

The College of Saint Rose

Snow & Ice Response Guide

October 1, 2015

A. Overview

The goal of the Facilities Department is to make all College drives, parking lots, sidewalks and stairwells 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 College will trigger special snow and ice removal procedures and how the College's snow removal resources will be prioritized and deployed.

The Saint Rose community is reminded that additional caution is advised when using College facilities during the winter season because of the potential for hazardous conditions caused by snow, wind, ice, and freezing temperatures. All members of the campus community should wear appropriate winter footwear and dress for winter conditions. Vehicles should be properly equipped for winter driving; and motorists are encouraged to carry a shovel in their car as an added precaution during the winter months. Moreover, on snowy days, please park in areas that have already been plowed.

B. When Will the College Deploy Special Snow and Ice Clearing Resources?
 The College's snow and ice removal plans will be activated based on current conditions and the most recent weather forecasts. The plan is broken down into three categories of weather events explained 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 |
| Actions to drives and parking lots | <ul style="list-style-type: none"> Apply salt mixture when safety hazards are anticipated. Salting done from outset of hazardous conditions until the point when snow plowing is inevitable. Parking lot plowing commences when >2" accumulates. | <ul style="list-style-type: none"> Facilities staff may be assigned to work extended shifts. Snow clearing may be directed as described in section C below. | <ul style="list-style-type: none"> Facilities staff may be assigned to work extended shifts. Snow clearing will be directed as described in section C below. |
| Actions to sidewalks | <ul style="list-style-type: none"> Apply de-icing mixture when safety hazards are anticipated. Sidewalk plowing and sweeping of our main sidewalks and building entrances commences when >1" accumulates. | <ul style="list-style-type: none"> Facilities staff may be assigned to work extended shifts. Snow clearing may be directed as described in section C below. | <ul style="list-style-type: none"> Facilities staff may be assigned to work extended shifts. Snow clearing will be directed as described in section C below. |

C. Prioritizing Snow Clearing Operations During Moderate and Major Events
 Given our extensive campus infrastructure, the Facilities 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 building entrances, main sidewalks, parking lot entrances, traffic lanes and handicapped areas. The second phase, **after the snow event** when major accumulations have ceased, will begin clearing snow on secondary sidewalks, and other areas. The third phase is the **recovery phase**, when fire hydrants are cleared, walking paths and parking areas widened, 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

| |
|-----------------------------------|
| FIRST PRIORITY |
| Main Sidewalks |
| Parking Lot Entrances |
| Traffic Lanes within Parking Lots |
| Disabled Access Areas |
| Campus Bus Stops |
| Security Headquarters |
| Loading Docks |

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| SECOND PRIORITY |
| Main Building Entrances (with Card Access) |
| Sidewalks Leading to Main Building Entrances |
| Stairs and Ramps at Primary Entrances |
| Clearing Parking Spaces Within Parking Lots |

II. AFTER A SNOW EVENT (when major accumulation has ceased)

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

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| FIRST PRIORITY |
| All Primary Areas (listed above) |
| Secondary Sidewalks |
| Secondary Building Entrances |
| Stairs and Ramps at Secondary Entrances |
| Parking Lot Clean-up |
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| SECOND PRIORITY |
| Clear Fire Escapes |
| Shovel Out Chapel Basement Stairwell |

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| *THIRD PRIORITY |
| Widen Main Sidewalks to Full-Width |
| Widen Secondary Sidewalks to Full-Width |

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

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| FIRST PRIORITY |
| Fire Hydrants & Standpipe Connections |
| Shovel Out Basement Stairwells |
| Replenish Salt Bins |

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| SECOND PRIORITY |
| Snow Mound Knockdown |
| Catch Basins |

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| THIRD PRIORITY |
| Transport/Relocate Snow Off-Site |

D. Prioritization of Facilities Work During a Winter Event

As has been our past practice, during and immediately after a snow event, all routine cleaning and maintenance activity will be suspended until after the snow and ice have been cleared and the campus is considered safe. To maintain safety, building entrances will continue to be monitored. Bathrooms will also be restocked and restroom trash emptied. However, most general office, classroom and building cleaning will be temporarily postponed. Trash and recycling pick-ups delayed and any furniture/box moves will be rescheduled. Event set-ups and portering will occur but on a very limited basis. After the winter event has concluded, normal routine custodial and maintenance functions will resume and any deferred duties will be addressed on a priority basis in an efficient and systematic manner.

E. Parking On-Campus During a Snow Emergency

After unusually heavy snow events (typically, but not limited to accumulations >6”), the Security Department will work in conjunction with Facilities to empty and temporarily close certain parking lots so that they can be cleared of built-up snow accumulation.

Please note that during school recess periods, all student cars left on campus should be parked in the Centennial Hall parking lot.