
	<b>BRANDEIS UNIVERSITY POLICE DEPARTMENT</b> <b>WINTER STORM AND WEATHER RESPONSE</b>	
<b>Policy Number:</b>	<b>PAGE: 1 of 3</b>	
<b>Policy Type:</b>	<b>PUBLIC SAFETY GUIDE</b>	
<b>Issue Date:</b> 2.1.23 <b>Next Review Date:</b> 12.1.25 <b>Last Review Date:</b> 12.1.24 <b>Revised:</b> 3.4.25	<b>Issuing Authority:</b>  <b>Chief Matthew T. Rushton</b>	
<b>Accreditation Standards (6<sup>th</sup> Edition)</b> <ul style="list-style-type: none"> <li>• New</li> <li>• Revised</li> <li>• Amended</li> </ul>		

**Storm with Advanced Warning:** The university, under the direction of the AVP of Public Safety, will convene a snow meeting to discuss individual departmental preparedness/planning including decisions around early dismissals, late starts, or other operational changes of the university, etc. The VP of Operations will announce the final outcome.

Detailed planning will be shared with Public Safety staff. This will include Facilities Services' snow removal operations plans and other logistical concerns/considerations affecting campus operations.

In some cases, such as significant storms, we may reserve rooms from UE for the storm's duration from the Lodge (Police Captain to coordinate).

**Expected Conditions:** In some cases, based on weather conditions, Facilities Services Grounds may decide to "pre-treat" roadways, main sidewalks, and parking lots before the close of the day (typically 3:00 pm) in anticipation of small amounts of snow or anticipated ice conditions. This information will be shared with the [weather-group@brandeis.edu](mailto:weather-group@brandeis.edu) email by the end of the day.

**Unexpected Condition Changes:** Snow and unexpected ice conditions (such as snow squalls or weather drastically different than forecasted) may result in Public Safety having to notify the Grounds Manager (Chris Gould, 978-793-1031). Before calling, Public Safety staff will do the following:

**Reporting Process:**

1. If reported to the department by a community member or police officer, assess the area in question and review the campus conditions prior to calling. Minimal snow and ice,

such as daytime melting or puddles that have frozen over, in most cases, can wait till the morning. Simply send an update to the [weather-group@brandeis.edu](mailto:weather-group@brandeis.edu) email. Grounds will address the areas in the morning (typically by 7:00 am before our business day).

2. In order to assess the campus, the supervisor will break up the campus into two components;
  - a. **Roadways/Parking Lots:** conduct a quick review of our roadways covered with snow and ice. Is there minimal icing or snow, where conditions based on campus activities wait until the next business day (typically 7:00 am).
  - b. **Walkways/Doorways:** conduct a quick review, is there extensive ice or potentially blocked door exits based on snow or ice?
  - c. **Note Locations** - provide areas where you have noticed slippery areas e.g. Loop Road, the sidewalk in front of Usdan, the Spingold parking lot.
3. Storms can come on rapidly and increase unexpectedly in intensity. In such situations, during non-business hours, department members should monitor their emails for winter weather advisories and conduct frequent checks of the roadways/parking lots and walkways/doorways.
4. After completing the assessment, where the community's safety is at potential risk and the **conditions need immediate attention** or are expected to worsen throughout the night/day, the **shift supervisor should contact the Grounds Manager** directly and provide this information.

**Note:** If after 15 min of calling and leaving a message you can't reach the Grounds Manager, call the Facilities Services Director, Kabel, at 757-846-6912. This should be logged as an incident in CAD and whether or not Grounds will respond.

5. If there are just a few isolated areas (primarily sidewalks around doorways), you may contact the staff members below to throw out some ice melt instead of dispatching the grounds/snow team.

Name	Days Available	Times Available	How to contact them
Victor Lima (night supervisor)	Friday Thru Tuesday	Mon/Tue/Fri - 3 pm-11:00 pm Sat/Sun - 8 am-4 pm	Via Radio

Head Custodian (2 different employees)	7 days a week	3 pm-12 pm	Via Radio "Head Custodian"
Event Custodian (Will likely be assigned to events)	Based on event	Based on event	In-person only

***\*Crews can take up to two hours to get on campus, which may be longer depending on road conditions at the time of the request.***

### **Public Safety Readiness**

1. Shifts are responsible for maintaining all cruisers in a state of operational readiness, even when not actively assigned or in use. This is particularly critical during large or prolonged storms.
2. All cruisers must remain in the department's designated lot and shall not be relocated to the Sawyer Street parking garage.
3. Each shift must contact Grounds at least once while they are on campus to request plowing of the lot. Grounds requires a **minimum 30-minute notice** before plowing, and all cruisers must be removed from the lot during this time.

Public Safety, Emergency Management, and Facilities Services will review this policy annually as part of the inclement weather review.