



EXTREME TEMPERATURES

Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Education Act S265 Occupational Health and Safety Act, Section 25(2)(h)</i>
Related References:	<i>Board Policy 4014 – Extreme Temperatures Administrative Procedure 4130 – Severe Weather Conditions (Bus Cancellation – Student Dismissal – School Closing) Administrative Procedure 4140 – Recess/Lunch Severe Weather Conditions Facility Services Procedure 1140 – Extreme Heat Conditions Facility Services Procedure 1150 – Extreme Cold Conditions</i>
Revisions:	<i>January 2019</i>
Reviewed:	<i>March 2016, September 2019</i>

1. Preamble

Extreme temperature conditions such as high heat and humidity and severe cold are a risk to staff and students. The following procedure provides guidelines and expectations for responding to situations which may endanger the well-being of staff and students.

2. Procedures – High Heat and Humidity

- 2.1 School personnel should monitor Environment Canada for a “Heat Alert” or “Heat Warning” when there is elevated heat and humidity. The mix of hot and humid weather is known as the humidex.
- 2.2. The drapes and windows should be closed on the sunny side of the school. Where possible, windows should be open when schools are occupied and supervised.
- 2.3 The classroom lights and computers should be turned off if not needed.
- 2.4 The air ventilation systems are to be left on to allow cooler night air to come in. This requires co-ordination through the appropriate Facility Supervisor.
- 2.5 Fans are acceptable if they meet CSA approval and the appropriate Facility Supervisor has been advised and confirms usage.
- 2.6 Where there is air conditioning in libraries or specialty classrooms, groups of students should be rotated into those rooms.
- 2.7 Students and staff should be encouraged to drink plenty of fluids, especially water and avoid vigorous activity.
- 2.8 Staff, volunteers and students should be reminded to wear loose fitting, light weight, light coloured clothing made of breathable fabric and other hot weather necessities such as a hat, sunscreen, etc., when outdoors.

- 2.9 Activities involving physical exertion or movements should be limited to avoid sun exposure particularly between 11:00 am and 4:00 pm and should occur in shaded areas where available.
- 2.10 Reaction to high heat and humidity for an individual is affected by age, weight, physical condition, fluid intake, activity level, medical conditions and location of work or play. Staff should be vigilant in looking for signs of heat stress which may include dizziness, fainting, nausea, vomiting, headache, rapid breathing and heartbeat or extreme thirst.

3.0 Procedures – Severe Cold

- 3.1 School personnel should monitor Environment Canada for “Special Weather Statements, Watches and Warnings”. Severe weather conditions refer to ice, fog, rain, sleet, snow, wind or frigid temperatures. Wind chill is the combination which makes cold temperatures feel colder. The wind chill index combines both temperature and wind speed.
- 3.2 The General Manager of Student Transportation Services of Waterloo Region, Inc. (STSWR, Inc.) or designate will check and assess the temperature in Waterloo Region using Environment Canada’s wind chill index by 5:30 am. If the temperature is forecasted to reach or exceed -35°C with wind chill at 7:00 am, he/she will inform the Director or designate. In this situation, buses will not operate and schools may be closed. All staff are expected to report to their work site.
- 3.3 Students and staff should be encouraged to dress appropriately for the existing conditions and limit exposed skin as much as possible.
- 3.4 Periods of outside activity should be monitored and limited under extreme cold conditions.
- 3.5 Outside activity should be consistent with age or other appropriate measures should be utilized for individuals who may be more sensitive to the extreme conditions.
- 3.6 Staff should be vigilant in looking for signs of frostbite and hypothermia which may include unconsciousness, shivering, confusion, drowsiness or unsteadiness as well as low body temperature.