

OPERATIONAL PROCEDURE 7. WINTER WEATHER EMERGENCY PLAN

1.0 PURPOSE

1.1 To provide an outline of operations, procedures, responsibilities and safety requirements to be followed when a weather emergency occurs.

2.0 RESPONSIBILITY

2.1 It will be the responsibility of DPS to exercise the appropriate control or actions dictated by their position in the implementation of this plan to protect the Penn community.

3.0 COMMAND AND CONTROL

3.1 The CMP establishes a three-tiered structure for managing major emergency situations. At the highest level, the Crisis Management Team (CMT) is the policy group. The CMT makes policy decisions and holds ultimate responsibility for decisions involving communications, evacuation, University closings, and business logistics and normalization. The CMT is directed by the University President and chaired by the Provost and Senior Executive Vice President and is comprised of high-ranking University officials. The President of the University is the head of the CMT but may, in her/his discretion, delegate the responsibility of chairing the CMT.

Core CMT Members:

- The Provost
- The Senior Executive Vice President
- The Vice President and Chief of Staff for the President
- The Chief Executive Officer of the Health System
- The Senior Vice President and General Counsel of the University and the Health System
- The Vice President of University Communications
- The Deputy Provost
- The Vice President for Public Safety
- The Vice President for Information Systems and Computing

Auxiliary CMT Members

- The Vice President for Government, Community and Public Affairs
- The Vice Provost for University Life
- The Executive Director of External Affairs
- The Chaplain
- The Secretary of the University
- The Senior Vice President for Facilities Services
- The Vice President for Human Resources
- The Vice President for Business Services
- The Senior Vice President for Finance

3.2 The second tier includes the **Incident Management Team (IMT)**. The IMT is the operations group. The IMT coordinates operational responses to the emergency and establishes an Emergency Operations Center comprised of representatives of all relevant emergency response entities such as University Police, Public Safety, Facilities and Environmental Health and Radiation Safety. The IMT operates under an incident command system comprised of emergency personnel as needed.

3.3 The IMT shall be comprised of representatives from the following organizations. The composition of the IMT may vary depending on the type of emergency and the response necessary.

- University of Pennsylvania Police Department (UPPD)
- Fire and Emergency Services (FES), Division of Public Safety
- Security and Technology Services including, where relevant, representatives from Allied – Universal Security (security contractor) and SST (alarm contractor), Division of Public Safety
- PennComm Communications Center, Division of Public Safety
- Special Services, Division of Public Safety
- Environmental Health and Radiation Safety (EHRS)
- Facilities Services
- University of Pennsylvania Health System (*who may participate in the IMT through communications from the Health System's Emergency Resource Center*)

3.4 The third tier is the **Incident Response Team (IRT)**. The IRT includes task-oriented personnel who respond to an emerging crisis scene to employ mitigation actions or prepare mitigation actions to lessen the impact from a potential crisis, like flooding in identified campus prone areas. The Ott Center complex is in the campus 100-year flood plain.

The DPS maintains a continuous posture of situational awareness. Four (4) major sources of information for potential or developing emergencies are OEM-RIC, the City of Philadelphia Emergency Operations Center (EOC – managed by OEM), if activated, the Delaware Valley Intelligence Center (DIVC) and the University City District Multi-Agency Emergency Radio Network (MERN), which is headquartered in PennComm.

3.5 The CMP establishes three levels of campus emergencies. Level 1 can be handled in the context of normal University operations; Level 2 The next requires the IMT to convene to ensure a coordinated operational response. No major policy or communications issues are implicated at this level. Level 3, the highest level of emergency, impacts the entire University or a significant portion of the University community, requiring coordinated operational and policy responses.

The CMP also provides for the CMT to convene in a crisis not requiring an operational emergency response but requiring a coordinated and comprehensive policy response by the University.

The CMP outlines responsibilities of the CMT members and of the organizations comprising the IMT and sets forth communications chains to be employed as necessary.

4.0 ACTION PLANS

4.1 COMMUNICATIONS

- Internal email to communicate available resources and expectations.
Primary: Greenberg, Ritchey
Secondary: Wood, Janda
- UPennAlert CMT call bridge initiation to include EVP and Provost.
Primary: Anderson, Janda, Wood
Secondary: Corcoran, Marano

- UPennAlert initiation for text and/or email notifications and website posting. Upon the approval of the EVP and Provost, a suspension of operations, late start, etc., message will be distributed to all students, faculty and staff registered to receive UPennAlert notifications.

SMS initiator

Primary: Corcoran

Secondary: Marano

Web initiator

Primary: Ritchey

Secondary: Fox, Kern

- MELT Line/KYW notification

Primary: VanDerVort

Secondary: Ferdman

- UPenn main website posting to contact U. Comms/ Steve Minicola.

Primary: Ritchey

Secondary: Greenberg

- Liaison with FRES to ensure that fire access routes and PFD fire connections are cleared of snow and that building exits are cleared to allow emergency evacuations from PENN buildings.

Primary: Janda

Secondary: Comas

- Confirm available University resources through Business Services, Athletics and Libraries.

Primary: Greenberg, Ritchey

Secondary: Wood, Janda, Davilia

- West Philadelphia Community

Primary: Williams

Secondary: Davilia, Forman

4.2 STAFFING

- VPO to confirm remote coverage and recall to campus.
- UPPD to confirm that each patrol shift is covered before releasing the prior shift throughout storm.
- FES to confirm that there is sufficient staffing to cover a campus emergency and recall to campus.
- PennComm management to confirm each shift is covered before releasing the prior shift throughout the storm.
- Special Services to confirm coverage for appropriate response and support and recall to campus.
- Information and Security Technology to confirm that there is remote coverage and recall to campus.
- Security Services to confirm that each patrol shift is covered before releasing the prior shift throughout storm
- Finance and Administration to confirm that there is remote coverage and recall to campus.

Primary: Directors and Commanders

Secondary: Associate Directors and Deputy Commanders

4.3 EOC

The DPS EOC will open (VIRTUALLY or IN-PERSON) and be staffed. The EOC will prepare a log and track the following information throughout the storm:

- Tracking of transportation systems
- Tracking of surrounding University, College, Public and Parochial school closings
- Tracking of UPenn Facilities and Real Estate Services (FRES) snow removal operations

- Tracking of University Parking lot clearing operations and parking space availability
- Requesting UPenn divisions and UPHS report in to the EOC with updates throughout the storm (CONTACT (Business Services), CONTACT (FRES), CONTACT (HUP))
- Regularly reach out to the Philadelphia OEM EOC for City wide information and issues of concern
Primary: Janda, Comas
Secondary: Wood, Corcoran

4.4 DPS FACILITIES:

- Contact FRES and confirm snow removal and salting operations for DPS Headquarters building sidewalks and parking spaces in designated police parking areas in the front and rear of our building.
- Keep an adequate supply of rock salt/ice melt on hand at DPS in the event we need to have housekeeping staff salt our building sidewalks while awaiting FRES.
- Request that FRES conduct snow removal for the Public Safety parking lot located at 41st and Chestnut Streets.
Primary: Tokarczyk
Secondary: Brouhard

4.5 VEHICLES AND PARKING

Confirm with Business Services, severe weather response mode – DPS parking in Walnut Street Garage.

- The “Public Safety” parking lot at 41st and Chestnut Street must be vacated of all DPS and personal vehicles no later than [TIME DATE]. Personnel may park their personal vehicles for free at the Walnut 40 garage, adjacent and above the Acme (enter on the north side of Walnut Street, just west of 40th). ABSOLUTELY NO DPS
- VEHICLES WILL BE PERMITTED TO PARK ON THE GARAGE WALNUT 40 RAMP. All DPS cars must be filled with fuel no later than [TIME, DATE].
Primary: Ferdman, Ritchey
Secondary: VanDerVort

4.6 DINING

- If the University suspends normal operations on [DATE], meals for DPS essential staff have been approved for all three shifts beginning with the 6AM shift. Meals will be provided by [TBD] and F&A will coordinate payment for meals.
Primary: Brouhard
Secondary: McBride, Seawright
- Ensure that all patrol personnel are notified.
Primary: All Directors and Commanders
Secondary: Associate Directors and Deputy Commanders

4.7 HOUSING

- Homewood Suites – if necessary, rooms are available for reservation, but only with the approval of VP Anderson. These rooms will only be reserved if we utilize all available rooms at XXXXX. Rooms are to be shared if they are suites.
Primary: Brouhard
Secondary: McBride

4.8 UNIVERSITY WIDE BUILDING ACCESS CONTROL:

- If a decision is made by the CMT Co-chairs to suspend normal University operations, all campus buildings would be placed in “Weekend/Holiday” access control mode. Specific requested exceptions to the procedure must be called in or emailed to Security Technology.

Primary: Fox

Secondary: Kern

4.9 ALLIED COVERAGE

- Contingency Staff- Allied will bring in extra staff as a precaution to supplement as needed.
- Altering Staff Arrival to Work- Weather condition changes will be monitored and staff will be instructed to arrive to work early if needed to avoid being stranded.
- Account Manager Weather Emergency Checklist- All Account Managers are following the attached check list guide to prepare their teams.
- Every Officer scheduled to work over the next 48 hours is being contacted and prepared.
- Every Officer will be reminded to expect late arrivals for post relief and to bring extra food.
- Every Officer with hardships will be scheduled off or plans made for transportation.
- Hotel / Lodging- AUS will provide a place for Management to stay, if necessary.
- Food- Food will be supplied as needed. (Especially in cases were staff is working unanticipated extra hours.)
- Command Center- (1760 Market St Support) Command Center will be staffed at 1760 Market Street 24hrs throughout Weather Emergency to assist Officers and Managers. 1760 Market Street Office A rental vehicle may be required to assist as needed.
- Hotel / Lodging- Management staff will have a place to stay as needed.
- Management Staff Response- The entire Management staff will be on site or at their assigned location to assist with any issues.
- Ongoing- Monitoring of public transportation issues and main highway closures. Monitoring of weather updates with significant information passed along to the managers via email / texts.

Primary: Forman, Umbrell

Secondary: AUS Toombs

4.10 TRANSPORTATION

- Penn Transit will operate on schedule, weather permitting. Students, faculty and staff are advised to check the Penn Transit website throughout the duration of the storm to see if services are available or suspended - <http://cms.business-services.upenn.edu/transportation/>
- PHL International Airport – Follow the airport on Twitter @PHLAirport or www.phl.org for updates on airport operations.
- SEPTA - Service updates will be posted at www.septa.org. Customers can also call (215) 580-7800 to speak to SEPTA representatives.
- Depending on road conditions, full CCT service may be provided in some areas, while limited or no service may be provided in others. During extreme weather conditions when CCT service is suspended, every effort will be made to continue service for kidney dialysis and other urgent, critically-needed medical treatment. Customers should call CCT Customer Service at (215) 580-7145 all other inquiries, call (215) 580-7800/7712.
- AMTRAK - Passengers holding reservations are strongly encouraged to keep a close eye on conditions and make any necessary changes in advance of their scheduled departure using Amtrak.com to check their train status. Reservations: 215-580-7700 or www.amtrak.com

By Order of the Vice President for Public Safety

(Signature)

(Date)