

8-Step Process Implementation/Improvement Plan (PIIP)
Electronic Form

Richland College employees use the **8-Step Process Implementation/Improvement Plan (PIIP)** to document implementation of new processes/programs and improvement of existing processes/programs.

PLEASE NOTE: Input information in the grey highlighted areas. Boxes will expand as you type.

PIIP# 54 (to be assigned by IR/E)

PIIP Process Name: Heat Index

Responsible Party: Pat Bollin

Part 1

Step 1. Anticipated Completion Date: September 1, 2006

Step 2. State implementation/improvement need and identify its related Strategic Planning Priority:

Establish a notification process and informational documents for all supervisors of work/instructional areas where employees/students are working/participating in outside work or activities.

Check Status: In Progress Complete

Step 3. List owner(s) of new process/program or improvement:

Pat Bollin, Robert Baker, Linda Brown, Clark Buerk, Jerry Owens and Gail Donaldson.

Check Status: In Progress Complete

Step 4. Identify root cause leading to this process implementation/improvement:

No process exists.

Check Status: In Progress Complete

Step 5. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:

1. Jerry Owens will update the Relative Humidity and Temperature chart to include the body armor statement and additional information for work/rest and water intake requirements. (Complete)
2. The informational sheet will be sent to PE, Health Center, Horticulture, Police, HR and Facilities. Each area supervisor will be trained on the color coding and related rest and water recommendations. (Complete)
3. Individual water bottles will be ordered for staff. Bottles will be numbered as they are issued to assist the College nurse in evaluating any heat related situations.
4. Facilities will be responsible for notifying the DHI e-mail group the daily heat index and any changes throughout the day. (Complete)
5. Color coding of signs or flags for alerts will need to be designed or purchased.
6. Team will review the ozone alert information next for possible campus impact.
7. Linda Brown will send the campus an e-mail outlining preventative measures to take during the high temperature days. (Complete)

Check Status: In Progress Complete

NOTE: After you complete Part 1, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Department of Institutional Research/Effectiveness.

Date Submitted: Date Updated: 8/10/06 Date Completed: 12/06

Part 2

PIIP# 54 (to be assigned by IR/E)

PIIP Process Name: Heat Index

Step 6. Describe implementation/pilot approach:

Implemented by Facilities using a code of posted colors and emails sent to a designated user group.

Check Status: In Progress Complete

Step 7. Report outcomes related to measures identified in Step 5:

Employees have been notified as to when to take precautionary measures regarding the weather and materials/tools have been supplied to assist them with the measures.

Check Status: In Progress Complete

Step 8. Describe hard copy or electronic method(s) for disseminating results:

E-mail will be used for all communications.

Check Status: In Progress Complete

Step 9. Evaluate and describe success of this process (Steps 1-8):

Successful. This has enabled supervisors and employees to remain updated throughout the workday on the Heat Index and to take preventative actions.

Check Status: In Progress Complete

NOTE: After you complete Part 2, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Department of Institutional Research/Effectiveness.