

Inclement Weather Procedures

Introduction:

The procedures listed below delineate the process by which the College will respond to inclement weather events. This includes the roles and responsibilities of College administrators and staff.

Definition:

Inclement weather - Weather that will or has the potential to disrupt normal operations of the College. This includes snow events, heavy winds, flooding, or any other natural event that will impact operations.

Procedures

I. Evaluation of Conditions

- A. The Emergency Preparedness Manager shall be responsible for obtaining and coordinating the dissemination of information to College administrators related to weather events. This includes pre-planning for known inclement weather events as well as events that are unforeseen and are occurring immediately.
- B. When there is a known chance of inclement weather, the Emergency Preparedness Manager will begin obtaining information on the probability, duration, and impact of the inclement weather event.
- C. Information for inclement weather will be obtained from the following sources:
 - 1. Campus facilities;
 - 2. Open media sources such as local news stations;
 - 3. National Weather Service;
 - 4. Campus, local, county, and state authorities including the New Jersey Office of Emergency Management and the Mercer County Office of Emergency Management;

5. Public Safety administrators at other nearby institutions of higher education;
 6. The College of New Jersey's Emergency Operations Group.
- D. The Emergency Preparedness Manager will provide this information to administrators of the College in preparation for a teleconference to discuss whether the campus is to remain open, close, or modify schedule.
- E. The Emergency Preparedness Manager will set up a Zoom conference call for 5 AM the morning of the impending event to discuss current and expected inclement weather information. Those invited will include:
1. The Provost and Vice President for Academic Affairs (Team Leader);
 2. Chief of Staff/Secretary to the Board of Trustees;
 3. Vice President of Operations;
 4. Associate Vice President of Communications;
 5. Associate Vice President of Facilities;
 6. TCNJ Associate Director/Captain of Police;
 7. Vice President Student Affairs;
 8. Auxiliary Services (Dining and Conference and Event Services).
- F. Discussion will focus on the safety of students, faculty, staff, and other campus stakeholders. Factors to be considered will include:
1. The amount of snow or rain that is falling or predicted to fall;
 2. The probability of widespread flooding in the area as well on campus, trees and wires down, and loss of power to campus buildings;
 3. Icy conditions and whether ice has preceded or is expected to follow a snow event;
 4. Outside temperatures for the duration of the event;
 5. Wind considerations and the expected impact of blowing snow on keeping roads and campus walkways;
 6. Whether snow or rain will be at its peak when employees and students are arriving or leaving campus (rush hour considerations);
 7. Any state or local emergencies in effect;

8. Whether a late opening will provide time for campus operations and local public works departments to clear snow, ice, downed trees, or any other debris that was a result of the storm.
- G. After conferring on conditions and all known information, the Provost and Vice President for Academic Affairs will decide whether The College of New Jersey remains open, closes, or reduces operating hours based on the updates provided during the teleconference. **This responsibility rests solely with the Provost.**
- H. Depending on the timing and duration of a weather event, the Zoom call start time may be modified.

II. Roles and Responsibilities

- A. During the weather event, the Emergency Preparedness Manager will be provided updates as to the actions taken by other divisions and offices in the College related to the status of the campus remediation efforts. The Emergency Preparedness Manager will continue to monitor weather reports and other government reports providing information on the weather event. This information will be coordinated and documented (status reports) by the Emergency Preparedness Manager and forwarded to members of the group as required. Having a central point of information gathering and dissemination will allow for consistent and timely information sharing and avoid duplication of efforts.
 1. Information will be shared between members through email, text, or phone. Additionally a group contact list will be set up in AppArmor to share information, especially when contacting more than one person at a time.
- B. The following is the roles and responsibilities of College administration:
 1. **Provost and Vice President for Academic Affairs**
 - a) Final decision maker on whether The College of New Jersey remains open, closes, or reduces operating hours based on all available information;

- b) Directs the Emergency Preparedness Manager to establish a schedule for future updates, recommendations, and organization of meetings if required;
- c) Directs the Office of Communications to execute the appropriate internal and external communications plans.

2. Chief of Staff/Secretary to the Board of Trustees

- a) The Chief of Staff is responsible for keeping the President and Board of Trustees advised of campus efforts and conditions.

3. Vice President of Operations

- a) Approves resource use and expenditures.

4. Associate Vice President for College Advancement and Office of Communications

- a) Is responsible for communicating decisions of the Provost to the campus community. This can be completed via text, voice, e-mail, updates to the TCNJ website, public television and radio as applicable;
- b) Will be provided condition updates and confer with the Emergency Preparedness Manager as needed;
- c) Direct campus community requests for general information to the TCNJ website and forward specific campus community concerns not covered by the general information on the website to the appropriate TCNJ department with a copy to the Provost;
- d) Contact Conference and Event Services to notify external clients.

5. Associate Vice President of Facilities

- a) Receive condition updates on the status of the campus environment from Facilities team members;
- b) Evaluate internal campus risks based on conditions and projected weather impacts.
- c) Coordinate with the Emergency Preparedness Manager for any other support required for the duration of the event;

- d) Execute the emergency recovery plan as applicable (located in section III of this document);
- e) Communicate decisions to the TCNJ Facilities team and Trenton State College Corporation team.

6. TCNJ Associate Director/Captain of Police

- a) Will be provided condition updates and will advise the Emergency Preparedness Manager if any other resources are required;
- b) Receive condition updates on the status of local roads and transportation hubs;
- c) Coordinate with local and state emergency services for condition impacts and updates;
- d) Coordinate communications with the Associate Vice President Facilities to include after hours notification and callout of Facilities' emergency responders when required;
- e) During the event will direct the utilization of snow plows to ensure the passage of police, fire, and EMS to any location on campus should an emergency response be required.

7. Emergency Preparedness Manager

- a) Coordinate and provide information to decision makers.
- b) Provide any assistance requested by the group;
- c) Receive condition updates on the status of local roads and transportation hubs;
- d) Coordinate the 5 AM meeting on Zoom;
- e) Coordinate with local and state emergency services for condition impacts and updates;
- f) Coordinate with other local higher education public safety departments for information sharing;
- g) Evaluate external campus risks based on conditions and projected weather impacts;
- h) Responsible for information sharing with the key stakeholders;
- i) Gather all costs associated with the event as well as resources utilized and the need to replenish supplies;
- j) Prepare an after action report for the group with areas of concern. If needed, schedule a meeting to discuss issues that arose during the event and ways to improve operations;

- k) Notify the VP of Operations of any costs and resources utilized during the incident.

8. Vice President Student Affairs

- a) Determine the impact on Dining and the Student Center for any alteration of College operations. Communicate the impact to the groups affected;
- b) Determine impact on Athletics, Recreation, and Student Events from decisions affecting campus operating hours and communicate the impact to those groups.

8. Auxiliary Services (Dining, Conference, and Event Services)

- a) Determine impact on campus events and communicate directions to Auxiliary Services units.

III. Emergency Recovery Plan

- A. Information regarding clean up efforts and repairs will be provided to the Emergency Preparedness Manager from the Associate Vice President of Facilities, or their designee, for inclusion in status reports to other administrators of the College. Information that should be provided includes, but is not limited to:
 - 1. Ability of crews to maintain road openings, exterior walkways, ramps, and stairs within ten feet of any building exits;
 - 2. The use of any Facilities' equipment utilized to open walkways or door access in the event of an emergency call for Campus Police, fire department, or EMS response;
 - 3. Any deteriorating conditions that have the potential to utilize resources for an amount of time above and beyond normal operations.
 - 4. The breakdown and maintenance of equipment which impairs the cleanup of the campus in a timely manner;
 - 5. Any other resources that may be required from an outside source to assist the College in handling the event.
- B. Information will be shared with the Emergency Preparedness Manager through either radio, text, phone, or the use of AppArmor.

C. Director of Building Maintenance

1. Coordinate and direct response of all field teams;
2. Assign facility assets to the highest priority areas as applicable;
3. Provide condition updates to Associate Vice President Facilities.
4. Maintain full accounting of costs and materials used for emergency recovery;
5. Ensure materials are replenished in preparation for additional emergencies.

D. Director Building Services

1. Maintain safe egress for all buildings including exterior walkways, ramps, and stairs within ten feet of any building exit;
2. Ensure materials and tools for maintaining safe egress, such as shovels and salt, are prepositioned;
3. Assign assets to the highest priority areas as applicable.
4. Provide condition updates to the Associate Vice President Facilities.
5. Maintain full accounting of costs and materials used for emergency recovery;
6. Ensure materials are replenished in preparation of additional emergencies.

E. Manager Grounds and Auto

1. Maintain safe passage for all campus roadways, parking lots, parking garages, and campus walkways to the limit of Building Services areas;
2. Provide priority status for gaining access to locations on campus where police, fire, or EMS are required in an emergency event;
3. Place barricades to prevent access to the top level of parking garages when directed;
4. Ensure materials and tools for maintaining safe passage are prepositioned and equipment is fueled and ready to perform safely;
5. Reassign Grounds' assets to highest priority areas as applicable;
6. Provide condition updates to the Director of Maintenance;
7. Maintain full accounting of costs and materials used for emergency recovery;
8. Ensure materials are replenished in preparation of additional emergencies.

F. Trenton State College Corporation Manager (TSCC)

1. Maintain walkways and driveways for all TSCC maintained properties;

2. Ensure materials and tools for maintaining safe passage are prepositioned and equipment is fueled and ready to perform safely;
3. Provide condition updates to Associate Vice President Facilities;
4. Maintain full accounting of costs and materials used for emergency recovery;
5. Ensure materials are replenished in preparation of additional emergencies.

G. Athletic Director

1. Maintain safe egress from the Athletic Recreation Center and Lion's Stadium including exterior walkways, ramps, and stairs within ten feet of any exit;
2. Provide condition updates to Associate Vice President Facilities.
3. Maintain full accounting of costs and materials used for emergency recovery;
4. Ensure materials are replenished in preparation of additional emergencies.

IV. Standards and Priorities

- A. The following standards and priorities are provided for snow events as they constitute the most common form of inclement weather. The Associate Vice President Facilities, in consultation with the Provost, TCNJ Associate Director/Police Captain, and Emergency Preparedness Manager can change the priority of tasks and priorities due to current conditions.
- B. Whenever safely practicable, tasks should be accomplished to allow TCNJ to operate on its normal schedule.
- C. Priority areas during a weather event are listed below:

Priority	Broom/Plow Crew	Shovel Crew	Building Services
1	Plow Metzger Drive.	Shovel and maintain crosswalk landings and ramps from Metzger Road crossings	Shovel and salt main entrance landings, stairs, and ramps to approximately ten

		(completed by Grounds).	feet from the building.
2	Plow internal campus roads.	Shovel and maintain crosswalk landings and ramps adjacent to internal campus roads (completed by Grounds).	Shovel and salt secondary entrance landings, stairs and ramps to approximately ten feet from the building.
3	Plow primary walkways.	Shovel and maintain pathways from residence hall buildings to secondary walkways.	Shovel and salt egress door exits and ensure doors can be opened without issue.
4	Plow secondary walkways.	Shovel and maintain pathways from academic buildings to secondary walkways.	Ensure interior building landings, corridors, and stairwells remain free from slipping hazards.
5	Salt primary walkways as needed.	Shovel and maintain pathways from administrative buildings to secondary walkways.	
6	Salt secondary walkways as needed.	Shovel and maintain pathways from support buildings to secondary walkways.	
7	Salt Metzger Drive as needed.	Shovel and maintain pathways from parking lots to	

		secondary walkways.	
8	Plow parking lots.	Shovel and maintain loading dock areas.	
9	Plow tertiary walkways.		

- D. All walkways and roadways shall be cleared of snow and ice to the paved surface and across the full width. If mechanical removal of snow and ice is not possible, or when conditions warrant, sand, salt and ice-melt shall be used.
- E. Priority shall be given to areas where pedestrians and motorists are in proximity, such as keeping crosswalks clear and safe.
- F. Whenever practical, the initial plowing, salting and shoveling across all priority areas shall occur by 8AM with crews continuing to maintain the standard throughout the event.