



# Inclement Weather Protocol

## Operational Process for Policy 8.2 Inclement Weather

### Summary

University Policy 8.2 Inclement Weather assigns the Vice President of Infrastructure Properties and Planning the responsibility for making changes to the University Operating Status due to inclement weather conditions. This document outlines the process used to evaluate weather forecasts, current and expected conditions, University capabilities and resources, and county road status to determine if a change in operating status is warranted. While this protocol is primarily used during winter snow and ice events it can be applied to other types of severe or inclement weather. This protocol follows the incident management structure outlined in the Cornell University Emergency Operations Plan and documents pre-established management team and executive leadership team membership and processes specific to weather related decisions.

### Roles and Responsibilities

#### **Weather Incident Management Team (IMT)**

The Weather Incident Management Team is the group designated to evaluate expected weather conditions and our ability to maintain the campus in a safe and passible condition. The Weather Incident Management Team is composed of:

- Vice President Infrastructure Properties and Planning (VP IPP)
- Associate Vice President Facilities Management (AVP FM)
- Associate Vice President Environmental Health and Safety (AVP EHS)
- Cornell Police Chief
- Grounds Department representative
- Department of Transportation and Mail Services representative
- Associate Director of Emergency Management and Business Continuity
- EHS Emergency Manager (EHS EM)
- University Communications representative (UCOMM)

#### **Designated Weather Watcher (DWW)**

The EHS Emergency Manager has been named as the Designated Weather Watcher. Members of the EHS Emergency Management Program will monitor weather forecasts to identify potential inclement or hazardous weather that may impact the Ithaca campus. The Designated Weather Watcher will also keep the Incident Management Team updated on potential weather events and the need for conference call discussions.

#### **Weather Incident Leadership Team (ILT)**

The Vice President of Infrastructure Properties and Planning is responsible for making changes to the University Operating Status due to inclement weather conditions. The Weather Incident Leadership Team assists in making decisions on university operating status. The Weather Incident Leadership Team is composed of:

- Vice President Infrastructure Properties and Planning (VP IPP)
- Vice President Human Resources (VP HR)
- Vice President University Relations (VP UR)

- Vice President Student and Campus Life (VP SCL)
- Dean of Faculty
- Associate Vice President Environmental Health and Safety (AVP EHS)
- Cornell Police Chief

## Incident Weather Process

### Weather Monitoring

The Designated Weather Watcher will utilize a variety of weather forecasting and alerting products to monitor and identify potential severe or incident weather. Those products may include: Accuweather subscription forecasts and winter storm alerts, National Weather Service forecasts, alerts, and emergency management briefings, and other commercial weather service resources.

### Initial Notification and Discussion

The Designated Weather Watcher will utilize the EHS-EM-WX-L mailing list to share information about identified significant weather events. The mailing list includes all Weather Incident Management Team members and other campus partners whose operations may be impacted by significant weather events. Initial discussion regarding weather events will occur via the mailing list. E-mail discussion or requests by team members determines if a conference call is required for a more detailed discussion about modifications to university operating status.

If a conference call is required then the EHS Emergency Management Program will notify Weather Incident Management Team members and other campus and community partners of the call time and method. Weather decision parameters are outlined in the Weather Process Flow chart.

### Weather Incident Leadership Team Notification and Discussion

The Vice President of Infrastructure Properties and Planning will provide notification and updates to the Weather Incident Leadership Team of significant weather events that are being monitored. If the Weather Incident Management Team conducts a weather evaluation conference call and determines that a change to operating status is not warranted then the Weather Incident Leadership Team will be notified, usually by e-mail, of that decision and expected weather conditions.

If there is a potential impact to operating status then a conference call is scheduled and the EHS Emergency Management Program will notify Weather Incident Leadership Team members of the call time and method. The conference call will be used to determine if a change to University Operating Status is required and the time and scope of that change. The Associate Vice President Facilities Management and the EHS Emergency Manager will participate on the call as subject matter experts. Accuweather or National Weather Service meteorologists may also be asked to participate on the call.

The Vice President of Infrastructure Properties and Planning will notify the President of any decisions to change the University Operating Status.

### Community Notification Process

EHS Emergency Management, University Communications, and Cornell Police will work together to notify the campus community of changes to the University Operating Status. Community notifications will utilize the methods outlined in Policy 8.2 Incident Weather and Emergency Operation Plan Emergency Support Function 17a Communications: Public.

## Reference Information

### **University Operating Status**

Policy 8.2 Inclement Weather defines University Operating Status levels used when the University will not be Open. The levels include Delayed Opening, Partial Closing, and Full Closing. Refer to the policy for detailed information regarding changes to University operations at each level.

Because the University operates 24 hours a day, the normal campus Operating Status is Open even during night and weekend hours. A Delayed Opening requires a start and end time so personnel required to report to or remain at work during the delay can be compensated per Policy 8.2. The Weather Incident Leadership Team will need to determine the start and end times associated with a Delayed Opening.

### **Tompkins County Road Status**

If Tompkins County roads are closed due to a county-wide travel ban then travel is limited to emergency travel only and Cornell must change to a Full Closing operating status.

A partial area travel ban or closures of individual roads will not automatically require a change of University Operating Status but must be reviewed on a case by case basis to determine impacts to University operations.

Travel advisories requesting “No unnecessary travel” are not road closures or travel bans. This travel messaging from local officials allows travel to and from work.

