

10. Inclement Weather Hail, Ice and Snow Response Plan

Environment of Care Safety Manual

Section 1 Table of Contents

Title:		Inclement Weather Response Plan for Hail, Ice and/or Snow	
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Signature on File _____		Signature on File _____	
Chief of Special Police Chair, Security Program		Director, Plant Operations Chair, Utilities Program Chair, Emergency Management/Security/Utilities Committee	
<p>Safety Officer Chair, Emergency Management Program Chair, Environment of Care Council</p>			

I. POLICY

- A. When the possibility of significant hail, ice and/or snow is forecasted for the region, the Hail, Ice and/or Snow Response Plan will be initiated.
- B. If the storm threatens to cause significant disruption of normal operations, the Emergency Operations Command Center will be established to provide oversight to the storm related activities. Refer to the Incident Command Structure for the Threat(s) of Disruption to Normal Operations Response Plan in this section of the Environment of Care Safety Manual.
- C. Emergency Management Emergency Operations Center will be considered a primary external resource in the event the storm is significant.

II. PROCEDURE

- A. Pre-storm:
 - 1. Department Responsibilities
 - a) Safety Services:
 - (1) Monitors weather reports and makes notification to departments of significant hail, ice or snow forecasts for the region.

- (2) Requests managers to review this response plan as well as their department specific plans for this event.
 - (3) Calls together key players from Emergency Management/Security/Utilities Committee to review necessary actions. Representatives include:
 - (a) Environmental Services
 - (b) Facilities Services
 - (c) Administrative Supervision
 - (d) Human Resources
 - (e) Materials Management
 - (f) Public Affairs
 - (g) Special Police
 - (4) Identifies the availability of four-wheel drive vehicles. Vehicles that are needed for the Employee Carpool will be rented, with Risk Management confirming hospital based vehicle insurance coverage.
 - (5) Confirms the date on the Emergency Event designated gas cards.
 - (a) Gas cards are secured by Safety Services and will be assigned to drivers at the time of the event.
 - (6) Informs Senior Administration and/or Administrator on call of actions.
 - (a) Evaluates need for closure of nonessential services. Communicates these decisions to affected departments.
 - (7) Notifies Public Affairs of communication needs, including activation of the Employee Disaster HotLine.
- b) Department leadership take the following actions:
- (1) Staffing
 - (a) It is recommended twelve hour shifts be considered for the storm period for departments that must be operational.
 - (b) Takes responsibility for staffing arrangements for their departments. Reviews the list of staffing schedule for their department for the next several days and makes any necessary adjustments.
 - (i) Strong consideration must be given to adjust the schedules with the goal being to minimize travel distances for employees.
 - (c) Confirms the staff members who have four-wheel drive vehicles.
 - (i) Coordinates communications between staff so staff has the opportunity to car pool as much as possible with staff who have four wheel drive vehicles.
 - (d) Communicates to staff to come prepared with personal kits (similar to hurricane personal preparedness kits) in the event the storm makes it difficult for staff to leave after their shift.
 - (e) Adjusts staffing patterns if it is anticipated additional staffing may be required, e.g. Facilities Services.
 - (f) Reminds staff to allow ample time for travel.
 - (2) Supplies
 - (a) Reviews department supply inventories and make arrangements to obtain several days of additional supplies in the event delivery trucks are unable to make the normal deliveries.

- (3) Equipment
 - (a) Reviews Electrical Failure Response Plan and prepare for potential loss of electricity.
 - (i) Confirms the availability and working order of flashlights.
 - (b) Grounds department of Facilities Services:
 - (i) Confirms the availability of heavy equipment to clear roadways on the campus.
 - (ii) Checks salt supplies, ordering additional supplies as indicated.
 - (c) Services with vehicles, e.g. EMS determine the need for additional equipment, e.g. snow tires/chains.
- B. Storm
 - 1. Issues that cannot be resolved through normal channels will be directed to the Emergency Operations Command Center. The Center remains open until such time that operations can be managed through normal channels.
 - 2. A transportation pool will be considered. This will be utilized only when arrangements for transportation through department staff arrangements are not working.
 - 3. Sleeping areas will be assigned if staff is not able to leave after their shift due to travel conditions.
- C. Post Storm
 - 1. At such time the road conditions allow for safe travel and operations can be managed through normal channels, this plan will be terminated.

III. RESOURCES
Emergency Management/Security/Utilities Committee Members (2005) of the Environment of Care Council.

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