

## A. Overview

The snow and ice response goal of the Facilities Department is to make all University streets, parking lots, sidewalks, stairwells, and Podium areas safe for pedestrians and accessible for vehicles during and after each winter storm. Variables such as the rate and total accumulation of ice and snow, moisture content, temperature, time of day or night, wind direction, and wind velocity will influence, and may, delay intended snow and ice control operations.

This Ice and Snow Response Guide is intended to provide a general overview of when the University will trigger special snow and ice removal procedures; how such resources are prioritized; and where/how to park when/if a “**Snow Emergency Parking Plan**” is activated.

The University community is reminded that additional caution is advised when using University facilities during the winter season because of the potential for hazardous conditions caused by snow, wind, and freezing temperatures. Vehicles should be properly equipped for winter driving; and motorists are encouraged to carry a shovel in the car as an added precaution during the winter months. Moreover, on icy and/or snowy days, PLEASE remember to park in areas that have already been addressed by Facilities staff.

## B. When Will the University Deploy Special Snow and Ice Clearing Resources?

The University’s snow and ice removal plans will be activated based on the most recent weather forecasts and will fall, generally, into one of the three categories of weather events explained below.

	<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>
<b>Snow level</b>	< 3” snow expected	3” – 10” snow expected	>10” snow expected
<b>Ice level</b>	None or minor	Sleet and freezing rain	Major ice storm
<b>Alternate parking for Snow Emergency?</b>	No.	Potentially.	Very likely.

<b>Actions to streets and roadways</b>	<ul style="list-style-type: none"> <li>Apply salt mixture where/when safety hazards are anticipated</li> <li>Salting and ice melt done from outset of hazardous conditions until point where snow plowing inevitable</li> </ul>	<ul style="list-style-type: none"> <li>All Physical Plant staff may be assigned to 24/7 coverage.</li> <li>Snow clearing may be directed as described in section C below.</li> <li>Special parking rules may be likely.</li> </ul>	<ul style="list-style-type: none"> <li>All Physical Plant staff may be assigned to 24/7 coverage.</li> <li>Snow clearing may be directed as described in section C below.</li> <li>Special parking rules are highly likely.</li> </ul>
<b>Actions to sidewalks</b>	<ul style="list-style-type: none"> <li>Ice melt mixture where/when safety hazards are anticipated.</li> <li>Sidewalk clearing begins when &gt; 1” accumulates</li> </ul>	<ul style="list-style-type: none"> <li>All Physical Plant staff may be assigned to 24/7 coverage.</li> <li>Snow clearing may be directed as described in section C below.</li> </ul>	<ul style="list-style-type: none"> <li>All Physical Plant staff may be assigned to 24/7 coverage.</li> <li>Snow clearing may be directed as described in section C below.</li> </ul>

## C. Prioritizing Snow Clearing Operations During Moderate and Major Events

Given the extensive campus infrastructure, the Facilities Department must properly prioritize its limited staff and resources during and after every snow event. Snow and ice clearing operations are divided into three phases, each focused on towards collective public safety as the highest priority. The first phase, during a snow event, focuses on clearing main roadways, parking lot entrances, and handicapped areas. The second phase, after the snow event when major accumulations have ceased, will begin clearing snow on secondary roadways, parking lots, sidewalks, and other areas. The third phase is the recovery phase, when fire hydrants are cleared, overhangs are addressed, etc. Greater detail on these priorities is provided below. *\*Please be advised that all third priority areas and all recovery actions will be addressed during our regular hours of operation.*

### I. DURING A SNOW EVENT

FIRST PRIORITY
University Drive/University Entrances
All major roadways
All interior roadways
Ambulance access roads
Fire lanes and disabled access areas
Building entrances
Visitor parking lots
State Street sidewalk (Alumni Quad)
Western Avenue sidewalk
Campus bus stops

SECOND PRIORITY
Heating plant, motor pool
Sidewalk: Freedom Quad to Podium
Parking lot access
Colonial and State Purple lots
Dutch Gold and Purple lots
Northwest Gold student parking lot
Podium West lot
Campus Center and Receiving docks access
Podium ramps and walkways
Entry Plaza access (Circle to Podium)
SEFCU Arena access

THIRD PRIORITY*
Fuller/Washington roundabout walks
Athletic Air Structure (The Bubble)

### II. AFTER A SNOW EVENT (major accumulations have ceased)

*Please note that snow blower operations may begin as early as 5 a.m. outside of residential quads.*

FIRST PRIORITY
First priority areas listed above
All Gold (student) lots
UPD parking lot
Podium and Quad priority stairs

THIRD PRIORITY*
Turf fields/athletic fields access
Secondary priority sidewalks
Interfaith Center
Special Permit parking areas
Purple Path

SECOND PRIORITY
SEFCU Arena parking lot
Priority sidewalks

### III. RECOVERY ACTIONS (after all snow has ended\*)

FIRST PRIORITY
Fire hydrants and stand pipe connections

THIRD PRIORITY*
Catch basins
Roof overhangs
Selected fields access

SECOND PRIORITY
Snow mound knockdowns
Secondary stairwells

#### **D. Snow Emergency Parking Plan**

After heavy snow events (typically, but not limited to, >10"), the Facilities Department, in conjunction with the departments listed below, may activate a "Snow Emergency Parking Plan" for designated parking areas on campus, providing an 8 hour minimum notice to the University community.

The Snow Emergency Parking Plan is a multi-phased plan to relocate cars to alternate locations. It is intended to provide a reasoned and coordinated University-wide response to clear and remove large amounts of snow in a prompt and efficient manner. Student, faculty, and staff will be directed to park in alternative places, as directed below.

#### **ACTIVATION OF SNOW EMERGENCY PARKING PLAN**

This procedure will be activated upon the recommendation of the Director of Physical Plant to the Associate VP for Facilities Management. The Director of Physical Plant will then inform the University Police Department (UPD), Residential Life, Parking Management, Human Resources, Media/Marketing, and Plant staff, as appropriate.

#### **COMMUNICATION OF SNOW EMERGENCY PARKING PLAN**

The University community will be informed of the Snow Emergency Parking Plan through regular updates of the Office of Parking and Mass Transit phone line (442-3121), [website\(albany.edu/pmts/\)](http://website(albany.edu/pmts/)), and Twitter feed ([@UAlbany\\_PMTS](https://twitter.com/UAlbany_PMTS)).

#### **VIOLATIONS OF SNOW EMERGENCY PARKING PLAN**

All vehicles that are not moved to designated parking lots will be ticketed and/or towed to other campus locations. Violators of this procedure will be responsible for towing and citation expenses.

#### **OVERNIGHT/RESIDENT PARKING DURING UNIVERSITY RECESS**

Please note that during a school recess (for example, winter intersession or spring break), all student cars left on campus with a valid resident student permit should be parked in the northernmost section of the State student parking lot.

#### **RESPONSIBILITIES DURING SNOW EMERGENCY PARKING PLAN**

- **University community** – students, faculty, and staff will be directed to park in alternative locations as directed below.
- **Facilities Department** – staff, shovels, and other equipment will be provided, as necessary and appropriate, to assist persons moving their vehicles to designated areas; staff and equipment will be provided, as necessary and appropriate, to clear lots; and management staff will notify UPD, Residential Life, and Parking Management of updated parking phases.
- **University Police Department** – staff and resources will be provided to enforce the relocation of vehicles to designated areas; and UPD will contact towing agencies to assist in the removal of vehicles as necessary.

- **Residential Life** – general information will be shared with all Residential Life staff and students regarding these Snow Emergency Parking Plan procedures; and Res Life will inform staff and students when the Snow Emergency Parking Plan is activated
- **Parking Management** – all vehicle ticketing will be suspended during the Snow Emergency Parking Plan; and Parking Management will help direct towing efforts, as necessary.
- **Human Resources Office** – publish procedures and meet with local unions, as necessary, to keep them up to date and informed of any changes to policies regarding the snow removal plan.

### WHERE TO PARK WHEN THE SNOW EMERGENCY PARKING PLAN IS ACTIVATED

The University community will be directed to park in alternate locations through a three phase plan intended to expedite snow clearing.

All vehicles should be moved as follows:

<p><b>PHASE 1</b> <i>Vehicles moved to:</i></p>	<p>Northwest Gold Colonial Purple State Purple Dutch Purple Dutch Gold (<b><i>south end</i></b>)</p>	<p>State Annex Podium West Visitors Lot P1 Visitors Lot P2 Liberty North Empire Commons North</p>
<p><b>PHASE 2</b> <i>Vehicles moved out of areas in Phase 1 and instead moved to:</i></p>	<p>State Gold Indian East Gold Dutch Gold (<b><i>north end</i></b>) Colonial Gold (A,B,&amp;C)</p>	<p>Freedom Gold (A,B,&amp;C) Grounds/UPD Parking SEFCU Gold Liberty South Empire Commons West &amp; South</p>
<p><b>PHASE 3</b> <i>Vehicles moved to:</i></p>	<p>Any cleared valid parking space</p>	