

SNOW REMOVAL POLICY



POLICY 02-05-02

Effective Date: 10/28/09

Date Last Revised: 11/21/11

The following are responsible for the accuracy of this information contained in this document:

Responsible Policy Administrator

Vice President for Administration

Responsible Department

Facilities Management

Contact

(508) 213-2424

Policy Statement

Facilities Management provides snow removal procedures that will facilitate safe travel and accessibility to the Nichols College Community. Our goal is to have all walks and roadways passable within a reasonable amount of time after the snowfall has ceased.

Reason for Policy

The primary focus of the Facilities Management snow removal plan is safety. The goal of the Snow Response Plan is to maximize the utilization of resources and enhance preparedness

Entities Affected By This Policy

- Nichols College Campus
- Nichols College Off Campus Properties

Scope

The Facilities Management Department utilizes the National Weather Service forecasts, local radio and television forecasts and Internet resources to prepare for snow events.

All essential personnel are made aware of the weather forecast and informed to be prepared in the event any snow materializes. All snow crew personnel are required to be available anytime snowfall accumulation is forecast.

A pre-storm equipment ready check is performed on all vehicles and equipment.

Facilities Management may cordon off selected areas to utilize for snow stockpiling and /or to increase maneuverability for larger equipment.

Two-way radios are available for snowplow operations.

All departments responsible for college owned vehicles ensure their vehicles are located in designated parking areas to comply with any possible weather related parking restrictions.

Contact information for staff, contractors, material suppliers and rental equipment vendors including hour's available and emergency contact numbers are updated and recorded.

To increase the efficient use of manpower, materials, equipment and to expedite the snow removal process, the Nichols College Public Safety Department may declare Snow Parking Restrictions, which prohibit parking in selected areas. Towing operations commence after reasonable notifications have been broadcast.

In the event of a significant storm, the Associate Vice President of Facilities Management communicates with the Office of Academic Affairs & the Office of Student Services in determining whether classes are delayed or cancelled. For the most up to date cancellation information refer to the Nichols College website or call the snow hotline at 508-213-2452.

Responsibilities

The Nichols College Snow Response Plan is initiated whenever a chance of snow is forecast. When crews are already on duty they are diverted from their regular assignments to begin snow removal operations. When snow begins after hours, the Nichols Public Safety Department contacts Facilities Management advising them of the current conditions. Facilities Management will then make the determination on when to call in employees to commence snow removal operations.

Procedures

The Nichols College Snow Response Plan is initiated whenever a chance of snow is forecast. When crews are already on duty they are diverted from their regular assignments to begin snow removal operations. When snow begins after hours, the Nichols Public Safety Department contacts Facilities Management advising them of the current conditions. Facilities Management will then make the determination on when to call in employees to commence snow removal operations.

During snow events, emergency snow response activities generally operate continuously until the snow accumulation has ended and all designated surfaces have been cleared and /or treated.

Priority 1- Main Roadways that provide for emergency access. These areas are kept clear at all times by continuous plowing throughout the storm.

Priority 2- Secondary roadways, parking lots, walkways, and known trouble areas. This stage is generally begun after the accumulation has stopped or at the discretion of the Department of Facilities Management.

Priority 3- All remaining roadways, parking lots, walkways, ADA curb cuts, equipment and heating fuel fill locations, fire hydrants, emergency call boxes and walk to roadway transition points (“step-off’s”). These areas are cleared after all priority one and two areas have been cleared and treated.

Designated lots and walkways are cleared immediately and streets are cleared curb-to-curb and treated with deicer and/or anti-skid material. However, when snowstorms present large accumulations of snow during a short period of time, plowing efforts may be concentrated on maintaining a minimum of one lane to keep access open. Once the accumulation rate has decreased, normal operation goes back into effect.

Intersections, hills, curves and any other traffic conflict points will be treated with deicer and/or anti-skid material with intermittent applications to keep areas in relatively safe driving conditions.

At any time, if an emergency situation arises; any and all resources may be diverted as needed to ensure clear passage for emergency vehicles. The Nichols Public Safety Department has constant communications with Facilities Management at all times.

The custodial staff clears and treats all stairs, handicap ramps and building entries out to any connecting sidewalks.

Depending on the severity and/or timing of the storm, private contractors may be required to support and accomplish necessary tasks.

Cleanup operations commence once the accumulation has ceased and all areas have been cleared of snow. The college's vehicles along with private contractor's equipment, if needed, are utilized to haul accumulated snow from pre-determined locations.

Additional parking bans may be employed at this time in an effort to clear all lots that were utilized for snow emergency parking.

Note:

The time required to remove snow from passageways depends on the following conditions:

Intensity of storm

- ❖ Duration of storm
- ❖ Temperature
- ❖ Time of day occurs
- ❖ Volume of traffic impeding snow removal operation

The primary snow removal crew is normally dispatched immediately after the snow begins to accumulate. They begin to plow and apply deicer and/or anti-skid material to all priority 1 area's. Limited sanding is done while precipitation is falling for the reason that any application is subsequently scraped away by plows.

Communication is vital in responding to weather events. All snow response personnel are equipped with radios to ensure constant communication with Facilities Management Supervisors, other plow operators, and the Nichols College Public Safety Department.