

	<b>PVAMU PARKING DEPARTMENT</b>	
	<b>Policy 06- Hurricane Severe Weather Operation</b>	
	<b><u>Effective Date:</u></b> May 1 <sup>st</sup> , 2022	<b><u>Replaces:</u></b> NEW
	<hr/> <b>Associate Vice President of Public Safety</b>	
	<b><u>Reference:</u></b>	

**I. Purpose**

The purpose of the policy is to define steps taken to safely shut down and restart operations before and after a hurricane/severe weather event. For purposes of this policy, parking staff are considered essential.

**II. Day prior to the Hurricane/Weather Event**

**Parking Enforcement Officers shall:**

- A. Secure and tie down all equipment located in the designated Parking Storage Area, including barriers, cones, and other outside equipment.
- B. Remove all gate arms and power down the systems to prevent damage. Gate arms will be relocated to the designated Parking Storage Area.
- C. Ensure that all vehicle and generator fuel levels are full.
- D. Test generators with an equipment load.
- E. Roll up all covers for golf carts to minimize wind damage.
- F. Turn off all office computers, printers, etc.

**III. Return from Hurricane/Weather Event**

**Parking Enforcement Officers shall:**

- A. Inventory all equipment and check for damage. Report all equipment damage to the Parking Supervisor and Parking Manager in writing.
- B. Restore power on all gates, ensure connectivity to the system, reinstall gate arms and check functionality.
- C. Check areas of responsibility for damage to any state property and report damages to the Parking Supervisor and Parking Manager in writing.
- D. Restore all equipment, including portable barriers and cones, to their original locations and ensure functionality.