

TO: Members of the West Lafayette Campus Community  
FR: Carol Shelby, Senior Director of Environmental Health and Public Safety  
DA: November 12, 2018  
RE: Adverse Winter Weather Procedures and Announcements

On an ongoing basis, but particularly as we enter the winter months, existing and predicted weather conditions are carefully evaluated by Environmental Health and Public Safety staff to help ensure the health and safety of the members of our campus community. In accordance with Purdue University Adverse Weather Conditions policy IV.A.6, revised June 9, 2014 ([www.purdue.edu/policies/facilities-safety/iva6.html](http://www.purdue.edu/policies/facilities-safety/iva6.html)), special procedures pertaining to classes, operations, parking, pay and/or attendance will become effective for the West Lafayette campus should action pertaining to adverse winter weather conditions become necessary.

Depending on the nature of existing or predicted conditions, the President of the University or his designee may declare a Wind Chill, Snow or Ice Emergency for the West Lafayette campus. This decision process will include coordination with appropriate Tippecanoe County, West Lafayette and Lafayette municipal offices by Environmental Health and Public Safety staff members.

## **Wind Chill Emergency**

### *Conditions*

When existing or predicted low temperatures and wind conditions have the potential to pose a severe health threat to students walking to and from class, a Wind Chill Emergency may be declared. This is most likely when the sustained wind chill is -30 degrees Fahrenheit or colder.

### *Actions and Impact*

- Classes will be suspended.
- Routine operations of the University will continue. West Lafayette campus employees who can do so safely should report to work.
  - Those who cannot report to work when scheduled must request authorization for the absence from their supervisor under the appropriate university paid or unpaid leave of absence policy.

## **Snow or Ice Emergency**

### *Conditions*

When severe snow or ice accumulation is predicted or occurs, impacting roads and sidewalks on campus, a Snow or Ice Emergency may be declared.

### *Actions and Impact*

- Classes will be suspended.

- Routine operations of the University will be suspended. Most employees will be asked to leave campus and/or not report to work until further notice.
- Parking will be restricted on campus roads as posted.
- Employees pre-designated as *Essential Personnel* should follow their unit's procedures and make a reasonable effort to report to campus.
  - Affected unit heads will designate Essential Personnel annually and notify them of their status as such, providing additional unit-specific procedures as appropriate.
  - Essential Personnel are Purdue employees who are required to report to campus in order to provide the minimum level of service on the West Lafayette Campus (e.g. emergency services, utilities, snow removal, provision of food and housing) and those needed to prevent irreparable damage to animals, research and mechanical systems.
  - If travel is prohibited in the county in which an Essential Personnel employee resides, supervisors should not require the employee to travel to campus.
  - Essential personnel may be required to stay on campus in advance of, or for all or part of the duration of a Snow or Ice Emergency, as directed by their supervisor, in order to ensure the continuing operation of the University at the necessary level.
    - Emergency housing and meals will be provided at university expense to Essential Personnel as needed. Each unit will be responsible for reimbursing the Purdue Memorial Union or other facilities providing housing and/or meals.
- Information on specific pay practices for a Snow or Ice Emergency will be distributed to departments by the appropriate director of financial affairs, as appropriate.

## **Parking Restrictions**

When snow or ice accumulation is predicted, parking may be restricted on campus roads as posted. When parking is restricted during a Snow or Ice Emergency, employees and students will be encouraged to utilize parking garages and CityBus to facilitate the clearing of snow and ice from roads and surface lots.

## **Announcements and Communication**

Decisions regarding the declaration of Wind Chill, Snow, or Ice Emergencies will be communicated as quickly as possible, with the intention of sharing decisions that may impact classes and/or university operations by 5:30 a.m. on the day to which the action will apply. When Wind Chill, Snow, or Ice Emergencies are declared, the following means of communicating with the campus community may be utilized.

- Purdue email
- Purdue Alert text system
- Posting of announcements to the Purdue campus status website: <http://www.purdue.edu/emergency/>
- Notification of local media