

## **Operational Requirements – Significant High Winds**

In the event of a predicted and actual significant High Wind event, the following initial actions and follow up arrangements should be instigated at the operational responsive level.

The trigger point will be via security who will receive Met office notification of such an event and will need to start the process when an Amber or Red alert are announced.

Initially security will notify the following persons informing them of a likely weather event outside of core hours, during core hours normal reporting and attendance will be followed:

- On call out of hours manager
- Landscape and Grounds Supervisor

### **Monitoring – early action**

Security will monitor the level of high wind predictions and when this is considered significant they will initially undertake a sweep of the campus checking for structures that have broken on buildings, temporary structures and any fallen or broken trees/limbs. This sweep is to be recorded by security staff. Any significant issues found will be reported to the on-call manager who will call out people as appropriate. The Landscape and Grounds supervisor will also be contacted in the case of fallen or broken trees so that they can be made safe. If possible, security will close the area creating a diversion away from the problem and make the site safe until any rectification works have been completed.

### **Ongoing Action**

Security along with the on-call manager and where appropriate the Landscape and Grounds supervisor will monitor the situation. At this stage, it is about making structures and or trees safe. A continuous monitoring of the campus by security is crucial during any high wind events and where winds exceed 30mph regular site surveillance by security should be made to ensure structures including marquees and tress are safe.

### **Follow on Action**

The next working day the on-call manager and or Landscape and Grounds supervisor will arrange through maintenance and any external contractors to inspect all roof areas along with any damage to buildings, structures and trees and set about any clear up and repairs. If high winds prevail, any roof work should be avoided unless there are real H&S concerns that that cannot wait.

In the event of further predicted high winds, this should be kept under continuous monitoring by security and maintenance with interventions identified above being repeated if required.

### **Communication**

Security will ensure that the following information is passed on as required to SMT, ECS and Transport and Travel team.

- Any significant structural damage to buildings or temporary structures
- Any issues with fallen trees or tree limbs
- Any road or pathway diversions that are in place

***Note:- this operational process does not replace the University's "Adverse Weather Procedures".***

