01. PURPOSE

01.01 Texas State/UPPS No. 05.04.02, paragraph 02.04e requires that a division PPS be generated which defines both those designated as key personnel and those who are considered critical to the perpetuation of vital university functions during emergency periods primarily associated with severe weather conditions.

01.02 The purpose of this operating letter is to designate key personnel and those other personnel critical and essential to supporting of vital university functions during emergency periods.

01.03 It is also the purpose of this PPS to set forth the procedure to be followed by the Facilities Department personnel during impending or ongoing emergency closing situations, weather extremes, utility emergencies and other campus crisis.

02. DESIGNATION OF KEY PERSONNEL/CRITICAL STAFF PERSONNEL

02.01 The Vice President for Finance and Support Services (VPFSS) and the Associate Vice President for Finance and Support Services Planning are considered key personnel in the Finance and Support Services Division.

02.02 The Associate Vice President for Facilities (AVP for Facilities), Associate Vice President for Financial Services, Director of Grounds Operations, Director of Facilities Management, Director of Facilities Operations, the Director of Utilities Operations, Director of Custodial Operations, or their appointees are designated as critical staff positions in severe weather conditions.

03. PROCEDURES

03.01 The AVP for Facilities, when apprised by the Department of University Police of the impending weather or emergency situation, will notify the Facilities personnel in critical positions to report to their job stations.

03.02 Critical staff personnel will assemble the necessary crews and equipment for the weather or emergency situation.

03.03 The following procedures will be followed for ice and snow conditions:
a. For ice and snow control purposes, sand will be distributed on building entryways where ice has formed and other areas where needed.

b. Ice control measures will be taken first on buildings with open steps or ramps; second, on regular steps; and third, in severe weather, on as many sidewalks as possible.

Priority locations for each of the crews are as follows:

**EAST zone crew**
- a.) J. C. Kellam — all steps and 3rd floor walkway
- b.) Speech and Drama walkways
- c.) Hill House steps
- d.) Quad and Bobcat Trail Mall steps
- e.) Sewell bridges

**CENTRAL zone crew**
- a.) Lantana, Butler, and Sterry Residence Halls*
- b.) LBJ Student Center
- c.) Derrick Hall overhead ramp
- d.) Jones front entrance steps
- e.) Student Health Center Entrance
- f.) The Tower steps in parking garage
- g.) Burleson front steps
- h.) Alkek steps and entrances
- i.) Health Professions Building back steps
- j.) Main Plant front ramp
- k.) Nueces
- l.) University Residence (only upon request from residents or President’s office)
- m.) Undergraduate Academic Center entrances
- n.) Performing Arts Center entrances and front steps
- o.) Edward Gary St Garage / Datacenter pedestrian entrance

**WEST zone crew**
- a.) Supple Science front steps
- b.) Bexar Hall*
- c.) Blanco Hall and other Residence Halls*
- d.) Harris Hall (emphasis on elevated sidewalk)
- e.) Lavaca (CDC)

After completion of priority areas, crews will check all other steps, entrances, and walkways on campus and including all on-campus bus stops.

*DHRL will have primary responsibility, Facilities will assist when requested

c. In the event that ice formation is predicted, Director of Grounds Operations will notify the AVP for Facilities in advance to contemplate notification procedures.
d. The streets and driveways will be sanded by the Facilities Operations Crews. The Director of Facilities Operations will arrange for the sanding crew to report to work as required on the day that the icing condition is predicted.

Priority areas to be sanded will be:

a) Academy St. and James to President's Driveway
b) President's Dr. (only upon request from residents, President's office or Special Projects)
c) Woods St. between Moon St. and N Comanche St.
d) Read St.
e) Student Center Drive and Buckner Drive
f) Tomas Rivera Dr.
g) North LBJ bus loop
h) Edward Gary to Woods St.
i) Moon St. to Woods St.
j) Moore St. from Read St. to Falls Sayer housing complex
k) Talbot St.
l) Elm St. between Buckner St. and Matthews St.
m) Matthews St. between Student Center Dr. and Elm St.
n) Pleasant St.

Survey campus for other icy areas.

e. The following roads will be barricaded during icing events due to the inherent safety risk for vehicular traffic:

a) State St. and Old Main Dr. by placing barricades at the intersection of State St. and Pleasant St., as well as at the intersection of State St. and W Sessom Dr.
b) Moore St. between Falls Sayer housing complex and Smith Ave.

f. Facilities will support Parking and Transportations Services as resources are available and services are requested to assist in sanding parking garages and parking lots.

03.04 Severe storm conditions:

a. In the event of a weather alert, such as an impending storm, the Director of Utilities Operations will insure that all emergency generators are in standby condition. The emergency generators are at the following locations:

1) Alkek Library (includes communications hub)
2) Baseball Field (only if needed)
3) Bobcat Stadium (only if needed)
4) Centennial Hall
5) Chautauqua Hall, Gaillardia Hall and Community Building
6) Chemistry
7) Edward Gary Street Garage (includes South Chill Plant and data center)
8) Falls Hall, Sayers Hall, and Community Building
9) Family Consumer Science
10) Flowers Hall
11) Freeman Aquatic
12) Jackson Hall Telecom
13) J. C. Kellam (includes data center)
14) LBJ Student Center
15) Math Computer Science (includes data center)
16) Roy F. Mitte Complex
17) Music Recital Hall
18) Nueces
19) Physical Plant
20) President's House
21) Star One Complex
22) Sterry Hall (includes communications hub)
23) Strahan (emergency pump)
24) Student Rec Center
25) Supple Science
26) Undergraduate Academic Center
27) West Plant/Telecom Bunker

b. The Director of Grounds Operations will insure that all trash cans and any materials on campus that can be moved by wind force will be secured or relocated to a safe area.

c. All supervisors will make arrangements to have crews alerted so that they can be called in to work as needed after normal hours.

03.05 The Associate Vice President for Facilities, when notified by the Director of the Round Rock Campus of an emergency situation, will notify the appropriate facilities personnel or contract support staff to report to their job stations.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<tr>
<th>Position</th>
<th>Section</th>
<th>Date</th>
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<tr>
<td>Associate Vice President for Facilities</td>
<td>Review</td>
<td>April ONY</td>
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05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Facilities, Reviewer

Vice President for Finance and Support Services

Approved: _______________________________

Reviewer

Approved: _______________________________

Vice President for Finance and Support Services