Louisburg College Snow/Ice Removal Plan
OVERVIEW

The purpose of this document is to provide information on the policies and procedures that the Physical Plant Department will follow to respond to a snow/ice event at Louisburg College.

It is the Department’s charge to provide safe access to, and egress from campus areas, in the safest most efficient and environmentally responsible manner possible. Throughout the winter season, the Campus Maintenance Supervisor will monitor the weather in order to prepare for a snow/ice event. A snow/ice event will be declared when the snow/ice begins to accumulate and remedial action is necessary to prevent hazardous road and sidewalk conditions. Ice will be treated in the same fashion as snow. Each event is unique in nature and will be remediated in the best fashion related to the storm; these procedures will be used as a general guideline for remediation.

Normal working hours for the Facilities Operations staff is Monday through Friday from 7:30 am until 4:00 pm. Campus Safety/Security will contact the Campus Maintenance Supervisor from 4:00pm to 7:30 am 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, followed by primary pedestrian routes, vehicular drives and parking lots. A snow melting agent and sand will be applied as deemed necessary by the Campus Maintenance Supervisor.

Occasionally, if weather conditions are severe enough to prevent the campus from opening or to remain open, the Vice President for Student Life may declare a “Closure or delay” at Louisburg College. Changes to the college’s operating schedule will be communicated via LC Alerts, the college website and local media. In the event of a school closure the facilities team will still be required to respond and carry out snow/ice removal plan.

Student Life will also send out a memorandum to students referencing snow removal plan and potential hazardous areas.

1/6/2016 Revised
SNOW/ICE RESPONSE CONTACT LIST

If the Campus Safety/Security Department encounters any hazardous conditions during normal working hours, (7:30 am to 4:00 pm), please contact the Physical Plant Office at 919-497-3276.

Campus Safety/Security will discuss local conditions with the Campus Maintenance Supervisor outside of normal working hours. The Campus Maintenance Supervisor will take the appropriate remedial action necessary.

Contact person: Jason Patrick

Office Phone – 919-497-3250

Cell Phone – 919-495-1633

If Security is unable to contact the Campus Maintenance Supervisor, they will contact the following people in order.

Associate Vice President of Facilities– Nathan Biegenzahn

Office Phone – 919-497-3318

Cell Phone – 919-426-6344

Physical Plant Administrative Assistant – Lisa Allen

Office Phone – 919-497-3276

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TRAINING & SAFETY

The safety of the campus community and of the Facilities Operations’ employee is of the utmost importance. Training of all employees involved in snow and ice removal operations will occur prior to every winter season. 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. This also includes 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

As described above, employees will receive training and information with regard to PPE items and other general safety guidelines below. For additional clarification, if needed, employees are instructed to contact the Campus Maintenance Supervisor.

- Wear proper clothing and utilize proper personal protective equipment
- Wear boots that provide good traction and proper insulation
- Use proper lifting techniques when loading and unloading snow and ice melt materials
- 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

Equipment, Parts, and Supplies

The Physical Plant 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 from October 1, throughout the snow season. All items will be stored at the Facilities yard.
PRE-SEASON PREPARATION CHECKLIST

The pre-season preparation checklist will be completed before October 1 by the Campus Maintenance Supervisor.

- Update snow response plan to reflect the addition or deletion of properties, changes in staffing, changes with equipment and usage, budgeting constraints, 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.
- Review snow removal plan process for employee call-ins, 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: shovels, scrapers, spreaders, tractors, trucks, boots, gloves, rain gear, goggles, anti-freeze, hydraulic oil, hoses, belts, chains, ice melting agents and abrasives.
- Attach snow removal implements to equipment.
- Arrange for mechanical services to address major breakdowns beyond in house capabilities. Also arrange for sub-contractor labor in event extra manpower in needed.
- Ensure adequate stock (3 pallets) of snow and ice melt materials and rotate ice melt stock. Use oldest stock first.
- 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
SNOW REMOVAL PLAN

Snow removal becomes an “all hands on deck” event for Facilities Operations to successfully remove the snow from necessary areas of campus. The use of pre-determined outside contractors may be necessary to remove and clear large amounts of snowfall. The Campus Maintenance Supervisor will contact outside vendors if needed.

- A plan of action meeting will take place before the start of snow/ice removal.
- A campus snow plan map will be reviewed to discuss areas and priorities, this map will be posted in the Physical Plant Department.
- The map will give priority to each area. The priority level of certain campus areas will be dictated by the nature and severity of the storm. As a general guideline the priority of campus areas will be determined by these goals;

1) Allow for safe exit and entrance into buildings.
2) Clear pedestrian area to allow students to get to the cafeteria and also clear road way to allow food service employees to enter campus.
3) Clear pedestrian areas to allow for students/faculty to get to class and also clear campus roads/parking for college employee’s to enter or exit work place.
4) Clear all other paths and retreat previously clear areas as needed.
5) Cones and signage will be placed in areas deemed unsafe or have a potential to be a hazard.

-See attached maps for details.

- People will be divided into a group consisting of two people and assigned to a particular areas and or tasks.
- Groups are to stay together until their area is completely cleared, placing ice melt in the areas if necessary. After the area is completely cleared, one of the people in the group will call each other to see if any other groups still need help in their areas. If no other group needs help, please contact your supervisor for further direction.
- Stay in groups, no one should be by themselves for safety reasons.
- Facilities personal will be informed or contacted at home with any early start time directions
Snow removal procedures

- 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 sand and ice melt around areas that border plantings.
- Keep fire hydrants and drains clear of snow.
- 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.

Campus Maintenance Supervisor Winter Procedures

- Hold plan of action staff meeting prior to snow removal, and include outside contractors.
- Contact outside contractors if needed.
- Monitor weather through the National Weather Service and local radio stations.
- If National Weather Service is calling for 4” or more heavy equipment will be rented.
- 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.
- Routinely check roofs to determine where potential snow slides may require closing and/or restricting of sidewalks.
- Keep snow-handling equipment available and maintain appropriate inventories for late season storms.