



Ursinus College

**Facilities Services**

**SNOW  
REMOVAL  
PLAN  
2015-2016**

## **OVERVIEW**

The purpose of this document is to provide information on the policies and procedures that the Facilities Services Department will follow to respond to a snow event at Ursinus College. It is the Department's charge to provide safe access to, and egress from, Ursinus in the safest, most efficient and environmentally responsible manner possible.

Throughout the winter season, Facilities Services will monitor the weather in order to prepare for a snow emergency. A snow emergency will be declared when the snow begins to accumulate and remedial action is necessary to prevent hazardous road and sidewalk conditions. The Service Response Center will notify the Ursinus community, via the campus e-mail system, if the snow emergency parking policy will go into effect.

Normal working hours for the Grounds Department are Monday through Friday from 8:00am until 4:30pm. 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.

Snow will be cleared in a prioritized manner. Emergency access routes are the first priority. Primary pedestrian routes, vehicular drives and parking lots, including snow emergency "No Parking" areas are the second priority. Minimal use walks and roads, snow emergency alternate parking lots and other secondary parking lots are the third priority and will be cleared last. Fire hydrants, storm drains, mechanical room access and basement access will be cleared the day following a storm. Athletic fields will be cleared only as resources are available. Anti-icing and de-icing procedures will be performed as deemed necessary by the Grounds Manager.

## Campus Safety Information

If the Campus Safety Department encounters any hazardous conditions during normal working hours, (8:00am to 4:30pm), please contact the Facilities Services Service Response Center at 610-409-3598.

The Campus Safety shift supervisor will be responsible for monitoring weather conditions outside normal working hours. Campus Safety will discuss the local conditions with the Grounds Manager to develop the appropriate remedial action necessary.

Contact person:     Grounds Supervisor – Dave Bennett  
Office Phone – 610-409-3598

## **APPENDIX 1**

### ***Snow Response Personnel Winter Procedures Checklist***

- ❑ Perform snow removal activities, as directed by manager.
- ❑ Advise manager of any unsafe or potentially hazardous conditions encountered during snow removal operations.
- ❑ Operate all assigned equipment in a safe and efficient manner.
- ❑ Perform maintenance inspections on assigned equipment and maintain same in a neat and clean condition.
- ❑ Wear appropriate clothing for winter weather conditions and utilize safety equipment provided.
- ❑ Ensure that stairs, roadways, parking lots, sidewalks and entryways are kept free of snow, slush and ice, which may cause hazardous footing.
- ❑ Exercise caution with the use of salt and ice melt around areas that border lawns or plantings.
- ❑ Keep fire hydrants and drains clear of snow.
- ❑ Wash equipment, vehicles, and implements after storms to help prevent corrosion.
- ❑ Ensure all gates are free and clear of snow and ice and operating properly.
- ❑ Routinely check roofs to determine where potential snow slides may require closing and/or restricting of sidewalks.
- ❑ Maintain and keep snow removal equipment in good mechanical condition.
- ❑ Monitor roof drains for potential ice build up.
- ❑ After a winter storm and once any residual snow begins to thaw, all drains must be uncovered to avoid any drainage or re-freeze problems. All clogged drain lines should be reported promptly.
- ❑ Make sure handicap access is clear at all ramps and door opening buttons.

## **APPENDIX 2**

### ***Grounds Manager Winter Procedures Checklist***

- ❑ Monitor weather through the National Weather Service, local radio stations and the web.
- ❑ Regularly inspect campus for ice.
- ❑ Inspect campus regularly to identify and repair storm damage including potholes (quick patch), signs and trees.
- ❑ Confirm adequate supply of materials and parts after each storm.
- ❑ Inspect and inventory equipment and materials to determine need for repair and/or replacement and ensure adequate inventory.
- ❑ Maintain storm reports including snowfall, temperature, hours worked, equipment and materials used, overtime, etc.
- ❑ Evaluate performance of in-house employees and correct as necessary.
- ❑ Evaluate performance of contracted services and correct as necessary.
- ❑ Routinely check roofs to determine where potential snow slides may require closing and/or restricting of sidewalks.
- ❑ Monitor roof drains for potential ice build-up.
- ❑ Keep snow-handling equipment available and maintain appropriate inventories for late season storms.

## **APPENDIX 3**

### ***Equipment, Parts, and Supplies***

The Grounds Department will inventory all related snow equipment, parts, and materials by October 1, each year. All equipment will be started, tested, tuned up, and checked for faulty parts and repairs. All equipment will be routinely tested prior to the first storm and throughout the entire snow season. Any essential backup and replacement inventory will be ordered by October 1. These materials will be received and accounted for within the grounds storage facility by October 15<sup>th</sup>.

## **APPENDIX 4**

### ***Record Keeping and Documentation***

Accurate and up to date records of storm conditions and department activities are a critical element of the snow response plan. Records are useful in tracking materials used and in planning future storms. Records are also essential in defending claims that may be brought against the institution.

A storm report can be found on the following page. Storm reports will be completed for each storm throughout the winter. Also copies of the downloaded weather forecasts and reports will be kept as part of record keeping and documentation efforts.

## **APPENDIX 5**

### ***URSINUS COLLEGE STORM REPORT***

Date of report:\_\_\_\_\_ Start of Storm (date/time):\_\_\_\_\_  
Name:\_\_\_\_\_ End of Storm (date/time):\_\_\_\_\_  
Location:\_\_\_\_\_ Total accumulation(in inches):\_\_\_\_\_  
Temperature:\_\_\_\_\_

Personnel	Equip. operated/Task performed	Reg. Hrs.	OT. Hrs.	Total Hrs.

#### **Materials Used (estimated)**

\_\_\_\_\_ lbs. bulk salt  
\_\_\_\_\_ lbs. sand  
\_\_\_\_\_ # bags ice melt  
\_\_\_\_\_ gallons of gasoline  
\_\_\_\_\_ gallons of diesel



## **APPENDIX 6**

### ***Training and Safety***

The safety of the campus community and of the Facilities Services' employees is of the utmost importance. Training of all employees involved in snow and ice removal operations is mandatory and will occur prior to any winter storm activity. Depending on experience, employees will be trained on the safe operation of the types of equipment they will be operating and on tasks to be performed.

Equipment may include tractors, utility vehicles and trucks with implements such as plows, spreaders, sprayers, blowers, etc. This also includes walk-behind and hand held equipment. Winter equipment operation and tasks to be performed will be evaluated to determine the personal protective equipment (PPE) that is needed to ensure safety. Once the PPE is identified and purchased, employees will be trained how to use the PPE while operating equipment or performing tasks. All training will be conducted as per current OSHA standards and requirements.

### ***Employee Safety Checklist***

- ❑ Wear proper clothing and utilize proper personal protective equipment
- ❑ When loading and unloading snow and ice melt materials, use proper lifting mechanics:
  - Bend your knees
  - Use your legs to lift not your back
  - Turn your full body – avoid twisting
  - Use mechanical devices, if appropriate, such as a fork lift or hand truck
- ❑ Wear boots that provide good traction and proper insulation
- ❑ Do not operate equipment without proper training and approval
- ❑ Take breaks from equipment operation a minimum of 15 minutes every 3 hours
- ❑ Protect exposed skin
- ❑ Change clothes that become wet as soon as possible
- ❑ Warm cold body parts immediately – do not let body parts become numb
- ❑ Change socks frequently
- ❑ Report all suspected cold weather injuries to a manager immediately

## **APPENDIX 7**

### ***Pre-season Preparation Checklist***

- ❑ Update snow response plan to reflect the addition or deletion of properties, changes in staffing, changes with equipment and usage, budgeting constraints, changes with contracted services, and all other information that is necessary to keep the response plan up-to-date.
- ❑ Train employees in the safe operation of snow removal equipment and in handling snow and ice melting materials.
- ❑ Establish notification process for employee call-ins and issue a memorandum indicating responsibilities and guidelines for individuals involved in snow and ice removal.
- ❑ Perform inventory and inspection of equipment, parts, and materials to ensure that they are in proper working condition and/or stocked in appropriate quantities. Some examples include: plow blades, tire chains and repair links, snow blowers, shovels, scrapers, spreaders, tractors, trucks, boots, gloves, rain gear, goggles, anti-freeze, hydraulic oil, hoses, belts, chains, gear boxes, ice melting agents and abrasives, snow stakes, hydrant markers, winter windshield wiper blades, and snow fencing.
- ❑ Attach snow removal implements to equipment.
- ❑ Arrange for mechanical services to address major breakdowns beyond in-house capabilities.
- ❑ Ensure adequate stock of snow and ice melt materials.
- ❑ Locate hand tools and ice melt for easy access.
- ❑ Identify areas where snow can be disposed of. Include areas that are accessible to large vehicles.  
Install sand barrels on identified roadways, parking lots, and walkways
- ❑ Make necessary repairs and eliminate any protruding obstacles in parking lots, roads, and walkways
- ❑ Update maps and listings of priorities, equipment routes, assignments, and zones of responsibility.
- ❑ Update snow removal specifications/contracts.
- ❑ Update lists of local emergency services such as hospitals, ambulance, police, fire, etc.
- ❑ Inspect roofs to determine if there is a need for snow guards.

## **APPENDIX 8**

### ***Spring Clean-up***

In preparation for spring and commencement activities, the Grounds Department will complete the following snow removal related tasks at the close of the winter season as outlined below:

#### **Checklist**

- ❑ Review snow removal operations and record successes and areas that need improvement in order to modify the snow response plan and improve services for the future.
- ❑ Evaluate performance of equipment and materials.
- ❑ Quantify equipment, material, labor and contractor costs to help establish future budget needs.
- ❑ Evaluate contractor performance.
- ❑ Sweep and remove, and/or power wash all winter salt/sand materials from roads, walks, and parking areas.
- ❑ Repair potholes and curb damage.
- ❑ Check all gates, fences, and pole for damage and repair as necessary.
- ❑ Clear drains of any winter debris or materials.
- ❑ Check trees for winter damage and conduct maintenance as necessary.
- ❑ Inspect lawn and plant areas for salt damage and add amendments as necessary.
- ❑ Store all equipment not used during other seasons in a secure location.

## **APPENDIX 9**

### ***Zonal snow removal plan – including mechanical/architectural trade assignments***

Snow removal becomes an “all hands on deck” event for Facilities Services to successfully remove the snow from necessary areas of campus. When mechanics and carpenters are required to shovel snow, the following procedures should be followed –

- ❑ People will be divided into groups and held responsible for their particular zones.
- ❑ Each group will have one person (group leader) in radio contact with base.
- ❑ Groups are to stay together until their zone is completely cleared, *\*salting zone areas if necessary.*
- ❑ After the zone is completely cleared, the group leader will call via radio to see if any other groups still need help in their zones. If no other group needs help, contact Dave Bennett or the Operations Manager. If campus is cleared and group is working overtime, the Operations Manager will give the clearance for the group to leave campus.
- ❑ Stay in groups, no one should be by themselves for safety reasons.
- ❑ You will be told or contacted at home with early start time. If you do not receive a call, it is the individual employee’s responsibility to contact their immediate supervisor for start time.

\* **Rock Salt** is to be used in parking lots and black top areas only.

\* **Sno-Glo or Calcium Chloride** is to be used on steps and paver only

**\*NO EXCEPTIONS\***

## **APPENDIX 9 (continued)**

### ***On campus shoveling expectations (Ursinus Personnel)***

- ❑ 10 foot wide side of railings on steps
- ❑ Small walkways where a machine is unable to reach
- ❑ All landings that are entrances to buildings
- ❑ All handicap ramps
- ❑ All steps leading to mechanical rooms or basement egresses
- ❑ All fire exits
- ❑ All entrances including handicap door button

### ***Off campus shoveling expectations (Subcontractor)***

- ❑ All steps front and back of house
- ❑ All Bilco doors or steps leading to mechanical rooms or basements  
Make a path to a connecting walkway
- ❑ All walkways where a machine is unable to reach
- ❑ All handicap ramps
- ❑ All porches and landings
- ❑ All fire exits

## **APPENDIX 10**

### ***2015/16 Zone parameters and assignments for mechanics and carpenters***

#### **ZONE 1**

##### ***Snow blower in Garage***

811 E. Main – Cloake House  
801 E. Main - Isenberg  
789 E. Main – Wellness Center  
777 E. Main  
785 E. Main – Elliot  
701 E. Main – Omwake

#### **ZONE 2**

##### ***Snow blower in Heat Plant***

Reimert  
Thomas Hall  
Pfahler Hall  
Brodbeck/Curtis/Wilkinson  
Kaleidoscope

#### **ZONE 3**

##### ***Snow blower in Heat Plant***

Corson Hall  
Berman Museum  
Olin Hall  
Bomberger Hall  
Myrin Library  
Keigwin  
Unity House  
Sprinkle

## **APPENDIX 10 (continued)**

### **ZONE 4**

*Snow blower in Heat Plant*

New Hall  
Richter/North  
Beardwood/Paisley/Stauffer  
DLH/Bakes Center  
Ritter  
Kaleidoscope  
Wisner Center

### **ZONE 5**

Facilities shop  
Boiler house

## **Ursinus College Inclement Weather Policy**

Inclement weather hotline – 610-409-3700

KYW Radio school delay # 429

It is customary that the college will be open regardless of weather conditions. Normally, cancellation of a class will result only from the instructor's inability to meet it. A faculty member who is unable to make it to class will take the following actions:

- ❑ Place an outgoing voicemail message on his/her campus telephone extension to notify students, both commuting and resident, that class will not be held.
- ❑ Notify students electronically, either by e-mail, bulletin board notice on Blackboard, or message on personal web page, that class will not be held.
- ❑ Make arrangements with the class to make up any missed work.

Occasionally, if weather conditions are severe enough to prevent a substantial number of commuting students, faculty or staff from attending classes on a given day, the Dean of the College may declare in "Inclement Weather Day" by 6:30am. This declaration will be posted in the following ways:

- ❑ On the outgoing voice voicemail message at Inclement Weather Hotline, 610-409-3700.
- ❑ Via e-mail messages sent to all students and faculty.

In the unlikely event that the college would delay opening, or close for severe weather conditions, the notice would go out via the two means above. In addition, the College would use its Montgomery County code, 429, on KYW Radio (1060AM) to signal that the college was closed or opening one to two hours late.



## **EQUIPMENT ROUTES**

OPERATOR	ASSIGNED LOCATION	VEHICLE	ROUTE
1	Main Drive, around DLH and West Lot	F-350	1
2	Corson Lot, Main Brick walks	GMC-1500	2
3	Wismer Lot, Stauffer Lot Boiler House Lot, Shop Lot	Silverado	3
4	Wismer Lower Lot, Stone Lot	Silverado	4
5	99 9 <sup>th</sup> , 942 Main 944 Main, Cloake, 789 Main 785 Main, 777 Main	Bob Cat	5
6	500 Main Parking Lot, Maples Hobson, Sturgis, Fetterolf 33 6 <sup>th</sup> lot, 30 & 32 6 <sup>th</sup> Ave.	Bob Cat	6
5 & 6	Residential Village Lot, Sprinkle	Bob Cat	7
2	201 9 <sup>th</sup> , 319 9 <sup>th</sup> , 325 9 <sup>th</sup> , 324 9 <sup>th</sup>	GMC-1500	8
3	Clamer, 424 Main, 426 Main	Silverado	9
7	Sidewalk North of Main Walk not done by snowblowers	RTV900	10
8	Sidewalk South of Main Walk not done by snowblowers	RTV 900	11

ASSIGNED OPERATOR	LOCATION	VEHICLE	ROUTE
9	Concrete walkways around Kaleidoscope, Reimert to West entrance	Kubota Tractor	13
10	When completed, make sure West Lot is finished. Start clean up of corners & parking spots.	385 Loader	

## **SNOW RESPONSE CONTACT LIST**

***Winter 2015-16***

TITLE	NAME	HOME	CELL #
<b>Campus Safety</b>		<b>610-409-3333</b>	
<b>Facilities Services</b>		<b>610-409-3598</b>	

## **APPENDIX 12** **SUPPLIERS**

1) Ice Melt	Synatec (contact Mike Gulotta)	814-404-7341
2) Salt/Sand	Marion Jones	610-960-6727 484-962-8161

## **SNOW PLOW & SNOWBLOWER PARTS**

1) Arien	Passmore Service Ctr.	610-367-9084
2) John Deere	Robert E. Little	610-287-9643
3) Plows	The Plow Shop	610-489-3434
4) Bobcat	Best Line Equipment	215-675-3009

## **APPENDIX 13**

### ***Post-season work***

- ❑ Repair all lawn damage to sides of pathways or sidewalks caused by snow plowing or snow removal.
- ❑ Repair all disturbed curbing or roadway caused by plowing or snow removal.

### ***Other requirements***

- ❑ Workers performing work must be in telephone contact with Ursinus Facilities Services group.
- ❑ Snow removal equipment must be on site within one (1) hour of the beginning of the snowfall.
- ❑ Contractor must provide Ursinus College with the appropriate insurance policy coverage outlined by Ursinus College's Business Office.