

Tarrant County College

Inclement Weather Annex

APPROVAL & IMPLEMENTATION

Inclement Weather Annex

Vice Chancellor for Administration and General Counsel

Date

INCLEMENT WEATHER ANNEX

I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish inclement weather requirements for monitoring and dissemination of notifications. This annex is applicable to the Department of Safety & Emergency Management and personnel assigned functional responsibilities.

III. EXPLANATION OF TERMS

A. Acronyms

EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
IS	Independent Study (FEMA)
NIMS	National Incident Management System
NWS	National Weather Service
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SPC	Storm Prediction Center
TCC	Tarrant County College

B. Definitions

Downburst	A sudden rush of cool air toward ground that can impact with speeds over 70 mph and produce damage similar to that of a tornado. It usually occurs near the leading edge of the storm and may occur in heavy rain. May be referred to as microburst or macro burst.
Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Flash Flood	A flood that occurs suddenly during or shortly following heavy rain or from a sudden release of water as in a dam break. Small streams and creeks usually react the fastest to heavy rain and rise several feet in hours or even minutes.
Freezing Rain	Rain that falls onto a surface with a temperature at or below freezing.
Funnel Cloud	A funnel-shaped cloud extending from a towering cumulus or thunderstorm. It is associated with a rotating column

	of air that has condensed to form a cloud. It is not in contact the ground.
My TCC alerts	The official branded Emergency Notification System for Tarrant County College District.
NWSChat	An instant messaging system utilized by NWS operational personnel to share critical warning decision expertise and other types of significant weather information essential to the NWS's mission of saving lives and property.
Severe Thunderstorm	A thunderstorm producing damaging winds or winds greater than 58 mph and/or hail 1 inch or greater in diameter.
Sleet	Ice pellets or granules of frozen rain. Sleet occurs when rain falls into a layer of air with temperatures below freezing. Sleet usually bounces when hitting a surface and does not stick, but can accumulate on roadways, creating a hazard to motorists.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
Tornado	A violently rotating column of air in contact with the ground and extending to the thunderstorm base, often seen extending from near the wall cloud. Its size may range from a few yards across to a mile wide.
Weather Advisories	An advisory is issued for weather that is expected to be a disruption to the normal routine and an inconvenience, but it is not expected to be life-threatening. Advisories may be issued for wind, snow, sleet and freezing rain, among other things. Lead-times are generally 6 to 12 hours.
Weather Warning	The hazard (severe thunderstorm, tornado, flash flood, winter storm, etc.) is imminent. The probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices such as Doppler radar. Lead-times for thunderstorm type events are generally 30 minutes or less. Lead-times for winter storms and river floods may up to 24 hours.
Weather Watches	Meteorologists have determined that conditions appear right for the development of the hazard. Watches generally cover larger areas than warnings. In the case of thunderstorms, less than 30% of the watch area may experience the hazard. However, with larger storms, such as winter storms, the entire watch area may be affected. Severe thunderstorm and tornado watches are usually issued 1 to 3 hours before the event begins. With flash floods, lead-times may be 3 to 12 hours. For winter storm watches, lead-times are usually 12 to 36 hours.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Weather related incidents have a high probability of impact to the District. The District must address this hazard to aid in mitigating impacts and expediting disaster response and recovery.

B. Assumptions

The District makes the following planning assumptions:

- Hazardous weather often has little to no lead time for warning.
- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

V. CONCEPT OF OPERATIONS

A. General

1. The Department of Safety & Emergency Management have the primary responsibility for monitoring and alerting of potential inclement weather threatening the District.

The NWS disseminates weather forecasts, watches, and warnings via the National Oceanic and Atmospheric Administration (NOAA) Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. NWS watches and warnings are transmitted to the State Operations Center (SOC). The SOC, as the State Warning Point, retransmits these weather messages to communities, including the TCC Police Communications Center, by the Texas Law Enforcement Telecommunications System and SOC e-mail distribution network. Some of the weather messages that are provided are:

- a. Flood and flash flood watches and warnings.
 - b. Severe weather watches and warnings.
 - c. Tornado watches and warnings.
 - d. Winter weather watches, warnings, and advisories.
2. Department of Safety & Emergency Management personnel will monitor for potential severe weather and warnings by the following means:
 - a. NWSChat
 - b. Regional NWS briefings
 - c. SOC Conference Calls
 - d. Television
 - e. Emergency Alert System
 - f. Amateur Radio Transceiver
 - g. Weather Radar accessible through wired internet, wireless cellular internet, and broadcast media.
 3. Monitoring established communications channels for warning reception, as outlined in the Warning Annex, published under a separate cover, will be conducted in the EOC to initiate warnings and direct protective actions.
 4. The National Weather Service will issue watches and warnings to the public and local emergency response agencies as conditions dictate and these messages will be formatted for distribution through the TCC emergency notification system.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Register appropriate personnel for NWSChat access.
- b. Ensure EOC equipment used for monitoring are operational.

2. Preparedness

- a. Review and update this Inclement Weather Annex
- b. Develop procedures that are documented and implemented through operating instructions.
- c. Ensure all personnel are trained on the NWSChat, amateur radio, weather radar patterns, BRG Emergency Messaging Clocks, Alertus, and associated apps.

3. Response

- a. Actively monitor potential inclement weather systems.
- b. Coordinate monitoring with Assistant Police Chief and/or Administrative Lieutenant.
- c. Activate appropriate emergency notification systems upon approval from the Vice Chancellor for Administration & General Counsel.
- d. Continue to monitor the situation and provide updates as necessary.

4. Recovery

- a. Coordinate damage assessment efforts and reports.
- b. Report damages to District officials.
- c. Report damages to NWS and Tarrant County Office of Emergency Management.

VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. General

1. The Department of Safety & Emergency Management has primary responsibility for monitoring inclement weather and initiate appropriate warnings to the District community upon approval.

B. Task Assignments

1. The Director of Emergency Management will:
 - a. Be responsible for all activities enumerated in this annex in Section V.B, Activities by Phases of Emergency Management.
 - b. Shall maintain this Inclement Weather Annex in accordance with the basic plan.
 - c. Shall visit the local National Weather Service Forecast Office in Ft. Worth at least once every year or attend the annual NWS regional workshop.
 - d. Ensure inclement weather monitoring procedures are developed.
 - e. Ensure appropriate template messages are created in the emergency notification systems.
 - f. Ensure the amateur radio in the EOC is tuned to the appropriate channels for Tarrant County RACES and Spotter Network reporting.

VII. DIRECTION AND CONTROL

A. General

1. The Vice Chancellor for Administration & General Counsel establishes general policies for emergency management.
2. The Director of Emergency Management is under the supervision of the Associate Vice Chancellor for Administration & General Counsel and is directly responsible for the District's inclement weather readiness.
3. Personnel are responsible for knowing and following the procedures outlined in this annex.
4. During inclement weather situations, monitoring and coordinating of information will occur from the EOC as much as possible.

B. Continuity of Government

The Department of Safety & Emergency Management shall establish a line of succession for duty personnel.

VIII. READINESS LEVELS

A. Readiness Level IV - Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III - Increased Readiness

1. Alert duty personnel.
2. Check readiness of all equipment and facilities and correct any deficiencies.

C. Readiness Level II - High Readiness

1. Alert District officials for possible inclement weather.
2. Monitor inclement weather for possible issuance of warning or alerts.

D. Readiness Level 1 - Maximum Readiness

1. Active monitoring and advising of District officials.
2. Prepare for extended hours.

IX. ADMINISTRATION AND SUPPORT

A. Facilities and Equipment

Maintain operational readiness of the EOC and essential equipment.

B. Maintenance of Records.

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Support

If requirements exceed the capability of local communications resources, the Chancellor will request support from nearby jurisdictions or state resources from the Disaster District.

X. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Director of Emergency Management will be responsible for maintaining this annex.

B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

APENDICES

Winter Weather Appendix