

A. Overview

This Response Guide is intended to provide a general overview of Facilities Management procedures for Minor, Moderate and Major event categories that may trigger special procedures; and how resources are prioritized and where/how to park when/if a **“Snow Emergency Parking Plan”** is activated.

The snow and ice response goal of Facilities Management is to make all University streets, parking lots, sidewalks, stairwells, and Podium areas safe and accessible for pedestrians and vehicles during and after each winter storm. Variables such as the accumulation rate and total accumulation of snow and ice, moisture content, temperature, time of day or night, wind direction and velocity will all influence, and may, delay intended snow and ice response operations. Depending on the severity of the storm, vehicles and equipment engaged in snow and ice clearing may be in operation across campus for extended periods. Your cooperation when walking, driving or parking on campus is critical for getting the job done safely and in a timely manner.

The University community is reminded that additional caution is advised when on campus during the winter season because of the potential for hazardous conditions caused by snow, ice, wind, and freezing temperatures. Vehicles should be properly equipped for winter driving, motorists are encouraged to carry a shovel in the car and pedestrians are encouraged to wear adequate footwear that provides for added traction in snow and ice. Moreover, on icy and/or snowy days, PLEASE park in areas that have already been cleared to better enable Facilities Management to clear those areas that still need clearing.

Please note that snow blower operations may begin as early as 5:00 a.m. outside of residential quads

B. When Will the University Deploy Snow and Ice Response Resources?

The University’s snow and ice response plan will be activated based on one of the three categories below.

	MINOR	MODERATE	MAJOR
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"> Salt mixture applied where/when safety hazards are anticipated and at the outset of hazardous conditions until a point where snow plowing becomes necessary 	<ul style="list-style-type: none"> Storm response will be prioritized as outlined in Section C below Special parking rules may be likely. 	<ul style="list-style-type: none"> Storm response will be prioritized as outlined in Section C below Special parking rules are highly likely.

Actions to sidewalks	<ul style="list-style-type: none"> Ice melt mixture applied where/when safety hazards are anticipated. Sidewalk clearing begins when > 1" accumulates 	<ul style="list-style-type: none"> Storm response will be prioritized as outlined in Section C below 	<ul style="list-style-type: none"> Storm response will be prioritized as outlined in Section C below
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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 and ice event. Snow and ice clearing operations are prioritized into three phases. 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, focuses on clearing snow on secondary roadways, parking lots, sidewalks, and other areas. The third phase, after a snow event, focuses on clearing fire hydrants, overhangs, etc. Greater detail on these three phases and their associated priorities is provided below. **Please be advised that all third priority actions will be addressed during our regular hours of operation - 7:00 a.m. to 3:30 p.m.*

PHASE I – During a snow event

FIRST PRIORITY
University Drive/University Entrances
UPD parking lot
All major roadways
Uptown Campus interior roadways & sidewalks
Ambulance access roads
Fire lanes and disabled access areas
Building entrances
State Street sidewalk (Alumni Quad)
Western Avenue sidewalk DTC & Alumni Quad
All entrance steps to buildings
Parking lots (Alumni Quad & DTC)
Bus stops – Wash. Ave. East Entrance, Collins Circle, Broadview Arena, Social Science, Freedom Quad, Western Ave. Entrance, East side Fuller Rd.at Empire Commons, ETEC.

SECOND PRIORITY
Heating plant, motor pool
Tricentennial Drive Sidewalk
Parking lot access
Colonial and State Purple lots
Dutch Gold and Purple lots
Special Permit parking areas
Broadview Center parking lot
Podium West lot
Campus Center and Receiving docks access
Podium ramps and walkways
Entry Plaza access (Circle to Podium)
Alumni Quad and DTC interior walks
Broadview Center access
MSC Parking Lot
ETEC Parking Lot
Visitor Parking Lots

THIRD PRIORITY*
Fuller/Washington roundabout walks

PHASE II – After a snow event (major accumulations have ceased)

FIRST PRIORITY	THIRD PRIORITY*
First priority areas listed above	Turf fields/athletic fields access
All Gold (student) lots	Secondary priority sidewalks
Northwest Gold student parking lot	511 Building
State Annex	Remove Snow Piles for Draper Ct. Yard
Podium and Quad priority stairs	Purple Path
SECOND PRIORITY	
Priority sidewalks	

PHASE III – After a snow event (after all snow has ended*)

FIRST PRIORITY	THIRD PRIORITY*
Fire hydrants and stand pipe connections	Catch basins
SECOND PRIORITY	Roof overhangs
Snow mound knockdowns	Selected fields access
Secondary stairwells	

D. Snow Emergency Parking Plan

After heavy snow events (typically, but not limited to, >10”), Facilities Management, 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](http://www.albany.edu/parking-transit) (www.albany.edu/parking-transit)

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 Northwest Gold 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.

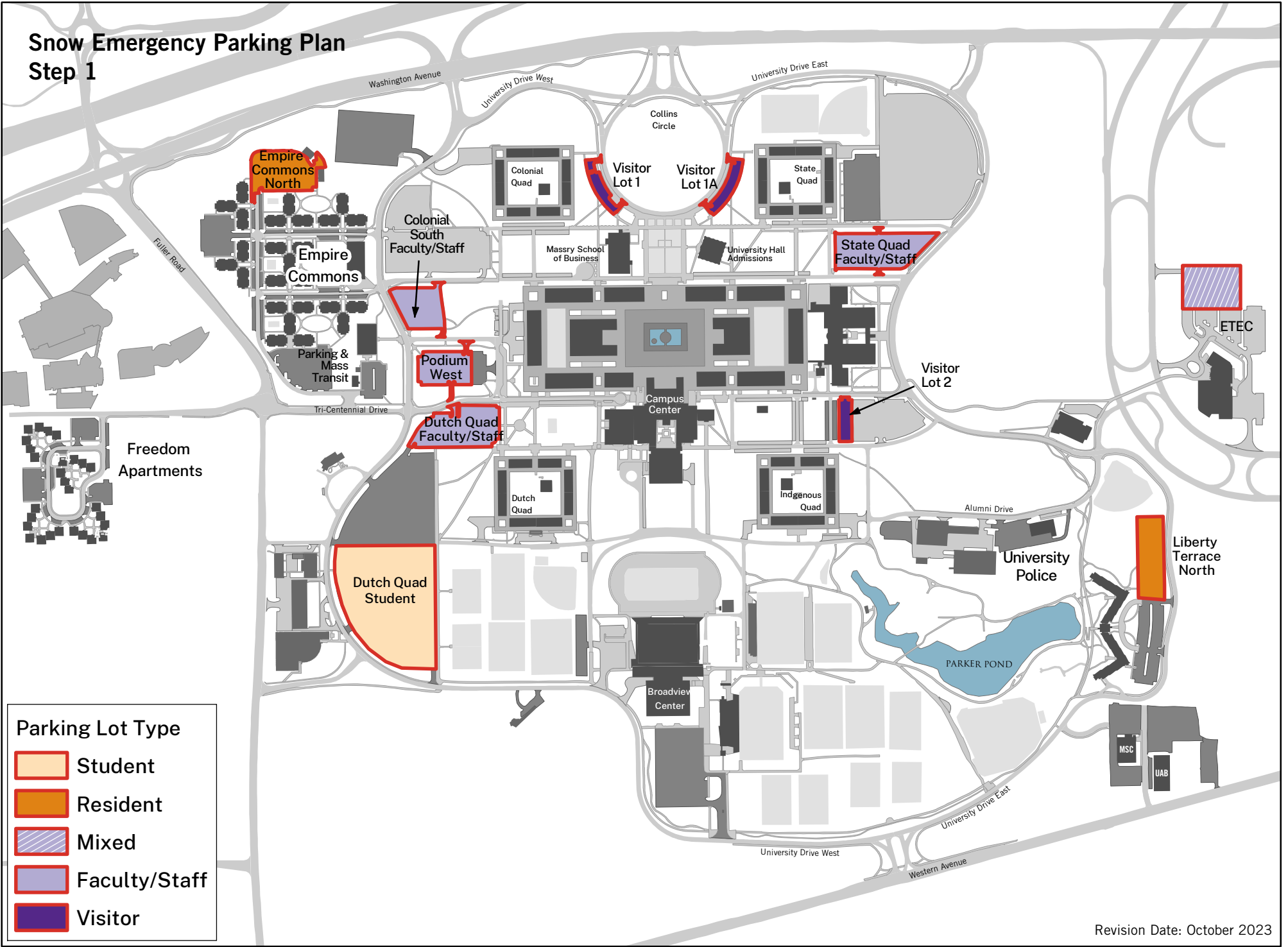
WHERE TO PARK WHEN THE SNOW EMERGENCY PARKING PLAN IS ACTIVATED

The University community will be directed to park in alternate locations three-step plan intended to expedite snow clearing.

All vehicles should be moved as follows:

Step 1 <i>Vehicles moved to:</i>	Colonial South Faculty/Staff State Faculty/Staff Dutch Faculty/Staff Dutch Student (<i>south end</i>) Podium West Visitors Lot P1 Visitors Lot P2 Liberty Terrace North Empire Commons North ETEC (<i>north end of parking lots</i>)
Step 2 <i>Vehicles moved out of areas in Step 1 and instead moved to:</i>	Indigenous East-Commuter Dutch Student (<i>north end</i>) Colonial Commuter State Student Freedom North, East, West Grounds/UPD Parking Broadview Student Liberty Terrace South Empire Commons West & South ETEC (<i>south end of parking lots</i>)
Step 3 <i>Vehicles moved to:</i>	Any cleared valid parking space

Snow Emergency Parking Plan
Step 1



Snow Emergency Parking Plan
Step 2

