



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 85	<b>Subject:</b> Weather Emergency Plan	<b>Effective Date:</b> 05/01/2000
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 02/23/2023

## I. Purpose

The purpose of this directive is to establish procedures for the University of Pennsylvania Police Department (UPPD) regarding a weather-related event which may impact upon the normal operating conditions of the University. Under normal circumstances, the University of Pennsylvania never stops operating. However, due to emergencies such as severe weather conditions, the UPPD shall play a proactive role in providing timely information to University senior management in the event that such conditions may prevent or hinder the normal operations of the University.

## II. Policy

It shall be the policy of the UPPD that officers and all other employees of the Division of Public Safety, deemed “essential personnel” by University and departmental policy, be prepared for and respond accordingly to weather-related emergencies which may disrupt normal operations. Such response will be directed through the chain of command and will include the mutual aid of other University departments, as well as appropriate departments of the City of Philadelphia and the Commonwealth of Pennsylvania. This response shall ensure that the weather-related emergency is managed with the goal of protecting the safety of the community, the safety of officers, and the property of the University.

## III. Scope

This directive shall affect all sworn police officers.

## IV. Procedures

### A. Captain Of Patrol’s Responsibilities

1. In the event of a forecast for a potential weather-related emergency, the UPPD shall function as the conduit of information for the University administration. Additionally, preparations should be made in advance of the potential emergency. The Captain of Patrol or designee shall ensure that the following steps are followed:

- a) Preparedness of UPPD Vehicles: In the event of a forecast of a significant accumulation of snow, the Captain of Patrol or designee shall instruct the Vehicle Maintenance Officer (VMO) to:
  - (1) ensure that all UPPD vehicles are fully fueled, and to contact the University's Facilities Services to secure secondary fueling availability in the event that the commercial gas stations are closed due to the weather;
  - (2) equip a sufficient number of UPPD vehicles with snow chains prior to the onset of the storm;
  - (3) ensure that all available UPPD vehicles with four-wheel drive are operational; and
  - (4) ensure that all vehicles are equipped as per Directive 45, "Uniforms And Equipment".
- b) Extension of Tours: All tours will be notified, with as much advance notice as can be given, that due to a weather-related emergency tours may be extended.
- c) Housing/Food for UPPD Personnel: Should the event be of such magnitude that travelling for UPPD officers may be hazardous, the Captain of Patrol or designee will contact the University's department of Housing and Conference Services, and other similar agencies, to secure housing and meals for officers who wish to avail themselves of these services.
- d) The Captain of Patrol, or designee, will update the Chief of Police throughout the weather emergency, and will submit to the Chief of Police a written critique immediately after the event.

**B. Captain of Staff and Administrative Services Responsibilities:**

- 1. Modification of the "MELT" line: Should events warrant, the Executive Vice President of the University may decide to alter the operating status of the University. The Vice President for Public Safety, or designee, shall contact the PennComm Center Police Supervisor to obtain relevant information concerning the impact of the weather-related event. The Vice President for Public Safety, or designee, shall then contact the Office of the Executive Vice President to relay this information. Should the event impact the operational status of the University, the Office of the Executive Vice President will instruct the Vice President for Public Safety, or designee, to alter the University's emergency information line. The University's emergency information line, (215) 898-6358 (898-MELT), will be changed to reflect the current operating status (i.e. open, closed, opening late, etc.). It is the responsibility of the Captain of Staff and Administrative Services or designee to ensure that the emergency information line is changed as soon as possible after receiving notification from the Vice President for Public Safety, or designee, to do so. The Captain of Staff and Administrative Services or designee, shall notify the PennComm Center so that the change

to the information line may be documented by date and time on the UPPD Summary Sheet (UPPD-8). Additionally, prior to any expected weather emergency, the Captain of Staff and Administrative Services, or designee, should check the emergency information line to ensure that the line is working.

2. Notification to KYW Radio: Should the Office of the Executive Vice President alter the normal operating conditions of the University due to a weather-related emergency, the Captain of Staff and Administrative Services, or designee, shall notify KYW radio (the University's official weather emergency media outlet) by telephone, providing them with a pre-issued code number, password, and operational status of the University. The Captain of Staff and Administrative Services, or designee, shall notify the PennComm Center so that the notification to KYW may be documented by date and time on the UPPD Summary Sheet.
3. The Captain of Staff and Administrative Services, will closely coordinate with Facilities Services prior to, and during, the weather emergency.

#### C. Shift Commander Responsibilities

1. It shall be the responsibility of the UPPD Shift Commanders to:
  - a) ensure that adequate staffing levels are met in anticipation of the weather-related emergency;
  - b) call in or hold over additional officers as events warrant;
  - c) liaison with the Philadelphia Police Department (PPD) Shift Commanders to provide a coordinated response;
  - d) Liaison, via the CLEAN terminal, with the Pennsylvania State Police (PSP) for information concerning off-campus sites and access highway conditions;
  - e) initiate, via the PennComm Center, contact with other University and City of Philadelphia agencies as necessary;
  - f) provide accurate and up-to-date conditional information to the PennComm Center and to the Captain of Patrol, or designee; and
  - g) contact, via the PennComm Center, University City Associates (UCA) and/or Facilities Services to ensure that the following essential areas be cleared of snow:
    - (1) Lot 41;
    - (2) the 4000 block of Sansom Street; and
    - (3) the sidewalk areas immediately in front of and behind UPPD Headquarters.

#### D. Officer Responsibilities

1. UPPD officers while on tour shall operate all vehicles in a safe manner, particularly when weather conditions have deteriorated and visibility is limited. Officers responding to emergency calls for service shall respond per Directive 26, "Routine And Emergency Vehicle Operation".
2. Officers should pay particular attention to icy or flooded streets, and notify the Shift Commander/Supervisor and the PennComm Center of these conditions.
  - a) Should conditions warrant any street closures, the Shift Commander/Supervisor shall notify the PPD. In the event of flooding which forces the closure of a street, the Shift Commander/Supervisor will ensure that barricades and/or an officer are posted at the closure point(s).
3. UPPD officers will provide, on a regular basis, information concerning weather conditions and business closings via radio to the PennComm Center.
4. Upon declaration of a "Snow Emergency", officers will ticket vehicles parked along designated "Snow Emergency Routes". (reference section IV.D.3 of this directive).

#### E. PennComm Center Responsibilities

1. Prior to, and during, any weather-related emergency, the PennComm Center will bear the responsibility of gathering information and disseminating such information as warranted. Such information will include, but not be limited to:
  - a) campus conditions;
  - b) campus road conditions;
  - c) local road conditions;
  - d) public transportation issues;
  - e) elementary school closings (particularly city schools);
  - f) other major employers (including Universities); and
  - g) other areas of concern (i.e. airport, utilities, etc.)
2. Supervisors will instruct officers under their command to be alert to the above-mentioned areas and to provide to the PennComm Center conditional information (particularly hazardous conditions) on a frequent basis. The PennComm Center Police Supervisor will be responsible for noting all significant developments and notifications on the UPPD Summary Sheet.

3. In the event that the City of Philadelphia declares a “Snow Emergency”, parking on snow emergency routes will be prohibited and vehicles parked in these areas will be towed. PPD radio will broadcast a General Radio Message (GRM) informing officers of the declaration of a “Snow Emergency”. The PennComm Center Police Supervisor will ensure that should a “Snow Emergency” be declared, as GRM will be broadcast via UPPD radio. Officers encountering vehicles parked in on streets designated as “Snow Emergency Routes” shall issue Parking Violation Reports (PVR)’s. Upon issuance of a PVR, the issuing officer will notify the PennComm Center, who in turn will notify PPD radio in order to have the vehicles towed. Upon the cessation of the “Snow Emergency” by the city, the PennComm Center Police Supervisor will further ensure that a GRM stating the cessation will be broadcast.

#### F. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### G. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### H. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer’s or employee’s civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer’s or employee’s legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.