

	PVAMU PARKING DEPARTMENT	
	Policy 07- Emergency Gate Operations	
	<u>Effective Date:</u> May 1 st ,2022	<u>Replaces:</u> NEW
	<hr/> Associate Vice President of Public Safety	
	<u>Reference:</u>	

I. Purpose

The purpose of the policy is to define what actions are to be taken by the Parking Department during outages. This policy addresses whenever the gates are not operational due to a power interruption.

II. Normal Operating Hours

Normal operating hours are defined as Monday-Friday (except University holidays) 0700-1900.

- A. If there is a power outage or a call for service
 1. Police communications will dispatch a PEO to the gate or gates affected to manually raise the gate until the power comes back on.
 2. Dispatch will enter the time in the daily duty log.
 3. Once the system powers up, the PEO will reset the controller and ensure proper operation of the gate.
 4. Supervisor sends out PEOs to search their patrol zones and report back any issues or abnormalities.
 5. PEO will report back to the dispatch and supervisor and dispatch will close out the daily duty log entry.
- B. If there is a power outage due to weather
 1. Upon notification of bad weather, Supervisor will contact all PEOs and order them to shelter at the nearest safe shelter until the weather event is over.
 2. Upon termination of a weather event, the Supervisor shall send out PEOs to search their assigned patrol zones to repair and report back any issues found in their assigned patrol zone.

III. Night, Weekends, and Holidays

Nights are defined as those hours between 1900-0700 Monday-Friday. Weekends and Holidays are defined by the University calendar.

- A. The Parking Supervisor may assign a PEO to be on call for a time period as defined by the Parking Supervisor (daily or weekly).
- B. The Parking Supervisor will coordinate with the Parking Manager for coverage.
- C. This on-call PEO may conduct repairs or raise the gates upon notification by the Supervisor.
- D. The on-call PEO shall be paid overtime at the rate of not less than two hours for conducting a service call.
- E. If for any reason, the on-call PEO is not available, that PEO must immediately contact the Parking Supervisor, who will make arrangements for coverage.