

ATTACHMENT "H"

ADVERSE WEATHER POLICY

	Northeastern Illinois Public Safety Training Academy ADVERSE WEATHER POLICY	
Operations Policy		
Effective Date: 8/2019	Revised:	Approved: <u>J. Ramaker</u> <i>Executive Director</i>

PURPOSE

The purpose of the policy is to strengthen the resilience of NIPSTA through the systematic preparation for and response to adverse weather or a weather emergency. This policy establishes a contingency plan to ensure that organizational, administrative and instructional operations safely continue with minimal impact to the mission of NIPSTA.

SCOPE

This policy applies to employees, instructors/contractors, students/participants, visitors, vendors and any other individual working on or visiting the NIPSTA campus.

DEFINITIONS

Adverse Weather: Naturally occurring environmental conditions which have the possibility to threaten the well-being of individuals on the NIPSTA campus, along with potential damage to property, infrastructure and/or equipment.

Essential Personnel: Personnel that support the services deemed critical by NIPSTA Administration to successfully and safely carry out the mission of the organization before, during and after an adverse weather event.

NOAA: National Oceanic and Atmospheric Association.

NWS: National Weather Service.

Resilience: The ability to adapt to changing conditions while withstanding interruption and rapidly recovering from disruption due to unexpected events.

ASSUMPTIONS

- More than fifty percent (50%) of training on the NIPSTA campus takes place outdoors.
- The volume of outdoor training decreases during winter months.
- It is anticipated that the following types of adverse weather conditions could occur: extreme temperatures (high and low), rain, thunderstorm, lightning, hail, flood, high winds, tornado, snow storm, ice storm, and blizzard.

- Adverse weather conditions may arise with little warning. Conversely, some potentially adverse weather conditions may be predicted with ample opportunity for decision making and communication.

PROCEDURES and RESPONSIBILITIES

A. Situational Awareness, Operational Readiness and Initial Actions

1. Short-Term (Emergency) Weather Forecasts
 - a. Administrative staff representatives, along with training coordinators and lead instructors/contractors present on campus, are responsible for maintaining situational awareness of ongoing weather conditions.
 - i. A NOAA weather radio with a “tone alert” feature is maintained at the front desk of the Administrative Building.
 - ii. The Village of Glenview has installed weather alerting systems throughout the community.
 - iii. A lightning detector is located on the golf course next to the south border of the NIPSTA campus.
 - iv. Access to information provided by the National Weather Service (“NWS”) is available on computers throughout the Administrative Building and the Field Training Facility.
 - v. Program Coordinators and Lead Instructors/contractors are urged to carry personal communication devices (e.g. cellular telephones) which provide information about current weather and radar conditions.
 - It is recommended that decision makers install the National Weather Service’s InteractiveNWS (iNWS) application suite in order to receive real-time text messaging and email alerts.
 - b. Upon notification that an adverse weather situation may be pending or underway, all personnel training outside will immediately be moved indoors.
 - i. Lead Instructors/contractors shall move training inside as soon as thunder is heard.
 - ii. Outside training activities will not resume until the storm threat has fully passed.
 - iii. If weather situation is deemed safe by the Lead Instructor/contractor, Executive Director or their qualified designee, training may continue indoors.
 - d. If the weather situation appears to be severe, all persons will be directed to shelter-in-place in pre-designated areas of the campus until the “All Clear” has been given by the Executive Director or their qualified designee.
 - i. Shelter-in-Place locations are designated as the following areas:
 - a. Administration Building: Main hallway, simulator room, rest rooms.
 - b. Field Training Facility: EMS classroom, Search Room, Fire Academy Office.
 - i. The senior administrative representative shall account for the location of employees present on campus at the time of the incident.
 - ii. The lead instructor/contractor for each course being conducted at the time of the incident shall account for the location of all participants. The course attendance sheet shall serve as the accountability documentation or roster.

- iii. In the event that an employee or participant is absent, the senior administrative representative and/or lead instructor/contractor shall use their professional discretion in sweeping the area for the missing individual(s).
 - e. If the event occurs at the end of a work day or training period, departure may be delayed. At their own discretion and risk, employees/students/participants/instructors/contractors/visitors/vendors may choose to leave the building, even if the emergency is in progress.
2. Long-Term Weather Forecasts (event expected to occur in more than twenty four (24) hours)
- a. For events in which an adverse weather event is anticipated or expected with at least twenty four (24) hours advance warning, the Executive Director or their designee will consider options regarding alterations to future training and/or business operations, including program cancellation, delayed start time, early dismissal or campus closure.
 - b. Options for training which is expected to be conducted outdoors will be discussed between the Executive Director, administrative staff and program directors. Alternatives include moving the training indoors or varying the pre-arranged schedule of training objectives.
 - c. The Executive Director or their qualified designee will be responsible for the final decision to alter training/programming at least two (2) hours before a program or administrative operations are set to begin.
 - d. Following a decision to alter routine business operations, the Executive Director shall determine which essential personnel are required to report to the campus. The Executive Director shall contact all employees to ensure they receive appropriate information regarding campus operations as affected by the event.

B. Communications

- 1. Emergency communication regarding situational awareness of pending or actual severe weather is outlined in section 70X.A.1.a.i-v.
- 2. Unless other arrangements are made, notification of a weather emergency shall be conducted by an administrative representative in person to each classroom. Discretion shall be used when considering exiting the building to notify external training programming of a pending or actual event.
- 3. Messaging regarding weather alerts/warnings, movement of participants, campus closure or other weather-related actions shall be considered for the following:
 - a. Administrative staff
 - b. Instructors/contractors
 - c. Students/Participants
 - i. Outside training
 - ii. Inside training
 - d. Program Directors/Managers/Coordinators
 - e. On site vendors and visitors
- 4. Redundant forms of communication shall be considered, including:

- a. Face-to-face communication
- b. Telephone
- c. Texting/Email
- d. Announcements on the NIPSTA website (www.nipsta.org)
- e. Posted signage (for campus closure)

C. De-Activation and Return to Routine Operations

- 1. De-activation of the NIPSTA Adverse Weather Plan shall be at the discretion of the Executive Director or their qualified designee.
- 2. The plan shall be de-activated when the Executive Director or their qualified designee is confident that the event has safely concluded and that no additional weather-related risks currently exist.
- 3. The Executive Director or their qualified designee is responsible for notifying staff and other campus participants that routine operations have resumed.

D. Recovery and Damage Assessment

- 1. Following successful deactivation of the event, the Executive Director shall ensure that a damage assessment is performed, as applicable.
- 2. The NIPSTA Executive Director shall contact the following with an update:
 - a. President of the Board of Directors
 - b. Chairman of the Safety Committee
- 3. The organizational response to the adverse weather event shall be reviewed by the Safety Committee.

E. Education and Training

- 1. Employees shall review this policy annually.
- 2. Instructors/contractors shall review this policy annually.
 - a. New instructors/contractors shall be provided access to the policy through the Instructor/contractor Portal during their onboarding process.

ATTACHMENTS

DISTRIBUTION

REFERENCES

- | | |
|-----------|---|
| Internal | NIPSTA Personnel Policy Manual
NIPSTA Participant Policy Manual
NIPSTA Fire Academy Candidate Policy Manual
Policy #707: <i>Rehabilitation During Training</i> |
| External: | National Weather Service, http://weather.gov |

DATES

Origination: August 2019
 Last Review: August 2019
 Next Review: August 2022