

SAFETY PROGRAM/RISK MANAGEMENT
EMERGENCY PLANS

CKC7
(REGULATION)

EMERGENCY
WEATHER WATCH
PROGRAM

TRANSPORTATION
SERVICES

INITIAL INSPECTION
OF ASSIGNED
AREAS

AUTHORITY TO
INITIATE

1. Training and familiarizing activities for the emergency weather-watch program include the following:
 - a. The Transportation Emergency Response Coordinator (TERC), alternate TERC, transportation dispatchers, bus terminal managers, emergency weather watchers, and alternate emergency weather watchers are required to be familiar with this regulation and other documents that address weather-related closing or delayed opening of District buildings. See References (a), (b), (c), (d), (e), (f), (g), (h), and (i). These personnel must keep copies of References (a), (b), (c), (d), (e), (f), (g), and (h); other related information; and emergency contact numbers at their homes for use in case of emergency. Each of the listed persons is trained on these procedures so he or she will be ready to assume the duties described in this regulation.
 - b. When emergency weather watchers first receive their assignments, they should review the assigned primary patrol responsibility and contact the appropriate regional office to determine critical locations to inspect in high water or icy conditions. Emergency weather watchers also determine other areas of concern during inspection of their areas and make notes for use in times of emergency. Emergency weather watchers submit a copy of the report to the TERC, who forwards a copy to the risk manager.
2. In accordance with References (a), (b), and (c), any member of the School Closing Executive Council (SCEC) may initiate the emergency weather-watch program. Transportation Services procedures for the emergency weather-watch program are as follows:
 - a. If the emergency weather-watch program is initiated, the Houston Independent School District (HISD) Police on-duty supervisor contacts the TERC. The TERC collects information about the extent and nature of the emergency, based on current conditions, including whether the conditions are limited to specific regions within HISD. After the nature and extent of the emergency have been determined, the TERC activates Transportation Emergency Response (TER) members by notifying all terminal managers, or, if contact cannot be made, their designees. TER members are the emergency weather watchers for Transportation Services, and terminal managers are responsible for the areas designated by the

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TERC. Each emergency weather watcher designated by a terminal manager makes frequent reports to his or her assigned terminal. These reports are forwarded to the transportation emergency response command center. General duties for emergency weather watchers from all areas are described in Reference (b).

FOLLOW-UP
ACTIVITIES

- b. The TERC maintains a log of events and activities during an inclement weather emergency and prepares a report that includes areas of concern and suggestions to improve the emergency response procedures. The post-incident report should be completed and submitted to the chief business operations officer and the risk manager within ten business days of the incident.

CONSULTATION

3. This regulation does not require consultation.

MAINTENANCE
RESPONSIBILITY

4. The assistant superintendent, Transportation Services, is responsible for maintenance of this regulation.

REFERENCES:

- (a) CKC10(REGULATION)
 - (b) CKC2(REGULATION)
 - (c) CKC3(REGULATION)
 - (d) CKC4(REGULATION)
 - (e) CKC5(REGULATION)
 - (f) CKC6(REGULATION)
 - (g) CKC8(REGULATION)
 - (h) CKC9(REGULATION)
 - (i) Emergency Preparedness Plan
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