

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

The Physical Plant 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.

II. NOTIFICATION

During school hours, notification will be made directly to Maintenance and Grounds personnel. After regular school hours notification will be made to the Safety & Security office on the Parkway Campus. The Safety & Security office will be responsible for paging appropriate maintenance and grounds personnel to notify them of the initiation of the response plan. The Snow Team Leader will be responsible for notifying outside contractors when needed. All personnel will respond to the page by returning a call to Safety & Security. The Safety & Security office will keep a record of responses including status of response, whether response was made and at what time. Safety & Security will keep the operations coordinator informed of responses from personnel.

III. PERSONNEL ASSIGNMENTS

When snow and ice removal operations are required, physical plant 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 Safety & Security as soon as possible.

Snow and ice removal from overnight accumulations at branch campuses will be handled by the following 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.

Maintenance personnel assigned to site campuses will be responsible for snow/ice removal at their perspective campuses.

IV. EQUIPMENT AND SUPPLIES

The following equipment and supplies will be positioned at the beginning of each winter season:

- A. Parkway Campus
 - 1. Six tons of rock salt/ice melting compound
 - 2. Ford 3910 tractor, equipped with broadcast spreader

3. Two mowers with sweeper attachments
4. Two portable broadcast spreaders
5. Snow shovels
6. Walk behind snow thrower
7. DANGER/ICE signs
8. Orange hazard cones

B. Branch campuses- each campus will be equipped as follows:

1. One to two tons of rock salt/ice melting compound
2. Portable broadcast spreader
3. Snow shovels
4. DANGER/ICE signs
5. Orange hazard cones

V. 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 HC 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.

VI. REPORTS

Prepare an after action report that summarizes the snow/ice removal activities, and submit to the Vice President of Business and Finance and the Director of Facilities.

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