

**EASTERN MICHIGAN**  
**U N I V E R S I T Y™**

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Extreme Weather Protocol</b>	<b>May 30, 2013</b>	<b>A-20</b>

**Purpose**

The purpose of this procedure is to spell out the communication to the President during an extreme weather condition. This document is to support the Extreme Weather Policy of Eastern Michigan University, Chapter 3.7.4 under the current reporting structure, the departments of Public Safety, the Physical Plant and Human Resources report directly to the President. This is a change in reporting structure which Chapter 3.7.4 of the University Policy manual does not reflect.

**Procedure**

1. Extreme weather events include but are not limited to; snow, freezing rain, floods, and hazardous winds. The monitoring of this weather is the responsibility of the departments of Public Safety and the Physical Plant.
2. During an extreme weather event, the Chief of Operations of Facilities or his/her designee will gather information from the Grounds Department and any other department from the Physical Plant that will be affected by the current weather condition. This information will be passed to the Chief of Police, and will be based on:
  - The current weather, the type and amount.
  - The operational labor available to deal with the weather conditions.

- The condition and the amount of equipment the Grounds or other Physical Plant department(s) have available to deal with the current weather.
3. The Chief of Police will use this information along with weather and road reports monitored through Washtenaw County and State Police Agencies, to advise the President or his/her designee of regional weather conditions and advisories affecting vehicle and pedestrian mobility, in addition to the campus roads, walkways, and parking lots.

Authorized by:

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Robert Heighes  
Chief of Police

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John Donegan  
Chief of Operations