

Facilities Operations Procedure for the Management of Snow and Ice

EFSOPS-005

Originally Issued: 04/25/2002

Current Revision: 11/29/2022

Any questions or comments regarding this document should be directed to the Facilities AVP at Western Connecticut State University.

PURPOSE

The purpose of this policy is to establish a protocol for the mitigation of hazards created by winter weather on the Midtown ("MT") and Westside ("WS") campuses of Western Connecticut State University ("Western" or "WCSU"). **This document revokes and supersedes any previous versions.**

APPLICATION

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 priorities, and establish a protocol to effectively deliver the service.

Note: All policies and guidelines contained in this document apply to any authorized individual or group tasked with snow and/or ice removal or winter weather mitigation, whether internal WCSU staff or external contracted services.

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, WCSU strives to operate on a regular schedule.

However, in the event of extreme weather conditions or other emergencies, the University may cancel classes and/or close for the duration of the emergency situation.

WCSU recognizes that traveling 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.

WCSU will follow established procedures in determining whether an emergency closing situation exists and communicating with the University community. Closing information will be available via the University's Everbridge notification system and via the University web site www.wcsu.edu and social media platforms.

WINTER WEATHER DECISION LOGIC AND FLOWCHART

The decision to call for (snow crew) resources is based upon site assessments and monitoring of potential weather hazards, 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 Facilities 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 their discretion opt not to mobilize resources and wait for a regularly scheduled response.

In the event that 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. The Facilities team monitors conditions in and around both campuses;
2. Is there a recognized hazard or >1 inch of accumulation?
3. In the event of an overnight weather event, every effort will be made to notify the University community the night before. If this is not possible, a decision to cancel or delay will be made by 5 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 Facilities AVP to delay or cancel classes and suspend all non-essential in person functions.
5. The Facilities AVP consults with supervisors to make a decision.
6. Facilities AVP reports the decision to the University Management Team, University Police, and the winter weather supervisor on duty. Snow crews are deployed for remediation.
7. Monitoring and 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 after site conditions are reassessed.

MIDTOWN CAMPUS WEATHER CLEARING PROCEDURE

The Midtown Campus will be administered by functional areas. All entryways, porticos, emergency phones and handicap 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 addressed in the following order:

1. Perimeter Sidewalks
2. Primary Interior Sidewalks
3. Surface Parking Lots
4. Secondary Interior Sidewalks
5. Parking Garage Upper Decks

Public roads are maintained by the City of Danbury.

PERIMETER SIDEWALKS

Perimeter sidewalks will be cleared using appropriate small equipment.

Deicing will take place via a utility vehicle mounted spreader and hand spreading near entryways.

This will be a continuous assignment until the weather event has been cleared.

PRIMARY INTERIOR WALKWAYS

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 prioritized for handicap 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 reasonably expect to access even though the University may be closed.

Sanding and salting is to take place prior to expected pedestrian traffic.

Primary walkways are identified by the snow crew supervisor based on the specifics of campus occupancy and the weather event.

SURFACE PARKING LOTS

Surface lots will be serviced using a medium duty vehicle with a plow. The truck is adequately equipped and is appropriately sized for Intermediate lots.

Surface lot plowing consists of the following areas:

1. Parking lot behind White Hall
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.
6. Newbury Hall lot accessible from Roberts Ave.
7. Maintenance lots accessible from Roberts Ave.
8. Contractor lot accessible from 8th Ave.
9. Old Main Visitors' lot accessible from White St.
10. University Hall lot accessible from White St.
11. 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 prior to expected pedestrian/vehicular traffic.

SECONDARY INTERIOR WALKWAYS

Secondary sidewalks or walkways are to be cleared only when primary areas have been maintained and all other priority assignments have been completed. Secondary walkways include quad areas, sitting

areas, and convenience connectors. Depending on the nature of the weather event, accumulations may not be addressed in these areas until days after the event.

Internal connectors and secondary walkways will be cleared upon the conclusion of the snow event and in some instances, depending on accumulation, may not be attended to until days after the event.

Applicable secondary walkways are to be treated prior to anticipated pedestrian traffic.

PARKING GARAGE UPPER DECKS

In accordance with the University's winter weather parking restrictions, the upper levels (and their access ramps) of 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 priority work has been completed.

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

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

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 handicap ramps are maintained as part of the University's core responsibilities and will be integrated into this plan as top priorities.

The Westside Campus functional area has been divided into the following priorities and will be addressed in the following order:

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

The magnet school is maintained by the City of Danbury.

PRIMARY INTERIOR WALKWAYS AND ROADWAYS

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 prioritized to handicap 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 reasonably expect to access even though the university may be closed.

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

Sanding and salting is to take place prior to expected pedestrian/vehicular traffic.

Primary walkways are identified by the snow crew supervisor based on the specifics of campus occupancy and the weather event.

SURFACE PARKING LOTS

Surface parking lots will be serviced using an appropriate truck and plow, sanding is to be completed though the use of a complimentary truck.

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

1. Campus Center Staff Lot
2. WSCB Student Lot

3. O'Neill/VPA Center Student Lot
4. O'Neill Center Staff Lot
5. Pinney Hall Student Lots
6. Grasso Hall Student Lot
7. Commuter Lot*
8. Observatory Lot

*The Commuter Lot will be cleared prior to Pinney Hall and Grasso Hall surface lots to allow anyone who parked there during the winter weather event (per the University's Winter Weather Parking Restrictions) to move their vehicles once the weather event has ended.

SECONDARY INTERIOR WALKWAYS

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

Internal connectors and secondary walkways will be cleared upon the conclusion of the snow event and in some instances, depending on accumulation, may not be attended to until days after the event.

Applicable secondary walkways are to be treated prior to anticipated pedestrian traffic.

PARKING GARAGE UPPER DECK

In accordance with the University's winter weather parking restrictions, the upper levels (and their access ramps) in 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 priority work has been completed.

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

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

Appendix A

WCSU Facilities Operations and Services Winter Weather Decision-making Flowchart 11-14-2022

