

Facilities Operations Procedure for the Management of Snow and Ice

EFSOPS-005

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11/18/14

Please direct any questions or comments about the applicability
of this document to Luigi Marcone, Interim Associate Vice
President for Facilities

PURPOSE

The purpose of this policy is to establish a protocol for the mitigation of hazards created by winter weather on the Midtown and Westside campuses of Western Connecticut State University.

APPLICATION

This protocol is designed to work in conjunction with University Police Department General Order 87-05. This policy will establish a management plan for the timely and effective removal of snow and ice from University walking surfaces and roadways, establish a list of primary and secondary priorities, and establish a protocol to effectively deliver the service.

STATEMENT OF INTENT

Recognizing that Western Connecticut State University is a community made up of both resident and commuting populations, also recognizing our obligation to provide services to the entire University community, Western strives to operate on a regular schedule.

In the event of extreme weather conditions or other emergencies, the University will cancel classes and close for the duration of the emergency situation.

Western recognizes that travelling during times of adverse weather is a decision of personal safety which most appropriately rests with the affected individual, and not the University. Students, employees, and visitors are responsible for their own safety, as well as for their respective work and class responsibilities.

Western will follow established procedure in determining whether an emergency closing situation exists and communicating with the University community. Closing information will be available on the University Emergency Closing Telephone Line, (203) 837-9377 and on the University web site www.WCSU.EDU, and communicated through the University Emergency Notification System.

WINTER WEATHER DECISION LOGIC AND FLOWCHART

The decision to call for resources is based upon site assessments and criteria established in Police Department General Order 87-05 which indicates that in the event of icing conditions and /or greater than 1 inch of snow accumulations that the responsible parties be contacted within the EFS organization. Based on the report of site conditions, the long and short term weather forecasts, the time of the request and other determining factors, the facilities supervisor in charge may at his discretion opt not to mobilize resources and wait for a regularly scheduled response.

In the event that EFS support is needed to remediate a winter weather situation, the following steps shall be followed in determining the need to cancel or delay classes.

1. Police Monitor Site Conditions
2. Is there a recognized hazard or > 1 inch of accumulation?
3. In the event of an overnight weather event, a decision to cancel or delay must be made by 5 AM (notification process is started at 4 AM).
4. Based on campus site conditions, local and regional road conditions, State Police Traffic Advisories, the availability of resources, and timing of the event, a recommendation may be made to the AVP for Facilities to delay or cancel classes and suspend all non-essential functions.
5. The AVP for Facilities consults with the president to make a decision.
6. AVP for Facilities reports the decision to University Police and the EFS supervisor on duty for execution.
7. Remediation functions continue until the situation is resolved.
8. Under extreme conditions, the winter weather event and associated hazards may extend beyond the scope of the original delay or closing requiring the need to reassess and redetermine site conditions.

See Appendix A for a decision flowchart of this process.

MIDTOWN CAMPUS WEATHER CLEARING PROCEDURE

For the purpose of this document, the Midtown Campus has been segmented into 2 sectors and will be administered by functional areas.

Sector 1 consists of the western portion of the Campus from 5th Ave. to James Roach Blvd (Seventh Ave). Sector 2 consists of the eastern side of the campus from James Roach Blvd (Seventh Ave) to the campus border on 9th Avenue. All entryways, porticos, and HC ramps are maintained as part of the university's core responsibilities and will be integrated into this plan as top priorities.

Functional areas have been divided into the following priorities and will be administered to in the following order:

- 1) Perimeter Sidewalks
- 2) Primary Interior Sidewalk/And Private Roadways
- 3) Surface Parking Lots
- 4) Secondary Interior Sidewalks
- 5) Parking Garage Upper decks

Public roads are maintained by the City of Danbury.

PERIMETER SIDEWALKS (GREEN AREAS)

Perimeter sidewalks will be cleared using either walk behind equipment or tractor mounted plow or blower depending on accumulation and moisture content of snow.

Deicing will take place via a utility vehicle mounted spreader.

This will be a continuous assignment until the weather event has been cleared and includes all areas including sidewalks around the Science Building, Holy Trinity Church, University Hall, and White Street Parking Garage.

PRIMARY INTERIOR WALKWAYS (RED AREAS) AND PRIVATE ROADWAYS (James Roach Blvd.)

Primary interior walkways are critical areas on campus and require a significant amount of attention to ensure that pedestrians can traverse the campus safely. Access shall be maintained at all times to handicapped ramps, curb cuts, emergency phones, and emergency exits.

Primary interior walkway clearing takes place to ensure safe access to and from residence halls, service buildings, and other areas where students would reasonable expect to access even though the university may be closed.

Sanding and salting is to take place within 2 hours of expected pedestrian traffic.

Interior walks will be cleared using a Skid Steer Loader with plow blade or blower.

SURFACE PARKING LOTS (PURPLE HATCHED AREAS)

Surface lots Sector 1 will be serviced using a medium duty vehicle with a plow. The truck is equipped with 8 foot plow and is suited for intermediate lots.

Sector 1 plowing consists of the following areas:

- 1) White Hall Lot
- 2) Haas Faculty lot accessible from Osborne St.
- 3) Berkshire Hall access drive accessible from Osborne St.
- 4) Fairfield Hall Faculty lot accessible from White St.
- 5) Science Building receiving area accessible from Roach Blvd.

Surface lots Sector 2 will be serviced using a medium duty vehicle with a plow. The referenced vehicle is equipped with an 8 foot plow and is appropriately sized for the referenced lots.

Sector 2 plowing consists of the following areas:

- 1) Newbury Hall lot accessible from Roberts Ave.
- 2) Maintenance lots accessible from Roberts Ave.
- 3) 190 White Street
- 4) Old Main Visitors lot accessible from White St.
- 5) University Hall lot accessible from White St.
- 6) Police Department lot accessible from Roberts Ave.

Sanding is to be completed by a complimenting truck and is to be coordinated by the Grounds supervisor on duty.

All lots are to be sanded a minimum of 2 hours prior to pedestrian/vehicular traffic.

SECONDARY INTERIOR WALKWAYS (YELLOW AREAS)

Secondary sidewalks are to be cleared only when Primary Areas have been maintained. And all other assignments have been completed. Secondary walks include quad areas, sitting areas, and convenience connectors. Depending on the nature of the weather even, accumulations may not be attended to until days after the event.

Internal connectors and secondary walks will be cleared using hand operated plows and snow blowers.

All secondary walks are to be treated within 2 hours of pedestrian traffic.

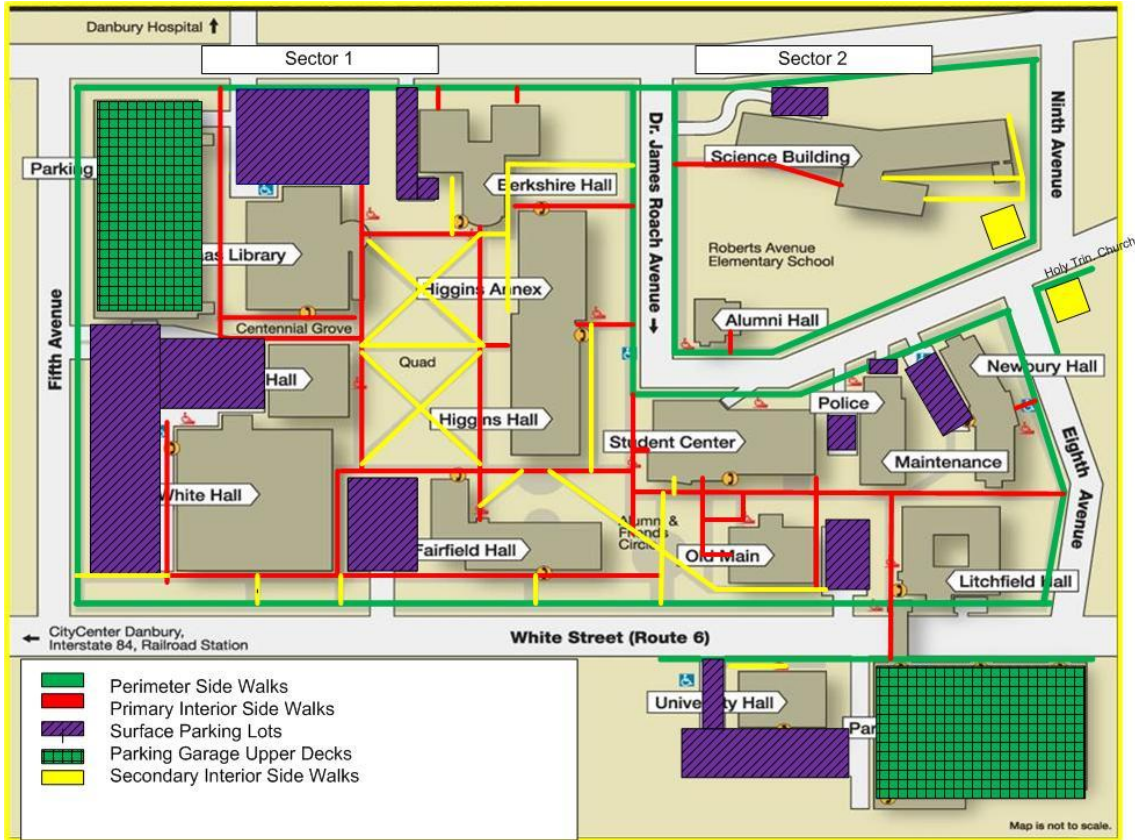
PARKING GARAGE UPPER DECKS (GREEN HATCHED AREAS)

In accordance with the university's winter weather parking restrictions, the upper levels and access ramps to all university parking garages will be closed prior to the start of the winter weather event. Accumulations will not be removed until the completion of the event and until all other work has been completed.

Work is coordinated through the use of appropriately sized vehicles, pushing accumulations to the perimeter and eventual off loading the accumulations.

Due to the corrosive effect of road salt and salt bases ice melt materials, **NO SALT BASED PRODUCTS ARE TO BE USED ANYWHERE IN THE GARAGES.**

The following campus map illustrates the EFS Department's process and priorities.



WESTSIDE CAMPUS WEATHER CLEARING PROCEDURE

The Westside Campus is maintained as one functional area and administered using similar priorities as the MidTown Campus. All entryways, porticos, and HC ramps are maintained as part of the university’s core responsibilities and will be integrated into this plan as top priorities.

Functional areas have been divided into the following priorities and will be administered to in the following order:

1. Primary Interior Sidewalks and Roadways
2. Surface Parking Lots
3. Secondary Interior Sidewalks
4. Parking Garage Upper decks

Magnet school is maintained by City of Danbury.

PRIMARY INTERIOR WALKWAYS AND ROADWAYS (RED AREAS)

Primary interior walkways are critical areas on campus and require a significant amount of attention to ensure that pedestrians can traverse the campus safely. Access shall be maintained at all times to handicapped ramps, curb cuts, emergency phones, and emergency exits.

Primary interior walkway clearing takes place to ensure safe access to and from Residence Halls, service buildings, and other areas where students would reasonable expect to access even though the university may be closed.

All roadways at the WS Campus are maintained by WCSU. Safe driving conditions are to be maintained on University Blvd to the magnet school at all times, Grasso Road is to be kept clear throughout all winter weather events.

Sanding and salting is to take place within 2 hours of expected pedestrian traffic.

Interior walks will be cleared using a Bobcat Skid Steer Loader with plow blade or blower.

SURFACE PARKING LOTS (PURPLE HATCHED AREAS)

Surface lots will be serviced using a loader with a 14 foot push plow, sanding is to be completed though the use of one of two heavy weight dump trucks.

Parking Lots will be closed in a systematic approach to clear lots of snow and ice. The following is an inventory of all WS surface lots maintained by EFS Staff:

1. Campus Center Staff Lot
2. WSCB Student Lot.
3. O'Neill Center Student Lot
4. O'Neill Center Staff Lot
5. Pinney Hall Student Lots
6. Grasso Hall Student Lot
7. Observatory Lot

SECONDARY INTERIOR WALKWAYS (YELLOW AREAS)

Secondary sidewalks are to be cleared only when Primary Areas have been maintained and all other assignments have been completed. Secondary walks include quad areas, sitting areas, and convenience connectors. Depending on the nature of the weather event, accumulations may not be attended to until days after the event.

Internal connectors and secondary walks will be cleared using hand operated plows and snow blowers.

All secondary walks are to be treated within 2 hours of anticipated pedestrian traffic.

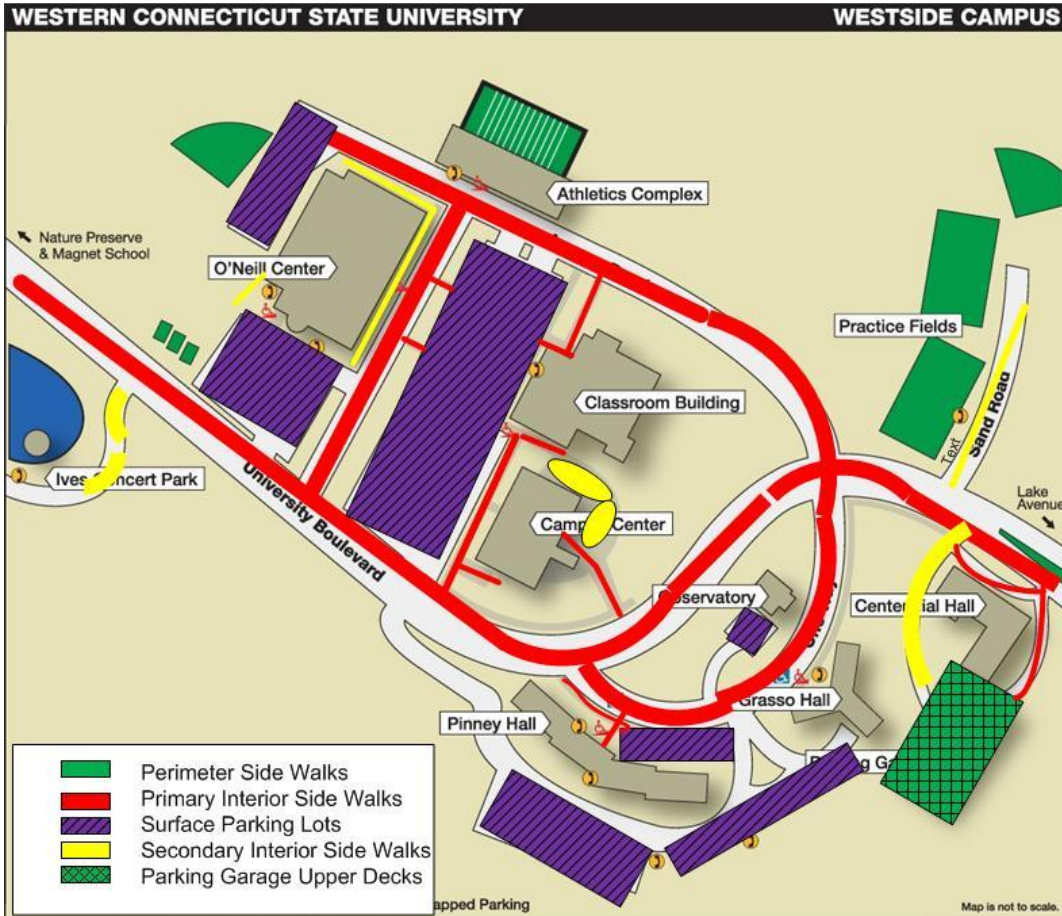
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Winter Weather Decision and Logic Flowchart

