

# Snow Response Guide

## October 2008

### A. Overview

The goal of the Physical Plant 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 snowfall, 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 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 during a snow emergency**.

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 a added precaution during the winter months. Moreover, on snowy days, PLEASE remember to park in areas that have already been plowed.

### 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 falling, generally, into the three categories of weather event explained below.

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

Actions to streets and roadways	<ul style="list-style-type: none"> <li>• Apply salt mixture when safety hazards are anticipated</li> <li>• Salting 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 will be directed as described in section C below</li> <li>• Special parking rules are highly likely</li> </ul>
Actions to sidewalks	<ul style="list-style-type: none"> <li>• De-icer mixture when safety hazards are anticipated</li> <li>• Sidewalk plowing and sweeping 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 will 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 Physical Plant Department must properly prioritize its limited staff and resources during and after every snow event. Snow clearing operations are divided into three phases, each with an eye 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**

<b>FIRST PRIORITY</b>
University Drive/University Entrances
All major roadways
All interior roadways
Infirmary and Ambulance access road
Fire Lanes
Disabled access areas
Building Entrances
Visitor parking lots
State Street sidewalk (downtown)
Western Ave sidewalk (downtown)
Bus stops (RACC, Sci Lib, SS, Circle)

<b>SECOND PRIORITY</b>
Heating Plant, Motor Pool, Commissary
Sidewalk - Freedom Quad to Podium
Parking lot access
Colonial Purple Lot
State Purple Lot
Dutch Gold and Purple Lots
Podium West Lot
Campus Center access
Receiving Dock access
Podium ramp and walkway access
Entry Plaza Bus Access (Circle to Podium)
Athletic air structure (the Bubble)

<b>*THIRD PRIORITY</b>
SEFCU access

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

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

<b>FIRST PRIORITY</b>
Primary areas (listed above)
All Gold (student) parking lots
UPD parking lot
Podium and Quad priority stairwells
Fire Lanes
Disabled access areas
Building Entrances
Visitor parking lots
State Street sidewalk (downtown)
Western Ave sidewalk (downtown)
Bus stops (RACC, Sci Lib, SS, Circle)

<b>SECOND PRIORITY</b>
SEFCU Arena parking lot
Priority sidewalks

<b>*THIRD PRIORITY</b>
Turf fields/athletic field access
Secondary sidewalks
Chapel House
Special Permit parking areas

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

<b>FIRST PRIORITY</b>
Fire hydrants/standpipe connections

<b>SECOND PRIORITY</b>
Snow mound knockdown
Secondary stairwells

<b>THIRD PRIORITY</b>
Catch basins
Uptown roof overhangs
Indian Pond walkways

## D. Parking On-Campus During a Snow Emergency

After unusually heavy snow events (typically, but not limited to, >10"), the Physical Plant Department, in conjunction with the departments listed below, may activate a "Snow Emergency Parking Plan" for designated parking areas on campus.

The Snow Emergency Parking Plan is multi-phased plan to relocate cars to alternate locations. It is intended to provide a 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 University 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.

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) and web site.**

### VIOLATIONS OF SNOW EMERGENCY PARKING PLAN

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

### RESPONSIBILITIES DURING SNOW EMERGENCY PARKING PLAN

- **University community** – Students, faculty, and staff will be directed to park in alternative locations as directed below.
- **Plant 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 the Department 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; but Parking Management will help direct towing efforts, if necessary.
- **Human Resources Office** – Publish procedures and meet with local unions, as necessary, to keep them up to date and informed of any changes and 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 that is intended to expedite snow clearing.

Each phase of the plan will begin on 8:00 pm on the day the Snow Emergency Parking Plan is activated.

In the event of a snow emergency, no parking is permitted in special permit areas.

All vehicles should be moved as follows.

<b>PHASE 1</b> <i>Vehicles moved to:</i>	Colonial Purple State Purple Dutch Purple Dutch Gold	Podium West Visitors Lot P1 Visitors Lot P2
<b>PHASE 2</b> <i>Vehicles moved to:</i>	State Gold Indian East Gold Dutch Gold Colonial Gold (A,B,& C)	Northwest Gold Freedom Gold (A,B,&C) Grounds/UPD Parking SEFCU Gold
<b>PHASE 3</b> <i>Vehicles moved to:</i>	Any cleared valid parking space	

Please note that during a school recess, all student cars left on campus should be parked in the Northwest Gold lot.