

---

---

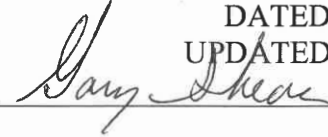
POLICY: V: 03—Snow Removal and Application of Chemicals –Emergency Operations Plan

Procedure Review: Annually

DATED: November 2000

UPDATED: October 2023

APPROVED: Executive Director of Facilities and Construction



---

---

I. PURPOSE

The Facilities Management (FM) Department has primary responsibility of snow and ice control operations for the 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 snow, ice, or freezing rain begins on campus ground surfaces and the efforts necessary to keep vehicular and pedestrian traffic accessible.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Overall responsibility of implementation of this procedure.
- B. Directors, Managers, and Supervisors - Responsible for the implementation of this procedure and ensuring FM employees involved in inclement weather understand this procedure.
- 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 university policy 1309: Closings, Class Cancelations and Exam Postponements Due to Inclement Weather or Emergencies and FM policy III:04 - Facilities Inspections During Sub-Freezing Weather procedure, the FM snow and ice control operations will sustain a safe environment as possible during regularly scheduled operations of the university.
- B. Landscaping staff shall keep necessary equipment and materials ready for use during the season when snow and icing conditions are forecasted.

- C. When snow or icing conditions are forecasted, 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 FM employees 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 staff 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 Director of Environmental Services shall keep campus police 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 management of operations through designated shifts.
  - 2. Organize essential employees into shifts for snow/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 Director of Environmental Services deems necessary. Normal traffic and/or chemicals will dissipate lesser amounts. Plowing of lower priority areas will be undertaken when staff and equipment are available.

3. Campus police 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 achieve 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, campus police will contact the Landscaping Manager.
- K. The Director of Environmental Services and the Landscaping Manager will determine the proper equipment to 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. Campus police will contact the Landscaping Manager
- B. The Landscaping Manager will contact the Director of Environmental Services and the Garage supervisor, then report to campus.
- C. The Landscaping Manager/supervisors will contact employees upon determining conditions and evaluating needs.
- D. Essential employees are assigned areas and duties for snow/ice control efforts, or other inclement weather actions as needed.
- E. Employees will begin snow/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 after no more than 16 consecutive hours of service for CDL operators.
  2. Other essential staff will have a time of rest 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 to assist with essential university transportation needs. This individual will be dispatched through the campus police dispatcher.