



Holland  
International  
School

Heat Protocol





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## 1 Overview

This Heat Protocol is designed to ensure the safety and well-being of all students and staff during periods of high heat and humidity. It is important to act appropriately to prevent heat-related illnesses, such as heat exhaustion or heat stroke, which can be life-threatening. This procedure provides guidance to all staff, students, and parents, on the measures that will be taken to ensure a safe and comfortable environment during hot weather.

Everyone in the school community is responsible for following this protocol to prevent heat-related illnesses. By working together, we can create a safe and comfortable environment for all during hot weather.

Source: <http://www.weather.gov.sg/learn-heat-stress/>

## 2 Roles and responsibilities

### 2.1 Responsibilities of the School

The school ensures that Parents are informed about activities that will be cancelled due to heat.

### 2.2 Responsibilities of the health coordinator/admin team

The health coordinator or facility coordinator will monitor the Wet Bulb Globe Temperature Index (WBGT) on an hourly basis once this is in the moderate range.

### 2.3 Responsibilities of the teaching staff

Ensure that areas are closed and not used by students when informed by the health coordinator or responsible staff member.

### 2.4 Responsibilities of staff members and students

Follow instructions

## 3 protocol details

- **Monitoring Weather Conditions:** The school will monitor weather conditions daily and communicate with parents and staff about heat warnings issued by the local weather authorities.
- **Water Stations:** We have a water station available next to the main entrance of the school.
- **Air Conditioning:** Air conditioning in all classrooms and other indoor spaces. In addition, windows and doors will be kept closed to prevent heat from entering the building.



- Outdoor Activities: Outdoor activities, including physical education classes and recess, will be moved indoors or cancelled during periods of extreme heat.
- Dress Code: Students and staff are encouraged to wear light-coloured, loose-fitting clothing during hot weather. Hats (mandatory for all students during outside play), sunglasses, and sunscreen (provided by the parents) are also recommended when students are outside.
- Students practise frequent hydration.
- Extra Breaks: Students and staff will be encouraged to take extra breaks while playing or exercising outside during hot weather to avoid overexertion.
- Medical Attention: If a student or staff member experiences symptoms of heat-related illness, they will be provided with medical attention immediately.

| <b>Hot weather action plan</b>                 |                                   |  |   |   |  |
|--|-----------------------------------|--|---|---|--|
| <b>WBGT (Wet-Bulb Globe Temperature)</b>       | <b>Action taken by the school</b> | <b>Informed within and by the school</b> | <b>Activity (Heat stress advisory)</b>  | <b>Action (Heat stress advisory)</b>  | <b>Attire (Heat stress advisory)</b>   |
| Heat stress risk: Low<br>WBGT (°C) <31         | -                                 |  | Continue normal activities  | Hydrate normally  | Wear normal Attire   |
| Heat stress risk: Moderate<br>31 WBGT (°C) <33 |                                   |  | Reduce outdoor activities<br><br>Take regular breaks (indoors/under shade)  | Drink more fluids<br><br>Monitor body for signs and symptoms of heat-related illnesses  | Avoid multiple layers of clothing<br><br>Use an umbrella or wear a hat   |
| Heat stress risk: High<br>WBGT (°C) ≥ 33       |                                   |  | Minimise outdoor activities; stay under shade where possible<br><br>Take more frequent and/or longer breaks (indoors/under shade) | Drink more fluids<br><br>Monitor body for signs and symptoms of heat-related illnesses<br><br>Cool actively during breaks (e.g. sponging, pouring water over arms and legs) | Avoid multiple layers of clothing<br><br>Use an umbrella or wear a hat<br><br>Wear lightweight and light-coloured clothing with thin and absorbent materials |



## Holland International School ~ heat decision-making Matrix

### Heat stress risk low (WGBT <31°C )

|                                 |   |
|---------------------------------|---|
| School- Day routines            | Regular school program                      |
| CCA                             | All regularly scheduled activities continue |
| Community/<br>Gathering events  | All regularly scheduled events continue     |
| School Trips/<br>Overseas trips | Trips are permitted                         |
| School operations               | Normal working activities                   |

### Heat stress risk moderate (WGBT 31- 33 °C )

|                                 |  |
|---------------------------------|--|
| School- Day routines            | Regular school program. Extra attention for wearing hats during outside play and water breaks  |
| CCA                             | All regularly scheduled activities continue. Extra attention for wearing hats during outside play and water breaks. (maybe CCA football on the outdoor field move to inside) |
| Community/<br>Gathering events  | All regularly scheduled events continue  |
| School Trips/<br>Overseas trips | Trips are permitted  |
| School operations               | Normal working activities  |

### Heat stress risk high (WGBT ≥33 °C )

|                      |  |
|----------------------|--|
| School- Day routines | <ul style="list-style-type: none"> <li>● Closure of the big field</li> <li>● During break times, kids are allowed to play in the classroom or shaded areas</li> <li>● While waiting for the bus, children need to wait in the covered outdoor area next to the entrance.</li> <li>● Preschool and early years are allowed to play outside in the shaded areas on the outside play areas.</li> <li>● The Library will be open for quiet activities</li> </ul> |
| CCA                  | <p>Cancellation of all outdoor lessons and outdoor CCAs (swimming may continue)</p> <p>Where possible, students will be moved to an indoor facility, such as a classroom, for supervised activities.</p>   |



|                                 |   |
|---------------------------------|---|
| Community/<br>Gathering events  | All regularly scheduled events other than sports events continue  |
| School Trips/<br>Overseas trips | Field trips are reviewed on a case-by-case basis and are to be cancelled if considered unsafe.  |
| School operations               | <ul style="list-style-type: none"><li>• Normal working conditions except for staff working outdoors</li><li>• Staff working outdoors to practise proper hot weather measures (e.g proper hydration, avoid o</li></ul> |

## Revision history

| Version | Date       | Author/Owner       | Summary of change |
|---------|------------|--------------------|-------------------|
| 1.0     | 20-09-2023 | Health coordinator | New protocol      |