



FACILITIES MANAGEMENT DEPARTMENT

POLICY: V: 03—Snow Removal and Application of Chemicals –Emergency Operations Plan

Procedure Review: Annually

DATED: November 2000

UPDATED: October 2018

APPROVED: Executive Director of Facilities and Construction

I. PURPOSE

The Facilities Management (FM) Department has primary responsibility of snow and ice control operations for James Madison University. This procedure establishes the operations, control, communication procedures and responsibilities for the department staff.

II. DEFINITIONS

- A. Emergency Operations Plan – A plan put into action when precipitation falling as snow, ice, or rain that freezes upon contact with campus grounds surfaces and the efforts necessary to keep campus vehicular and pedestrian traffic accessible.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Overall responsibility of implementation of this procedure.
- B. Directors, Assistant Directors, Managers and Supervisors - Responsible for the implementation of this procedure and ensuring FM employees involved in inclement weather have read and understood this procedure. Also responsible for the implementation of the Emergency Operations plan.
- C. Landscape Manager and Supervisors - Responsible for snow and ice removal operations. Landscape supervisors (or designees) shall be responsible for closely monitoring weather information and initiating operations as necessary.
- D. Employees – Responsible for the implementation of the Operations Emergency plan to ensure campus pedestrian walks, ramps, and roadways are accessible.

IV. PROCEDURE

- A. In accordance with the University Inclement Weather Policy (1309) and the Facilities Management Facilities Inspections During Sub-Freezing Weather Procedure (III:04), the FM snow and ice control operations will maintain a safe environment as possible during regularly scheduled operations of the university.

- B. The Landscaping department staff shall keep necessary equipment and materials staged for use during the season when snow and icing conditions are possible.
- C. When snow or icing conditions are predicted, employees assigned to snow and ice control crews will adjust working schedules to prepare equipment and begin initial salting or plowing as weather conditions require.
- D. Designated employees of FM shall be assigned responsibility for clearing steps, walks and ramps to university buildings.
- E. FM employees outside of the Landscaping department may be assigned as necessary for snow and ice control operations.
- F. Control and Communications
 - 1. Calls for snow/ice control services should be directed to the Work Control center at 8-6101. Work Control will relay requests for service directly to Landscaping Manager.
 - 2. Snow/ice control employees shall notify the Landscaping Manager/supervisors as they report to work. Employees shall also notify the Landscaping Manager/supervisors before leaving campus.
 - 3. The Facilities Director of Environmental Services shall keep Public Safety informed of the status of snow/ice emergency operations.
- G. The Landscaping Manager/supervisors of snow/ice control have the following additional responsibilities:
 - 1. Maintain overall control of operations through designated shifts.
 - 2. Organize essential employees into shifts for snow and ice control.
 - 3. Designate, identify, and prepare necessary materials and equipment.
 - 4. Provide necessary training for essential equipment operators.
 - 5. Maintain snow/ice control operations from building steps, walks, ramps and walkways.
- H. The following techniques and policies pertinent to snow/ice control operations are established:
 - 1. Chemicals:
 - a. Chemicals shall be the primary control and clearance technique for sleet or similar icing conditions too shallow to conduct plowing operations.
 - b. A season of recurring severe weather will dictate the use of sodium chloride as an immediate economy measure. Properly used, chemicals (calcium or sodium chloride) are highly effective in a variety of ice/snow melting applications.

2. Plowing will not be undertaken until the Landscaping Manager and Assistant Director of Environmental Services deems necessary. Normal traffic and/or chemicals will dissipate lesser amounts. Plowing of lower priority areas will be undertaken when employees and equipment are available.
 3. Stalled and parked vehicles. JMU Public Safety staff will be requested to arrange removal of any parked or stranded vehicle(s), which interferes with snow/ice control operations. Special coordination will be required to effect proper snow/ice control in parking lots.
- I. If weather forecasts predict a strong chance of snow during off-shift hours, employees shall be deemed essential and work assigned. If snow should begin to accumulate, the employees will contact the Landscaping Manager. The Landscaping manager then determines the appropriate action.
 - J. If snow or ice accumulates unexpectedly, JMU Public Safety will contact the Landscaping Manager.
 - K. The Assistant Director of Environmental Services and the Landscaping Manager will determine the proper equipment that will be used during a snow and/or ice event. Snow removal schedules will be adhered to as much as possible, but changing conditions may dictate variations and/or deviations.
 - L. If snow mounds need to be removed, snow will be moved to the South Main area, zone 6A and parking lot R8. These sites are able to handle the volume of snow. Snow pile removal priorities are:
 - a. Fire lanes
 - b. Fire-hydrants
 - c. Parking areas

V. INCLEMENT WEATHER CALL IN PROCEDURES

- A. Public Safety will call the Landscaping Manager
- B. The Landscaping Manager will contact the Assistant Director of Environmental Services and the garage supervisor, then report to campus.
- C. The Landscaping Manager/supervisors will call in employees upon determining conditions and evaluating needs.
- D. Essential employees are assigned areas and duties for snow and ice control efforts, or other inclement weather actions as needed.
- E. Employees will begin snow and ice control operations.
- F. Employees asked to stay on or near campus during periods of inclement weather will be provided:
 1. A hotel to rest/sleep after no more than 16 consecutive hours of service for CDL operators.

2. Other essential staff will have a time of rest/sleep at the discretion of the Landscaping Manager.
- G: Essential employees working a snow/inclement weather event will be compensated. Refer to policy I:28 Inclement Weather and Electronic Time and Attendance.
- H: If inclement weather causes the university to close, the Landscaping Manager will designate an individual with a current operator's license to drive a four-wheel drive vehicle. This individual will be dispatched through the JMU Public Safety dispatcher to assist with essential university transportation needs.