

Procedure Number: **OPS – 045**
Procedure: **Winter Storms – Essential Services**
References: Policy: Closing of the University for Emergency Weather Conditions
Approved By: Kenneth A. Willett, Director for Office of Public Safety

PROCEDURE:

A winter storm should be watched and reacted to the same as any other natural hazard. Communication of the storm condition should be relayed to the campus community as soon as it's confirmed. The Administration needs to be continually updated so that decisions can be made in the best interest of the University. The objective will be to provide for the initial well being of the community and to develop a definite recovery plan once the effects of the storm have subsided.

IMPLEMENTATION:

A. Before a Winter Storm

1. Office of Public Safety will determine approximate warning time by monitoring:
 - a. National Weather Service monitor located in Office of Public Safety and Telephone Services.
 - b. Missoula Emergency Alert Notification System (MEANS) located in Telephone Services.
 - c. Develop campus handouts, which will provide storm safety information. (Winter travel, cold weather survival)
 - d. After advising the administration of existing conditions, stand by to assist in closing the campus, if so directed. (See Personnel Policy 65.0 Closing of the University for Emergency Weather Conditions)
 - e. Determine the number of essential emergency service personnel needed during and after the main impact of the storm.
2. Facilities Services will ensure the following items are accomplished:
 - a. Prepare snow removal plan for entire campus.
 - b. Pre-position and be ready to operate all available snow removal equipment.

- c. Determine the number of essential emergency service personnel needed during and after the main impact of the storm. Be ready for 24-hour operation by providing shift relief.

B. During a Severe Winter Storm

1. Office of Public Safety will

- a. Advise the President when the storm has arrived and determine if the University Operations Center (EOC) needs to be activated.
- b. Obtain additional information about the storm.
 - 1) Speed and direction of wind.
 - 2) Precipitation estimates.
 - 3) Barometric readings.
 - 4) Wind chill factor.
- c. Relay weather advisories to:
 - 1) President's Office
 - 2) University Communication Director
 - 3) Emergency service employees. (Facilities Services)
- d. Establish emergency patrol coverage of the campus for:
 - 1) Stranded individual.
 - 2) Water or structural damage from the storm.
 - 3) Detection of unsafe road conditions caused by the storm.

2. Facilities Services will
 - a. Maintain the emergency crews to begin to cope with possible damage needs during the storm.
 - b. Provide power to critical service areas such as Student Health Service, Computer, etc.
 - c. Survey damage sites and assign appropriate staff to handle.
 - d. Check auxiliary generators and other power and lighting equipment.

3. University Food Service and Residence Life will
 - a. Prepare for emergency mass feeding and emergency shelter if situation warrants it.

C. After the Storm

Emergency essential service personnel should begin the following:

1. Start priority cleanup operation.
2. Begin emergency repair service.
3. Start recall of personnel.
4. Return to normal operation of the campus.
5. Submit final reports of damage cost and overtime costs. Ensure that all personnel covered under Personnel Policy 65.0 are properly compensated.