TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.24, **Emergency Freeze Response Policy**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to prevent injury and loss of life, and minimize the loss of property due to a freeze. This HSCEP OP will specify methods for early recognition of freeze and dissemination of warnings that are accurate, timely and reliable. This HSCEP OP will be an appendix to the TTUHSC El Paso Emergency Management Policy.

REVIEW: This HSCEP OP will be reviewed in March of every even numbered year by the Senior Director of Safety Services, recommendations and revisions will be forwarded to the Managing Director of Facilities Support Services (FSS), and the Chief Finance Officer.

PROCEDURE:

I. **Statement of Purpose and Authority**:

This Emergency Freeze Response Policy (EFRP), is designed to describe how TTUHSC El Paso will mobilize its resources to engage and manage freeze damage, which may threaten the safety of the campus population or property. This HSCEP OP will be implemented in its entirety or in appropriate portions effectively.

II. **Policy Development, Maintenance and Execution:**

The Managing Director of FSS of TTUHSC El Paso or designee, in his/her appointed capacity is responsible for the EFRP. The Managing Director will maintain administration informed as part of the Campus Emergency Operations Policy and work with Texas Tech El Paso Police Department (TTEPPD) and Safety Services for the implementation of this policy.

III. **When Freeze is Imminent**:

A. Managing Director of FSS shall be responsible for:

1. Designating a “weather watcher” to monitor conditions, using the National Weather Service or an equivalent one.

2. Implement procedures, and organize a trained EFRT.

3. Have supplies on hand, including; tarpaulins, steam hoses, heaters, antifreeze supplies for cooling systems, shovels, snow blowers, salt/sand and warm clothing for operating crews.

4. Make sure snow removal equipment is functional.

5. Check portable heaters and ensure interlocks are operational.

6. Set-up priorities for steam usage to keep critical equipment in operation, and

provide adequate steam- tracking system.

7. Check and drain idle equipment completely.

8. Check and drain all equipment that carries water or is susceptible to condensation or freezing, including instrument air lines.

9. Check dry-pipe automatic sprinkler system.

10. Provide adequate antifreeze solution to water cooled equipment.

11. Check and monitor fire suppression systems.

B. Department of Safety Services shall be responsible for:

1. Providing an “on-call” safety officer twenty-four hours a day, seven days a week;

2. Responding in a timely manner with appropriate action to control, ensure the safety of respondents, and recover from the freeze;

3. Contacting remediation contractors if damaged building materials need to be removed or dried and disinfected or when the freeze water is hazardous or bio-hazardous.

4. Declaring affected areas safe for re-occupancy; and

5. Reviewing and amending the FERP.

C. TTEPPD shall be responsible for:

1. Notifying the “on-call” 24/7 maintenance personnel and advising them of building equipment that has suffered freeze.

2. Notifying “on-call” safety officer and advise of the building that has been exposed to freeze.

3. Notifying the campus administration in the event of a severe weather alert.

4. Initiating an evacuation of an area or building by orders of the president or designee, in his appointed capacity, as director of emergency operations.

5. Securing the area to prevent access to unauthorized personnel.

IV **After Freeze Procedures**:

As soon as possible after the freeze, the EFRT will begin to evaluate the affected area(s) and start the recovery process.

A. Begin drying equipment and dehumidify areas of critical importance.

B. Check, clean and test all equipment that was exposed to freeze before restarting it.

C. Ensure fire protection system is fully operational.

D. Check freeze buildings for structural stability before allowing anyone to enter the building.

E. Check building for any spilled chemicals; flammables, contaminants, hazardous materials.

F. Before removing any freeze water, check that water is not contaminated with any hazardous materials.

G. Check for wet and damp areas, take humidity readings, dry and dehumidify them.

H. Review of freeze issues on campus and create proposals for repairs and corrections.

V. **Time-line to follow before freeze weather comes**:

A. 72 Hours:

- Check to see that all windows are weather tight and that all window seals are in good condition. Apply sealant as deemed necessary.
- Replace insulation if damaged.
- Check that equipment has antifreeze.
- Test and ensure all heaters are working properly.
- Check heating equipment to make sure it can maintain building temperature above 40 degrees F (4 degrees C).

B. 48 Hours:

- Have salt/sand ready and start placing on sidewalks and parking lots before freeze occurs.
- Evacuate all non-essential personnel from buildings.

C. 24 Hours:

- Ensure that department essential personnel are readily available during the next 24 hours and ask that they be on standby. (see attachment “A”)
- Shut-off utilities necessary from buildings; electricity, water and gas.

Facilities Operations & Maintenance
Essential Personnel Designation by Position
(Attachment A)

- Managing Director of Facilities Support Services
- Senior Director of Operations & Maintenance
- Electrical Supervisor
- Custodial Supervisor
- Special Systems Supervisor
- Mechanical Supervisor
- Construction & Grounds Supervisor