

TO: Members of the West Lafayette Campus Community
FR: Carol Shelby, Senior Director of Environmental Health and Public Safety
DA: November 11, 2013
FE: 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 and Physical Facilities to ensure the health and safety of the members of our campus community. In accordance with Purdue University Adverse Weather Conditions policy IV.A.6, dated November 18, 2011 (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.

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.

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, 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.
 - By November 1 of each year, affected unit heads will designate Essential Personnel and notify them of their status as such, providing additional unit-specific procedures as appropriate.
 - Essential Personnel are Purdue employees who are required 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 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 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 Human Resources.

Parking Restrictions

When snow or ice accumulation is predicted, parking may be restricted on campus roads as posted. When parking is restricted and during a Snow or Ice Emergency, employees and students are 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 no later than 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 homepage (www.purdue.edu)
- Notification of local media