SOP Title	**Heat Advisory**				
Functional Area	FMO	**Process Owner - Position**	Operations Owner - Rob Christlieb		
SOP Number	FMO.019	**Revision Number**	REV01	**Revision Date**	12/7/2023
Last Reviewed By	Rob Christlieb			**Review Date**	8/10/2026

DESCRIPTION:

The process to proactively monitor cooling systems and work with schools to ensure they are implementing the proper protocols when excessive heat is expected.

PROCESS USERS:

Position	Role in Process
Principals	▪ Responsible for ensuring appropriate measures are taken in the event of a Heat Watch or Warning. ▪ Outdoor activities are to be canceled for the day; including outdoor after school activities.
Teachers/Staff	▪ Keep window blinds and windows closed. ▪ Unplug unused electrical devices. ▪ Report heat issues through proper channels.
Facility Management Leads (FMLs) and Facility Managers (FMs)	▪ Be in constant contact with schools during extreme weather conditions to “check-in” and monitor the thermal comfort of the occupants and maintenance issues that are impacting the school environment. ▪ Make sure that HVAC filters are clean and/or replaced. ▪ Secure temporary cooling and expedite repairs as needed. ▪ Make sure all doors and windows stay closed to prevent conditioned air from escaping and ensure that schools are using window shades. ▪ Conduct daily visits to sites at greater risk of failure.
Building Engineers (BEs)	▪ Precool spaces where needed. ▪ Adjust setpoint temperatures if needed. ▪ Shut down systems not in use. ▪ Responsible for maintaining air conditioning units and water fountains at schools. ▪ Close outside air dampers (where feasible); ▪ Turn-off exhaust fans located in classrooms/hallways that are not considered essential. Essential exhaust fans include kitchen/cafeteria areas and toilet rooms and bathrooms.

OBJECTIVE

The process outlines the responsibilities of school administration and facilities teams in the event of high temperatures, heat watches, and heat warnings.

DEFINITIONS

- **Heat Watch** = When conditions are forecasted to reach warning criteria.
- **Heat Warning** = 1 or more of the following conditions are imminent:
    - 3 consecutive days of heat between 100 and 105 degrees F and:
        - Sunshine of 85% or more on 2 or 3 days, or
        - Minimum heat index of not less than 95 degrees F on each of the 3 days
    - 2 consecutive days of heat index between 105 and 110 degrees F
    - 1 day of heat index of 110 degrees F or higher

TOOLS

Chicago OEMC Beat the Heat Tips

OEMC Air Quality Alert SOP

PROCESS

Summer Season Best Practices:

Facility Management Staff (FMs, BMs, CPS FMLs)

- Make sure that HVAC filters are clean and/or replaced as well as making sure any condenser coils are clean and free of any debris to ensure systems are not overworked.
- For schools that don't have cooling in spaces and immediate repairs are not able to be made we should look to secure temporary cooling until repairs are made.
- Make sure all doors and windows stay closed to prevent conditioned air from escaping
- Ensure that schools are using window shades (where applicable) to reduce radiant heat from the sun.

- For those sites we know may be at greater risk of failure please be sure to get out to those sites each day to check in and monitor the situation and are prepared to take action to get repairs or temp cooling in place.
- Follow the steps listed in the OEMC Air Quality Alert SOP if an alert is issued.

Building Engineers

- Precool spaces where available - Adjust schedules in your BAS (if available) to turn on an hour or 2 early to allow spaces to cool down prior to occupancy. Turn window AC units on as soon as possible
- Adjust setpoint temperatures if needed - If you know or think that your facility may have difficulty providing full cooling throughout the building, raise the setpoint of larger spaces 2-3 degrees to keep them from hogging the load.
- Shut down system not in use - Talk to the Principal and Staff about the use of larger spaces like Gyms and Auditoriums and shut down those spaces if they are not going to be used.

Teacher & Staff Steps

- Keep window blinds closed - A large amount of your cooling load comes from the incoming Solar radiation.
- Keep windows closed at all times - Opening windows bring both heat and humidity into the building, even overnight, when humidity levels are extremely high.
- Keep doors closed in rooms cooled with window air conditioners.
- Unplug ALL unused electrical devices, including chargers and small devices - All electrical devices give off heat while plugged in, especially those that are charging up or have heating elements.
    - Turn off overhead lights, computers, monitors and appliances when not required for instruction.
- Report heat issues through proper channels - On extreme heat days, systems will have some difficulty keeping all spaces at the temperatures you may be used to. Systems in Chicago are designed for specific summer temperatures, which on rare occasions are surpassed. Please understand and be patient with your building staff and systems.

- If a room does not have functioning air conditioning:
    - Move classes from rooms exposed to sunlight to air-conditioned auditoriums, interior or lower-level rooms.
    - Keep air circulating by opening windows and doors and by using fans
- See Chicago OEMC Beat the Heat Tips for additional information including tips for staying cool and cooling center locations.

Escalated Heat Best Practices:

School Administration Steps (in coordination w/Facilities)

1. Heat Watch Levels (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.
   - ☐ Ensure that students and adults are kept well hydrated. Water or sports beverages should be made available in the classrooms and on buses. (Soft drinks and other sweetened beverages should be avoided.)
   - ☐ Monitor students taking particular medications to ensure proper hydration.
   - ☐ Encourage students to dress in light cotton clothing. Allow them to wear shorts to school
   - ☐ Limit outdoor recess activities to small durations or only in the morning.
   - ☐ Encourage teachers to teach to hold recess in shaded outdoor classroom areas, where possible.
   - ☐ Work with the building engineers to ensure that all water fountains are in working order.
   - ☐ Provide water on school buses in the morning and especially in the afternoon.
   - ☐ Permit students to bring full water bottles to school and provide them with an opportunity to refill them.
   - ☐ Hold a Board-approved fund-raiser, in accordance with the Policy on Local School Council Fund-Raising (Board Report #97·0226-P02), to purchase refillable water bottles (preferably with the school logo) for each student.

- ☐ For students participating in sports-related activities, heat and hydration information can be found by accessing the Sports Medicine link on the IHSA website at www.ihsa.org.

2. **Heat Warning** (Temperatures over 100 degrees)

   - 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 and/or outdoor school activities may be limited/ cancelled.
   - The Department of Operations has established an emergency hotline ((833) 575-3020) to receive calls from schools or communities to either report heat emergencies, get information, or clarify recommended actions.
     i. This line is monitored by the Department of Operations between 8 am and 5 pm daily.
     ii. Calls are logged in and assigned to Lead Facility Managers (LFM), Facility Managers (FM), or Capital Improvement Program (CIP) Consultants as necessary for the timely resolution of issues or concerns.
     iii. When the line is busy or after hours, the calls are routed to a voice mailbox which provides a 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.
     iv. 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 the 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.

Heat Warning Best Practices:

- ☐ 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.

- Ensure that a one-day supply of water (one 4 oz. cup of water per student enrolled) is available through the School Dining Manager.
- The School Dining Manager will be responsible for replenishing the water supply.
- Schools will be responsible for making or purchasing ice.
- *PLEASE REMEMBER THAT THE WATER SUPPLIED BY THE LUNCHROOM SHOULD ONLY BE USED WHEN A HEAT WARNING HAS BEEN DECLARED BY THE CITY. IF THIS WATER IS USED OTHER THAN FOR A HEAT WARNING, THE SCHOOL MAY BE REQUIRED TO PAY FOR IT.*

Approval Signature: *Rob Christlieb via email* Date: 12/7/2023

REVISION LOG

REV#	Description of Change(s)	Approved By / Date
01	Original	Rob Christlieb - 12/7/23

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