

Severe Weather Emergencies

Summary

Columbus State University and Plant Operations have formalized the procedure that Plant Operations Management implements to prepare for impending severe weather and coordinate the post-storm activities. This procedure will save valuable time in making decisions and preparations for an impending disaster and in the repair/cleanup process afterward. All employees will be able to react in a positive manner by knowing beforehand their individual responsibilities and the total process involved in the recovery effort.

Purpose

The purpose of this document is to describe the sequence of tasks to perform in anticipation of and preparation for an approaching hurricane and post-storm recovery activities.

Procedure

Beginning of Hurricane and Tornado Season

1. Review and update Severe Weather Plan.
2. Review and update all contact lists, including employees, contractors, and consultants.
3. Assign Damage Assessment Teams List with building/area assignments.
4. Implement inventory procedure to keep diesel, gasoline, and fuel oil tanks at least $\frac{3}{4}$ full.
5. Confirm shelter locations with Environmental Health and Safety Coordinator.
6. Check condition of all equipment (generators, mud pumps, backpack blowers, chainsaws, chippers, extractors, dry/wet vacuums, etc.) and stock extra parts. Perform equipment repairs where needed.
7. Perform visual inspection of overhead lines and any potential limb or tree problems.

8. Inventory the emergency equipment, including rain gear, flashlights, clipboards, handheld radios, and flagging tape.

9. Check all roof drains for debris.

I. Initial Recovery Stage

1. No individual work orders will be kept. Once it is possible, work orders will be created.

2. The exact location of the work performed is critical to any future cost recovery.

3. The work should fall into one of the three broad FEMA categories:

- Category A – Debris Clearance
- Category B – Emergency Protective Measures
- Category E – Damaged Building and Equipment

4. It is the responsibility of the Damage Assessment Team Leaders to organize the assessment teams.

5. A Damage Assessment Team is assigned to each facility to perform the damage assessment.

6. The teams will collect damage information at each location. This is done immediately after it is safe to return to the facility.

7. The Damage Assessment Team is responsible for inspection the entire facility.

8. While on site, all damaged trees and other hazards will be marked with barricade tape, and damaged exhaust fans, vents, etc., should be marked with bright colored spray paint, with the exact location of damage noted.

9. Once the assessment is complete, the Team Leaders will submit it to the Manager of Plant Operations. Work orders will be created and assigned to Plant Operations employees and arrangements made with contractors, as needed.

The Environmental Health and Safety Coordinator will serve as the University liaison to Federal Emergency Management (FEMA). All damage information and documents will be forwarded to Environmental Health and Safety Coordinator.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations