervisor and/or emergency medical services shall be established and conveyed to all affected persons
- **RESPONSE TO SIGNS AND SYMPTOMS** - Steps shall be taken to immediately prevent the progression of heat illness, including the provision of basic first aid, obtaining emergency medical services, and not allowing the employee exhibiting the signs and symptoms of heat illness to be left alone or sent home without offering on-site first aid or emergency medical services
- **EMPLOYEE TRANSPORT** - When necessary, the stricken employee may need to be taken to a place where s/he can be reached by the emergency medical services
- **DIRECTIONS** - Clear and precise directions to the worksite shall be provided to the emergency responders

Questions?
949.824.6200
safety@uci.edu



APPENDIX D

UC Irvine Emergency Management Extreme Heat Thresholds & Response Actions Chart

(Labeled “Attachment C” per UCI Emergency
Management Program)

Attachment C - UCI Extreme Heat Thresholds & Response Actions Chart

Response Phase	READINESS	ALERT	WARNING
Heat Thresholds	EHS issues a Heat Watch notification when temperatures reach or are predicted to be 80°F.	<p>EHS issues Heat Advisory notification when temperatures reach or are predicted to be 95°F.</p> <p style="text-align: center;">OR</p> <p>Notification issued from Orange County OA of a Heat Advisory or Excessive Heat Watch (potential for Excessive Heat Warning).</p> <p style="text-align: center;">OR</p> <p>If directed by CCT due to a PSPS</p>	<p>Predicted temperatures of 100°F for one or more days.</p> <p style="text-align: center;">OR</p> <p>Notification issued by Orange County OA of an Excessive Heat Warning.</p> <p style="text-align: center;">OR</p> <p>If directed by CCT due to a power outage/PSPS</p>
Response Actions	<p>EHS = Notify stakeholders / campus partners of heat advisory and continue to monitor weather conditions</p> <p>EM = Monitors weather conditions</p> <p>Cooling Center BFMs = Monitors weather conditions and basis future scheduling accordingly</p>	<p>EHS = Notify stakeholders / campus partners of high heat procedures</p> <p>EM = Monitors weather conditions</p> <p>Cooling Center BFMs = Review list of scheduled events taking place in the cooling center and provide Student Affairs with list of available locations for the next 3 days; Notify/Prepare employees of potential activation and possible extension of hours</p> <p>Student Affairs = determines which cooling center location(s) are placed on standby for the duration of the event and notifies BFM(s)</p> <p>Student Housing = Disseminates community specific cooling center locations available for housing residents / notifies ACC leadership</p>	<p>Student Affairs = Coordinate with EM on approval for implementing this Annex; Send out ZotMail regarding details of activated cooling center(s) upon approval</p> <p>EM = Notifies leadership of Extreme Heat Annex implementation</p> <p>Cooling Center BFMs = Execute site specific Cooling Center Procedures</p> <p>Student Housing = Disseminate information regarding Cooling Center activation to residents and ACC</p>