

## **Snow and Ice Management Policy**

Muhlenberg College 3/15/2016 Revision

The purpose of this document is to provide information on the guidelines and procedures that Plant Operations will follow to respond to a snow event at Muhlenberg College. Throughout the winter season, Plant Operations will monitor the weather in order to prepare for a snow event. Both liquid and granular pre-treatment of roads and walkways will begin when it is considered timely and effective. Priority walkways and parking lots will be targeted for pre-treatment, but not all areas may be treated. This will be on a storm by storm basis. Snow removal will begin once it has been determined that conditions present a hazard to the students, faculty, and staff of Muhlenberg College. Plant Operations will proceed to remove snow from campus areas including roads, sidewalks, and parking lots in accordance with the events, activities, and current class schedule.

Plant Operations goal for snow removal on campus is to meet the transportation and mobility needs of the campus community, while working with available resources to maximize safety and ensure daily operations continue to function successfully. Keeping this goal in mind, priorities have been set to make snow removal as efficient and effective as possible. Cooperation from the campus community is required to meet this goal.

Top priority will be given to major campus roadways, primary walkways, entrances to buildings, parking lots, and emergency access routes. Secondary priority will be given to loading docks, service entrances, secondary building entrances, and other incidental or low use walkways. See the attached appendix for specific list of priorities. Fire hydrants, storm drains, mechanical room access and basement access will be cleared when other, high use areas are completed. Athletic fields will be cleaned only as resources are available. Anti-icing and de-icing procedures will be performed as deemed necessary by the Grounds Manager.

Where stairways or walkways provide multiple access routes to a single destination, access to the destination will be maintained with one or more cleared paths, and not necessarily all possible routes. This may be accomplished by clearing paths to travel up and down wide stairways and not the entire width of the stairways, clearing paths through large plaza areas and not the entire plazas, or clearing one of multiple routes between two points.

Muhlenberg College Plant Operations personnel will make all attempts to maintain a drivable path for vehicles through our lots and campus drives. For safety considerations they must stay a safe distance from parked vehicles while plowing. Plant Operations personnel are not responsible for removing snow from a parked vehicle. During a snowstorm, crews will attempt to maintain the campus drives only. Parking spaces will be plowed only after the storm has ended. Snow shovels may be checked out by students at the Campus Safety Office to assist in clearing the snow around their vehicle. Student ID will need to be provided upon request.

M.I.L.E. Property residences will be provided with a snow shovel and ice melting product for each unit. The residents will be expected to clear the snow and ice in a timely basis. The snow and ice must be cleared on common sidewalks and exterior areas of foot travel. This includes sidewalks to and from the house as well as along the street. Failure to do so may result in an additional charge or fine from Muhlenberg College.

The campus community will be notified when it is necessary to make special snow removal parking arrangements. Notification may include communication through residence hall staff, Campus Safety, emails and other social media applications.

Bare roads and sidewalks are not always possible before the start of or during classes. Plant Operations crews will begin snow and ice removal as early as possible to attempt to meet this goal. Response time will depend on several factors, including the moisture in the snow, timing, and duration of the storm. Full recovery after an event can take from several hours to several days.

We realize the importance of our students and faculty/staff arriving safely at their destination. Muhlenberg College faculty/staff and students are encouraged to wear proper footwear for snowy and icy conditions, and to plan on taking extra time and alternate routes to reach destinations. Ice and snow treatments on walks, steps, and streets may be repeated throughout the day and/or night as conditions warrant, but proper care must be taken by everyone traveling across campus. We appreciate everyone's cooperation and patience in respect to snow and ice management.

Normal working hours for the Grounds Department are Monday through Friday from 7:00am until 5:30pm. The Campus Safety shift supervisor will be responsible for monitoring weather conditions outside normal working hours. The shift supervisor will contact the Grounds Manager from 5:00pm to 6:00am Monday through Friday as well as weekends and holidays to communicate campus snowfall and ice conditions during off-hours.

The Campus Safety personnel working the overnight shifts shall monitor local weather conditions on Campus. If it is determined that travel has become unsafe, then notification of the Grounds Manager should be made. Notification of hours and times for staffing shall be communicated prior to the end of the business day as to inform Campus Safety of the intent or coverage expected for the overnight hours. The Grounds Manager will determine if personnel need to report immediately.

In the event of a significant storm (approximately 12" or more) all essential personnel will be deemed necessary for snow removal efforts. Coordination between Grounds, Housekeeping, and Trades will be needed to set-up shifts, prepare working teams, and plan the direction of the staff. Essential personnel who do not report to work will not be paid for the day, and will be subject to progressive disciplinary action.

## Appendix

### **Snow Removal Priorities - College is Open**

Snow removal priorities may be adjusted by the supervisor/manager in charge, depending on weather conditions, time of day, day of the week, and scheduled Muhlenberg events. However, the normal priorities are as follows:

**Parking Lot Snow Removal** - plowing of snow will begin once accumulations reach 1.5"-2". During regular work hours (7am-5:30 pm) entrances and main aisles will be the focus of removal efforts. We will try to keep at least one drive lane open, possibly more depending on snowfall rates.

**Parking Lots:** Front Drive, Back Lot, Brown Lot, Prosser Lot, loading dock at Seeger's, ML Lot, 23<sup>rd</sup> & Gordon Lot, one lane from Robertson down to Benfer, Library Lot with east side access from Chew Street, one lane down into the Villages.

#### **Walkways and Entrances:**

- Seeger's Union - access to dining hall areas, food service areas as well as ADA entrances
- Academic Buildings - at least two entrances into each building including ADA access
- Life Sports Center - keep south and east entrance open
- Chapel - front entrance and ADA access
- Library - front entrance, front ADA access, and loading dock
- Residence Halls (Prosser, Walz, Brown, Taylor, Benfer, South, Robertson, The Villages, East, ML) maintain access for ADA entrances
- Campus Safety- main pedestrian access and vehicular exit and entry into Prosser
- Chew Street north and south side in the main Campus block
- Chew Street South side to 22<sup>nd</sup> Street
- Academic Row main walkway-both north and south side of buildings

## **Snow Removal Priorities - College is Closed**

Snow removal priorities may be adjusted by the supervisor/manager in charge, depending on weather conditions, time of day, day of the week, and scheduled Muhlenberg events. However, the normal priorities are as follows:

**Parking Lot Snow Removal** - plowing of snow will begin once accumulations reach 1.5"-2". During regular work hours (7am-5:30 pm) entrances and main aisles will be the focus of removal efforts. We will try to keep at least one drive lane open, possibly more depending on snowfall rates, etc.

**Parking Lots:** Front Drive, Back Lot, Prosser Lot, loading dock at Seeger's, ML Lot, 23<sup>rd</sup> & Gordon Lot, one lane through Robertson down to Benfer, Library Lot access from Chew Street, one lane into the Villages.

**Student parking lots** will be cleared once snow has stopped and moving of the vehicles can be coordinated.

### **Walkways and Entrances:**

- Seegers' Union – access to dining hall areas and food service areas as well as ADA entrances
- Life Sports Center- keep south entrance open
- Residence Halls (Prosser , Walz, Brown, Taylor, Benfer, South, Robertson, The Villages, East, ML) maintain access for ADA entrances
- Campus Safety- main pedestrian access and vehicular exit and entry into Prosser
- Academic Row main walkway-both north and south side of buildings

\*Please note that during the official faculty/staff Winter break snow/ice removal plans and priorities may be modified.