



## Adverse Weather Plan



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# Section 1: Plan Fundamentals

## 1.1 Purpose

- A) The Adverse Weather Plan provides general guidance, organizational structure and specific direction on preparedness, response and communication for severe weather emergencies. It is critical that we are prepared for potential events to protect the Purdue community. The plan also provides basic procedures, resources and guidance in preventing, preparing and responding to severe weather events.
- B) The plan identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.
- C) At Purdue University, planning ahead for emergencies is part of normal business and campus life, and all members of the campus community share a responsibility for preparedness. An emergency can strike anytime or anywhere and may affect everyone.

## 1.2 Scope

- A) The resources and strategies outlined in this plan are designed to give assistance to students, faculty and staff at Purdue University West Lafayette and Purdue University Indianapolis.

## 1.3 Laws and Authorities

- A) Public Law
  - a. Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents
  - b. Federal Civil Defense Act of 1950, as amended Public Law 920-81st Congress (50 USC App. 2251-2297)
  - c. Disaster Relief Act of 1974: Public law 93-288
  - d. Emergency Planning and Community Right to Know Act (EPCRA)
  - e. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 106-390, as amended (USC Title 42, The Public Health and Welfare Chapter 68, Disaster Relief), 2000
  - f. The Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390)
  - g. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).
- B) Indiana Statutes
  - a. IC 10-14-2, Chapter 2, Emergency Related Duties of Department of Homeland Security
  - b. IC 10-14-4, Chapter 4, State Disaster Relief Fund
  - c. IC 10-14-5, Chapter 5, Emergency Management Assistance Compact
  - d. IC 10-14-6, Chapter 6, Interstate Emergency Management and Disaster Compact
- C) University executive Memoranda
  - a. Environmental Health and Safety Compliance: <http://www.purdue.edu/policies/facilities-safety/iva4.html>

- b. Adverse Weather Conditions: <http://www.purdue.edu/policies/facilities-safety/iva6.html>

## 1.4 Situation Overview

- A) Purdue University is located in West Lafayette, IN (Tippecanoe County). According to the current Census, the population of Tippecanoe County is over 186,250 people...highest concentration live in West Lafayette/Lafayette cities.
- B) Purdue's system-wide enrollment is over 70,000 students; however, this plan is designed for the West Lafayette campus which has an enrollment of 49,639 students (Fall 2021) from 50 states and 132 countries (8,907 who are international students).
- C) There are 16,761 faculty and staff members at the West Lafayette campus.
- D) The West Lafayette campus is a community of over 66,000 faculty, staff and students.
- E) The West Lafayette campus covers over 2,500 acres and has over 350 buildings.
- F) Purdue University is located in West Lafayette, IN (Tippecanoe County). According to the current census, the population of Tippecanoe County is over 167,900 people...highest concentration live in West Lafayette/Lafayette cities, including Purdue's campus.

## 1.5 Planning Assumptions

- A) A severe weather event could strike at any time of year.
- B) Severe weather event may require cooperation/coordination of internal and external departments, organizations and agencies to include, university, city, county, state and federal entities.
- C) Local, state and federal services may not be available.
- D) Basic services, including electricity, water, natural gas, heat, telecommunications and other information systems may be interrupted.
- E) Buildings and other structures may be damaged.
- F) Normal suppliers may not be able to deliver goods.
- G) Students, faculty and staff may not be able to travel to or leave the university.

# Section 2: Concept of Operations

## 2.1 Introduction

- A) The Adverse Weather Plan is designed to incorporate all areas of comprehensive emergency management—mitigation/prevention, preparedness, response and recovery. The plan is flexible in that part or all of the plan may be activated based on the specific emergency and decisions by university senior leadership.
- B) The Office of Emergency Preparedness Director, will spearhead the development, coordination and revision of the plan as part of the annual IEMP review.

## 2.2 Objectives

- A) The plan's critical objectives are
  - a. Preservation of life

- b. Protection of the university's physical assets
  - c. Return to normal academic and business operations
- B) Additional objectives
- a. Provide strong leadership and effective management.
  - b. Ensure a quick response to a severe weather event.
  - c. Implement the National Incident Command System (NIMS).
    - i. Require all applicable personnel to be trained on NIMS requirements.
  - d. Develop and maintain mutual aid agreements with local agencies, as needed.
  - e. Partner with local, state, and federal agencies and appropriate private sector organizations.
  - f. Develop and implement an effective communications process for internal and external stakeholders.
  - g. Educate stakeholders on prevention and preparedness recommendations, as applicable.
  - h. Periodically, exercise the plan to ensure its effectiveness and change as needed.

## 2.3 Plan Operation

- A) The Vice President of Physical Facilities and Public Safety or representative will reference the plan to prepare the campus for severe weather or when a severe weather event occurs that significantly impacts the university. The Office of Emergency Preparedness Director serves as the Emergency Operations Center (EOC) Director.
- B) The plan may be implemented after consultation with external partners to include National Weather Service, Tippecanoe County Emergency Management Agency and Indiana Department of Homeland Security. Plan considerations:
- a. Activate the EOC, as needed.
  - b. Work with Purdue central communications personnel to activate their Crisis Communication Plan when needed and release information on possible & actual significant severe weather events. (See Section 5.0)
  - c. Maintain frequent communication and coordination with key local and state partners (e.g., Tippecanoe County Emergency Management Agency, local law enforcement agencies etc.)
  - d. Provide regular updates and/or operational recommendations to the Purdue Executive Leader Policy Group (ELPG).

## 2.4 Emergency Operations Center (EOC)

- A) The purpose of the EOC is to serve as the single focal point for the management of information, decision-making, and resource support and allocation in an emergency and recovery process and sharing of this information with the university President, or designee(s). The primary functions of the EOC are to:
- a. Provide support to the emergency site Incident Commander, if applicable.
  - b. Advise the Executive Leadership and Policy Group (ELPG) and/or determine policy direction as needed, especially with regard to ongoing operations of the campus.
  - c. Provide resources needed by the campus.

- d. Provide “one voice” in communicating emergency information to the public (normally, Purdue central communications personnel fill this role; if needed, the external call center vendor, currently FEI, will assist).
- B) EOC Activation: When a severe weather emergency occurs, the Office of Emergency Preparedness Director, or representative, will determine if the EOC is to be activated and, if activated, which positions will be staffed for the emergency response.

## Section 3: Assignment of Responsibilities

### 3.1 Office of Emergency Preparedness

- A) Office of Emergency Preparedness (OEP) personnel will monitor the weather throughout the year and provide periodic updates as conditions dictate.
- B) During Indiana Severe Weather Preparedness Week in March, OEP personnel will conduct a “Voluntary Tornado Warning Drill” for the entire campus.
- C) OEP personnel will conduct a voluntary drill during the annual state-wide Great Central US Shake Out drill in October.
- D) The OEP supports Purdue’s educational mission through its engaged and sustainable partnership with the Purdue University Meteorological Association (PUMA).
  - a. This partnership has resulted in increased weather forecasting accuracy and contingency planning, while providing the students a real-world application of their skills. Examples of this partnership in action include:
    - i. Inclusion of highly accurate localized weather forecasts for Event Action Plans & Incident Action Plans.
    - ii. Risk and Impact analysis of weather threats
    - iii. Real-time severe weather monitoring during incidents and planned events
    - iv. Weather education and threat briefings

### 3.2 Vice President of Physical Facilities and Public Safety

- A) Distribute the “Severe Weather-Tornadoes & Thunderstorms” letter in early March.
- B) Distribute the “Adverse Winter Weather Procedures and Announcements” letter to the campus community in November.
- C) When severe weather is forecasted to impact the university, The Office of Emergency Preparedness Director will fill out the “Adverse Weather Planning Considerations Checklist” in order to brief the Vice President of Physical Facilities & Public Safety, as needed.
- D) Will assist with activation of the EOC when a significant weather event impacts the university.
  - a. Request additional departmental personnel, as needed by the specific event.
  - b. Reference the Tippecanoe County Travel Advisory Ordinance 2011, as needed: <https://www.tippecanoe.in.gov/454/Emergency-Management-Agency-TEMA>
  - c. Based on the university’s Adverse Weather Policy <http://www.purdue.edu/policies/facilities-safety/iva6.html>, provide ELPG a recommendation to delay, dismiss or cancel classes and/or routine operations for the West Lafayette campus, as required by the specific event.

The final decision to delay, dismiss or cancel classes and/or routine operations for the West Lafayette campus rests with the President, or his designee(s).

### 3.3 Central Communications

- A) Increase awareness of importance of severe weather preparedness.
- B) Share information as to where information regarding class cancellations will be posted.
- C) Develop and distribute press releases with regard to weather cancellations. This includes updating social media (X (Twitter), Facebook and [www.purdue.edu](http://www.purdue.edu) (campus home page) and [www.Purdue.edu/ea](http://www.Purdue.edu/ea) (campus status page).
- D) Central communications representative will report to designated EOC upon request.
- E) Develop communications and mass emails as the owner of the mass email layer of PurdueALERT for West Lafayette and Indianapolis plus CampusALERT for Purdue Polytechnic Institutes throughout the state.

## Section 4: Direction, Control and Coordination

### 4.1 National Incident Management System (NIMS)

- A) Purdue University has adopted the National Incident Management System (NIMS) which includes the Incident Command System (ICS)...a standardized, on-scene, all-hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- B) NIMS is designed to improve coordination and cooperation between public and private entities emergencies of any size. Response actions will be based on the ICS. All Purdue Public Safety, Crisis Management & Emergency Operations Teams comply with NIMS/ICS training requirements.

### 4.2 Incident Command System – Purdue University

- A) The Incident Command System structure will be used for all severe weather incident responses.

## Section 5: Communication During and After the Emergency

### 5.1 Objective

The primary objective is to provide timely and accurate information to the university's stakeholders in response to a severe weather emergency. Central communications will implement their internal "Crisis Communications Plan" to ensure this objective is met.

## 5.2 Communication Goals

- A) Identify personnel with communications responsibilities, and develop lines of response and contingency plans.
- B) Identify communications approval processes.
- C) Provide information about the university's Adverse Weather Plan, and advise stakeholders where to find information.
- D) Ensure stakeholders have access to accurate and timely information to respond appropriately.
- E) Speak with one voice, through internal publications, designated media spokespersons and official Purdue websites.
- F) Implement crisis communications plan.

## 5.3 PurdueALERT

- A) PurdueALERT is the university's multi-layered emergency warning notification program. There is no way to reach everyone instantly with a single message or system. The objective is to balance the need to provide warnings as quickly as possible with the need to ensure accuracy and provide helpful safety instructions to our campus community. PurdueALERT may be used to keep the stakeholders informed of a severe weather emergency.
- B) Multiple communication systems and processes make up PurdueALERT. Activation of all or part of the overall emergency warning notification system will be determined by the Incident Commander and campus public safety leadership, as time permits.
- C) The "PurdueALERT Emergency Warning Notification Plan" provides detailed information on activation protocols and concept of operations.