



LONG BEACH

UNIFIED • SCHOOL • DISTRICT

HEAT ILLNESS PREVENTION PLAN (HIPP)

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Indoor and Outdoor Work Areas

INTRODUCTION AND PURPOSE

Heat illness is a serious and preventable occupational hazard. The purpose of this Heat Illness Prevention Plan (Plan) is to establish a consistent districtwide framework to prevent, recognize, and respond to heat illness in indoor and outdoor District work areas. The Plan provides operational requirements for water, shade or cool-down areas, temperature assessment, control measures, acclimatization, emergency response, communication, training, and recordkeeping.

The primary objective is employee safety and operational continuity. Supervisors and site administrators will use this Plan to anticipate heat-related conditions, evaluate work assignments, implement feasible controls, and communicate expectations to employees before and during periods of elevated heat.

STATUTORY AND REGULATORY AUTHORITY

- California Code of Regulations, Title 8, section 3395 - Heat Illness Prevention in Outdoor Places of Employment.
- California Code of Regulations, Title 8, section 3396 - Heat Illness Prevention in Indoor Places of Employment.
- California Code of Regulations, Title 8, section 3203 - Injury and Illness Prevention Program, as applicable.
- Related Cal/OSHA guidance, frequently asked questions, and employer resources for heat illness prevention.

SCOPE AND APPLICATION

This Plan applies to all District work locations where employees may be exposed to environmental or personal risk factors for heat illness. It covers both outdoor work areas and indoor work areas, including classrooms, offices, shops, kitchens, cafeterias, storage areas, gymnasiums, mechanical areas, vehicles, partial structures, maintenance yards, grounds areas, and other assigned work locations.

- **Outdoor work areas:** Outdoor locations and partially enclosed areas not meeting the regulatory definition of indoor are governed by Title 8 section 3395.
- **Indoor work areas:** Indoor work areas where temperatures reach or are reasonably expected to reach 82 degrees F or higher are governed by Title 8 section 3396.
- **Higher-risk indoor conditions:** Indoor work areas are subject to assessment and control measures when the temperature or heat index equals or exceeds 87 degrees F, or when employees wear clothing that restricts heat removal or work in a high radiant heat area and the temperature equals or exceeds 82 degrees F.

- **Incidental exposure:** Short exposures may be excluded only if they meet the regulatory exception. Supervisors should consult Risk Management before relying on an exception.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Risk Management / Environmental Health and Safety	Maintain this Plan; provide compliance guidance; coordinate training resources; review incidents and corrective actions; support site implementation and regulatory response.
Site Principals / Department Administrators	Implement this Plan at assigned sites; designate responsible staff; ensure cool-down areas, water, communications, coverage, and recordkeeping are operational; escalate facility or staffing barriers.
Plant Supervisors / Designees	Conduct and record required temperature readings; support water, ventilation, fans, window coverings, and cool-down areas; notify site administration when thresholds are met or controls are needed.
Supervisors / Managers	Monitor work conditions; communicate heat procedures; observe employees for symptoms; authorize cool-down rest; initiate emergency response; ensure employees are not discouraged from using water, shade, or cool-down areas.
Employees	Follow heat illness prevention procedures; drink water frequently; use shade or cool-down areas as needed; report symptoms in themselves or coworkers immediately; participate in training; cooperate with controls.
Maintenance / Operations	Support engineering controls, cooling equipment, water systems, thermometers, fans, window coverings, ventilation, and facility repairs or adjustments tied to heat mitigation.

KEY DEFINITIONS

Acclimatization: Temporary adaptation of the body to work in the heat. Acclimatization usually peaks within four to fourteen days of regular work for at least two hours per day in heat.

Cool-down area: An indoor or outdoor area blocked from direct sunlight and shielded from high radiant heat sources to the extent feasible, open to air or provided with ventilation or cooling, and not unsafe or discouraging to use.

Environmental risk factors: Working conditions that create the possibility of heat illness, including temperature, humidity, radiant heat, conductive heat sources, air movement, workload severity and duration, clothing, and PPE.

Heat illness: A serious medical condition resulting from the body inability to cope with heat load, including heat cramps, heat exhaustion, heat syncope, and heat stroke.

Heat index: A measure of heat stress that considers air temperature and relative humidity. For indoor work areas, heat index must be measured or calculated consistent with the National Weather Service heat index chart.

Heat wave: Any day in which the predicted high outdoor temperature is at least 80 degrees F and at least 10 degrees F higher than the average high daily outdoor temperature for the preceding five days.

High radiant heat area: A work area where the globe temperature is at least five degrees F greater than the dry bulb temperature.

Personal risk factors: Individual factors such as age, acclimatization, health, hydration, alcohol or caffeine consumption, and medications that affect water retention or heat response.

Preventative cool-down rest: A rest taken in shade or a cool-down area to prevent overheating.

Shade: Blockage of direct sunlight that allows the body to cool and does not expose employees to unsafe or unhealthy conditions or deter access or use.

TRIGGER THRESHOLDS AND REQUIRED ACTIONS

Condition	Minimum District Action	Responsible Party
Indoor temperature reasonably expected to exceed 82 degrees F	Maintain one or more cool-down areas while employees are present; provide access to cool potable water; allow and encourage cool-down rest.	Site administrator / supervisor / plant supervisor
Indoor temperature or heat index equals or exceeds 87 degrees F	Measure and record temperature or heat index, whichever is greater; evaluate environmental risk factors; implement feasible controls.	Plant supervisor / designee, with site administrator oversight
Indoor temperature equals or exceeds 82 degrees F with restricted heat-removal clothing or high radiant heat	Measure and record; implement feasible engineering controls, administrative controls, and personal heat-protective equipment as needed.	Supervisor / site administrator
Outdoor temperature exceeds 80 degrees F	Provide and maintain shade sufficient for recovery/rest and onsite meal periods; encourage cool-down rest.	Supervisor / site administrator

Outdoor temperature equals or exceeds 95 degrees F	Implement high-heat procedures: effective communication, observation, emergency call authority, water reminders, and pre-shift meetings.	Supervisor / manager
Heat wave or newly assigned employee in high heat area	Closely observe employees during heat wave and new employees for first 14 days in covered high-heat assignments.	Supervisor / designee

PROCEDURES FOR THE PROVISION OF WATER

- Employees shall have access to fresh, pure, suitably cool potable drinking water provided free of charge and located as close as practicable to where employees are working and in required indoor cool-down areas.
- Where drinking water is not plumbed or continuously supplied, the District shall provide enough water at the beginning of the shift to allow at least one quart per employee per hour for the entire shift, or implement effective replenishment procedures to maintain that amount.
- Supervisors shall encourage frequent water consumption, particularly during hot work or when employees are sweating more than usual. Employees should drink before becoming thirsty.
- When water coolers are used, they must be sanitary and dispensed through a valve into individual cups or employee containers. Communal dippers are not permitted.
- Supervisors shall verify at the start of each shift that sufficient portable water is available and shall monitor water levels throughout the shift to ensure uninterrupted access. Where water is not continuously available, replenishment procedures shall ensure at least one quart per employee per hour for the duration of the shift.
- District heat mitigation measures include water bottle filling stations and chilled water dispensers in classrooms without air conditioning, with routine replenishment through established operations procedures.

OUTDOOR SHADE AND PREVENTATIVE COOL-DOWN REST

- When outdoor temperature exceeds 80 degrees F, shade shall be present and maintained while employees are present. Shade must be large enough to accommodate employees on recovery or rest periods, and during meal periods for employees who remain onsite.
- When outdoor temperature does not exceed 80 degrees F, shade shall be provided upon employee request or otherwise made readily available.
- Employees shall be allowed and encouraged to take preventative cool-down rest in shade when they feel the need to protect themselves from overheating.
- Employees taking a preventative cool-down rest shall be monitored, asked whether they are experiencing symptoms, encouraged to remain in shade, and not ordered back to work until

symptoms have abated and never less than five minutes plus the time needed to access shade.

- If signs or symptoms of heat illness occur during the cool-down rest, the supervisor shall provide appropriate first aid or emergency response.

INDOOR COOL-DOWN AREAS

- When indoor temperatures are reasonably expected to exceed 82 degrees F, the site shall maintain one or more cool-down areas while employees are present.
- Indoor cool-down areas shall be maintained below 82 degrees F unless infeasible, and shall be large enough to accommodate employees on recovery/rest periods or meal periods who remain onsite.
- Cool-down areas must be accessible, not expose employees to unsafe or unhealthy conditions, and not deter or discourage use.
- Employees shall alert managers or administration when they need to access a cool-down area. Coverage shall be arranged as needed to maintain operational supervision and student safety.
- Employees using a cool-down area shall be monitored for symptoms, encouraged to remain in the area, and not ordered back to work until signs or symptoms have abated and never fewer than five minutes plus travel time to the area.

INDOOR TEMPERATURE ASSESSMENT AND RECORDKEEPING

Site administrators or designees shall implement the following temperature assessment protocol when indoor temperatures are reasonably expected to reach or exceed 87 degrees Fahrenheit, or where the higher-risk indoor conditions described in Section 6 may apply.

- Take temperature readings once per day between noon and 3:00 p.m. when employee exposure is expected to be greatest, unless conditions require additional measurements.
- Record the date, time, specific location, temperature, and heat index if measured. Record whichever value is greater when both temperature and heat index are used.
- Readings should be taken in one classroom or representative indoor space per floor in each building. Select spaces near the middle of the building that closely represent similar rooms, and add additional readings for known hot areas or complaint areas.
- Allow the thermometer to stabilize for at least 60 seconds before recording the reading, or longer if required by the manufacturer.
- Take additional readings when the temperature or heat index is reasonably expected to be 10 degrees F or more above prior measurements where employees work.
- Keep temperature records in the main office or designated site compliance file for at least 12 months or until the next required measurements are taken, whichever is later. Records must be available to employees, designated representatives, and Cal/OSHA upon request.

- Employees and union representatives shall have an opportunity to provide input on planning, conducting, and recording measurements and identifying other environmental risk factors.

CONTROL MEASURES FOR INDOOR ENVIRONMENTS

When indoor control thresholds are met, the District shall select controls based on environmental risk factors and implement feasible controls in the following order: engineering controls, administrative controls, and personal heat-protective equipment.

Engineering Controls

- Air conditioning, cooling fans, pedestal fans, or cooling mist fans where appropriate.
- Increased natural ventilation, including opening windows and doors when outdoor temperature or heat index is lower than indoor conditions and it is safe to do so.
- Isolation, shielding, or insulation of heat sources and radiant heat sources.
- Evaporative coolers or dehumidifiers where feasible and effective.
- Reflective window tinting, window coverings, and other heat-gain reduction measures.
- Early morning opening of non-air-conditioned classrooms on high-heat days to release trapped heat.

Administrative Controls

- Modify work schedules or activities to cooler periods of the day, including early morning or late afternoon when feasible.
- Rotate tasks or employees to reduce exertion and heat exposure.
- Increase rest breaks in cool-down areas as heat stress rises.
- Reduce work intensity, pace, or duration during elevated heat.
- Use a buddy system, work groups, or more frequent check-ins during extreme heat or isolated work.
- Mark or communicate known hot areas and notify employees of active controls.

Personal Heat-Protective Equipment

- Where engineering and administrative controls are not sufficient or feasible, Risk Management may evaluate personal heat-protective equipment such as cooling vests, wetted over-garments, air-cooled garments, heat-reflective clothing, or other protective cooling equipment.
- Supervisors shall not introduce heat-protective equipment that creates additional hazards without review by Risk Management or Environmental Health and Safety.

HIGH-HEAT PROCEDURES FOR OUTDOOR WORK

When outdoor temperature equals or exceeds 95 degrees F, supervisors shall implement high-heat procedures to the extent practicable.

- Maintain effective communication by voice, observation, radio, phone, text, or other reliable means so employees can contact a supervisor when needed.
- Observe employees for alertness and signs or symptoms of heat illness using supervisor/designee observation of 20 or fewer employees, a buddy system, regular communication with sole employees, or another effective method.
- Designate one or more employees at each worksite who are authorized to call emergency medical services and allow any employee to call when a designated employee is unavailable.
- Remind employees throughout the shift to drink water frequently.
- Hold pre-shift or tailgate meetings to review high-heat procedures, water, shade, emergency response, and the right to take cool-down rest.

ACCLIMATIZATION AND OBSERVATION

- Supervisors or designees shall closely observe employees during a heat wave.
- Newly assigned employees in outdoor high-heat areas shall be closely observed for the first 14 days of employment or assignment.
- Indoor employees shall be closely observed during a heat wave where no effective engineering controls are in use to control the effect of outdoor heat on indoor temperature.
- Employees newly assigned to indoor work areas at or above 87 degrees F temperature or heat index, or at or above 82 degrees F with restricted heat-removal clothing or high radiant heat, shall be closely observed for the first 14 days of employment or assignment.
- Observation includes checking for symptoms, confirming access to water and cool-down areas, reinforcing reporting expectations, and adjusting work as needed.

COMMUNICATION

- Supervisors shall account for employee whereabouts at appropriate intervals during heat conditions that could result in heat illness or employee collapse.
- Each site shall maintain reliable communication methods for employees to contact supervisors or emergency services. If cell reception is unreliable, an alternate method must be established.
- Employees shall immediately report symptoms in themselves or coworkers to a supervisor, manager, site administrator, or designee.
- Supervisors shall reinforce that employees may access water, shade, cool-down areas, first aid, and emergency response without retaliation.

RECOGNIZING AND REPORTING HEAT ILLNESS

Condition	Common Signs / Symptoms	Immediate Response
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Heat cramps	Painful muscle spasms, often in legs or abdomen.	Move to a cool place, rest, loosen clothing, provide small sips of cool water if conscious, and monitor.
Heat exhaustion / heat syncope	Cool moist pale or flushed skin, headache, nausea, dizziness, weakness, exhaustion, heavy sweating, fainting.	Move to shade or cool-down area, cool with wet towels and fanning, provide water if conscious, monitor continuously, and escalate if symptoms worsen.
Heat stroke - medical emergency	Hot red skin, altered consciousness, confusion, staggering, vomiting, disorientation, irrational behavior, convulsions, collapse.	Call 911 immediately, begin active cooling, do not leave employee alone, provide precise directions to responders, and continue cooling until EMS arrives.

EMERGENCY RESPONSE PROCEDURES

- If a supervisor observes or any employee reports heat illness symptoms, the supervisor shall take immediate action based on severity.
- If symptoms indicate severe heat illness, call 911 immediately. Symptoms may include decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, convulsions, or collapse.
- Do not leave the employee alone. Do not send the employee home without offering onsite first aid and/or emergency medical services.
- Move the employee to shade or a cool-down area if this can be done safely. If the employee cannot be moved, provide shade or cooling at the employee location.
- Begin active cooling as appropriate: loosen restrictive clothing, remove unnecessary PPE, fan the employee, apply cool wet towels, pour cool water over the body core, and place ice packs at the neck, armpits, and groin when available.
- Provide small sips of cool water only if the employee is conscious, alert, and able to drink safely. Do not provide fluids to an unconscious, confused, or vomiting employee.
- Provide the dispatcher with the exact campus name, address, entry gate, room number or work area, nearest cross street, access limitations, and a callback number.
- Assign an employee to meet emergency responders at the nearest accessible entrance and guide them to the employee.
- Notify Risk Management after the emergency response is initiated and complete required incident reporting.

TRAINING

Effective training shall be provided to supervisory and non-supervisory employees before work that is reasonably anticipated to result in exposure to heat illness risk. Training may be delivered through site meetings, tailgate meetings, online modules, annual safety training, or other approved methods.

- Environmental and personal risk factors for heat illness, including exertion, clothing, and PPE.

- District procedures for water, shade, cool-down areas, cool-down rest, first aid, control measures, and emergency response.
- The importance of frequent consumption of small amounts of water, up to four cups per hour during hot work when employees are sweating more than usual.
- Acclimatization, heat waves, and the importance of close observation.
- Types of heat illness, signs and symptoms, first aid, and the fact that heat illness can progress quickly to a life-threatening condition.
- Immediate reporting of symptoms in oneself or coworkers.
- How to contact emergency medical services and provide clear directions to responders.
- Employee rights to access heat illness protections without retaliation against requesting water, shade, cool-down rest, reporting symptoms, reporting unsafe conditions, or activating emergency response procedures related to heat illness prevention.

Supervisor training shall also include implementation responsibilities, monitoring of weather reports and hot weather advisories, recognition of symptoms, emergency response decision-making, and site-specific communication and coverage procedures.

DISTRICT HEAT MITIGATION MEASURES

The following measures are part of the District heat mitigation strategy and should be leveraged by sites as applicable:

- Water bottle filling stations across campuses.
- Chilled water dispensers in classrooms without air conditioning, with routine replenishment.
- Repaired or replaced classroom window coverings in classrooms without air conditioning.
- Portable classroom fans in classrooms without air conditioning; large pedestal fans for hallways and additional fans available as needed.
- Reflective main entry window tinting at select schools without air conditioning and large window systems in main offices.
- Custodial early-morning opening of non-air-conditioned classrooms on high-heat days to release trapped heat.

RECORDKEEPING AND PLAN AVAILABILITY

- This written Plan shall be maintained in English and in the language understood by the majority of employees, as required, and shall be available at worksites to employees and Cal/OSHA upon request.
- Indoor temperature and heat index records shall include date, time, specific location, and measurement, and shall be retained for at least 12 months or until the next measurement is taken, whichever is later.
- Training records shall be maintained consistent with District safety training record procedures.
- Incident response documentation, corrective action records, and communications shall be retained according to District record retention protocols.
- This Plan may be integrated with the District Injury and Illness Prevention Program.

Site Implementation Checklist

Item	Completion Standard	Owner / Date
Designate site heat illness prevention lead and backup	Names communicated to employees and main office	
Identify indoor cool-down areas	Areas maintained below 82 degrees F where feasible and accessible to employees	
Verify potable water access	Water available near work areas and cool-down areas	
Verify temperature measurement equipment	Thermometers available and maintained per manufacturer instructions	
Prepare temperature log	Log stored in main office/designated compliance file	
Review high-heat communications	Reliable method confirmed for supervisors, employees, and emergency response	
Review emergency access directions	Campus map, gates, room numbers, and access points verified	
Confirm heat mitigation equipment	Fans, window coverings, chilled water, and ventilation procedures checked	
Train affected employees and supervisors	Training completed before anticipated heat exposure	

