

WINTER WEATHER PROCEDURES & EMERGENCY PREPAREDNESS CHECKLIST

REVISED 11/19/2018

The weather is monitored daily by the Campus Operations Emergency Administrator and the Environmental Health and Safety (EH&S) Continuity / Emergency Planner. The intent of these procedures and checklist is to provide an organized and efficient guide for the preparation, response, and recovery from disruptive winter weather.

Note: Human Resources (HR) should send out the Adverse Weather & Emergency Event Policy in June and December, as well as in anticipation of or following an adverse weather event.

WINTER WEATHER PROCEDURES

WHEN A WINTER WEATHER EVENT IS FORECAST:

- Campus Operations and EH&S obtain forecast predictions, initiate preparedness activities and place emergency personnel (Grounds Services, etc.) on standby
- VEOCI will be used to review forecasts, status / conditions, plans, etc.
 - EH&S will schedule Hazardous Weather Response Team meetings, as necessary, to develop a recommendation for the Chancellor
- *As applicable:*
 - Human Resources sends out the Adverse Weather & Emergency Event Policy
 - News Services sends an ECU Alert to the campus community informing them that ECU Administration is monitoring the weather, if / when any decision on class cancellation or change in operations will be made, and where to look for announcements

ONCE A WINTER WEATHER EVENT OCCURS:

- Associate Vice Chancellor (AVC) for Campus Operations and the AVC for Environmental Health and Campus Safety (EH&CS) will assess weather and road conditions
 - The assessment includes ECU campuses / complexes, clinics, sidewalks, steps, roadways, and parking lots
 - The AVC EH&CS collects assessment information from the AVC for Campus Operations and on-campus groups as needed, such as Grounds Services and ECU Police
 - Road and campus conditions should be uploaded into VEOCI
- After the AVC EH&CS has compiled sufficient information from various sources, he presents the information to the Vice Chancellor (VC) for Administration and Finance (A&F) for review
- The VC A&F contacts the Chancellor if there is a recommendation to change scheduled operations

- Once a decision has been made to change scheduled operations, the VC A&F contacts the AVCs for EH&CS and Campus Operations

WHEN A DECISION HAS BEEN MADE TO CHANGE SCHEDULED OPERATIONS:

- The AVCs for EH&CS and Campus Operations forwards the message to the Continuity / Emergency Planner, Provost / Academic Affairs Coordinator, News Services, and the HSC Emergency Coordinators
 - Those contacts will connect with their direct reports and plan accordingly
- The Continuity / Emergency Planner contacts ECU Police, ECU Transit, Campus Living Coordinator, Coastal Studies Institute Coordinator, EH&S Assistant Director, and the coordinators for Research and Institutional Advancement (as needed)
- News Services will develop the ECU Alert messages to be sent to the campus community
- News Services distributes the message to various media outlets
- The Human Resources Department will notify the University of North Carolina General Administration (UNC GA) of the university's current status
- Within 2 days (48 hours) of the event, the AVC for Human Resources (HR) will send the completed "UNC Adverse Weather Condition Level Reporting Form" to UNC GA HR
- Each department is responsible for communicating with faculty, staff, and students (as appropriate)
- Event coordinators are responsible for communicating any changes to planned events with attendees and stakeholders
- The Continuity / Emergency Planner continues to coordinate weather briefings with the HWRT, as needed

CLASS CANCELLATION / "CLOSURE"

When the decision involves a change in the start of classes at 8:00 AM, a message must be provided to the media outlets by 5:45 AM, at the latest. This deadline is necessary so the message makes the 6:00 AM news broadcast in time to inform those ECU students, staff, and faculty who travel up to two hours to get to work or class. ECU Administration should make every effort to provide this decision to News Services by 5:00 AM to allow adequate time to modify, load, send messages, and record the appropriate emergency information line message by 6:00 AM. Many students travel a considerable distance to get to campus and this is the University's highest concern during a winter weather event.

For winter weather events occurring during the day or evening, a decision involving a change in campus operations must be announced at least 2 hours prior to a change in operations. **This is necessary to inform those ECU students, staff, and faculty who travel up to two hours to get to work or class.** Many students travel a considerable distance to get to campus and this is the University's highest concern during a winter weather event.

For winter weather events occurring overnight, ECU Administration will try to make decisions the night before, understanding that the storm's impact may be worse or better than originally forecasted.

Note: *Monday / Wednesday / Friday course schedules are on the hour (starting at 8 am); and Tuesday / Thursday course schedules are on a 90-minute schedule (starting at 8 am)*

Also Note: *The University doesn't ever truly close. A closure means that non-mandatory or non-essential operations are suspended.*

Units are encouraged to develop internal communications plans and a business continuity plan. These plans should be updated and clearly communicated to all appropriate individuals twice a year (preferably in June and December) at a minimum.

It is recommended that employees who provide mandatory (essential) services be identified and notified to ensure understanding regarding who must remain at or report to work in the event of an emergency or change in scheduled operations. Please review the Adverse Weather & Emergency Event Policy, which is administered through HR.

The Chancellor (or designee) is the only University representative that may make changes to institutional scheduled operations.

OTHER CONSIDERATIONS:

- Anticipate weekend winter weather events and send out Winter Weather Procedures & Emergency Preparedness Checklist the Friday prior to the anticipated winter weather event
- The Coastal Studies Institute (CSI) in Wanchese has a representative on the HWRT and will receive notifications from EH&S
- The School of Dental Medicine's (SoDM) Community Service Learning Centers (CSLCs) have a representative on the HWRT and will receive notifications from EH&S
- In the event of adverse weather, it is understood that CSI and the CSLCs will independently monitor delay / closing schedules of their respective county's community college and make changes to their operating schedule as necessary

WINTER WEATHER EMERGENCY PREPAREDNESS CHECKLIST

PHASE 1 (DECEMBER 1)

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- Maintain current internal communications plans, departmental emergency action plans and departmental continuity plan
- Advise your faculty, staff, and students to check the ECU Alert web page at www.ecu.edu/alert, campus email, the emergency information line at (252) 328-0062 and public media outlets for current information on ECU operations and class schedules
- Review the Adverse Weather & Emergency Event Policy with your staff
- Pre-identify and eliminate snow / ice hazards that would affect departmental operations
- Train alternate personnel for key activities

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- Monitor weather reports for potential ice / snow predictions
- Update administration and departmental emergency contact list
- Review Emergency Operations Plan (EOP)
- Send the Winter Weather Procedures & Emergency Procedures checklist to the Hazardous Weather Response Team (HWRT) for review

CAMPUS OPERATIONS (Refer to appropriate COSPs and FSSPs)

- Review Emergency Operations Plan (i.e. Resource List, Mutual Aid Agreements, etc.)
- Review Snow & Ice FSSP to address safety issues in priority areas and procedures for each unit to follow in response to a snow / ice event
- Housekeeping to check supplies of mops, buckets, and floor mats
- Check inventory and order needed snow / ice storm supplies

NEWS SERVICES

- Maintain standard ECU Alert and emergency information line templates for snow / ice events
- Update announcements / release templates for local media & TV stations

STUDENT AFFAIRS & CAMPUS LIVING (Refer to Campus Living's Emergency Response Plan)

- Dining Services to prep for power outage and stock additional non-perishable supplies for potential snow-in
- Prepare or review plans for snow / ice events

INFORMATION TECHNOLOGY & COMPUTING SERVICES (ITCS)

- Maintain essential telephone user list
- Ensure integrity and maintenance of computer and telecommunications systems data / equipment

ECU POLICE

- Check equipment needed to prepare vehicles for snow / ice

PHASE 2 (INITIATE 12 – 24 HOURS PRIOR TO WINTER WEATHER STORM IMPACTS)

GENERAL (ALL DIVISIONS/DEPARTMENTS)

- Monitor weather forecasts
- Know where to check for pertinent information (weather, University updates, etc.)
- Update / review internal communications plans and departmental emergency action plans
- Update and brief staff on continuity and telework plans (if applicable)
- Brief staff on any foreseen staffing changes and office expectations
- Refer to alertinfo.ecu.edu/winter-weather-safety for winter weather safety tips
- Supervisors to provide employees with Adverse Weather & Emergency Event Policy and post-storm reporting instructions
- Secure computers / equipment, research specimens, and all critical data and records

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- Monitor latest forecasts and storm tracking information
- Monitor campuses/complexes, clinics, and greater Greenville road conditions
- Activate a virtual EOC room in VEOCI
- Check on emergency preparations and maintain situational awareness with Campus Operations, Campus Living, Student Health Services (SHS), CSI, CSLCs, lab instructors, research investigators, and others (as appropriate)
- Secure HazWaste storage facilities
- Fuel department vehicles and check for readiness
- Send Winter Weather Procedures and Emergency Procedures Checklist to ECU Announce
- Place EH&S staff on standby for response
- Be prepared to send out ECU Alerts should News Services not be available

CAMPUS OPERATIONS (Refer to appropriate COSPs and FSSPs)

- Ensure maximum fuel storage / reserves
- Secure facilities and construction areas
- Check supplies of sand and ice melt
- Prepare vehicles for snow removal
- Secure off-campus facilities
- Verify progress with emergency preparations on VEOCI; report status to VC A&F (as requested)
- Fuel vehicles and emergency generators
- Test emergency resources (e.g. generators, sump pumps)
- Check Campus Operation's communication systems
- Place FS staff on standby
- Collect loose items that can be used as sleds, skies, snow boards, etc.

NEWS SERVICES

- ❑ Monitor VEOCI
- ❑ Issue updates on ECU Alert and emergency information line with University status, as directed
- ❑ All information releases should direct students / employees to ECU Alert web page for additional information
- ❑ Provide news media with University status
- ❑ Check local news media for correct messaging

ACADEMIC AFFAIRS

- ❑ Monitor VEOCI
- ❑ Prepare / review course material for Continuity of Instruction in the event of prolonged class cancellation
- ❑ During HWRT meetings, provide recommendations for or status of scheduled activities (continue, delay, postpone, cancel, etc.) for the following:
 - Academic class schedule
 - Special academic events / seminars / tours / receptions
 - Theater Arts / Music events
 - University sponsored off-campus activities
- ❑ Remind faculty to remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment
- ❑ Shutdown and secure sensitive electronic equipment
- ❑ Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location; ensure inventory lists of such materials are up to date; provide inventory to EH&S
- ❑ Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- ❑ Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open

HEALTH SCIENCES

- ❑ Monitor VEOCI
- ❑ During HWRT meetings, provide recommendations for or status of scheduled activities (continue, delay, postpone, cancel, etc.) for the following:
 - Academic class schedule
 - Special academic events / seminars / tours / receptions
 - University sponsored off-campus activities
 - Clinic schedules and appointments
- ❑ Prepare for continuation of animal care

ATHLETICS

- ❑ Monitor VEOCI
- ❑ During HWRT meetings, provide recommendations for or status of scheduled activities (continue, delay, postpone, cancel, etc.) for the following:
 - Athletic games, matches, practices
 - Special athletic events / seminars / concerts

STUDENT AFFAIRS & CAMPUS LIVING (Refer to Campus Living's Emergency Response Plan)

- ❑ Monitor VEOCI
- ❑ During HWRT meetings, provide recommendations for or status of scheduled activities (continue, delay, postpone, cancel, etc.) for the following:
 - Student activities
 - Transit services / operations
- ❑ Accommodate residents with disabilities
- ❑ Student Health: prep SHS building, ensure all HIPAA protected information is secure, box and elevate critical data and equipment, confirm security of building and information, place staff on stand-by and prepare units for power outage, etc.
- ❑ Dining Services to stock up on food, water (5-day supply), and single service utensils
- ❑ Send winter weather information and safety guidelines to residents and off-campus students (as appropriate)
- ❑ During the weather event, provide ECU Police with periodic update of student and facility conditions

ITCS

- ❑ Monitor VEOCI
- ❑ Send out reminder / instructions on how to back up critical systems and databases
- ❑ Establish and check communication and data ports in Emergency Operations Center (EOC), if activated
- ❑ Designate and assign staff for standby response

ECU POLICE

- ❑ Prepare vehicles for snow and ice
- ❑ Instruct all patrol shifts to report hazardous road conditions to dispatch
 - Dispatch to maintain road condition information, and advise AVCs for EH&CS and Campus Operations of road conditions, as scheduled or requested
- ❑ Test emergency communications to all EOCs, (FS, EH&S, Housing, ITCS) by all means (phone, fax, email, radio, VEOCI, etc.)
- ❑ Fuel vehicles
- ❑ Place ECU Police staff on standby

- Check security of campus buildings
- During weather event, provide periodic updates to designated HWRT members via VEOCI
- Be prepared to send out ECU Alerts should News Services not be available

PARKING & TRAFFIC SERVICES

- Monitor VEOCI
- When wet snow or ice is expected, advise students and employees to remove vehicles from under dead/weak branches
- Notify all faculty, staff, and students to move vehicles from under branches
- Place designated staff on standby

As snow reaches ½ inch or ice buildup on vegetation reaches ¼ inch, or an identified slip problem, an orderly succession of activities will begin.

If during normal business hours, as snow begins to fall, Grounds Services will begin applying snow melt or sand to improve traction at their discretion.

PHASE 3 (INITIATE AS STORM ENDS OR AS SOON AS POSSIBLE AFTER DAYBREAK)

AVC for Campus Operations activates response activities. **AVC EH&CS to evaluate safety of campus prior to initiating recovery activities.**

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- ❑ Continue to monitor the latest weather forecasts; stay aware of changing conditions
- ❑ Refer to alertinfo.ecu.edu/winter-weather-safety for winter weather safety tips
- ❑ Notify EH&S, Campus Operations, or ECU Police of any damage to state property
- ❑ Report areas on campus that may pose a hazard to EH&S, Campus Operations, or ECU Police

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- ❑ Monitor latest forecast and storm tracking information
- ❑ Monitor campuses / complexes, clinics, and greater Greenville road conditions
- ❑ Utilize VEOCI or WebEx to communicate with select members from ECU Administration, HWRT, and News Services as requested
 - Discuss campus / local conditions; decide University status and class schedule
- ❑ Be prepared to send out ECU Alerts should News Services not be available
- ❑ Report storm totals and damage to National Weather Service
 - <http://www.weather.gov/mhx/OnlineSpotterReport>
 - Email: wxobs.mhx@noaa.gov
 - Call: 1-800-889-6889
- ❑ EH&S personnel who can commute safely, report to EH&S to receive assignments
 - Advise personnel reporting to work to pack warm clothing
- ❑ Report snow / ice hazards to EH&S Director
- ❑ Clear walkway to EH&S building
- ❑ Scrape vehicles and make ready for response
- ❑ Complete Safety Assessment – HazWaste storage facilities for frozen materials / pipes
- ❑ Complete Safety Assessment – Campus laboratories and grounds
- ❑ Assist with transport of critical personnel to / from campus, as requested by ECU Police
- ❑ Use VEOCI to check on emergency preparations and maintain situational awareness with Campus Operations, Campus Living, Student Health Services (SHS), CSI, CSLCs, lab instructors, research investigators, and others (as appropriate)

CAMPUS OPERATIONS (Refer to appropriate COSPs and FSSPs)

- ❑ Update / monitor VEOCI, as appropriate
- ❑ FS First Response Personnel report to assigned location
- ❑ Follow FSSP for Snow / Ice removal
- ❑ Remove debris / snow / ice from priority locations and roads to allow access for emergency vehicles

- Complete Snow Hazard Assessment – All campuses, complexes, and ECU-owned clinics (grounds, facilities, construction areas)
- Secure icy and unsafe areas
- If needed, re-establish utility service in cooperation with Greenville Utilities
- Compile damage reports and prioritize repairs
- Provide equipment, personnel, and resources for recovery efforts
- Take pictures of damage for damage assessment reports
- Replenish supplies of sand and snow melt

NEWS SERVICES

- Update / monitor VEOCI, as appropriate
- Issue updates via ECU Alert and emergency information line with University status, as directed
- All information releases should direct students / employees to ECU Alert web page for additional information
- Provide news media with updated University status and class schedules
- Check local news media for correct messaging

HEALTH SCIENCES

- Update / monitor VEOCI, as appropriate
- Open clinics
- Organize medical staff volunteers in support of SHS or clinics, if needed
- Continue animal care

STUDENT AFFAIRS & CAMPUS LIVING (Refer to Campus Living's Emergency Response Plan)

- Update / monitor VEOCI, as appropriate
- Complete utility assessment of residence hall and dining facilities and report findings to Facilities Services
- Open dining facilities as soon as possible
- Provide temporary housing for rescue / utility workers, if needed
- Organize / arrange for alternative housing for displaced students (if needed)
- Organize student volunteer groups to help collect / remove debris from campus, as appropriate
- Establish food service for recovery workers (as requested)
- Accommodate residents with disabilities
- Send winter weather information and safety guidelines to residents and off-campus students (as appropriate)

ECU POLICE

- Update / monitor VEOCI, as appropriate
- Provide crowd control as needed to insure safety of public and students

- Provide security patrols and assistance, as needed
- Patrol unsafe areas to ensure security
- Be prepared to send out ECU Alerts should News Services not be available