

EMERGENCY ACTION PLAN

Index	Page
Purpose	2
Scope	2
Emergency Committee	2
Communications	4
Mitigation Procedures	8
Emergency Response Procedures	
a. FIRE	9
b. EVACUATION	9
c. SHELTER IN PLACE/LOCKDOWN PROCEDURE	10
d. BOMB THREAT/SUSPICIOUS PACKAGE	11
e. HURRICANE	12
f. WEATHER WARNING ALERTS AND PROCEDURES	15
g. TORNADO	15
h. THUNDERSTORM	16
i. WINTER WEATHER	17
j. FLASH FLOODS	17
k. DROUGHT	18
l. EXTREME HEAT	18

I. PURPOSE

The purpose of this Emergency Action Plan is to protect our University Community from serious injuries, and loss of life or property, if an emergency or major disaster occur.

There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are fire, earthquake, bomb threat or explosion, atmospheric phenomena, violent acts, civil uprising, or chemical substance spills among others.

Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible to accommodate response contingencies of varying magnitude.

II. SCOPE

The procedures herein apply to Ana G. Méndez University employees, students, and visitors.

This Plan is an OSHA requirement in compliance with Code of Federal Regulations number 1910.38. The plan is consistent with established practices relating to emergency response actions, incorporating the National Incident Management System (NIMS), Incident Command System (ICS) to facilitate interagency coordination among the responding agencies and Federal Emergency Management Agency (FEMA).

The AGMU will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of its emergency action plan.

This plan will be revise and publish annually in the web page of AGMU.

III. EMERGENCY COMMITTEE

To provide a forum to identify and resolve safety and security issues and concerns, to promote safety and security awareness and to have a rapid respond in emergencies situations within the Ana G Méndez University, each campus has formed a campus Emergency Committee. This Committee is part of the compliance with the Code of Federal Regulations OSHA, number 1910.

A. Objective

To develop and sustain a campus safety program which is conducive to employee and student's safety.

B. Responsibilities and Duties of the Committee

The Committee is responsible for:

- Continuously analyze all risks which expose the Campus to the potential disruption of its activities, including risks that are natural and manmade.
- Overseeing the development of emergency preparedness and response plans in response to the risks identified.
- Facilitating communication of the emergency response plan through updates to the appropriate website and written materials as needed.
- Designing and conducting two internal disaster drills per year, with one of the drills to include participation by external emergency response agencies.
- Serving as the Campus Emergency Response Team, managing the campus response to an emergency utilizing the Incident Command System mandate by FEMA
- Annual review of existing emergency management plans and related policies and procedures

C. Responsibilities of Members of the Committee

The committee must be composed of employee and employer representatives and have the commitment of the management. Each member must:

1. Participate actively in each meeting
2. Assist to the trainings prepare for the committee members
3. Communication with employees regarding safety committee activities
4. Motivating employees to create a safety culture in the workplace
5. Reviewing incidents of workplace accidents, injuries & illnesses

D. Members of the committee

- 1) Campus Director
- 2) Administrative Coordinator

- 3) Students Affair Director
- 4) Technologist Specialist
- 5) Academic Director
- 6) Maintenance employee

In the meetings, we have the participation of the Director of Operations, Compliance and Safety. This committee work in concert with campus employees to identify and correct physical safety and security hazards.

Each committee meets every four months to review safety and security incidents, identify trends and develop ways to reduce safety and security risks. Corrective action plans may be developed, with members of the committee assigned responsibility for overseeing them.

The Administrative Coordinator of each campus will maintain copies of the meeting minutes for each campus.

IV. COMMUNICATIONS

When any person from the staff, faculty, students, or visitor identifies an incident or emergency must communicate immediately with the Security Officer and/or the Administrative Coordinator or Campus Director.

Once the Administrative Coordinator or Campus Director is aware of an emergency, he must notify it immediately to the Director of Operations, Compliance and Safety.

The Campus Director will activate the Emergency Committee and the Emergency Action Plan.

Ground level operational implementation and direction of the plan is responsibility of the Campus Director or designee and the other members of the Emergency Committee.

Closures or cancellations due to severe weather will be announced via several methods, including:

- Text messages to all students
- The University web page
- E-mail from the AGMU to all students, faculty, and staff
- Social Media
- Local media announcements

University closure due to severe weather is announced as soon as the decision to close have been made with approve of the VP of Administration and Operations and/or the Chancellor.

At AGMU, university community (faculty/staff/students) will be notified in a timely manner (through a variety of communication delivery channels) when crimes or other incidents that threaten health or safety occur. These incidents can be defined as (As Clery Act):

- Any significant or dangerous campus situation posing an immediate threat to the health or safety of students or employees.
- Any significant incident that already occurred but still represents a serious ongoing threat to the university community (prescribed by the Clery Act as a Timely Warning).
- General campus safety information that is not of an urgent nature but is issued in the best interest of the members of the campus community.

AGMU has defined three different levels of communication, each determined by the type and urgency of the identified incident. These are detailed below:

A. Emergency Notification IMMEDIATE THREAT

Scope:

An emergency notification will be issued in the event of any significant emergency or dangerous situation occurring on campus which involves an immediate threat to the health or safety of students or employees.

Examples:

- outbreak of infectious disease
- approaching tornado, hurricane, or other extreme weather conditions
- gas leak or chemical spill
- terrorist incident
- armed intruder/active shooter
- bomb threat
- explosion or fire
- homicide/rape/sexual assault/assault-when perpetrator is not apprehended

When:

Emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

How:

Text messages to all students

Email

Website Updates- information will be posted to the AGMU website

B. Timely Warning ONGOING THREAT*Scope:*

A timely warning is triggered when a Clery Act defined crime has already occurred, but conditions remain that present an ongoing threat. (For example, a rape is reported to and confirmed by Campus Security, but the suspect has not been apprehended.) A Timely Warning should be considered only when a serious or continuing threat exists to students or employees.

Examples:

Clery Act defined crime such as rape, sexual assault, burglary, homicide, and other violent crimes that impact people or assets where the perpetrator remains at large and for which a dangerous condition may exist for students or employees.

When:

Issue a timely warning as soon as the pertinent information is available.

How:

Text messages to all students

Email

Website Updates- information will be posted to the AGMU website

C. GENERAL CAMPUS SAFETY INFORMATION

Scope:

The disclosure of information that is related to the general safety of members of the campus community.

Example:

Vehicle accident that blocks traffic and requires alternative travel patterns, construction/demolition that poses danger to students/employees in specific areas of campus, etc.

When:

Issued as soon as information is available. The timeliness of the message is not as critical as in an emergency, but prompt communication is required.

How:

Text messages to all students

Email

Website Updates- information will be posted to the AGMU website

D. Closing the Communication Loop

AGMU will issue a "wrap-up" communication, which will serve to close the communication loop for each incident.

Email, text messages and voice mail messages.

Website Updates- information will be posted to the AGMU website

How:

Text messages to all students

Email

Website Updates- information will be posted to the AGMU website

V. MITIGATION PROCEDURES

The Campus Administrative Coordinator and the Director of Operations of AGMU will coordinate preventive inspections in order to identify and correct any risks at the facilities. The inspections must include:

- a. General housekeeping – Good housekeeping practices are essential to prevent emergencies.
- b. Fire hazard/risk – Some examples are storage of vast quantities of flammable and combustible products and materials, faulty electrical wiring, smoking in facilities, welding, or other labor that generate large amount of heat.
- c. Exit routes – Consist of a continuous unobstructed route from any point in the workplace to a safe location (including shelter areas). The exit route consists of the exit access, the exit and exit discharge. The exit access is that portion of the route that leads to the emergency exit. The exit is the portion of the route that is generally separated from other areas and provides a safe trajectory up to the exit discharge point. The exit discharge is that portion of the exit route that leads directly to the exterior (exterior hallway, shelter, open area). Exit must be duly labelled; special attention must be provided to the way in which persons with disabilities will evacuate the building. The evacuation route must be without any obstacle and in good illumination conditions. And illuminate EXIT sign must be on each evacuation route.
- d. Alarms – The alarm system must be functional to notify the university community in a quick manner. The alarm system must establish visual and auditory signals. They must also establish effective methods to notify persons with disabilities.

- e. Fire detection and suppression system – These systems must be inspected and approved annually to assure appropriate functioning.

VI. EMERGENCIES PROCEDURES (RESPONSE)

FIRE – What to Do in Case of a Fire

1. When the fire alarm sound, keep calm and verify your surroundings to identify if you observe any sign of fire or another emergency or
2. If you identify a fire, immediately pull the nearest fire alarm pull station as you exit the building.
3. Proceed to evacuate the facilities.
4. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
5. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit.
6. Once away and clear from danger, call 911 and inform them of the fire.
7. Go to your meeting area and wait further instructions from emergency personnel. The meeting area is the closet parking lot of the area. Keep with your office or classroom group to be counted. This is important to know if there is anyone in the building.

EVACUATION PROCEDURE:

(What to do during evacuation)

In the eventuality that an emergency occurs that represent a risk to human lives, evacuation of the facility at risk will occur. The notification of an emergency can be made through the fire alarm system, or through security personnel at the institution, among others. When the alarm sounds:

1. If you have time and you are not at risk, take with you your personal belongings.
2. If you have time and you are not at risk, turn off electric equipment
3. Close doors and help your coworkers and students to evacuate

4. Go to the closest emergency exit. Each Classroom and hallways have evacuation maps with two evacuation routes identify.
5. When in the outside, go to the closest parking lot
6. Meet your working group and identify if everyone is outside the building
7. Notify the security officer or to any emergency response authority if you know anyone is in the building.
8. Keep calm and wait for instructions.

EVACUATION DRILLS – Evacuation drills must be performed two times a year on daily and night shifts. To perform a good evacuation drill, each campus must comply with the following prior to the drill.

1. Employee's training
2. Communication method during an emergency
3. Specific duties to staff in relation to present risk
4. Identified staff and students with special needs
5. Keep evacuation routes maps update in each building. Each map must include:
 - a. Two (2) evacuation routes
 - b. Emergency exit doors and accessibility for people with special needs.
 - c. Fire extinguishers

SHELTER-IN-PLACE AND LOCKDOWN PROCEDURES

There are certain circumstances where it is safer to be inside rather than outside. You may be required to shelter-in-place for events such as a civil disturbance (i.e., active shooter), tornado warning, hazardous materials release, or as directed by police personnel. If the "Shelter-in-Place" order is given, do the following:

****Remember, "Shelter-in-Place" is defined as a directive to seek immediate shelter indoors following the announcement of an emergency condition; whereas a "lockdown" is defined as a directive to stop access and / or egress as appropriate to all or a portion of the buildings on campus.**

- Remain inside the building.
- Lock doors, if possible or barricade doors and take cover to protect yourself.

- Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference, or storage room that can be locked.
- Turn off lighting and ventilation, if possible.
- Close window coverings, blinds, shades etc.
- Remain quiet and in place until notified by emergency personnel.
- Silence cell phones and do not use them unless you are in contact with emergency personnel.
- If outdoors seek shelter behind a building, wall, or large tree. It is important to “hide” from a shooter.
- Do not allow anyone to exit the classroom. Security personnel or Law Enforcement will come to the room and announce themselves and unlock doors.
- Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risk.

Notification - Notification of a campus lockdown can be communicated via the cell phone, campus web page, via an alarm or in person. Anyone off campus that is signed up should receive a text message and phone call and remain off campus.

BOMB THREAT / SUSPICIOUS PACKAGE

All bomb threats must be treated as a serious matter. Though many threats are meant to disrupt normal activities, each threat must be considered real until proven otherwise by the appropriate personnel.

If a suspicious object or potential bomb is discovered:

- STAY CALM
- DO NOT handle the object
- Clear the area
- Contact the security officer immediately
- The security officer must inform the operation manager and call 911. Include any information (i.e., location, appearance) about the object as possible

If a threat is made by phone:

1. STAY CALM
2. DO NOT put the caller on hold

3. DO NOT attempt to transfer the call
4. DO NOT hang up the phone that the call came in on. If possible, signal someone nearby to contact security officer and to call 911.
5. Take as many notes as possible and document anything you may hear during the call.

HURRICANE

Over a typical 2-year period, the U.S. coastline is struck by an average of 3 hurricanes, 1 of which is classified as a major hurricane. While hurricanes pose the greatest threat to life and property, tropical storms and depressions also can be devastating. Floods from heavy rains and severe weather, such as tornadoes, can cause extensive damage and loss of life. For example, Tropical Storm Allison produced over 40 inches of rain in the Houston area in 2001, causing about \$5 billion in damage and taking the lives of 41 people.

Hurricane seasons and their peaks are as follows:

- Atlantic and Caribbean: Jun. 1 to Nov. 30 with peak mid-August to late October.
- Central Pacific (Hawaii): Jun. 1 to Nov. 30 with peak from July to September.
- East Pacific: May 15 to November 30
- Western North Pacific: Tropical cyclones can strike year round

Understanding the Terminology

Tropical cyclone is a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. Tropical cyclones rotate counterclockwise in the Northern Hemisphere.

- Tropical Depression—A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less.
- Tropical Storm— A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots).
- Hurricane—A tropical cyclone with maximum sustained winds of 74 mph (64 knots) or higher.
- In the western North Pacific, hurricanes are called typhoons; similar storms in the Indian Ocean and South Pacific Ocean are called cyclones.

- Major Hurricane—A tropical cyclone with maximum sustained winds of 111 mph (96 knots) or higher, corresponding to a Category 3, 4 or 5 on the Saffir-Simpson Hurricane Wind Scale.
- A Post-Tropical Cyclone is a system that no longer possesses sufficient tropical characteristics to be considered a tropical cyclone.
- Post-tropical cyclones can still bring heavy rain and high winds.

Saffir-Simpson Hurricane Wind Scale for the Continental United States

Scale Number (Category)	Sustained Winds (MPH)	Types of Damage Due to Hurricane Winds	Hurricanes
1	74-95	Very dangerous winds will produce some damage Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.	Dolly (2008) on South Padre Island, Texas
2	96-110	Extremely dangerous winds will cause extensive damage Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.	Frances (2004) in coastal Port St. Lucie, Florida
3	111-129	Devastating damage will occur Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.	Ivan (2004) in coastal Gulf Shores, Alabama
4	131-156	Catastrophic damage will occur Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.	Charley (2004 in costal Punta) Gorda, Florida
5	>156	Catastrophic damage will occur A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.	Andrew (1992) in coastal parts of Cutler Ridge, Florida

What to listen for

- **HURRICANE WATCH:** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds. During a Watch, prepare your home and review your plan for evacuation in case warnings are issued. Listen closely to instructions from local officials.
- **TROPICAL STORM WATCH:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone. During a Watch, prepare your home and review your plan for evacuations in case warnings are issued. Listen closely to instructions from local officials.
- **HURRICANE WARNING:** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.
- **TROPICAL STORM WARNING:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.
- **EXTREME WIND WARNING:** Extreme sustained winds of a major hurricane (115 mph or greater), usually associated with the eye wall, are expected to begin within an hour. Take immediate shelter in the interior portion of a well-built structure.
- **Additional Watches and Warnings** are issued to provide detailed information on specific threats such as floods and tornadoes. Local National Weather Service offices issue Flash Flood/Flood Watches and Warnings as well as Tornado Warnings.

Response procedures

Once the Local National Weather Service emitted a **Hurricane Watch**, the Campus Director must notify it immediately to the AVP of Operations and IT and activated the Emergency Committee to start hurricane preparedness activities.

Mitigation Activities in the Campus must start to protect the facilities in case that the Hurricane approach the area. The Administrative Coordinator must perform a facility inspection to evaluate any possible risk of for the structure. All the storage material must be elevated in racks or pallets to prevent them to get wet in case of any flood.

All electrical equipment must be turn off and disconnected from the electrical outlet before leaving the campus to protect them.

University closure due to severe weather is announced as soon as the decision to close has been made. A text message will be sent to all students. Other sources for this information are the university website, and mass e-mail distributions from the AGMU services.

While area media will always be informed of closures, there is no guarantee that the information will be carried by all media or that it will always be reported accurately.

WEATHER WARNING ALERTS AND PROCEDURES

What is Inclement Weather?

Inclement weather can include any kind of extreme weather, which might create hazardous conditions or significantly impair normal operations at the UAGM. Types of inclement weather include:

- Tornadoes
- Severe Thunderstorm Activity
- Winter Weather and Cold Temperatures
- Flooding
- Drought
- Extreme Heat

University closure due to severe weather is announced as soon as the decision to close has been made. The most reliable sources for this information are the university website, and mass e-mail distributions from the AGMU services. While area media will always be informed of closures, there is no guarantee that the information will be carried by all media or that it will always be reported accurately.

TORNADO WARNING

Tornadoes are one of nature's most violent storms. With winds that can reach 300 miles per hour and damage paths in excess of one mile, this deadly phenomenon can form in a matter of seconds.

First, you must familiarize yourself with the differences between a tornado watch and tornado warning.

1. Tornado Watch — this means that tornadoes are possible. You should remain alert for approaching storms, watch the sky and stay tuned to NOAA Weather Radios, commercial radio, or the local news for more information
2. Tornado Warning — this means that a tornado has been sighted or indicated by weather radar. You should take shelter immediately

If a tornado warning has been issued while you are at AGMU you should:

1. Keep calm and don't leave the building.
2. Go to the basement or lowest floor of the building (If available).
3. Stay away from exterior walls, doors, and windows.
4. Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
5. Get under a piece of furniture if possible (e.g., sturdy table, desk)
6. Call 911 if emergency help is needed

Once the storm has passed you should:

1. Check yourself and those around you for injuries
2. If you smell gas or hear a hissing sound indoors—open windows and leave the building.
3. Evacuate damaged buildings. Do not re-enter until declared safe by authorities
4. Call 911 only to report a life-threatening emergency

THUNDERSTORM

Thunderstorms may include strong winds, lightning, hail, heavy rain, flash floods, downbursts, and even tornadoes! Thunderstorms are dangerous.

Lightning from a storm can be fascinating to watch, but is also extremely dangerous, killing on average of 67 people per year in the United States. Lightning can strike as far as 10 miles away from the rain area in a thunderstorm, but at that distance it may even be difficult to tell a storm is coming! It is best to take shelter immediately if the sky looks threatening or if you see lightning or hear thunder.

Severe Thunderstorm Watch means severe thunderstorms are possible, continue activities and monitor the situation.

Severe Thunderstorm Warning means severe thunderstorms are imminent, capable of causing significant damage due to high winds or hail.

What to do during a thunderstorm warning (remember the 30-30 rule):

1. If there is less than 30 seconds between a flash of lightning and the sound of thunder, you need to seek shelter! Or better yet, seek shelter on the first sign of thunder or lightning - better to be safe than sorry!
2. Remain under cover until 30 minutes after the final clap of thunder - don't let the sunny skies fool you!
3. Thunderstorm & Lightning tips:
 - a. Telephone lines and metal pipes can conduct electricity.
 - b. Unplug appliances not necessary for obtaining weather information.
 - c. Avoid using electrical devices.
4. Get to higher ground if flooding is possible

WINTER WEATHER

A major winter storm can last for several days and can be accompanied by high winds, freezing rain, sleet, heavy snowfall, and extreme cold temperatures. Winter storms and extreme cold affects all areas of the country with the ability to knock out heat, power, and communication services to your home or office, sometimes for days at a time.

Hypothermia and frostbite can lead to the loss of fingers and toes, can cause permanent damage to internal organs, or may even cause death. Careful preparations can help you avoid these dangers!

What to do during a winter storm:

Before any winter storm hits, you should have an emergency kit containing items you may need to sustain during winter weather.

Stay indoors during the storm. If you must go out, ensure you walk and drive carefully. If you are driving, make a car emergency kit!

Keep dry.

Watch for signs of frostbite and hypothermia.

If there is an alert of Winter Storm or Extreme Cold Temperatures, UAGM will keep all University Community inform following the communication procedures.

FLASH FLOODS

Floods, especially flash floods, kill more people each year than any other weather phenomenon. This is because many people underestimate the force and power of water.

Flash floods could be caused by tornadoes and thunderstorms, especially in low lying areas.

The two key ingredients that contribute to flash flooding are rainfall intensity and duration. Other factors include soil conditions, ground cover, and topography. As little as 6 inches of fast-moving water can sweep you off your feet, and only 18-24 inches of water is enough to carry your car away!

If YOU see a road barrier across a flooded roadway... TURN AROUND. DON'T DROWN!

What to do if flash flooding is possible:

1. Move to higher ground - do not wait for instructions to move if flash flooding is a possibility (can occur within seconds).
2. Do not drive or walk into flooded areas - even small amounts of water can wash out a roadway and anything on it.
3. If you are in the campus during the flash flood, keep inside the building.
4. If there is an alert of Flash Flooding, AGMU will keep all University Community informed following the communication procedures.

DROUGHT

A drought is a period of unusually dry weather that persists long enough to cause serious damage and/or water supply shortages.

Droughts are unique among natural disasters as we usually do not realize we're in a drought until weeks after it begins making it difficult to prepare. If a severe drought occurs in any of our AGMU campus, we may implement rules regarding water usage and conservation tips.

EXTREME HEAT

Many people do not realize how dangerous a heat wave can be. Compared to visible and destructive events like floods, hurricanes, and tornadoes, heat waves are "silent killers."

Hot Weather Tips:

Familiarize yourself with the types of heat related illnesses and their symptoms prior to hot weather season (i.e., heat cramps, heat exhaustion, heat stroke).

Drink plenty of water, even if you're not thirsty!

Remember, that the heat index is a measure of "how it feels". Just because the thermometer reads 85 degrees, the actual feel with humidity may be well over 100!

If there is an extreme temperature alert in any of the campus, the Operation Manager must do the following procedure:

1. Monitor the room temperature of the building. The comfort temperature must be between 20°-25°C/68°-75°F.
2. Ask for Air Conditioner Maintenance if the temperatures are not in range.
3. Inspect that all drinking water fountains are working correctly.