



ANNEX F

SEVERE WEATHER EVENTS

I. PURPOSE

This annex describes how UNC will act to protect lives and property during severe weather events, and how the University will effectively utilize resources to maintain an appropriate level of operation during severe weather.

II. SITUATION

On rare occasions, UNC may be forced to curtail or suspend operations due to severe, inclement weather. If snow removal equipment and personnel cannot keep roads and sidewalks clear enough to ensure the safety of students, staff and faculty, or buildings have been rendered uninhabitable due to damage, UNC may have to interrupt its normal operations.

III. ASSUMPTIONS

- A. UNC will, from time to time, experience severe weather events which will impact normal operations.
- B. The most likely severe weather event will be heavy snow or blizzard conditions, but damaging winds, tornadoes and floods are also possible.
- C. UNC will typically have ample warning via the National Weather Service before experiencing severe winter storms and minimal warning prior to most other major weather events.
- D. Certain University personnel, including members of the Emergency Response Committee, will be notified of the weather emergency by way of emergency notification.
- E. UNC students, staff and faculty will be warned about severe weather events by way of the news media and the emergency

notification system. Faculty and staff are expected to take appropriate action to secure their students and staff from injury, as well as their work areas from damage likely from impending weather emergencies. News concerning University closure will be aired on local radio stations. Students, staff and faculty can access the UNC weather information line at 351-4100.

- F. During tornadoes and certain flood situations, the Police Communications Center will have to be evacuated. No incoming telephone calls will be possible, including emergency and 911 calls. Communications with police and Facilities Management personnel will be possible through the use of hand held radios. Outgoing telephone communications may be possible through the use of cellular telephones. Emergency communications should be routed through the Greeley/Weld County Communications Center. University Police will coordinate with Weld County Communications to reestablish appropriate communication.
- G. UNC students, staff and faculty will make rational decisions about whether to report to campus on any particular day, whether the University has closed or not.

IV. CONCEPT OF OPERATION

The intent of this Annex is to protect lives and property and to effectively use available resources to maintain University operations during severe weather.

UNC's Chief of Police, or designee, will gather information from on-duty police officers, Facilities Management personnel, local law enforcement agencies, National Weather Service bulletins and other major public and private entities when possible, regarding conditions on campus and the surrounding community. The Chief of Police will recommend to the Executive Director for Emergency Management whether non-essential UNC services should be suspended.

If the incident occurs during the work day, the decision to close the University will be disseminated by way of the emergency notification system, the media, the UNC weather information line and other means as appropriate. If the emergency occurs while the University is closed, the Executive Director for Emergency Management will be notified by 5:30 a.m. of conditions and recommendations. The decision to open late, close the University or other schedule modifications will be made at that time and the appropriate notifications will be made.

The Office of Media Relations will issue an announcement, via the news media, to inform the campus population of any disruption to normal campus operations, in a timely fashion. Announcements should indicate how long services will be interrupted when that information is known.

For severe snow storms, the Emergency Management Committee has identified areas of campus that are priorities for snow removal. As conditions deteriorate, additional stress is placed on available resources. To maintain access for police, fire and emergency medical vehicles, high priority areas will be served first.

Each individual is responsible for deciding if the conditions are safe for his/her travel. The University of Northern Colorado's severe weather policy is driven by the needs of the entire campus community rather than the particular needs of each individual. The University's response to a given storm will take into consideration the conditions on campus, in the City of Greeley and the immediate region.

V. CATEGORIES OF SEVERE WEATHER EMERGENCIES

- A. Snow and severe winter weather events may be classified as Phase I, II or III emergencies based on local and regional conditions.

Phase I Snow Emergency - This classification is used when the situation requires no resources beyond those normally scheduled. Travel is possible but difficult in some areas. The safety of people on campus is minimally threatened by the conditions. Essential and emergency resources are readily accessible, snow fall is three inches (3") or less and no extraordinary complicating conditions exist.

Phase II Snow Emergency - This classification is used when the situation requires more resources than can be applied. During snow storms, travel is generally difficult and snow removal cannot keep pace with snowfall. Icy conditions, where traction and vehicle stability are seriously impaired, may qualify for this level of alert. Walking and bicycling may be impaired and unsafe for certain members of the community. Conditions such as black ice, high winds, poor visibility and extremely low chill factors may be present. The safety of people on campus is not overtly threatened unless they are acting outside the range of sensible behavior. Emergency and essential resources may be delayed in reaching campus because of the current conditions.

Phase III Weather/Snow Emergency - This classification applies to the situation where snow removal has stopped or is seriously impaired. The National Weather Service or other recognized authority has declared the storm a severe winter storm. Travel of any sort is dangerous. External resources to support the normal operation of the campus may not be available. Health and life safety may be threatened because essential and emergency resources are at maximum capacity. Under these circumstances, the University may be closed.

- B. Damaging winds seldom impact the ability of the University to conduct normal operations unless they result in the interruption of utility services or block roads due to debris. Utility interruptions may impact individual buildings, parts of campus, or the entire campus. Utility interruptions due to high winds are usually beyond the scope of University personnel to mitigate. Most University resources will be directed at debris removal to restore the campus to normal function as soon as possible.
- C. Tornadoes are cyclonic winds which have a high potential to produce casualties and damage. Damage from tornadoes may require the closure of individual buildings or the entire campus until damage can be assessed and repaired. University priorities will focus on warning and recovery as little can be safely done during a tornado.
- D. Floods may result from natural events such as rainfall or sudden snow melt, or from broken water pipes. Depending on the extent of the flooding, parts of buildings, individual buildings, parts of campus or the entire campus may be closed. University resources will be focused on minimizing the spread of water into buildings and repair/recovery efforts.

VI. RESPONSIBILITIES

- A. The Executive Director for Emergency Management is responsible for determining the type and level of severe weather emergency which exists. Based on this determination, the University may open later than scheduled, close early or suspend operations for the entire day. The Executive Director is also responsible for informing the University President of the decision and communicating the decision to involved departments. The University Police Communications Center may be used to facilitate such notifications.

- B. The University Police Department will provide current information to the Executive Director for Emergency Management on snow and other weather conditions. During weather events which are not likely to warrant closure, (e.g., Phase I and II snow emergencies, high winds, localized flooding due to broken pipes) the Police Department will also notify the appropriate managers of Facilities Management and Parking Services so that snow removal and/or damage mitigation and repair efforts may be started.

The Manager of Parking should be notified once snow depths on sidewalks or roadways reaches three inches (3"). During Phase III snow and weather emergencies when conditions prevent essential employees from reporting for duty, the University Police may use 4-wheel drive police and Transportation Services vehicles to bring these employees to campus. This service will be limited to employees residing in the Greeley/Evans area and is dependent on the staffing level and officer availability of the University Police at the time of the emergency.

The Police Communications Center will act as the central point of contact between field units providing updates on weather conditions and the Emergency Management Committee.

- C. University Facilities Management will attempt to maintain the serviceability of buildings, grounds and roadways during severe weather events. Phase I snow emergencies with light snow will require only regular shift staffing. Moderate to heavy snow falls may require early/extended shift hours. Phase I condition is initiated by grounds manager or designees. Snow removal priorities include all internal maintenance areas, sidewalks, service drives, fire lanes, wheel chair ramps and access roads. The sanding of lots and drives may be required.

Phase II snow emergencies may be initiated by the Director of Facilities Management, the Chief of Police or the Manager of Parking Services. Phase II emergencies will require early/extended shift staffing. Snow removal priorities are the same as for Phase I snow emergencies. Outside snow removal contractors may be brought in to remove snow from parking lots.

Phase III emergencies are declared by the Director of Emergency Management and will require early/extended shift staffing. Phase III emergencies may also require additional outside contractors. Snow removal priorities are the same as for Phase I snow emergencies.

A list of snow removal priorities will be maintained in the office of Facilities Management.

Facilities Management supervisors should make hourly reports as to the status of personnel and equipment, as well as changing weather conditions, to the Communications Center. The Communications Center will maintain a status board on current conditions as well as all snow removal efforts. The Center will, in turn, update the Executive Director for Emergency Management on conditions and mitigation efforts. Communications Center personnel will also update the UNC weather information line.

- D. Custodial Services personnel are responsible for clearing a path for pedestrian passage to reach areas cleared by snow plows. The shift supervisor is responsible for their shift or area of responsibility and will call in their staff members when requested by the Custodial Manager/Housekeeping Supervisor.

In situations where flooding has occurred, Custodial Services personnel may be required to help in removing water, as well as restoring floors and carpets to a serviceable condition.

- E. Parking Services will be responsible for clearing campus parking lots. Outside contractors may be utilized. Parking Services may close or control access to parking lots to facilitate snow removal. To speed the removal of snow from lots and reopen lots more rapidly, snow may be piled inside lot boundaries and not removed entirely. The temporary loss of parking spaces is to be considered an acceptable tradeoff for the rapid clearing of the lots.
- F. The office of Media Relations will be responsible for notifying students, staff, faculty and the public about all severe weather events which result in reduced operations or closure of the University. See Annex B, Public Information for complete details.
- G. Deans, Directors, Department Heads should identify specific functions and personnel who need to be present on days during severe conditions and notify those employees of their responsibilities. Special transportation arrangements may have to be considered for employees in those areas.
- H. Special responsibilities during tornado warnings: upon receipt of a tornado warning by the emergency notification system or by other means, each office or person notified will immediately notify every department, office, classroom, laboratory or other location under their jurisdiction as to the warning. Persons will be directed to take

cover in the lowest interior portion of the building. People should be advised not to leave the building. The UNC weather information line at 351-4100 can be accessed for updated information. If staffing levels and conditions permit, open areas will be notified by the University Police using patrol car public address systems.