



Department of Operations

Heat Emergency Protocol

The mission of the Department of Operations is to support instructional efforts throughout the district. With the understanding that as the temperature rises so does student discomfort, simple steps have been developed to mitigate the heat. The Principal can discuss relocation options, either within the building or at a separate facility, with both the Chief of Schools and Facility Manager if unsafe conditions exist.

The following guidelines will aid in making sound decisions to keep students as safe and comfortable as possible when temperatures rise.

Temperatures 85° - 95°

When there are high, but not dangerous, outside temperatures (85° - 95°), schools should contact their Facility Manager to conduct an on-site assessment of building space temperatures to determine if unsafe conditions exist. If possible, this assessment should be scheduled one-day in advance.

- Draw shades in rooms to keep out sunlight
- Turn off overhead lights when not required for instruction
- Move classes to cooler rooms and lower-level rooms when possible
- Keep air circulating by opening windows (at those sides of the building not in direct sun exposure) or doors
- Use fans as much as possible

Level-One: Heat Watch

A level-one Heat **Watch** is issued under the following atmospheric conditions:

- Three consecutive days of heat between 100° and 105° and either:
 - Sunshine of 85 percent or more on two or three days, **or**
 - A minimum heat index not less than 95° on each of the three days
- Two consecutive days of heat index between 105° and 110°
- One day of heat index of 110° or higher

If such a Heat Watch is issued by the National Weather Service, schools are advised to follow the guidelines listed below to help keep students cool. Facility and Lead Facility Managers will be in contact with schools to ensure provisions such as water are available and offer additional tips to keep the temperatures in the classroom manageable.

- Draw shades in rooms to keep out sunlight
- Turn off overhead lights when not required for instruction
- Move classes to cooler rooms and lower-level rooms when possible
- Keep air circulating by opening windows (at those sides of the building not in direct sun exposure) or doors
- Use fans as much as possible
- Limit outdoor activities including field trips and recess to small durations in the early morning
- Keep students hydrated by providing access to working fountains or making bottled water available through the School Dining Manager
- Ensure the school has an adequate supply of ice
- Allow students to bring full water bottles to school and provide a means to refill them throughout the day



- Encourage students to dress in light cotton clothing and allow them to wear shorts to school

Level-Two: Heat Warning

A Heat **Warning** exists when one or more of the aforementioned atmospheric conditions exist or are imminent. If a Heat Warning is issued, Lead Facility Managers should be contacted to discuss alternative sites to keep students cool and comfortable in buildings with no air conditioning. Additionally, all of the tips listed above should be deployed in conjunction with the following:

- Avoid long trips on school buses (cancel trips involving extended exposure to heat)
- Begin school earlier. Make this decision in consultation with the Chief of Schools
- Make water available in all classrooms

Should the Heat Warning have temperatures / hit indices that are abnormally high (100°+), at the discretion of the CPS CEO, all schools may be closed.

The Department of Operations has established an emergency hotline (3-2653) to receive calls from schools or communities to either report heat emergencies, get information, or clarify recommended actions.

- This line is monitored by the Department of Operations between 8am and 5pm daily
- Calls are logged in and assigned to Lead Facility Managers (LFM), Facility Managers (FM), or CIP Consultants as necessary for the timely resolution of issues or concerns
- When the line is busy or after hours, the calls are routed to a voice mailbox which provides cell phone contact number for the Chief Operations Officer and Director of Asset Management. We are committed to supporting you on a 24-hour basis during these extreme weather conditions.

Note: This hotline is not intended for use in medical emergencies. Should a student collapse due to heat stroke or dehydration, please call 9-1-1 for immediate ambulance assistance.

Lead Facility Managers and Facility Managers will be in constant contact with schools during extreme weather conditions to “check-in” and monitor thermal comfort of the occupants, and maintenance issues that are impacting the school environment.

Using the resources available, along with good judgment by both school-based and field staff, heat-related emergencies will be manageable to the extent that classroom learning is not negatively impacted.