

	8-105 Severe Weather Emergency Response Plan ERP
CLEA#	Approved Date: Feb 1998
GLECP #	Effective Date: Aug 02, May 06, Mar08
New () Amends () Rescinds ()	Pages:
Thomas J. Mackel-Chief of Police	

NOTE: For the purpose of this plan severe weather includes thunderstorms, tornadoes, and hurricanes. The dangers associated with these storms include strong winds, damaging hail, lightning strikes, and heavy rain with possible flash flooding.

8-105.1 Definitions

- A. **Severe Thunderstorm Watch**-The National Weather Service issues a **Severe Thunderstorm Watch** when conditions are present for the possible formation of thunderstorms. These storms can consist of heavy rain, lightening, and high winds. These storms can cause flash flooding, localized damage (falling trees, down power lines etc) and fires resulting from lightening strikes. Driving can be extremely hazardous resulting in increased motor vehicle accidents. Severe thunderstorms can spawn tornadoes with little warning.

- B. **Tornado Watch** -The National Weather Service issues a **Tornado Watch** when conditions are present for the formation of a tornado. Tornadoes are normally short-lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to their spontaneous formation at any location. This is especially true in the West Georgia area due to the rolling terrain and numerous trees. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating. It is also possible for more than one tornado to develop within a single storm so it should not be assumed that all danger has passed once the tornado has passed. Damage caused by tornadoes includes widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to the destruction of traffic control devices.

- C. **Severe Thunderstorm Warning**:-The National Weather Service issues a **Severe Thunderstorm Warning** when a severe thunderstorm has been spotted either by trained personnel or by radar. These storms consist of heavy rain, lightening, and high winds. These storms can cause flash flooding, localized damage (falling trees, down power lines etc) and fires resulting from lightening strikes. Driving can be extremely hazardous resulting in increased motor vehicle

accidents. Severe thunderstorms can spawn tornadoes with little warning.

- D. **Tornado Warning**- The National Weather Service issues a **Tornado Warning** when a tornado has been sighted spotted either by trained personnel or by radar. Tornadoes are *normally* short-lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to their spontaneous formation at any location. This is especially true in the West Georgia area due to the rolling terrain and numerous trees. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating. *It is also possible for more than one tornado to develop within a single storm so it should not be assumed that all danger has passed once the tornado has passed.* Damage caused by tornadoes includes widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to the destruction of traffic control devices.

8-105.2 Procedures

A. Daily Dispatch Activity

At the beginning of each shift, each staff member working will check the Meteorlogix Weather Center to determine the type of weather that will affect the campus during the shift. This information is automatically sent to all staff from Meteorlogix, a private vendor the Department has contracted with. The Meteorlogix system will be the primary source for weather information. Web site and TV station weather radar is only updated every 20 minutes while the Meteorlogix system is updated every five minutes. When a Severe Weather Watch/Warning is issued, the automatic Weather Center function will activate an audio alarm.

Dispatch personnel will also monitor the National Weather Service web site (<http://radar.weather.gov/ridge/Conus/southmissvly.php>), local radio and TV stations for additional information. In the event the Meteorlogix Weather Center fails, these alternative sites will become the priority means of obtaining current, accurate information.

B. **Severe Thunderstorm or Tornado *Watch* is issued:**

When the dispatcher receives the *Watch* information, the following actions will be taken.

1) Notifications

- a) The Communications Officer (CO) will notify the Chief of Police and

shift O.I.C. and continue to monitor the Meteorlogix Weather Center. If it appears that the storm will worsen with the next hour, the Communication Center (CC) will be manned by a minimum of two communications officers.

b) The CO will also:

- 1) The emergency e-mail system will be activated and the campus notified of the Severe Thunderstorm or Tornado Watch and their meanings. (These definitions are preprogrammed into the e-mail system).
- 2) *Review* the procedures for activating the campus WEATHER WARNING SIREN.
- 3) All on duty personnel will be updated of the situation by the CO and be prepared accordingly. Alerts and instructions will be given to those coming to work on the succeeding shifts.

c) The Chief of Police will:

- 1) Notify the President and members of the President's Advisory Council. The *Vice President for Academic Affairs* will be responsible for notifying the academic deans and reviewing contingency plans for dealing with the inclement weather.
- 2) Notify the Director of University Communications who will create a weather bulletin from the information provided by the CS and request that the University radio and TV stations each broadcast the weather information over their respective media.
- 3) The Chief will communicate directly the following with the following Directors to discuss potential problems and coordinate a response if severe weather does strike.
 - a) Facilities and Grounds (F&G)
 - b) Residence Life (RL) The Director of Residence Life will be responsible for notifying the RL staff.
 - c) Director of Health Services
 - d) Director of Food Service
 - e) Director of Risk Management
 - f) Director of ITS
 - g) Director of Student Development

C. Storm Preparation

1. The emergency plan will be reviewed by on-duty personnel to remind them of their duties if the *Watch* progresses into a *Warning*.
2. All departments will inventory needed supplies (batteries, barricades, etc.) to ensure that all items necessary to deal with the storm are available. An inventory list of necessary items is included at the end of this section. *Do Not Pre-Position Barricades As They Could Become Projectiles In The Event Of A Tornado.*
3. The Command Center will be checked and made ready in the event it must be activated.
4. All UWG PD and F&G vehicles will be fully fueled and all fluids checked.
5. All UWG PD vehicles which will not be used will be taken to the Townsend Center Faculty Lot and parked in the center of the lot, away from trees and power lines.
6. Parking Services will park unused buses and carts in the Townsend Center Lot away from trees and power lines.
7. Manually inspect, check, and crank the auxiliary generator in Aycock Hall. Check the circuits in the CS to ensure they are functional. Any circuits not working are to be reported to F&G as soon as possible. Manually inspect, check, and crank the auxiliary generator at the water tower and ensure the fuel tank is full.
8. Observer Placement – In the event the sky changes to where it appears that severe weather is approaching, the OIC will station one or more officers and their vehicles in areas offering high visibility to monitor weather conditions. These officers will be available to take calls but will return to their observation posts when possible. Officers will be placed at the following sites:
 - a) Tyus Parking Lot
 - b) Health Services Lot
 - c) Lot 14 (Parking Lot Across from the Townsend Center)
 - d) Other area at O.I.C.'s discretion

Note: Cole Road and other heavily wooded areas should be avoided. The area presents a hazard in the event of a fast-moving storm system.

D. Severe Thunderstorm or Tornado Warning is issued:

When the dispatcher receives the information that a warning has been issued for Carroll County, the following actions will be taken.

1. The Communications Officer will:

a. The CO will activate the WEATHER WARNING SIREN for a **Tornado Warning**. *The dispatcher will activate the siren for a Severe Thunderstorm Warning only if it occurs during a Tornado Watch.*

b. The CO will notify the Chief of Police and shift O.I.C. and continue to monitor the Meteorlogix Weather Center.

c. The CO will also:

1) The emergency e-mail system will be activated and the campus notified of the Severe Thunderstorm or Tornado Warning and their meanings. (These definitions are preprogrammed into the e-mail system). In the event of a Tornado Warning, campus personnel will seek shelter in a secure place within the building.

2) Contact Facilities and Grounds and advise the Work Center (ext. 9-6312) of the warning. The Work Center will advise Facility personnel to seek shelter.

3) Notify all shuttle operators of the warning. *Shuttle Operators* will stop at the closest substantial building and direct all passengers to get off of the buses at that location. The buses will be parked at the site and the operator will also enter the building until the storm has passed.

2. Chief of Police will:

a. Notify the President and members of the President's Advisory Council. The Vice President will be responsible for notifying the academic deans and advise them to activate their contingency plan for dealing with the inclement weather.

b. Notify the Director of University Communication and Marketing who will request that the University radio and TV stations each broadcast the

weather warning.

- c. The Chief will also communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) and advise them of the Warning. The Director of Residence Life will be responsible for informing the RL staff of the weather situation.

The following Directors will be advised of the warning and ask them to keep their staff on standby:

- 1) Director of Student Health
- 2) Director of Food Service
- 3) Director of Risk Management
- 4) Director of ITS
- 5) Director of Student Development

E. TORNADO Strikes Campus:

1. Communications Officers / Work Center Operators

After the Tornado has cleared the campus the dispatcher will:

- a) Check status on each officer by radio. Check the Health Services radio to verify it is working and if Health Services is in operation. If the repeater has been damaged and the Base Station is inoperable, check status on the portable radio. If the strike occurs during normal work hours, the Work Center will check on F&G personnel.
- b) Officers are to quickly survey the campus and report back to the Communication Center the level of damage that has occurred.
- c) Check generator status and advise the OIC of any equipment in Aycock that is not operational.
- d) If the strike occurs after hours and the telephones are down, the CO will contact the Chief and Director of Facilities and Grounds, manually via the cell phone. The Chief and Director will contact their personnel and direct them to contact their subordinates and have them respond to campus.

F. Activation of Command Center

In the event the campus is severely damaged the Command Center will be activated.

1. Direction and Control

The President of the University or designee will exercise direction and Control of Disaster Operations at the University of West Georgia. **The Chief of Police and the Director of Facilities and Grounds (or their designee) will be utilized as Operational Disaster Coordinators for the President.**

2. Establishment of a Command Center

The Command Center will be established in **Aycock Hall**. In the event that Aycock Hall is rendered unusable, the **Alternate Command Center** will be in Health Services. If neither is usable, the main office of Facilities and Grounds and the Food Service Building will be examined. If either is found to be usable, the command post will be established and its location announced to the campus community and assisting agencies.

3. Staffing of Command Center

Depending on the severity of the disaster, the Command Center will be manned by the following personnel:

- a) President or designee
- b) V P for Academic Affairs or designee
- c) VP for Business and Finance
- d) VP for Student Services or designee
- e) VP for University Advancement or designee
- f) Chief Of Police or designee
- g) Dir. of Facilities & Grounds or designee
- h) Dir. of Residence Life or designee
- i) Dir. of Communications or Marketing
- j) Dir. of Risk Management or designee
- k) Communications Officer(s)
- l) Director of Auxiliary Enterprises
- m) Clerical staff from each division

If appropriate, the following agencies will also be included:

- a) Carroll County Fire/EMA/Sheriff
- b) Carrollton PD/FD
- c) Georgia Emergency Management

- d) Federal Emergency Management
- e) Chancellor of the Board of Regents (BOR)
- f) Director of Risk Management - BOR

Once the situation has stabilized, command personnel may leave the Center as long as a replacement with decision making authority is on site, or the person can be quickly located via radio or phone.

The following administrative personnel will be notified to respond to campus and activate their staffs as directed.

- a) Director of Food Service or designee
- b) Director of Health Services or designee
- c) Director of Student Development or designee
- d) UWG Police Business Manager
- e) Directors of ITS and BITS

4. Communication Systems

The UWG PD Communications System (800 MHz and 154 MHz), the Facilities And Grounds Radio System, other radio systems, and campus e-mail will be utilized to ensure contact with Campus Departments and assisting Agencies. Any radio system used during the operation will be registered with the Command Center and one of the radios assigned to the dispatchers in the Command Center.

5. Use of University Resources and Mutual Aid

During the emergency or disaster, university departments will perform necessary emergency functions as provided in this plan. Mutual aid will not be requested until all available university resources and/or manpower have been depleted, or until resources are no longer available. All assistance provided to the University or by the University to the County or City will be in accordance with the Mutual Aid agreements signed by all three entities effective 07/23/02.

6. Personnel Rosters

All responding emergency services personnel will report to the Command Center and sign in. It is important that an accurate roster be kept for all personnel who work during the crisis and recovery stage. The roster serves the following purposes:

- a) Make assignments and arrange for replacements.
- b) Allow communication operators will keep track of the on duty employees for safety reasons.
- c) Provide documentation for the University to be reimbursed for hours worked if the incident results in a disaster declaration.

7. Post Storm Search – University Police/ Facilities and Grounds Personnel

- a) As soon as the storm has passed, UPD and F&G personnel will check for injuries and damage to the campus.
 - 1) Staff will determine the condition of all campus roads.
 - 2) Check for downed power lines, broken gas mains and other utilities which may pose a hazard to the public. All information will be forwarded to the CC who will report it to the appropriate utility.
 - 3) The O.I.C. will direct the officers to begin checking for injuries and damage. The OIC will divide the campus into the number of sections for which he has personnel. The most populated section will be searched first. Once a facility has been checked, it will be marked with pink tape on all doors to show that it has been cleared.
 - 4) When a person is found to be trapped, the Carrollton City Fire Department will be notified to assist. Staff will refrain from entering facilities, which are unstable, even if persons are trapped inside. Information concerning those trapped will be provided to CFD.
 - 5) Once the Student Health (SH) has been staffed, officers will transport the injured who can be moved safely by vehicle to SH for treatment. If an officer is unsure about transporting a patient, the radio in HS will be utilized to obtain medical advice.
- b) The O.I.C. will see that any power loss in the CC is reinstated as soon as possible. Facilities and Grounds will be notified of any damage to Aycock, which will prevent the full operation of the command center.
- c) Until a ranking officer is on the scene, the OIC will request any and all necessary assistance from the City and County. **Note:** Carrollton and the

surrounding areas may have been hit as hard as or harder than the campus, resulting in limited emergency assistance.

- d) Residence Life Staff will assist police personnel in encouraging residents to stay inside the Residence Hall (if habitable) to discourage interference with Rescue Operations. Students who wish to volunteer to assist with disaster duties will be directed to the command post.
- e) As the O.I.C. directs, additional personnel may be required to respond with Dispatch and/or Rescue duties. Remember that some officers may have disaster areas at their residences and may not be able to respond immediately.

8. Relocation – Residence Halls and Academic Buildings

a) Residence Hall

In the event that a residence hall is made uninhabitable, the residents will be transported to a temporary shelter site. From this location the University will coordinate a response to see that the residents are fed, arrangements are made to obtain clothing, replace books and other documents, and provide for the medical and psychological needs of the residents.

b) Shelter Sites

The locations for use as shelter sites are as follows:

- 1) Food Service – Lower Level (Z-6)
- 2) Campus Center
- 3) Student Recreation Center (SRC)

Food Service will be considered the primary shelter site due to the availability of food service, parking, and limited access. The second choice will be HPE and then SRC. If a shelter site is activated, the department responsible for the location will be informed as soon as possible.

9. Transportation

Residents will be transported by use of a University shuttle bus if possible. If it is a large group that needs transportation, the Parking Services Supervisor will be called for a rapid response to campus.

Multiple trips will be required and Residence Life and UWG PD staff must

coordinate the movement of the residents from the Hall to the shelter site.

Residents must not leave the area without checking- in with the Residence Life Staff. A list of all residents must be maintained showing who is in the shelter and those who have found shelter with friends. This list will be maintained so that the University can account for all residents.

a) Shelter Operations

Student Services personnel will staff the shelter during the entire time that it is operation. An information desk will be staffed so that residents can sign-in when they arrive, and parents can check-in upon their arrival.

Student Development and Student Health will be available to deal with medical and psychological problems if they arrive.

The shelter is considered a secure site and University Police will limit access and provide security until the shelter is closed. Only residents of the effected hall should be allowed in the shelter.

University Communications will coordinate media access and will have staff on site until the shelter is closed.

Food Services will be contacted to provide drinks and snacks during the time that the shelter is in operation.

b) Academic Buildings

In the event that an academic building is damaged or destroyed by fire, the Vice President for Academic Affairs, the dean for the respective college and Registrar will be notified as soon as possible.

Depending on the extent of the damage the Vice President will either cancel classes for a period of time to allow for cleaning and repair, or relocate those classes to other facilities.

Whatever decision is made, flyers will be created and the staff from the effected College and the University Police staff will distribute them over the next several days following the fire, outside the damaged structure.

10. Damage Assessment and Repair Phase

Once all injured personnel have been treated and/or evacuated from campus, the assessment and repair phase will begin.

- a) An assessment of the Campus will be made as to the number of facilities, which are operational. This list will be provided to the President to determine if it is necessary to close the campus. If the campus is to be closed for any period of time, the President will also determine if classes are to be made-up and when.
- b) The Director of University Communications will be notified to make an announcement to the public utilizing the media as to the President's decision. The announcement will include the condition of the campus, the number of injuries or fatalities and other information deemed appropriate. These announcements will be made on a regular basis until the situation has been settled.
- c) The President or designee will be responsible for notifying the Chancellor of the condition of the campus.
- d) Facilities personnel will determine the structural soundness of all campus buildings. If a facility is declared unusable:
 - 1) Any facility determined not to be useable will be boarded over to prevent unauthorized entry.
 - 2) Valuable items inside will be removed to another location or secured on site.
 - 3) UWG PD will provide security 24/7 to each facility until repaired. It may be necessary to hire private security or utilize officers from other campuses.
 - 4) If an academic facility, the Vice President for Academic Affairs will be notified so that classes may be moved to another facility. The Vice President for Academic Affairs has developed a companion plan to deal with this possibility.
 - 5) If a residence hall, the Vice President for Student Services will be notified so that arrangements can be made to find new housing for those displaced.
- e) If a facility is determined safe but damaged, cleanup and repairs will begin immediately. Priority will be given to the facilities in the following order.
 - 1) Academic Buildings with teaching areas receiving priority attention.
 - 2) Facilities which directly support teaching (Library, Registrar)
 - 3) Residential facilities

- 4) Administrative Offices
- 5) All other facilities

- f) If it becomes necessary to move temporary classrooms, offices and housing onto campus, the office of Campus Planning and Design will be responsible for coordinating delivery, provision of utilities, sanitary facilities, and physical security.

- g) The Director of Risk Management will be responsible for tracking all costs associated with the storm. These costs include damage to the facilities and equipment, overtime, and materials utilized for repair and cleanup. The Director of Risk Management is responsible for submitting and tracking all claims to the insurance carrier and for any reimbursement available from state or federal programs.