

St. Cloud State University Snow Removal Plan

During winter weather events, it is of paramount importance to maintain a safe environment on campus for students, faculty, staff, and visitors. Facilities Management is responsible for clearing snow and ice from campus sidewalks, parking lots, steps, and building entrances to enable campus to continue operations. During a snow and/or ice event, snow removal activities is Facilities' top priority, and routine work may be delayed to ensure the safety of campus.

This document details St. Cloud State University's snow removal plan. Snow removal in the following scenarios are detailed below:

- **Classes are being held, campus is open:** Snow removal will be performed as outlined below.
- **Classes are cancelled, but campus remains open:** Snow removal will be performed as outlined below. If the rate of snow is extreme, efforts will be focused on removing snow as much as possible to allow staff, faculty, and students to be able to travel as safely as possible on campus for the remainder of the business day. Snow removal from walks will continue until evening meals are completed. If snow continues overnight, snow operations will halt after evening meals have been served, and plowing will start again at 3:00 a.m. the following morning. Staff will be assigned as required to accommodate snow removal in support of scheduled events occurring on campus.
- **Classes cancelled, campus closed:** Snow removal will be performed as outlined below. Once the campus is closed, all Facilities staff on duty at the time the closure goes into effect will remain on duty until released by their supervisor. Snow removal efforts will shift towards maintaining safe passage for residential students and will shift away from access to academic buildings. Snow removal from walks connecting to food service will continue until evening meals are completed. If snow continues overnight, snow removal will halt after evening meals have been served, and plowing will start again at 3:00 a.m. the following morning. Staff will be assigned as required to accommodate snow removal required when scheduled events and are still occurring on campus despite the closure.
- **Weekends, Holidays and Events.** Snow removal will be performed as outlined below.

Snow Removal Assets

Facilities Management has a wide array of assets available for snow and ice control. Our greatest asset is our staff. The Grounds Department is responsible for snow removal operations throughout campus. Trades and Crafts staff may also be called on to augment the Grounds Department. The entire GMW staff is assigned to snow removal at individual facilities as

outlined below. The number of staff required to respond to any given event will vary widely depending on the type and size of the storm. A large storm will require the efforts of up to 19 equipment operators and 7 shovelers, in addition to the GMW staff.

Facilities Management has a variety of equipment including hand shovels, brooms, leaf blowers, small snow blowers, ice melt chemicals, and various pieces of heavy equipment. The heavy equipment includes:

- Seven Bobcats with bucket and broom attachments
- Two Toolcats with bucket and broom attachments
- Three pickup trucks with plow attachments
- Three dump trucks with plow attachments
- Two Toros with broom attachments
- Two front-end loaders

All Grounds Department staff and augmentees will be trained on all types of equipment for which they hold the requisite license. Equipment will be assigned by supervision based on needs of the university, training of employees, individual skills, and the capability of the equipment.

Snow Removal Call-In

All Facilities Management employees should be prepared for a call any time snow is in the forecast. When possible, a supervisor will notify the snow crew prior to 9:00 p.m. the evening before a storm is expected. This will apply to weekends and holidays as well.

Employees will report as directed by supervision, but, as a general guideline, report times will typically be as follows.

Grounds Crew & Trades Called for Snow Duties:

- Light snow falls (1-3") Start time will be at 5:00 a.m.
- Accumulations exceeding 3-5" Start time will be at either 3 a.m. or 4 a.m.

GMWs:

- Report at the start of their normal shift unless directed otherwise by their supervisor.
- During heavier snow events, employees should expect to be called to report early
- When there is a closure or a delayed opening, GMWs normally assigned to be on duty when campus is scheduled to reopen should report 2 hours prior to the opening of campus.

At the start of the shift, and periodically as conditions warrant, Supervision will meet with the crew in the Grounds Shop to discuss assignments and provide other instructions. Staff may be assigned to any area or piece of equipment at the time they are called. All operators must be prepared to shovel steps when needed.

All employees – Grounds, Trades, and GMWs – assigned to snow duties will continue to work snow removal activities until released by a Facilities Management supervisor to return to regularly assigned duties or go home for the day.

The Grounds Supervisor will coordinate with Trades supervisors at the start of the normal duty day regarding any Trades staff required to continue snow operations to maintain an appropriate balance between snow operations and trades work orders to ensure the most critical work is addressed.

Overtime written slips for Grounds and Trades staff are to be put on the *Grounds Supervisor's* desk. Employees should use cost center **214005** on time sheets for snow removal work.

Overnight housing is available on campus through Residential Life for employees who wish or who feel they cannot safely drive to and from home between shifts.

Snow Removal Assignments and Shoveling

Depending on the severity and persistency of the snow storm, it is likely snow removal activities, both with equipment and by hand, will need to be accomplished multiple times on a shift. Employees are responsible for monitoring their assigned area to ensure snow and ice are removed to provide a safe surface for campus employees, students, and visitors.

Grounds Department, as augmented by Trades, are responsible for sidewalks, parking lots, and other areas accessible with heavy equipment. Grounds Department will use skid steers and utility machines to plow campus sidewalks and loading docks. Loaders, dump trucks and pickups will be used to plow campus parking lots and larger mall areas.

GMW staff are responsible for clearing building entrances, stairs, ADA ramps, and sidewalks out to the point where heavy equipment can reasonably access and maneuver. This point will vary widely for each facility and the physical layout of each entrance. The Grounds Department and Building Services Department supervisors will determine the necessary extent of hand shoveling. Regardless, employees will shovel all areas assigned by their supervisor. GMWs are responsible for clearing any residual berm on sidewalks created when the equipment has cleared the main areas to ensure a safe path to the facility.

Grounds Department, as augmented by Trades, will assist with shoveling the following steps after parking lots and sidewalks are accessible, but prior to 8:00 am.

Maint. Bldg.: All steps and sidewalks between Upper and Lower G Lot.

Shoemaker: Two sets of steps on 9th street.

Riverview: 1st Avenue sidewalk steps by the boulevard only. The steps at the building are the responsibility of the GMWs.

Headley Hall: South side fire exit to 8th Street

- P Lot: Steps south of P Lot and pad across street.
- R. Green House: Located at 827 4th Avenue South: All steps, sidewalks and ramps and the three steps on 4th Avenue between the Richard Green House and house on corner to the north
- American Indian Center: Located at 901 4th Ave South. All steps, sidewalks and ramps.
- Parking Ramp: Northeast stairwell and Southeast stairwell entrance
Steps across street from Public safety entrance.
- Garvey Commons: All entrances – Fire Exits.
East side grand stairway – shovel one portion between railings.
1st Avenue steps to B-Lot and 1st Avenue. Sherburne/Garvey Commons Area.
For the side by side steps on 1st Ave., shovel the landings up to main walk where machines cannot reach
- Ervin House: 2 sets of steps on 1st Avenue and ramp, and the steps at the front door.
Set of steps between south Benton Hall and B Lot.
- M Lot: Steps northeast of M-Lot. (NW Halenbeck)
- Pedestrian Bridge: University Drive pedestrian bridge, and the big set of steps south of the bridge over 1st Ave S.
- Fire Post Areas: East Brown Hall; ECC Mall; Northwest Stewart Hall; Sherburne Hall; Southwest Stearns, 4th Street South at Benton Hall.

Dome Snow Removal

Clearing snow from around the dome is essential for both the structural integrity of the dome and the emergency egress of the building occupants. This is a joint responsibility of Athletics/Campus Recreation and Facilities Management.

Athletics/Campus Recreation will arrange for hand shoveling around the dome, including emergency egress routes at the exits and on the stairs at the NW and SW corners of the dome.

- Snow will be shoveled at least one foot from the sides of the dome all the way around the facility. Failure to keep this clear could result in damage to the dome fabric and the integrity of the facility.
- Exit doors on the dome need to be clear at all times. Shovel a single egress path up both sets of steps from the ground level up to the concourse level. Shovels will be stored in the south tunnel of the stadium.

Facilities Management, through the Grounds Department, will use a skid steer with either a blower or bucket to remove snow from around the dome to provide access for hand shovelers. After Athletics/Campus Recreation shovels the snow away from the sides of the dome, Grounds will remove snow that has been shoveled. Grounds will plow snow away from south and north steps at the concourse level all the way to the gates for egress.

Equipment Operator Responsibilities

All snow crew staff must be trained on all equipment they are licensed for. Staff may be assigned to various equipment as needed at the discretion of supervision.

Commercial Vehicle Inspection must be logged on the forms located inside dump trucks before and after operation. You may be subject to random inspection by the state and must provide this information to local authorities in case there is an accident.

Driver's Vehicle Incident Reports (DVIR) must be completed on plows and logged in the book. *It is the law and your responsibility as the driver.*

Pick-up trucks should be stored in the shops. Fuel all equipment prior to and after storms. Take time to check oil and lubricate, especially the brooms.

Seat belts are required at all times. Smoking is not permitted in any State vehicle. State law prohibits texting or use of phones while driving any vehicle, except when using a hands-free device.

Strobe lights must be activated, and use of running lights during daylight hours is strongly encouraged.

Review location of sidewalks and be aware of potential hazards ahead of time before snow covers them. It is important to make sure all pedestrian ramps are kept clear. Do not leave ridges around shoveled steps, boulevard sidewalks, and sidewalk intersections.

Report any damage to signage, equipment or personal property to the Heating Plant or to the Grounds Supervisor. Ensure a work order is submitted immediately. Any hazard that is created such as a broken sign stub must be addressed immediately with a barricade or cone.

Report malfunctions to supervisor.

Sand or apply de-icing products on any steps where ice cannot be removed thoroughly.

All sanding or treatments MUST BE LOGGED ON FORMS located in the Grounds Shop.

Parking Lot Snow Emergency Procedure/Guidelines

A Snow Emergency is typically declared after snowfalls of 3” or more, after an accumulation of 3” or more from several snowfalls, or as needed for parking lot maintenance. When a snow emergency is declared, residence hall residents are asked to follow specific parking guidelines to allow for efficient snow removal operations. Vehicles in violation of parking restrictions are ticketed and towed.

When a snow emergency is declared, the Public Safety Department may communicate via:

- A-frame signs in lots
- Update the SCSU Parking webpage
- Send an e-mail via University system
- Send text message through the Blackboard Connect system
- Contact the Office of Residential Life

Several ways may be used to notify residents of a snow emergency:

- Campus e-mail
- Text message
- Electronic messaging with residence halls
- SCSU Parking webpage

Snow Emergency Declarations for A, C, E, and Stateview Lots

The snow emergency will always begin at 10:00 a.m. the day immediately following a snow emergency declaration. The snow declaration will be made by Facilities Management in conjunction with Public Safety no later than 5:00 p.m. the night before. It will remain in effect until the assigned lots have been completely cleared and equipment has vacated the area.

During a snow emergency, parking is available in K-lot until 3:00 a.m. the following morning when K-lot closes to overnight parking.

Snow Emergency Declarations for Residents Parking in East K-lot (Behind the Husky Hub)

The snow emergency will always begin at midnight following the declaration. All vehicles must be moved from the paved portion of east K-lot to the west portion of K-lot. All vehicles must then be moved back to east K-Lot by midnight, after the lot has been cleared and equipment has vacated the area.