

WASHINGTON & JEFFERSON COLLEGE-SNOW RESPONSE PLAN December 2005

I. Introduction

A. Mission Statement:

The Washington & Jefferson (W & J) College, Physical Plant Department, will provide a safe winter environment to students, faculty, staff, and visitors on campus in an, efficient and environmentally responsible manner.

The following pages indicate critical information necessary to assist personnel in planning and performing snow removal operations at the W & J College Campus. It is important to understand this is a working document that needs to be revised annually, in order to meet the college's changing and specific needs.

B. The response plan includes:

- Pre-season preparation checklist
- Training and safety information
- Snow response team and support personnel notification lists
- Equipment, parts, and supplies inventory and vendor lists
- Contracted services vendor lists
- Priorities and procedures-list of priorities, equipment routes, snow parking policies and winter checklist
- 24 Hour pre-storm preparation
- Up-to-date weather resources and storm reports
- Spring clean-up checklist

II. Pre-Season Preparation

Well in advance of the first winter storm, meetings should be held with supervisors, employees, security, and other involved representatives to explain and review the snow response plan and to determine responsibilities. During this pre-season preparation, special requests, expectations, contact information, current policy and procedures, as well as any changes or modifications to the plan should be addressed.

A. Checklist

- Update snow removal plan to reflect the addition or deletion of campus properties, changes in staffing, changes in institutional program, changes with equipment and usage, budgeting constraints, changes with contracted services, and all other information that is necessary to keep the response plan up-to-date.
- Train personnel in the safe operation of snow removal equipment and in handling snow and ice melting materials.

- ❑ Establish notification process for employee call-ins and issue a memorandum indicating responsibilities and guidelines for individuals involved in snow and ice removal.
- ❑ Perform inventory and inspection of equipment, parts, and materials to ensure that they are in proper working condition and/or stocked in appropriate quantities.
 - Examples include: plow blades, snow blowers, shovels, scrappers, spreaders, tractors, trucks, boots, gloves, rain gear, goggles, anti-freeze, hydraulic oil, hoses, belts, chains, gear boxes, ice melting agents abrasives, snow stakes, hydrant markers, winter windshield wiper blades, and snow fencing.
- ❑ Attach snow removal implements to equipment.
- ❑ Arrange for mechanical services to address major breakdowns beyond in-house capabilities.
- ❑ Issue a blanket purchase order for anti-icing, abrasive, and snow melting materials and ensure that an adequate stock is in storage.
- ❑ Locate hand tools and ice melt for easy access (Custodial closets in buildings may serve this purpose).
- ❑ Identify areas where snow can be disposed. Include areas that are accessible to large vehicles.
- ❑ Coordinate winter parking regulations with security, Dean of Student Life, students, and issue a snow emergency parking notice that explains the procedures and roles of the campus community while parking on campus under winter storm conditions. Define other ways to communicate with the campus community including, radio, College web site, and e-mail.
- ❑ Install signage for snow emergency parking areas.
- ❑ Install snow stakes designating edges and intersections of roads, paths, and parking lots to be plowed.
- ❑ Install hydrant and drain markers.
- ❑ Make necessary repairs and eliminate any protruding obstacles in parking lots, roads, and walkways.
- ❑ Arrange for towing services to be available as needed.
- ❑ Update maps and listings of priorities, and equipment routes, assignments, and zones of responsibility.
- ❑ Update lists of local emergency services such as hospitals, ambulance, police, fire, water authority, Gas Company, electric company.
- ❑ Inspect roofs to determine if there is a need for snow guards.

III. Training and Safety

Training of all employees involved in snow and ice removal operations on campus is mandatory and will occur prior to any winter storm activity. Depending on experience, employees should be trained on the safe operation of the types of equipment they will be operating and on tasks to be performed. Equipment may include tractors, utility vehicles, rented skid-steer loaders, and trucks with implements such as plows, spreaders, brushes, sprayers, blowers, etc., This also includes walk-behind and hand held equipment. Employees should also be trained on how to properly clear snow and ice using shovels and ice choppers, and on how to handle and apply ice and snow melting materials. Winter equipment operation and tasks to be performed should be evaluated to determine the personal protective equipment (ppe) that is needed to ensure safety. Once the ppe is identified and purchased,

2. "Rock Salt" Judson Wiley/Concrete Company
(724) 225-7620

Colker Janitorial Supplies/Jeff Tisko
(412) 391-1955

B. Supplies-Below, are vendor contacts for supplies such as, hand tools, personal protective equipment, and other items needed during snow removal season:

1. Hand Spreaders Jim Yamnitzky/E.H. Griffith, Inc.
(412) 848-2024

2. Spreaders Jeff Bull/Bull International
(724) 222-0450

3. Shovel, Ice Scraper Vince Naccarato/ Murphy Family
(724) 225-0324

C. Equipment Parts-Listed below, are vendors for equipment replacement parts:

1. "Tool CAT" parts Rich Knight/BOBCAT of Pittsburgh
(724) 321-7198

2. TORO parts, spreader, rotor Jim Yamnitzky/E.H. Griffith
(412) 848-2024

3. Ford Tractor parts, Drop spreader Jeff Bull/Bull International
(724) 222-0450

D. Equipment Rentals-The following list provides vendor contacts for additional equipment needs (renting and/or purchasing):

1. Skid Loader, front loader Jim Richman/Amity Asphalt, Inc.
(724) 745-0565

Eli Brenlove/Fairfield Landscaping
(412) 812-3595

2. Skid Loader, front loader, dump truck Joe Stewart/Stewart Excavating
(412) 670-3515

3. Skid Loader Rich Knight/BOBCAT of Pittsburgh
(724) 321-7198

VII. Contracted Services

A. Bulk Snow Removal-W & J College has contracted with Amity Asphalt/Stewart Excavating/Fairfield Landscaping to provide support with snow removal operations

throughout the winter. The following information outlines the responsibilities of the contractor in performing snow removal services:

1. Jim Richman/Amity Asphalt (724) 745-0565
Joe Stewart/Stewart Excavating (412) 670-3515
Eli Brenlove/Fairfield Landscaping (412) 812-3595

Outside contract work will supplement the Physical Plant staff and focus its primary duties on snow removal in the campus parking lots and main pedestrian walks.

B. Emergency Tree Work-During snow storms, tree damage often occurs. The following list provides contact information for dealing with such occurrences:

1. Trees on Electrical Lines
Chad Newman/Newman's Tree Service (724) 225-0136
2. Tree Maintenance
 - a. Chad Newman/Newman's Tree Service (724) 225-0136
(Immediate Response)
 - b. Bob Lorch/Davey Tree Service (724) 746-8862
(Large Specimen Trees)

VIII. Staff and Campus Procedures

The following provides an outline of snow removal responsibilities. This list may need to be refined yearly to address the needs and requirements of the W & J College Physical Plant.

A. Director of Operations

- Functions as snow removal operations leader during winter storm conditions.
- Prepares the snow removal plan and the establishment of priorities.
- Inspects campus at intervals during storm to assess conditions.
- Communicates conditions to administration and participates in decisions regarding opening or closing the campus.
- Approves use of additional in-house labor, overtime, and contracted services.
- Maintains communication with security and managers to stay informed of current conditions.
- Ensure regular roof inspections are performed to determine the need for snow removal to prevent collapse.

B. Grounds Manager

- Participates in the preparation of the campus snow response plan.
- Maintains weather surveillance.
- Disseminates forecasts and operational conditions to Director of Operations.
- Maintains storm reports.
- Ensures that inventories of equipment, tools, and materials are adequate.
- Trains personnel in equipment operation and other storm-related activities.
- Arranges for contracted services to support snow removal, towing, and equipment repair as needed.

- ❑ Maintains telephone listing of local hospital, infirmary, and ambulance services, if needed for emergencies.
- ❑ Arranges with campus security to ensure adequate notification of adverse weather conditions.
- ❑ Schedules and supervises snow removal operations.
- ❑ Review plans for parking lot additions or alterations to avoid maintenance intensive additions for snow removal.
- ❑ Advises campus security of any unsafe or potentially hazardous conditions encountered during snow removal operations.
- ❑ Arranges for on-campus accommodations and meals for snow removal personnel who wish to remain on campus.
- ❑ Makes periodic inspections of all campus areas to ensure timely and effective snow removal.
- ❑ Maintains constant radio communication with, campus security and other departments when snow removal equipment is in operations.
- ❑ Supplies employees with information for families to contact them in case of an emergency (security/service response).
- ❑ Identifies areas for priority clearing.
- ❑ Routinely checks roofs to determine where potential snow slides may require sidewalk closings or restrictions.

C. Personnel

- ❑ Perform snow removal activities, as directed by Grounds Manager.
- ❑ Advise manager of any unsafe or potentially hazardous conditions encountered during snow removal operations.
- ❑ Operate all assigned equipment in a safe and efficient manner.
- ❑ Perform maintenance inspections on assigned equipment and maintain same in a neat and clean condition.
- ❑ Wear appropriate clothing for winter weather conditions and utilize safety equipment provided.
- ❑ Ensure that stairs, roadways, parking lots, sidewalks, and entryways are kept free of snow, slush, and ice, which may cause hazardous footing.

D. Security

- ❑ Functions as snow emergency control center during winter storm conditions.
- ❑ Monitors weather conditions throughout the storm to keep abreast of any changes.
- ❑ Maintains radio communications with Physical Plant departments.
- ❑ Disseminates current and accurate field condition report to Director of Operations.
- ❑ Maintains telephone listing of local hospital, infirmary, and ambulance services, if needed for emergencies.
- ❑ Acts as the contact center for employee family members in case of an emergency.

E. Snow Emergency Parking

W & J College possesses various parking areas, some more utilized than others. Vehicles parked overnight or illegally on roads or in lots cause difficulties in plowing efficiency and operations. Because of this, it is necessary to find a way to relocate parking to dedicated snow emergency parking lots.

- a) Two or more inches of wet snow has fallen or is forecast before the beginning of a regular work day;
- b) Three or more inches of light snow has fallen or is forecast before the beginning of a regular work day;
- c) Sleet or iced-over conditions exist.
- d) All other snow conditions will not be considered emergencies and will be addressed during normal work hours at the beginning of the next day.

C. Weather Related Delays and Cancellations

1. When an emergency situation requires the College to deviate from normal operating activities, the Emergency Team Leader (Vice President for Business & Finance), following consultation with the President, will inform the following members of the Emergency Response Team:
 - a) Associate Vice President for Business
 - b) Director of Communications
 - c) Vice President for Student Life
 - d) Director of Operations, Physical Plant
 - e) Director of Protection Service
2. The Director of Communications will post notification and directions for students, faculty, and staff on the College Web site, send mass E-mail notification to the college community, and, if appropriate, activate announcements on local television and radio stations. The following media outlets will be contacted for notification of closings or delays:
 - a) Television Stations
 - KDKA
 - WPXI
 - WTAE
 - b) Radio Stations
 - KDKA
 - WDSY
 - WJPA
 - 93.7
 - 100.7
3. If the weather emergency situation results in an interruption of electrical power or any other disruption that would render E-mail or Internet notification ineffective, the Director of Communications will contact the Director of Protection Services to obtain the contact information for the Residence Life staff member on call. The Office of Student Life will then be instructed to activate a notification system that will include canvassing residence halls and other parts of campus. The Emergency Team Leader will notify members of the

Senior Administration and request that they contact staff members in their divisions with appropriate instructions.

D. Snow Removal Priorities

1. The Director of Operations will make on-site decisions regarding the assignment of personnel and equipment for snow removal. The supervisor will assign specific equipment to routes and specific employees to equipment if weather conditions warrant such action. Under normal circumstances sufficient personnel and equipment are available to simultaneously clear roads, steps, walks and parking lots within **24 hours after the snowfall ceases.**

E. Snow Removal Procedures

1. Steps, large walkways and large entry ways shall be partially shoveled with a path along the railings for initial opening of these areas. Handicap areas must be fully accessible.
2. Clean-up operations after a storm shall involve clearing all walks and entry ways and de-icing the surface of pedestrian use areas.
 - a. Snow shall be pushed back from sides of roadways, walks and parking lots.
 - b. Stairs and entry ways shall have all remaining snow removed.
 - c. Ice choppers and ice melt applications will then be employed on remaining ice.
 - d. Applications of ice control products will follow plowing, based on present weather conditions, or when freezing occurs, as determined by the grounds supervisor.
 - e. Return trips to remove melted ice and slush to the surface will complete the cleaning of all surfaces.
3. When plowing parking lots, snow should be piled so as not to block thoroughfares and sidewalk areas. If snow has to be pushed up over a curbed area, it should be piled so that it will not fall back into the lot and still be clear of any adjacent sidewalks.
4. Building custodians are responsible for building entrances, emergency exits and stairs located immediately adjacent to the academic/administrative facilities. Manual shoveling and the spreading of de-icing materials will be required continuously during the custodian's assigned shift. Custodial staff is on-duty Monday through Friday between the hours of 4:00 am and 5:00 p.m., excluding holidays. Grounds maintenance staff are responsible for all other areas including primary and secondary walks and parking lots.

F. Specific Priorities & Procedures

1. It is the responsibility of the custodian, assigned to a specific building, to clear accumulated snow from the immediate areas of each building's entrances and fire exits and continue to do so until the snowfall ceases.

2. The snow is to be cleared from building entrances in a manner so that the operators of snow removal equipment can collect and deposit the snow in a safe manner, away from the entry/exits and adjacent walks.
3. Building custodians are responsible for all stairs adjacent to their assigned buildings. Sufficient quantities of de-icing materials shall be spread in areas where ice and/or slippery conditions are present.
4. Steps and larger entrances to buildings shall be partially shoveled by custodians along any hand railings for initial opening. Handicap entrance ways are to be fully accessible. As time allows and/or immediately after the snowfall ceases, involve the completion of snow removal at all stairs and entryways shall occur.
5. It will be the responsibility of the custodial supervisor to inform the building custodians of their assigned duties and to insure that these tasks are carried out in a timely and efficient manner. It is the responsibility of each custodian to notify their supervisor if additional ice melt supplies are needed in their building. This should be periodically checked throughout the winter season.
6. Grounds staff will be operating larger equipment used to clear walks/drives/parking lots. Normally, sufficient personnel and equipment are available to simultaneously clear steps, walks, and parking lots within 24 hours after a snowfall ceases.
7. When equipment is mobilized, drives and fire lanes are opened to allow passage of emergency vehicles.
8. Reserved staff parking lots are opened and cleared as are primary sidewalks from the residence halls to the Commons/Campus Center.
9. If snow continues, the drives will receive attention at this time before proceeding to the unreserved commuting student parking lots.
10. The balance of the primary sidewalks will then receive detailed attention. The primary walks are those that interconnect the classroom/administrative buildings along with those leading from the reserved staff and commuting student parking lots to the adjacent buildings.
11. The lower priority areas, such as, secondary sidewalks or those walks situated at the outer perimeter of College Property will be addressed when the campus core has been removed of snow/ice.

G. Safety/Precautionary Measures

1. Washington & Jefferson College employees, while conducting their duties and responsibilities, will observe and practice every available safety measure. It is extremely difficult for the operators to see pedestrians and vehicles while operating large equipment. Please allow as much distance as possible between yourself or vehicle and the moving equipment.

2. Under ideal conditions, all concrete walkways and pavement would be free of packed snow and ice.
3. A reasonable effort will be made by the college to provide for a safe environment. The Physical Plant will make every effort to improve the situation in a reasonable time frame.
4. As a reminder to the staff, accessibility to/from handicap parking spaces, ADA curb cuts and ADA compliant building entrances is at a high priority.
5. Emergency exits are to be kept clear for egress purposes.
6. Do not block fire hydrants or storm drains with snow piles.
7. Do not pile snow in parking/drive areas to obstruct visibility and see that ornamental trees and shrubs are not damaged by piling snow.
8. As a reminder to campus staff/students/faculty, wear boots or shoes with grip soles during adverse weather conditions. Slick leather or rubber soles are unsafe on ice and hard packed snow. Don't walk with your hands in your pockets, it reduces your balance. Take short to medium steps or shuffle your feet when these conditions are present. Don't step on uneven surfaces and place your full attention on walking. Don't allow your attention to be divided while walking on ice and compacted snow. Your safety, and that of the entire campus community, is of the utmost importance and of the highest priority given by personnel of the Physical Plant.
9. In the event that snow has to be removed from a site because it creates or could create a dangerous situation, it will be taken to the open area located near the intersection of Forest Alley and Walnut Street.

H. General Information

1. Vehicles that block snow removal routes will be referred to Protection Services and will be towed at the owner's expense!
2. The Director of Operations shall determine when snow equipment and personnel should be halted due to extreme weather/conditions.
3. In the event of a snow emergency, the Director of Operations may ask experienced employees from other facilities departments to operate snow-removal equipment.

I. Snow Removal Priority Sequence

1. Clear snow at Commons/Campus Center.
2. Clear walkways at Residence Halls and Main Campus walk.
3. Clear snow from all perimeter walkways adjacent to all public roads.
4. Clear driveway and walks, including porches at President's House.
5. Clear all Academic building walkways.
6. Clear parking lots in the following priority order:
 - a) Visitor's Lot (Security)

- b) Grant Street #1 lot
- c) Grant Street #2 lot
- d) Library lot
- e) Admission House lot
- f) Technology Center lot
- g) Former Taylor Rental Property lot
- h) Burnett Center lot
- i) Henry Gymnasium lot
- j) College Street lot
- k) Dieter-Porter lot
- l) First Church Lot & rear steps – **Week days only**
- m) Church of the Covenant lot (commuter lot) – **Week days only**
- n) Theme Housing Lots (4)

X. 24 Hour Pre-Storm Preparation

In an effort to prepare for snowstorm activity prior to it beginning in the City, State, and region, we suggest that the following tasks be performed:

1. Use the Internet to view and download weather information. The United States National Weather Service provides current weather conditions and warnings. The website for the N.W.S. is www.nws.noaa.gov. Television and radio reports are also valuable resources for monitoring weather conditions. Internet, television, and radio access must be available during regular and off working hours. This information will allow the Director of Operations to notify supervisors, employees, and contractor support of a potential snow situation and of possible deployment. This information will also afford the mechanic(s) the time necessary to prepare equipment for the expected size of the storm.
2. Equipment preparation should include fueling equipment/vehicles prior to each storm and topping off fuel storage tanks.
3. Typically brushes are used for storms of less than four (4) inches and plows are used for storms over four (4) inches.

XI. Record Keeping and Documentation

Accurate and up to date records of storm conditions and department activities are a critical element of the snow response plan. Records are useful in tracking materials used and in planning for future storms.

Storm reports should be completed for each storm throughout the winter. Also, copies of downloaded weather forecasts and reports should be kept as part of record keeping and documentation efforts.

XII. Spring Clean-up

In preparation for spring and commencement activities, the grounds department should complete the following snow removal related tasks at the close of the winter season as outlined below:

A. Checklist

- Review snow removal operations and record successes and areas that need improvement in order to modify the snow response plan and improve service for the future.

- ❑ Evaluate performance of equipment and materials.
- ❑ Quantify equipment, material, labor, and contractor costs to help establish future budget needs.
- ❑ Evaluate contractor performance.
- ❑ Sweep and remove, and/or power wash all winter salt/sand materials from roads, walks, and parking areas.
- ❑ Repair potholes and curb damage.
- ❑ Check all gates, fences, and poles for damage and repair as necessary.
- ❑ Clear drains of any winter debris or materials.
- ❑ Check trees for winter damage and conduct maintenance as necessary.
- ❑ Inspect lawn and plant areas for salt damage and add amendments as necessary.
- ❑ Remove snow stakes and markers when threat of snow has passed.
- ❑ Store all equipment not used during other seasons in a secure location.