

Hazardous Winter Weather Closure and Snow Plan

Revised: October, 2018

This plan is an annex to the Cheyenne / Laramie County Emergency Response Plan

Purpose:

This annex outlines the response by local government to severe winter weather conditions effecting the operations of government offices. The plan outlines late openings / delayed start, early closure and full closures of government offices.

The plan also provides safety information about winter weather hazards and information you may need to survive severe winter weather.

This plan affects the City of Cheyenne, and Laramie County. The plan does not affect Laramie County School District 2.

Objective:

Unified Statement of those involved in the planning process:

“School and government closure decisions due to inclement weather are not taken lightly. They are made as a cooperative effort between the City of Cheyenne, Laramie County, State of Wyoming, F.E. Warren Air Force Base and Laramie County School District 1.

If roads are passable and open, we will make every attempt to be open for business. However, individual patrons must make the ultimate decision about whether to travel to work or school based on their comfort level.

Closure decisions are made based on a variety of factors. These include reports from the National Weather Service, firsthand accounts from personnel working on clearing sidewalks, streets and parking lots and discussions between the entities regarding city wide ramifications of a shutdown.”

This plan prioritizes safety. It can be implemented by both public and private organizations. The plan is a coordinated process between agencies to assess threatening weather and allow employees and citizens to determine the safest response to inclement weather.

The responsibility for your safety lies with you. You must determine if travel to and from work is safe for you. Preparedness and planning for winter storms are key parts to your safety and survival.

Process:

Laramie County is divided in to three (3) areas closing in on the City of Cheyenne. (See map). Closures are determined by road and weather conditions affecting the area. Area 3, furthest away from Cheyenne is divided in to 2 parts, east and west and separated by I-25. Closer in is county area 2. Area 1 is within the city limits of Cheyenne and is consistent with the boundary closures of LCSD # 1.

As severe weather approaches and conditions worsen a level 3 closure will be placed in to effect. People living in area 3 (east or west) will be advised to go home and prepare shelter from the storm. Any persons working in area three are advised to move to their homes or shelter closer to interior areas.

As conditions deteriorate closures of level 2 and level 1 would follow.

Employees and supervisors should determine the area you live in (see map). If closures do not affect all three areas you must use employee leave / vacation time for any time away from work. If closures reach level 1, the government may pay the employee for time lost due to the closure. This may not affect all employees: contact your supervisor prior to leaving.

Employees having prior scheduled leave, vacation time or have requested sick leave may not receive inclement weather compensation for level 1 closure.

Essential employees: Employees required to work regardless of weather conditions are exempt from inclement weather leave.

Map Description

Area 1 boundaries:

West: I-25 with the exception of: 1) Warren Air Force Base: and 2) Western Hills Subdivision- west of I-25 and south of Brittany Drive.

North: North of Four Mile Road from I-25 on the west to Whitney Road (or the imaginary line extending Whitney road) on the east.

East and South: East of Whitney Road (or a line extending Whitney Road) to where it intersects with Four Mile Road on the north, and Speedway Drive (or a line extending Speedway Drive) on the south, and I-25 on the west, with the exception of: 1) Saddle Ridge subdivision: and 2) Archies Road and all roads intersecting Archies Road south of Pershing Blvd.

Area 2 Boundaries:

The Area outside of zone 1 and inside the following:

West: A line running north from the state line crossing Happy Jack Road at the landfill and Horse Creek road near county Road 215. The line extends north to a line intersecting with County Road 224, I-25 exit 25, Atlas Interchange

North: A line running from the west along County Road 224 to Road 124A. South on County Road 124A to a line consistent with County Road 222, east to County Road 140.

East: From County road 222 south along County Road 140 to the Colorado state line.

Area 3 Boundaries:

The area outside of zone 2 extending to the county and state lines.

Delayed Opening:

A delayed opening may occur if weather conditions are severe but will improve later in the morning or time is needed for snow removal in the downtown area prior to employees' arrival. A local media

notification will be sent delaying opening and a time to report to work will be given. Employee time may be compensated due to delayed closure.

Day Time Closures:

Day time closures will be called according to area. Likely, area 3 (east or west) will be closed first then moving closer in to area 2 and 1. Supervisors and employees may be notified of closures by several methods, email, social media and phone or in person. Media will be notified of building and program closures. Not all agencies / governments will close or may delay closing. If your agency does not close you are responsible for media notification. You will be advised to travel home and shelter the storm.

Overnight Closures:

Conditions may deteriorate rapidly over night causing more than one area to be closed. Local media will be advised of closers as soon as possible, the goal is to make this decision prior to 5:30 am. The areas of closure will be a part of the media release. You must determine the area in which you live and whether conditions are safe for you to travel to and from work.

Know the Difference

Winter Storm Outlook - Winter storm conditions are possible in the next 2 to 5 days.

Winter Weather Advisory - Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.

Winter Storm Watch - Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.

Winter Storm Warning - Life-threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately.

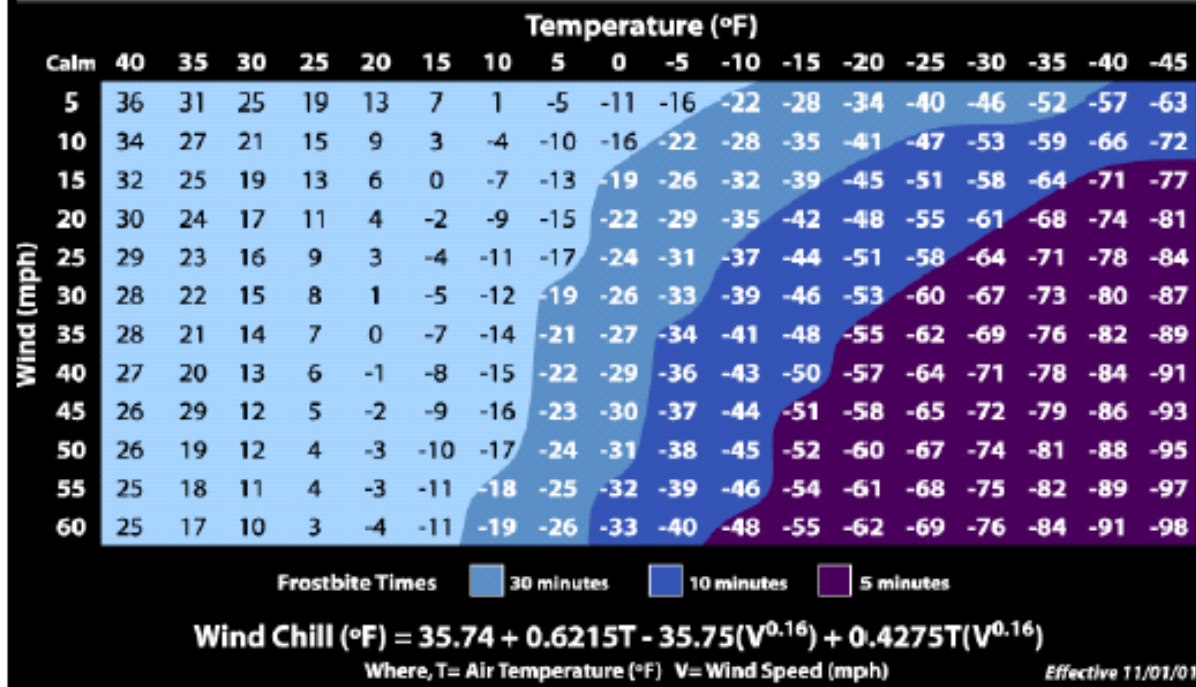
Winter Weather Safety

Frostbite and Hypothermia

Frostbite and hypothermia are cold-related emergencies that may quickly become life or limb threatening. Preventing cold-related emergencies includes not starting an activity in, on, or around cold water unless you know you can get help quickly in an emergency. Be aware of the wind chill. Dress appropriately and avoid staying in the cold too long. Wear a hat and gloves when appropriate with layers of clothing. Drink plenty of warm fluids or warm water but avoid caffeine and alcohol. Stay active to maintain body heat. Take frequent breaks from the cold. Avoid unnecessary exposure of any part of the body to the cold. Get out of the cold immediately if the signals of hypothermia or frostbite appear.



Wind Chill Chart



Five Winter Driving Tips

Every winter, people are injured or killed because they are unprepared or overconfident on snowy, icy roads. Even if you are a veteran driver from a Snow Belt state and don't give venturing out in a blizzard a second thought, keeping these safety tips fresh in your mind can keep you on the road and in control.

Make sure you and your car are properly equipped

Before you set out on a snowy trip, even if it's just a short drive to the grocery store, keep the following items in mind.

- Make sure that your car has ample antifreeze, the windshield is clean and you have plenty of windshield washer fluid.
- Check to make sure the headlights are clean and in working order.
- Verify that the tires have tread and are properly inflated.
- Have your battery tested, to avoid being stranded in the cold with a car that won't start.
- Equip your car with a flashlight and extra batteries, a first aid kit, warm clothes, and a blanket.
- Remember to have sunglasses in the car, as the glare of the sun off of snow and ice can be more intense in the winter than it is in the summer.
- Perhaps the most important of all: Remember your cell phone, so you can call in case of emergency.

Slow down and drive smoothly

Driving too quickly is the main cause of accidents in winter conditions. Even if you're driving an SUV or a four-wheel-drive vehicle, you cannot safely do 80 mph during a snowstorm. Regardless of your vehicle, how you drive can prevent accidents.

- Avoid abrupt acceleration, braking and unnecessary lane changes. These maneuvers can cause your vehicle to lose traction and can launch you into an uncontrollable skid, leading to a collision.
- Four-wheel-drive may help your vehicle get going in the slushy stuff, but it's of no use when you're trying to steer or safely stop on a slippery road surface.
- Be patient and accept the fact that it is going to take longer to arrive at your destination.

Do not tailgate

Tailgating often leads to accidents, especially if you are driving in stop-and-go traffic. You may think that the driver in front of you doing 35 mph on the freeway is going too slow and needs a reminder in the form of you riding their bumper, but doing so is dangerous.

- Be patient and stay well behind the driver in front of you until it's safe to pass.
- It is important to remember that it takes a much longer distance to stop your vehicle in the snow or ice due to the reduced traction, even with just a light covering on the road.
- Having to deal with a fender bender on a busy road in the snow is certainly something that you want to avoid, especially if other cars are sliding around as well.
- Many serious accident injuries come from a second impact from another car after a seemingly trivial collision.

Do not use cruise control

Driving with cruise control has become almost second nature. Sure, it prevents you from getting leg fatigue, keeps you from unwittingly speeding and is great on long trips, but driving with it on in winter conditions can be unsafe.

- If cruise control has become a staple of your driving habits, make a conscious effort to ensure that you are not using it in winter weather.
- Using cruise control in the snow, ice or even rain is dangerous because if your car hydroplanes or skids, the car can accelerate and spin the wheels, attempting to maintain a constant speed.
- If you hydroplane with cruise control on, it will be more likely that you lose control of your vehicle.

Pull over or stay home

Remember, there is no shame in making the logical decision to stay in when the conditions are bad. You may be late arriving to your destination, but arriving late in one piece is much better than the alternative.

- If you can postpone your trip, or if it is non-essential, stay in when the weather is really bad.
- If at any point during your trip you feel that the weather is too bad to continue driving, simply stay put.
- If you're out on the road, find a safe spot to pull over and wait until the weather passes or calms to the point where you feel comfortable driving again.
- If driving in bad weather conditions is fatiguing, switch drivers before you get tired.

Update the emergency kit in your vehicle with:

- **Shovel**
- **Ice scraper and small broom**
- **Flashlight**
- **Battery powered radio**
- **Extra batteries**
- **Water**
- **Snack food**
- **Extra hats, socks and mittens**
- **First aid kit and pocket knife**
- **Medication**
- **Blanket**
- **Tow chain or rope**
- **Booster cables**
- **Emergency flairs or flags**

Do not leave your vehicle if you become stuck. Keep the exhaust clear and run the vehicle when needed to stay warm.

This plan supersedes all previous weather plans and human resources policy pertaining to inclement weather.