

	8-112 Winter Storm Response Plan-ERP
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8-112.1 Overview

The dangers of winter storms include intense cold, poor visibility, extremely slippery conditions, utility failures, and impaired transportation.

8-112.2 Definitions and Responses

1. Winter Weather Watch/Warning:

- A. **Winter Weather Watch:** means that conditions are favorable for snow, ice, cold temperatures, or other conditions, which require preparation.
- B. **Winter Weather Warning:** is issued when the threat of severe weather (snow, ice, sub-freezing temperatures) exists and will affect the West Georgia area.

8-112.3 Storm Preparation

A campus wide e-mail will be sent listing the primary weather conditions and whether there are any severe weather watches or warnings. When a **Winter Weather Watch** is issued, the automatic Weather Center function will activate an audio alarm. The CO will also monitor the National Weather Service web site located at <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

1. The shift OIC will review this emergency plan with on-duty personnel and outline their duties if the Watch progresses into a Warning.
2. Needed supplies (batteries, barricades, etc.) will be inventoried to ensure that all items necessary to deal with a winter storm are available at UPD, F&G, and RL headquarters. An inventory of items is included at the end of this section. Once the inventory is complete, the CO will be advised and

will record the information on the RMS.

3. Manually inspect, check, and crank the auxiliary generator in Aycock Hall. Check the circuits in dispatch 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. An additional can of fuel will be placed in the generator room a safe distance from the generator.
4. At the earliest possible time, the following steps will be taken under the direction of the Uniform Division Commander:
 - A. Tire chains will be put on at least two marked and one unmarked patrol vehicles. Replacement chain links, new chains, tighteners, and cross-links are available at Public Safety. F&G will equip whatever vehicles its Director deems necessary to deal with the emergency.
 - B. All UPD and F&G vehicles are fully fueled and that fluids checked.
 - C. All UPD vehicles including buses 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.
 - D. Manually inspect, check, and crank the auxiliary generator in Aycock Hall. Check the circuits in dispatch 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.
 - E. Place six sets of batteries for the back up lanterns in dispatch in case of an extended power outage.
 - F. Each division (UPD, F&G, RL) will arrange for additional employees to stay on campus or arrive early to deal with the results of the storm.
 - G. Place barricades at intersections, which may need to be closed if the roads become un-passable.
 - H. As the severe weather strikes, officers and dispatchers will encourage any campus occupants to stay on campus until the severe weather passes.

8-112.4 Response

1. **Winter Weather Watch:** When the dispatcher receives information from the National Weather Service that a Winter Weather Watch has been issued, the following actions will be taken.

A. The Dispatcher will:

- 1) Notify the shift O.I.C. and continue to monitor the Meteorologix Weather Center.
- 2) The emergency e-mail system will be activated and the campus notified of the potential weather problems.
- 3) Advise the Chief of Police or designee personally about the Watch and request that the Administration be notified.

B. 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 dispatch and request that the University radio and TV stations each broadcast the weather information over their respective media.
- 3) The Director will also communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) to discuss potential problems and coordinate a response if severe weather does strike. The Director of Residence Life (RL) will be responsible for notifying the RL staff of the impending weather.
- 4) The following Directors will be advised of the potential problem and ask them to place their staff on standby:
 - a) Director of Health Services
 - b) Director of Food Service
 - c) Director of Risk Management
 - d) Director of ITS and BITS

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.

2. **Winter Weather Warning:** When a **Winter Weather Warning** is issued from the National Weather Service, the automatic Weather Center function will activate an audio alarm.

A. The Dispatcher will:

- 1) The CO will notify the shift O.I.C. and continue to monitor the Weather Center.
- 2) The emergency e-mail system will be activated and the campus notified of the potential weather problems.
- 3) Advise the Chief of Police or designee personally about the Watch and request that the Administration be notified.

B. 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 to activate their contingency plan for dealing with the inclement weather.
- 2) Notify the Director of University Communications who will create a weather bulletin from the information provided by dispatch and request that the University radio and TV stations each broadcast the weather information over their respective media. If it is determined that the campus will close, the Director of University Communications is responsible for notifying the local media.
- 3) The Director will communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) to discuss potential problems and coordinate a response when the severe weather does strike. The Director of Residence Life (RL) will be responsible for informing the RL staff of the weather situation and the response plan.

8-112.5 University Closing

1. *Business Hours*

- A. If a ***Winter Weather Warning*** is issued during business hours the Chief will keep the President advised of the situation. The information to be provided will include the following:
- 1) Current location of the storm and the speed that it is moving.
 - 2) Intensity of the storm and what affect it has had in the areas it has passed through.
 - 3) Alabama Road Closings: www.dot.state.al.us/closures/
 - 4) Predicted time that the storm will hit Carroll County.
 - 5) Actions that are being recommended by the following:
 - a) Georgia State Patrol
 - b) Carroll County EMA
 - c) GEMA.
 - d) Actions being taken by the local schools and businesses in the area.
- B. If the President determines that the University is to be closed early, PAC members the Director for University Communications and Chief of Police will meet with the President and a closing procedure will be established. Considerations include:
- 1) Time when classes will be canceled.
 - 2) Notification of the media announcing the closing
 - 3) Directing traffic off campus and security of the building.

2. *After Business Hours*

- A. When, in the opinion of the O.I.C., weather conditions are deteriorating to the point that driving conditions may become unsafe, the O.I.C. will instruct the Dispatcher to notify the Chief of Police. The Chief will drive to campus as soon as possible and evaluate conditions.
- B. Prior to the arrival of the Chief, the following information will be obtained by on-duty personnel.

- 1) The Dispatcher will contact the Georgia State Patrol Post in Villa Rica (770-458-3661) and find out the current conditions of the following roads.
 - a) I-20 from Atlanta
 - b) US 27 from Rome to Carrollton
 - c) US 27 from LaGrange to Carrollton
- 2) The Dispatcher will also monitor the City and County radio and be able to provide the Chief a reasonable assessment of road conditions in Carrollton and Carroll County.
- 3) The officers working the campus will drive off campus and make a determination as to the condition of the roads leading into the University. The Chief will inform which roads are to be checked.
- 4) Based on this information and personal observation, if the Chief believes that the University should be closed, the Chief will contact the President or his designee **no later than 0600 hours. The final decision to close the institution rests with the president.** If it is decided to close for the day or delay opening, the Director of University Communications will be notified. The Director of University Communications is responsible for notifying the media about the closing or delayed opening.
- 5) The Dispatcher will also be informed so that accurate information may be given out over the Emergency and Information lines.
- 6) Regardless of the decision that is made, an additional employee will be called in by **0530 hrs.** to assist the dispatcher in dealing with the usual, heavy volume of phone calls as students and employees attempt to find out if the campus is open. The additional person in dispatch will stay as long as needed. Additional coverage will also be provided on Evening Watch as calls will pick up again as students and employees attempt to find out if the campus is open the next day.

8-112.6 University Police Response

1. **UPD Personnel transports** - UPD may transport officers to and from UPD to their homes in patrol vehicles equipped with chains. The shift supervisor will determine the number of personnel needed on campus. As a rule, two officers with chain-equipped vehicles will be on campus to provide emergency services. This service will be provided to other critical campus personnel on a limited basis but only at the direction of the Director.
2. **Building Checks** - Unoccupied academic buildings will be checked by police, security officers and F&G personnel throughout the day and night for frozen water pipes.
3. **Patrol** - The campus is to be patrolled for persons acting in an unsafe manner, either driving or walking. Officers will be intolerant of any behavior that could result in injury or death.
4. **Blocking Roadways or Other High Risk Areas**
 - A. Eight-foot collapsible barricades, plastic stanchions with police line tapes and orange traffic cones will be used to block areas when necessary. Roads, which have become impassable, may be closed at the direction of the shift supervisor. The City police and fire departments and University Facilities and Grounds are to be advised of the closings. The supervisor will keep watch on the roads and reopen them when it is safe to do so.
 - B. Facilities will remove snow & ice from the roads and walkways when it is practical to do so. If the area to be blocked is a roadway with downed power lines, the situation will be reported to Dispatch. The Dispatcher will notify F&G as well as 911 for fire department and electric company response. Prior to their arrival, a twenty (20) yard radius area from the source of power is to be blocked off.
 - C. As soon as the roadways and walkways are cleared, Parking Services will collect and count all barricades. If any barricades were destroyed or stolen will be reported and replacements ordered.
 - D. **Note:** *Since ice is frozen water, and water is an excellent conductor of electricity, the officer will warn people away from the area via the patrol car's loudspeaker.*

5. **Local Conditions** – CO will monitor via the City and County radios how the storm is affecting the City and County. Any event that may affect the campus (motor vehicle accidents involving vehicles carrying hazardous materials, train derailments, damage to the water treatment facility, etc.) will be passed on to the Chief of Police immediately.

6. **Damage Report** - During and immediately after the storm has passed, UPD, Facilities and Residence Life personnel will make a list of damage to University and personal property. If the Command Center has not been activated, the damage list will be turned into the dispatcher who will create a master list. This list will be forwarded to the Work Center and Risk Management as soon as possible.

Appendix

University of West Georgia Winter Storm Emergency Supply List

Inventory Items:

(Supervisor will call numbers into dispatch.)

<u>Item</u>	<u>Number Inventoried</u>	<u>Number Present</u>
1. Flashlights / batteries	(12)	
2. Radios	(10)	
3. Radio Batteries / fully charged (All Frequencies)	(10)	
4. <i>Barricades (Wooden)</i>	(25)	
5. <i>Cones</i>	(75)	
6. <i>Pylons</i>	(25)	
7. <i>Police Line tape (rolls)</i>	(12)	
8. Traffic Vests (1 Each Officer)	(1)	
9. Emergency Vests	(25)	
10. Cots	(10)	
11. Emergency Drinking Water Cases)	(5)	
12. Meals ready to eat (MRE's)	(60)	