



Date of Council Meeting: July 22, 2013

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Date: July 18, 2013

To: Mayor and Council

From: John Wells, Town Manager

Subject: Town Actions during Code Red/Code Yellow Conditions

Background: The purpose of this memo is to provide the Council with a summary of actions that the Town takes when air quality is identified as “Code Red” or “Code Yellow” and its impact on services.

Utilities

Plant Personnel - Personnel receive Heat Stress, First Aid, and CPR training. Personnel are reminded to drink plenty of water. We make an effort to limit use of lawn mowers, weed eaters, etc. on Code Yellow or Code Red days. Strenuous activities are planned for morning hours. Afternoon work activities are planned for shady /cooler areas if possible. We normally work in two-person teams while performing outside activities on air quality alert days.

Utility Maintenance/Field Personnel - We do not make any schedule changes due to air quality announcements. We do train our employees to recognize symptoms of heat (and cold) stress as outlined in the employee manual. We also have a tailgate session that covers heat and cold stress. Most employees also have first aid certifications. That training covers heat/cold stress – symptoms and treatment. We provide plenty of water and on days of extreme heat each supervisor has the authority to purchase powered Gatorade. We often have to work thru the extreme conditions to complete emergency repairs.

Public Works

During Code Yellow and Code Red Air Quality Alerts the Department of Public Works follows the following guidelines:

- Outside work activities are scheduled to limit prolonged outdoor exertion and exposure to the unhealthy air quality conditions.
- Fueling of gasoline vehicles is performed primarily prior to 8:30 a.m.
- The use of mowers and other equipment is restricted or postponed.
- Outside painting and use of solvents is postponed.
- Employees are advised to drink plenty of water to avoid becoming dehydrated.
- Trash collection was approved for an earlier start time to allow crews to be out of the most intense heat later in the day.

Subject: Town Actions during Code Red/Code Yellow Conditions

Parks and Recreation

Below are the steps taken by Parks and Recreation whenever a Code Red situation is declared.

- All outdoor programs (camps, sports programs, tennis, or academies) are either moved indoors or cut short once a Code Red goes into effect.
- Gatorade coolers are made available for those working outdoors (lifeguards and grounds crew) during Code Red times.
- Extra signage goes out for the outdoor pool warning customers of the danger. Water coolers are also made available for those that may be waiting to get in the outdoor pool during times of full capacity.