1. Required when temperatures are expected to exceed 80°F. See [Heat Illness Prevention – Student Activities program](https://ehs.sfsu.edu/heat-illness-prevention-student-activities).
2. Completing this checklist applies to academic departments and athletic programs other than NCAA and NAIA.
3. Dept must maintain the completed checklist on file for one year from activity date.
4. Use the [CSU Student Activities Heat Illness Prevention Resource Guide](https://ehs.sfsu.edu/csu-student-activities-heat-illness-prevention-guide) to help you fill out this checklist and prepare.

|  |  |
| --- | --- |
| Department/Group/Project |  |
| Supervisor/Instructor/Leader Name |  |
| Telephone number and email |  |
| Activity Location (specific enough for emergency response, use landmarks if needed):  |
|  |
| Expected Temperature (check weather reports) |  |
| Who is expected to participate? (Team, course # and roster, etc. plus any approved guests) |
|  |
| Checklist Completed by (please print) |       | Date |       |

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| **Drinking Water Availability** At least one quart (4 cups) required per person per hour for the entire shift, i.e. an 8 hour shift requires 2 gallons per employee [ ]  Plumbed water [ ]  Water cooler provided [ ]  Bottled water provided [ ]  Other, describe below. |
|       |
| How will participants be provided access to sufficient drinking water? For backcountry trips or other work in remote locations describe expected natural water sources and treatment methods (e.g. filtration, boiling, chemical disinfection). |
|       |
| **Shade** May be provided by any natural or artificial means that does not expose personnel to unsafe or unhealthy conditions. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g. sitting in a hot car). [ ]  Building structures [ ]  Trees [ ]  Temporary Canopy/Tarp  [ ]  Vehicle with A/C [ ]  Other, describe below: |
|       |
| How will employees be provided access to adequate shade? |
|       |
| **Emergency Medical Procedures** All participants must be able to provide clear and precise directions to the work/ event site. |
| [ ] Cell phone service is available If no cell service, describe emergency plan below: |
| What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back of checklist as needed) |
|  |
| For remote locations, list people on site trained in First Aid and verify that a field or event safety plan is in place and available: [ ]  A field or event safety plan is in place |
| Where is the plan available to participants? |       |
| People trained in First Aid on site: |       |
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| **High Heat Procedures** - Required when temperatures expected to exceed 95° F. If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for sign of heat illness is required at all times. Pre-event meeting required. |
| [ ]  Direct supervision [ ]  Buddy system [ ]  Reliable cell or radio contact [ ]  Other (describe below) |
|       |

**Other notes or additional emergency procedures**

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|       |

**First Aid Reference and Emergency Response – Signs and Symptoms of Heat Illness**

