

Subject: Summer Heat Preparations

It is that time of year when employees and offenders will be affected by extreme heat conditions. As a reminder, due to the potential for extreme heat conditions in upcoming months, it is imperative that everyone take precautions to help reduce heat-related illnesses. Administrative Directive 10.64, "Temperature Extremes in the TDCJ Work Place", and Health Services policy B-15.2, "Heat Stress" should be reviewed by staff for general awareness. Unit training should be completed by June 1. It is very important to ensure all training has been documented in the employee's file. Pocket cards with tips for recognition, treatment, and prevention of heat-related illnesses are available for units to order from the Prison Store. Wardens need to ensure all correctional employees are provided with or currently have pocket cards.

In May, staff from various departments (Offender Transportation, Health Services, Risk Management, Laundry and Food Service, Environmental, and Plans and Operations) will meet to review and discuss issues regarding precautions and actions taken last summer and to discuss actions for the upcoming summer. Following, you will find a list of precautions/actions to be implemented starting June 1 and ending October 1. If the need arises, implementation may begin prior to June 1.

- ◆ Ensure employees and offenders are aware of the signs and treatment for heat-related illnesses by conducting training.
- ◆ Provide additional water. Ice should be provided *if available* to employees and offenders in work and housing areas.
- ◆ Restrict outside activity (work hours) in accordance with AD 10.64.
- ◆ Ensure all staff and offenders working in areas of extreme heat (i.e., field, maintenance, yard squad) are provided frequent water breaks.
- ◆ Refrain from transporting psychiatric in-patient offenders to another facility via chain bus.
- ◆ Transport offenders during coolest hours of the day.
- ◆ Screen outgoing chains to ensure that the selected mode of transportation is appropriate.
- ◆ Allow offenders to take fans when being transported off the unit for medical appointments.
- ◆ Utilize INFOPAK report (IMS042) listing offenders with heat-sensitive medical restrictions (includes but not limited to offenders on psychotropic medication).
- ◆ Load and Unload transfer vehicles as quickly as possible. (Security at every back gate is the first priority, but we must always be aware of heat-related issues when buses occupied by offenders sit for any length of time. Every reasonable effort should be made to ensure buses get in and out of the back gate in a safe and expedient manner.)

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- ◆ Transfer vehicles parked for more than 15 minutes are required to place a fan, previously purchased, on the vehicle. Units should ensure that fans, extension cords, etc. are in place and available when needed.
- ◆ Store paper towels on transportation vehicles to be wet down to utilize in emergencies. (transportation)
- ◆ Water coolers on buses should be refilled at various times during the day to maintain water at appropriate temperature. (transportation)
- ◆ When utilizing fans, air should be drawn through the structure and exhausted outside. Take full advantage of the fresh air exchange system and/or prevailing winds to assist in the movement of air as applicable.
- ◆ Increase airflow by utilizing blowers, when and if appropriate, normally used to move hot air in the winter. Attach ribbons to vents to ensure blowers are being used appropriately. Ensure all maintenance to blowers has been completed.
- ◆ Allow additional showers for offenders.
- ◆ Allow offenders to wear shorts in dayroom and recreation areas.
- ◆ Make water available during meal times.
- ◆ Make sure window screens are clean so as not to restrict airflow.
- ◆ Remember that offenders' fans should not be confiscated due to property restriction during this time. Fans should only be confiscated if they are considered contraband. (i.e., they have been altered.)
- ◆ Fans will be allowed in all custody levels (to include administrative segregation and disciplinary status). Offenders with fans stored based on these restrictions shall have their fans re-issued for the time period specified in this posting.
- ◆ All offenders shall be permitted to purchase a fan if they do not have one.
- ◆ Ensure that the fan re-cycling program is in place, allowing the permanent issue of a fan to an offender who has been indigent for the previous six months on a first-come, first-serve basis. Offenders who have significant medical needs, based on a condition or medication that is negatively impacted by the heat, shall be given priority.
- ◆ Wardens are encouraged to coordinate with their Food Service Department to ensure their ice machines are working properly.

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