

**I. POLICY**

It is the policy of this college to maintain high standards of safety on campuses at all times. This is particularly true during the winter season when ice and snow is prevalent. When the college is open, campus walkways shall be kept free of ice and snow and maintained in a safe condition throughout the scheduled day. Snow and ice removal, when required, shall begin in time to assure that main walkways are clear and safe by the scheduled start of classes and/or business day.

Priority for snow and ice removal shall be:

- A. Primary campus walkways
- B. Campus access roads
- C. Parking lots

Facilities will be responsible for managing snow and ice abatement. Snow and ice removal will be conducted by a combination of college staff and outside contractors. Services of outside contractors will be secured before the winter season through a competitive bid process. The College's snow and ice response is set into motion by notification from the director of facilities, the college president, or their designee.

**II. NOTIFICATION**

During school hours, notification will be made directly to snow team personnel. After regular business hours, notification of the snow team will be via the snow team leader. The director of facilities or the snow team leader will be responsible for notifying outside contractors when needed. All personnel will respond to their assigned campuses when notified.

**III. PERSONNEL ASSIGNMENTS**

When snow and ice removal operations are required, facilities personnel will be coordinated by the snow team leader. Personnel should report to their assigned campus as soon as possible upon notification. If personnel are unable to reach their assigned campus, they must notify the snow team leader or Safety & Security as soon as possible. Snow and ice removal from overnight accumulations at branch campuses will be handled by assigned personnel. These assignments are based on the proximity of the campus to the employee, and are subject to reassignment as needs dictate. All other personnel will report to the Parkway campus.

**IV. ACTION PLAN**

During regular business hours, snow/ice removal teams will be implemented as needed. For overnight or weekend/holiday situations personnel will be notified to report to their assigned campuses. Snow and ice removal operations will proceed as follows:

- A. Clear main walkways from parking lots to entrances of buildings.
- B. Clear walkways connecting buildings.
- C. Clear campus roads. Outside contractors will be notified to clear roadways and parking areas of all campuses.

- D. Place ice melting compound on walkways as each area is cleared and place warning signs in slippery areas. Be sure that all handicap access areas are clear and deiced.
- E. Clear parking lots. The initial effort should be to clear pedestrian egress lanes leading to walkways. After pedestrian lanes are cleared, begin clearing overall parking areas.
- F. Assure that all storm drain grates in roadways and parking areas are clear to facilitate drainage.
- G. After initial snow/ice removal is complete, check each area every hour until walkways are completely clear and dry.

## V. RECORDS

The following information will be kept on record after each snow/ice event.

- A. A summary of campus conditions at the beginning of the snow/ice removal response.
- B. A summary of the official weather forecast for the next 24 hours. Include current temperature.
- C. Identify personnel and equipment available during operation.
- D. Record pertinent times:
  - 1. The time the operation began.
  - 2. The time that each specific area was cleared.
  - 3. Whether or not melting compound was applied.
  - 4. Time that operation was complete.
  - 5. Other important information as deemed necessary.
- E. Inspect walkways and parking areas during the day and record observations.
- F. List locations that warning signs were posted and at what times.
- G. Identify problems encountered and possible solutions to those problems.
- H. A summary of efforts to inform faculty, staff and students of hazardous conditions.

The person responsible for coordinating the removal efforts for the event will also be responsible for entering this information for all campuses. A copy will be provided to the Vice President of Business & Finance.

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Approved: Executive Council, March 4, 1991  
Editorial Changes, May 3, 1993, August 1, 1994  
Approved: President Allen G. Edwards, August 6, 2001  
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