

Policy:

To take appropriate measures to maintain essential Hospital Operations when inclement weather conditions may create: transportation or supply problems, hazardous conditions or effect essential Physical Plant functions.

Prevailing Codes and Standards:

LSU Policy/Administrative Directive 2.8.2

Procedure:

I. PREPARATION

- A. Monitor weather forecasts using computers, television and radio station forecasts, and after hours remain in contact with UPD for weather information.
- B. Maintain tire chains for vehicles in the Physical Plant Automotive Shop.
- C. Maintain supplies (sand, ice melting chemicals) in sufficient quantities. Locations are:
 - Cobalt mechanical room, Physical Plant air handler room, Grounds building and 11th floor mechanical room(helipad).
- D. Additional sand (bags) can be obtained from the City of Shreveport at 1935 Claiborne (673-6330). If the City is unable to supply the number of bags needed, call the Office of Emergency Preparedness (425-5351).

II. NOTIFICATION

- A. When severe weather conditions are forecast during normal working hours, notify Hospital Administration, Chancellor's office, Safety, UPD and Physical Plant Administration.
- B. When severe weather conditions are forecast after hours, weekends, and holidays, notify the nursing house supervisor, UPD, the Physical Plant on-call supervisor, Physical Plant Director, Associate & Assistant Directors and Facility Assistant Maintenance Manager(s) 2

III. REQUIRED ACTION

- A. Have all vehicles fueled and prepared for use.
- B. Install tire chains on vehicles as needed.
- C. When temperatures drop below 35°F, evaluate helipad surface conditions (frost or ice) and apply ice melting chemicals as needed.
- D. Spread sand and ice melting chemicals to reduce safety hazards.

Locations: All hospital entrances, all medical school entrances, all clinic building entrances, the heliport landing area, center ramp and landing at the door. Note: The outside ramp is to be closed by installing caution tape across the outer ramp rails near the door, laying

caution tape across ramp at top, and securing it to the safety net on each side. All bridges on campus.

- E. Assist UPD and Hospital Administration with transportation of essential personnel.
- F. Perform the necessary precautions required to protect plumbing, electrical and fresh air supplies to building. When the temperature is projected to go below 24°F for period of six (6) hours or more, the Controls and Plumbing Shops will take special precautions.

CONTROLS SHOP

1. Implement 24 hour coverage throughout period.
2. Check operation of Preheat Coils, all air handlers.
3. Raise all preheat set points to 60°F on air handlers with return air, all fresh air units raise to 65°F.
4. Check the operation of all Hot Water Converters and set for a minimum of 150°F.
5. Schedule all air handlers that normally shut down during the cold weather period to run continually.
6. Open doors on large air handlers on 10th floor of B Building, 10B5, 10B6, 10B7 and 10B8.

PLUMBING SHOP

1. On the Fire Water System, insure that outside test headers are shut off and drained.
2. All outside faucets and sprinkler systems; cut off water and drain systems.
3. Stonewall; check heater operation in pump house.
4. Helipad; check 3/4" wash down supply line.
5. FWCC; drain outside sprinkler system.
6. Contact ES, to disconnect outside hoses.

IV. STAFFING

- A. Upon declaration of an inclement weather emergency:
 1. During weekends, holidays or evening/night shift, maintenance staff will notify on-call supervisor and he will initiate essential callback.
 2. For regular work days, all essential Physical Plant employees will report as scheduled.
- B. Essential personnel are required to report to work at their regularly scheduled times when the Chancellor, Dean or designated representative declares a weather emergency.
- C. Under this condition, personnel not essential to operations are excused from work during the emergency but must take annual leave.

- D. Essential personnel who are required to work or are called in to assist under the inclement weather plan are not excused for any reason other than illness (see Administrative Directive 2.8.2). Essential personnel include:
1. Director, Associate & Assistant Director and staff engineers.
 2. Facility Assistant Maintenance Manager(s)
 3. Manager/Physical Plant Operations(Business Manager)
 4. All shop supervisors and all shop staff
- E. Essential personnel who fail to report as scheduled may receive LWOP for the work period and face possible disciplinary action. Employees failing to respond when called in to assist may receive disciplinary action.
- F. Persons requesting sick leave during inclement weather will bring an original physician's statement signed by the physician upon returning to work.