



Below is an example of Safety Bulletin sent by the City of Portland, Oregon to employees providing information about hot temperatures, extreme heat, and steps to keep staff safe. Thank you to Nik Desai for providing.

SUPERVISORS: PRINT AND POST THIS NOTICE FOR STAFF WITHOUT ACCESS TO E-MAIL

Portland Parks & Recreation

SAFETY BULLETIN UPDATE

RECIPIENTS

All PP&R Staff – “Parks and Rec All”

EFFECTIVE

Sunday 08/13/2023 through Thursday 08/17/2023

TOPIC

Hot Temperatures / Heat Index Forecast

PP&R Team:

The National Weather Service (NWS) has advised public safety managers in the region of an excessive heat warning for Sunday through Wednesday of next week. The current outlook provided by NWS shows:

	DAY	Projected Temperature	Heat Index
Sunday	8/13	98	97
Monday	8/14	102	102
Tuesday	8/15	102	103
Wednesday	8/16	99	99
Thursday	8/17	96	94

**STAYING
SAFE**

Outdoor Operations Update:

Heat Index	Required Breaks for Outdoor Work
Stage 1 – Heat Index Below 90*	<ul style="list-style-type: none"> • Normal outdoor operating activities
Stage 2 – Heat Index 90-94*	<ul style="list-style-type: none"> • 10-minute break every 2 hours • Provide & drink ample amounts of water. • Employees are aware and/or use shaded areas for work

Stage 3 – Heat Index 95-99*	<ul style="list-style-type: none"> • 20-minute break every hour • Provide ample amounts of water. • Employees utilize shade and/or air-conditioned spaces. Reduce strenuous outdoor activity. • Monitor humidity as well as heat index. • Limit outdoor work in direct sun.
Stage 4 – Heat Index 100-104*	<ul style="list-style-type: none"> • 30-minute break every hour • All the above steps, plus: • Except for emergencies, perform only light or rest activities outdoor and stay in shade.
Stage 5 Heat Index 105*	<i>Look for direction from the Safety team</i>

Program Adjustments

We do not anticipate needing to assist in activation of cooling shelters at this time.

Up to 14 Misting Stations will be deployed within Parks by the Portland Water Bureau. A list of locations will be sent in a separate bulletin once the locations are finalized.

Supervisors and employees should take great care to reduce Heat Related Illness. Program Staff should keep a close eye on program participants for heat related illness.

[PP&R's Heat Illness Prevention Plan can be found on the PP&R Safety Website.](#)

Your Point of Contact is Tony Zanetti, Emergency Management Coordinator, at 971.801.4956 if you have any questions or concerns over the days of 8/13 through 8/17.

Working in the heat – all staff **MUST**:

- **Increase hydration** – consider drinks with electrolytes.
- Consider **loose fitting clothing**.
- Consider a **wide-brimmed hat**.
- Take **frequent breaks** in the shade and reapply sunscreen frequently.
- Have a way to **communicate** directly to **Supervisors and Employees**.

For supervisors:

- Supervisors should be prepared to **modify outdoor work** activities for crews Tuesday, such as moving more strenuous outdoor jobs to the early morning hours and assigning afternoon tasks in shady areas.
- Summer programming teams should look at ways to maintain programming in **shaded areas** with access to extra water.
- If you have teams working outdoors, **ensure they have access to water**. Water bottles or bottled water is great.
- Prepare to **enact additional required breaks** as illustrated.
- Hold a tailgate talk with your team before the hot weather. **Emphasize Water. Rest. Shade** and remind teams that they should call 911 if someone is experiencing signs of heat illness.

- Download the OR **OSHA NIOSH Heat Index app** from the HUB app on your city iPhone.

When to seek help:

- Keep in check with your body and monitor your co-workers for **symptoms** of heat related illnesses. These may include:
- **Headache, weakness, confusion and/or slurred speech, fainting** and/or trouble responding, **cramps, dizziness**.
- If you, a co-worker, or visitor experience these symptoms while working in high temps, it may be **heat stroke, heat exhaustion**, or other heat-related conditions.
- **Shade** the injured person, provide a **cool towel** and make sure **liquids** are available. If the person is having trouble responding or complains of significant exhaustion, it's time to get them to medical care or call 911.

If an emergency alert is issued due to modified work expectations, it will be sent via e-mail and text/phone Everbridge alert.

For more information, contact

Parks Safety Team

ParksSafety@portlandoregon.gov

Make it a safe day!