



<b>Policy Title</b>	<b>Excessive Heat Conditions and Heat Stress Prevention</b>
<b>Policy Number</b>	2310
<b>Category</b>	Administration & Community Relations
<b>Applicability</b>	College-wide
<b>Responsible Offices</b>	Environmental Health & Safety
<b>Effective Date</b>	June 22, 2026

## I. Policy Statement

Suffolk County Community College (“the College”) is committed to the health and safety of our faculty, staff, students, and visitors. During times of excessive or extreme indoor heat conditions and in excessive outdoor heat conditions, appropriate measures to minimize and relieve heat-related discomfort to impacted faculty, staff, students, and visitors are to be implemented in accordance with this Policy. Appropriate measures to prevent heat stress will vary by environment, activities, and role, in addition to individual/personal risk factors.

## II. Rationale

The purpose of this Policy is to reduce the risk of injury, illness, or harm from extreme heat conditions to faculty, staff, students, and visitors who are working or learning on campus or under direct college supervision. Extended time in extreme heat conditions can lead to heat stress, heat exhaustion, and heat stroke.

## III. Scope and Applicability

This Policy governs operational changes during times of extreme heat conditions and applies college-wide to all administrative units, departments, employees, and students of the college.

## IV. Responsible Office/Executive

Safety is a shared responsibility of all members of the College community:

- **Employees, students, and visitors** are responsible for compliance with safe practices at all times and should promptly report any safety concern to their supervisor and/or via the Environmental Health & Safety (EHS) ticketing system. Note, the EHS ticketing system is *not* to be used for reporting critical, life-threatening, or immediate threats to life safety. The EHS ticketing system may be used to alert Risk Mitigation and Public Safety of uncomfortably hot temperatures, but not for reporting heat that has reached such a level as to cause possible permanent health problems and/or death. Ultimately, employees, students, and visitors are responsible for monitoring their health and addressing signs and symptoms of heat stress.
- **Supervisors** are responsible for ensuring the implementation of this Policy within their areas of supervision.

The following offices have additional responsibilities related to implementation and review of this Policy:

- **Environmental Health & Safety (EHS):** Monitors extreme heat conditions; assists in the implementation of this Policy as requested by supervisors; provides assistance and training related to recognizing and preventing heat stress; assists supervisors in identifying sufficient personal protective equipment (PPE) and work practices; responds to reported environmental health and safety concerns.
- **Office of Plant Operations:** Conducts building and grounds work across campus; responds to reports of nonfunctioning heating, ventilation, and air conditioning (HVAC) systems and coordinates prompt diagnosis and repair of HVAC systems on campus, in collaboration with the Office of Central Facilities; deploys temporary air conditioning units, fans, and other equipment that may be needed to mitigate environmental concerns as available and appropriate.
- **Office of Central Facilities:** Coordinates capital projects college-wide; provides technical support for campus and central facilities operations; engages design consultants and supports Plant Operations in promptly diagnosing and determining appropriate and efficient repair or replacement of nonfunctioning HVAC systems.
- **Office of Information Technology Services:** Supports IT-related needs associated with temporary relocations and coordinates with Plant Operations the work necessary to ensure IT infrastructure is safely maintained and taken offline/online.
- **Office of the Campus Executive Dean:** Determines which actions to take under this Policy on their respective campuses, when, and who will take them, consistent with applicable collective bargaining agreements; assists area Vice Presidents with implementation of actions affecting Central Administration personnel located on their campus.
- **Office of Human Resources:** Reviews and determines reasonable accommodations for employees with disabilities and medical conditions upon employee request; provides consultation and support as requested regarding temporary supports or relocations as needed for heat-related conditions in work areas.
- **Office of Disability Services:** coordinates the review and provision of reasonable accommodations for students with disabilities.

Individuals with questions about this Policy should contact the Office of Environmental Health & Safety or their supervisor for more information.

## V. Definitions

**Excessive Indoor Heat Condition:** day(s)/time(s) when educational and support services space(s)<sup>1</sup> that are occupied or scheduled to be occupied are found to be 82°F or greater, with room temperature being measured at a shaded location, three feet above the floor near the center of the room.

**Extreme Indoor Heat Condition:** day(s)/time(s) when educational and support services space(s) that are occupied or scheduled to be occupied are found to be 88°F or greater, with room

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<sup>1</sup> Support services spaces do not include kitchen areas used in the preparation of food.

temperature being measured at a shaded location, three feet above the floor near the center of the room.

**Outdoor Heat Condition:** day(s)/time(s) when the heat index is 80°F or greater. Activities may continue as planned, or be rescheduled, relocated, or cancelled, based on advisement from Cabinet-level administration. Outdoor activities often involve considerable physical exertion leading to decreased thresholds for dehydration and heat-related emergencies. Whether to proceed with outdoor activities will be based on an assessment of weather information provided by state/local experts, as well as by internal administration.

**Heat Index:** a measure of how hot it feels when relative humidity is combined with the actual air temperature. Heat index forecasts can be monitored using the [OSHA-NIOSH Heat Safety Tool App](#).

## VI. Policy Elaboration

### A. Response to Excessive Indoor Heat Conditions

When the temperature of an educational or support service space that is occupied or scheduled to be occupied<sup>2</sup> is found to be 82°F or greater, appropriate steps are to be taken to relieve heat-related discomfort, which, where safe, feasible, nondisruptive, and otherwise consistent with building and fire code, may include (but is not limited to):

- Turning off overhead lights;
- Pulling down shades or blinds;
- Utilizing fans;
- Opening doors and windows to increase air circulation;
- Providing water breaks;
- Turning off unused electronics that produce heat;
- Refraining from utilizing electronic equipment that produces heat;
- Deploying available portable cooling units.

Appropriate step(s) as outlined above may also be taken preemptively on days when outdoor heat conditions are forecasted to result in a heat index of 82°F or greater to cool occupiable educational or support service spaces before they reach the level of an extreme indoor heat condition.

### B. Response to Extreme Indoor Heat Conditions

When the temperature of an educational or support service space that is occupied or scheduled to be occupied<sup>3</sup> is found to be 88°F or greater, prompt and appropriate step(s) will be taken to restrict use of the space, which may include (but is not limited to):

- Relocating affected students, faculty, and staff to a cooler location;

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<sup>2</sup> Note: energy conservation measures in place may automatically adjust temperature settings in spaces that are not scheduled to be occupied, which would allow higher temperatures in order to save energy, with temperature set points adjusted prior to a space becoming occupied.

<sup>3</sup> See footnote 2.

- Pivoting affected in-person instructional session(s) to remote, subject to approval of the campus Executive Dean, Vice President for Human Resources, and the employee’s immediate supervisor, along with other key stakeholders, including but not limited to, department chairs and other campus/central administration;
- Temporary remote work condition, subject to approval of the Campus Executive Dean or area Vice President/Cabinet-level supervisor;
- Canceling or rescheduling non-instructional activities that cannot feasibly be relocated, subject to approval of the Campus Executive Dean or area Vice President/Cabinet-level supervisor.

**C. Response to Outdoor Heat Conditions for Employees Working Outdoors**

Per the National Oceanic and Atmospheric Administration (NOAA) and as recognized by the National Institute for Occupational Safety and Health (NIOSH), the likelihood of heat disorders increases with prolonged exposure or strenuous activity as the heat index increases. The NOAA uses four heat index bands associated with four risk levels, which the U.S. Occupational Health & Safety Administration (OSHA) uses to identify risk level-related protective measures:

<b>Heat index-associated protective measures for worksites<sup>4</sup></b>		
<b>Heat Index</b>	<b>Risk Level</b>	<b>Protective Measure</b>
Less than 91°F	Lower (caution)	Basic health and safety planning
91°F to 103°F	Moderate	Implement precautions and heighten awareness
103°F to 115°F	High	Additional precautions to protect workers
Greater than 115°F	Very high to extreme	Even more aggressive protective measures

Departments that conduct outdoor work during hot weather should have a heat illness prevention protocol that includes protective measures appropriate to the risk level and activity/functions performed by the department to be implemented when the heat index reaches the bands within the table above. Appropriate protective measures to minimize heat stress may include but are not limited to:

- Planning for safe work in hot environments
- Providing readily accessible water and encouraging employees to stay hydrated
- Providing and encouraging use of shade, protective apparel (e.g., shade hats), cooling apparel, and sunscreen
- Safe [acclimatization](#) of new and returning employees to outdoor work during times of excessive heat (also referred to as building heat tolerance)
- Rescheduling or postponing strenuous outdoor work and/or work in direct sunlight to cooler parts of the day or cooler days of the week
- Scheduling and encouraging use of breaks, including more frequent breaks or breaks of greater duration at higher risk levels
- Training on the understanding the heat index, heat illness and heat stress prevention, including how to recognize and monitor for the signs and symptoms of heat illness and heat stress

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<sup>4</sup> National Institute for Occupational Safety and Health, [Criteria for a Recommended Standard: Occupational Exposure to Hot Environments](#) at Appendix C (2016).

- Pre-shift meetings or communications to review excessive heat procedures and/or protective measures implemented for the shift
- Rest in shade or a cooled space if experiencing heat exhaustion
- Immediately calling 911 in the event of suspected heat stroke and rendering of first aid to cool the person down

#### **D. Response to Outdoor Heat Conditions: Student Activities**

Outdoor activities will be rescheduled, cancelled, relocated, or otherwise altered if the temperature/humidity readings exceed the aforementioned limit. In certain situations, with the approval of the campus Executive Dean, Vice President of Academic Affairs, Vice President of Student Affairs, Director of Special Events, along with other key stakeholders, including but not limited to, associate deans of academic affairs, department chairs, and loss prevention personnel. Special Events and Intramural/Club sports will proceed or be postponed/cancelled based on the systemic actions undertaken by the College.

#### **E. Reasonable Accommodations and Reasonable Modifications**

Individuals with disabilities who wish to request reasonable accommodations or reasonable modifications to policies or procedures on the basis of disability should refer to the College's [Notice under the Americans with Disabilities Act](#) for additional information and appropriate contact offices.

Requests for reasonable modifications or accommodations for pregnancy or related conditions are addressed by the Office of Human Resources (for employees) and by the College's Title IX Coordinator and Deputy Title IX Coordinators (for [students](#)).

### **VII. Related Administrative Procedures**

N/A

### **VIII. Cross-References**

- [Environmental Health & Safety Portal](#) (where College employees can submit a ticket to report potential environmental health and safety issues)
- [Emergency Power Supply Policy & Protocols](#)
- [Energy Conservation Policy](#)
- [Notice Under the Americans with Disabilities Act](#)
- [2110.3-P: Student Pregnancy or Related Conditions Anti-Discrimination and Reasonable Modifications Procedures](#)
- [7030: Workplace Flexibility Policy](#)

## **IX. References**

- Middle States Commission on Higher Education (MSCHE), Standards for Accreditation and Requirements of Affiliation, 14<sup>th</sup> ed., [Standard VI](#)
- National Institute for Occupational Safety and Health, [Criteria for a Recommended Standard: Occupational Exposure to Hot Environments](#) (2016)
- National Institute for Occupational Safety and Health, [Protecting Workers from Heat Illness](#) (2011)
- National Weather Service, [Heat Safety Tips and Resources](#)
- NYS Department of Health, [Extreme Heat Advice](#)
- NYS Department of Labor, [Extreme Weather Guidance: Protecting Outdoor Workers](#) and [Extreme Heat Guidance](#)
- NYS Division of Homeland Security and Emergency Services, [Extreme Heat Safety](#)
- U.S. Department of Labor, Occupational Safety & Health Administration, [Heat Illness Prevention](#) and [Heat Exposure](#)

## **X. History / Revision Dates**

Adoption Date:            June 15, 2026 (President's Cabinet)