

# **Western Kentucky University Facilities Management**



## **Snow and Ice Response Plan 2013-2014**

12/4/2013

WKU Facilities Management Snow Plan

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## **Procedures for Snow Removal:**

- The Intent of this snow plan is to standardize and document the Standard Operating Procedures taken by Facilities Management to combat a winter snow or ice storm. Every storm is different, with different starting times, temperatures, accumulations and durations. This plan identifies the general Facilities Management staff resources, equipment resources, areas of responsibility and general strategies for managing any given storm.
- WKU Police and the Facilities Management Director along with the Manager of Campus Services will monitor conditions that will result in communications to the Chief of Police or his designee who will inform the University Provost by 5:15AM regarding weather conditions, so that they can officially designate the school as open, late or officially closed.
- The Facilities Management Director and the Manager of Campus Services will monitor the weather conditions during non-working hours and will call in the necessary grounds personnel as needed. Several products or actions may be used depending on the surface that is effected. This includes: pre-spraying of steps, closing of top floors of parking structures, barricading of entrances until safe.

It is anticipated that completion of snow removal will be dependent on the total snowfall accumulation and subsequently the mechanical and chemical removal the snow from sidewalks, streets and parking lots. In the event of the following weather conditions:

**1. Snow flurries**

Power Sweep sidewalks and salt only as conditions require (minimum salt application rate)

**2. Sleet**

Power Sweep sidewalks and salt or calcium acetate mixture, minimum salt application rate, reapply as necessary. Use of DFM staff as needed.

**3. Freezing rain**

Manually scrape steps and handrails. Apply salt or acetate as necessary to street intersections, ramps walkways and high traffic corridors.

**4. 0" to 2" snowfall accumulation (End of storm)**

Power Sweep, plow and shovel as necessary. Apply salt or acetate as necessary to street intersections, ramps walkways and high traffic corridors.

**5. 2" to 6" accumulation**

Power Sweep, Plow, Shovel to keep roadways and sidewalks open, Salt as necessary. If possible we will wait to salt large areas until snow has ceased. It is important to conserve as much salt as possible to ensure we have adequate stock for following storms. We will keep roads and main walks open, but it is important not to use unnecessary man hours until the storm subsides. DFM staff/essential personnel as needed

•**Designated Weather Essential Building Services Staff:**

- 3 BSA Supervisors, see below

- Below is a list of designated BSA staff to be identified as weather essential personnel to cover the following buildings : WAB, Potter, Preston, DUC, Knicely Center and Diddle and other duties as needed once they are no longer needed for outside snow removal.

- If there is a scheduled event, BSA's are to report to work for this event. In the event that any of these scheduled employees cannot report to work safely, they should notify the supervisor/manager and we will use the designated BSA backup list for available personnel.

## **In the event the campus is officially closed:**

- In the event that the university is **officially closed** the following **“WEATHER ESSENTIAL PERSONNEL”** designated are to report to work. Coordination of this crew will be under the direction of our Facilities Management Director and the Manager of Campus Services and assisted by all other managers. *Staff should come prepared and bring the appropriate outdoor clothing, headgear and footwear to work in outside conditions.*
  - Designated Maintenance and Plant Operations employees
  - Office employee as designated by FS manager, to direct calls and radio
  - One employee from the stockroom designated by the FS manager to handle supply issues
  - All Building Services employees who are already on site.
  
- **If the university is closed before our BSA 4am shift begins, the following employees are designated to report to work:**
  
- **Designated Weather Essential Building Services Staff:** *3 BSA Supervisors, see below*
  
- Below is a list of designated BSA staff to be identified as weather essential personnel to cover the following buildings : WAB, Potter, Preston, DUC, Knicely Center and Diddle and other duties as needed once they are no longer needed for outside snow removal.
  
- If there is a scheduled event, BSA's are to report to work for this event. In the event that any of these scheduled employees cannot report to work safely, they should notify the supervisor/manager and we will use are designated BSA backup list for available personnel.

## Essential Personnel to be assigned by Manager of Campus Services

1. Kerry Hatchett-270-779-5000
2. Electrician- Adam Garrett-784-7596-991-3601
3. Plumber- Danny Madison-782-9277
4. Carpenter- Steve Croslin-202-6315
5. Auto- Jerry McAdoo-784-3651
6. Energy Tech-Kayla Howard-532-1259
7. Area maintenance Tech Steve Wood 270 991-2441
8. Area maintenance Tech-Ben Spitler-270-996-8537
9. HVAC-Rooks Howard-286-0092/784-5163
10. Office-Phyllis Page-270-796-8581
11. Stockroom-Phil Kinser270-784-1289
12. BSA-Freda Hazel, Supervisor-270- 790-1875
13. BSA-Kevin Gutierrez-270-904-6222
14. BSA - Linda Gann - 270-7916879
15. BSA-Johnny Brown-270-320-1124
16. BSA – Rob Bradshaw 270-303-6027
17. BSA - Charlene Meador - 270-9914089
18. BSA-Kim Breakfield-270-784-5494
19. BSA-, Supervisor

- **WKU University Policy**
  - **HR Policy #20-160**
  - **Subject: Attendance During Adverse Weather Conditions Reference: University Policy**  
**Application: All Non-Faculty Employees**  
**Effective Date: January 3, 2000**
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- While employees are expected to make every effort to be present and on time for work, it is recognized that hazardous weather conditions can result in tardiness and possible absences. Employees are encouraged to use sound judgment prior to traveling in hazardous weather conditions to prevent safety risks to themselves or others. Supervisors must be notified of anticipated late arrival or absences. During extreme or hazardous conditions, non-exempt employees will not be penalized (no loss of pay or charge to vacation time) for any tardiness up to one (1) hour after their scheduled starting time.
  - Employees who are unable to safely arrive at work will be given the option of (1) not receiving pay for the period of absence OR (2) using accumulated vacation time to be charged against the absence OR (3) making up the lost time during the same workweek as approved by their supervisor/department head.
  - Occasionally, due to severe weather conditions, the University President will authorize early departure from work. When this occurs, employees shall receive their regular pay for the remainder of their scheduled workday. Due to the critical services of selected departments, essential employees may be required to complete their normal hours. Supervisors/department heads shall determine essential employees. Any non-exempt employees determined to be essential who are required to work following the official closure of the University shall be paid time and one-half for hours worked. Supervisors/department heads should be contacted for appropriate pay provisions for second or third shift employees.
  - During times of extremely hazardous conditions, the University President may elect to officially close the institution. All employees who are scheduled to work shall be granted paid administrative leave during the official closure period. Non-exempt employees who are required to work because of their essential responsibilities will be paid time and one-half for hours worked. At the option of the supervisor/department head, time off at the rate of time and one-half may be given in lieu of overtime pay. If time off is awarded in lieu of pay, it must be used by the employee during the same workweek.
  - Any employee (exempt or non-exempt) on vacation or medical (sick) leave shall not be required to use accumulated leave for any hours/days when the University is officially closed due to hazardous conditions.

## **Standard Operating Procedures for Snow Removal**

- All Campus Services personnel are to report to the Grounds Shop. The following assignments/routes will be given out for the following:

### **MAIN CAMPUS**

- Lewis Bohr - #56 F250 salt truck with blade
- Derrick Carrol -#199 3500 salt truck with blade
- Doug Price – Gator 4-wheel drive light duty truck with salt
- Billy Breakfield- G1 with Blade
- Jeff Mcadoo-G2 with Blade
- Terry Copas-G3 with blade
- Todd Simmons-G4 with blade
- Adam Simone – Broom1
- Joe Taylor– Broom2
- Brett Shain – Broom3

### **SOUTH CAMPUS/THE CENTER**

- Anthony Helson-Deere Plow/back up equipment and shovel
- Henry Blair- Deere Plow/back up equipment and shovel
- Terry M-#176 F550 with blade and spreader



### Priority route for Salt Truck 199

- State Street from Regents to College Heights Blvd
- College Heights Blvd
- Avenue of Champions
- Alumni Drive
- Hilltop Drive
- Faculty House Drive
- Ogden Drive
- Virginia Garrett Loop

### Priority route for Hand Shoveling

- All essential personnel will and remaining grounds crew will be assigned by Manager of Campus Services and Grounds Supervisor to areas to police and clean all inaccessible, entrances, steps, catwalks and ADA ramps and other areas as assigned

### Priority route for Salt Truck 176

- South Campus and The Center
  - Plow and salt roads and parking lots
  - 3 FTE will be stationed at SC and The Center with one Power Broom and one Deere Skid

### Priority route for John Deere Gators (G1,G2G3,G4)

- Structure ramps, Heat Plant ramp, Ky Bldg Parking lot, Incline at Ky St. Lot, 14<sup>th</sup> St. lot, College Hill lot, Honors lot, HUB lot, Schneider lot, Gated Hilltop Lot, Alumni and Upper drives, PFT, Zac and Meredith, Presidents House, Centennial Mall, Ransdell Hall Lot, Adams Whitaker Lot and any sidewalks 6' or wider

### Priority route for Gator with Spreader

- All slopes and sidewalks on main campus
  - Areas:
    - Heat Plant
    - Schneider Hall Lot entrance
    - PS1 and PS2 ramps and entrances
    - Kentucky Street Lot entrance
    - North Chestnut Street Lot entrance
    - Presidents House
    - 14<sup>th</sup> Street Lot entrance
    - HUB Lot entrance
    - College Hill Lot entrance
    - WAB Lot entrance

## **Priority Areas for Hand Shoveling of steps and sidewalks**

### **Areas by priority that will be assigned to Campus Services**

**Andrew Meffert and Darrell Blair** -WAB/Potter/CAC/Chapel/Gatton/VMH

**Leonard Dill and Terry Grosh**-DUC/GH/PS1/PS2/DFM/Bates/Mclean

**Anthony Helson and Bobby Glass**- AC/ MMTH/Minton/TPH/GRH

**Glenn Bolling and Mikey Cowels**- Helm/Cravens/FAC/Garrett/GWH/CH

**Todd Simmons and Dylan Mills**- 1700/EHS/TTAS/FACET/SSB/Honors/Alive/IH/WS

**Blake Briscoe** – As Assigned

**Danny Smith** – As Assigned

**Jeff Davis**– As Assigned

**Bill Sleeper** – As Assigned

**Cole Fields**– As assigned

**Chris Radus** – As assigned

### **Areas by priority that will have to have assigned essential personnel**

1. Steps from 14<sup>th</sup> St, College Hill and Kentucky St. Lots
2. Ogden College Steps
3. VMH fountain steps
4. Residential Commons

## WKU Campus Services Snow Assignments

Doug Price	Supervisor	#60
Billy Breakfield	Asst. Supervisor	G1
Terry McDonald	Group Leader	#176
Jeff McAdoo	Sr. Groundskeeper	G2
Leonard Dill	Sr. Groundskeeper	As assigned
Leah Hopwood	Group Leader	As assigned
Glen Bolling	Sr. Groundskeeper	As assigned
Henry Blair	Sr. Groundskeeper	South Campus
Joseph Taylor	Sr. Groundskeeper	South Campus
Darrell Blair	Athletics	Broom #2
Derek Carroll	Sr. Groundskeeper	#199
Adam Simone	Sr. Groundskeeper	Broom #1
Louis Bohr	sr. Groundskeeper	#56
James Beasley	Groundskeeper	As Assigned
Michael Cowles	Groundskeeper	As Assigned
Jeff Davis	Groundskeeper	As Assigned
Danny Smith	Groundskeeper	As Assigned
Terry Copas	Masonry	Campus Wide Salt/product
Anthony Helson	Landscaping	As Assigned
Todd Simmons	Group Leader	As Assigned
Andrew Meffert	Sr. Groundskeeper	As Assigned
Blake Briscoe	Groundskeeper	As Assigned
Dylan Mills	Groundskeeper	As Assigned
Rod Payton	Groundskeeper	As Assigned
Bobby Glass	Groundskeeper	As Assigned
Terry Grosh	Groundskeeper	As Assigned
Chris Radus	Recycling/Surplus	As Assigned
Bill Sleeper	Recycling/Surplus	As Assigned
Cole Fields	Solid Waste Associate	As Assigned

### Assignments for all other DFM departments:

All DFM personnel will assist and work in coordination with the Manager of Campus Services, to ensure the overall snow removal efforts for the university. Their purpose will be to assist in snow removal tasks not requiring riding equipment. Our goal is to first clear one walking path to each building, clearing wheelchair accessible routes. Will provide assistance in shoveling and spreading de-icer and/or sand over steps and slippery walkways in their areas. All walks and steps should be shoveled, blown or swept where and when appropriate before de-icer is applied.

**NOTE:** The university campus will be assessed by the Facilities Management Director and the Campus Services Manager, in the event their assistance is no longer needed for snow removal, employees will be released to go home if the university has officially closed or they will resume their regular assigned duties for this day.

### Building Services Department

- Coordination of the Building Services efforts will be routed through the Building Services Manager to the Campus Services Manager. The standard procedure for the staff is to start clearing all immediate entrances of all academic building entrances. Cleaning according to standard procedure but more attention to indoor public areas, entries, hallways and stairs.
  - Responsible for all entrances using product to melt snow, upon direction of their supervisors
  - To keep entrance safe and clean.
  - Assist HRL staff as needed or requested.
  - Other duties as requested.

## Maintenance Services

- In coordination with the Maintenance Manager and the Campus Services Manager will be supplied with adequate equipment to assist the grounds crew with snow and ice removal. They will be assigned to specific areas depending on conditions. (i.e. hand work around residence halls, Van Meter hill side)
- Trade supervisors will work in conjunction with the Manager of Campus Services and their staff will be assigned to specific areas depending on conditions. i.e. shoveling around residence halls, Van Meter hill side, etc.
- Their purpose will be to assist in snow removal tasks not requiring riding equipment. Our goal is to first clear one walking path to each building, clearing wheelchair accessible routes . Will provide assistance in shoveling and spreading ice melt and/or sand over steps and slippery walkways in their areas. All walks and steps should be shoveled, blown or swept where and when appropriate before ice melt is applied.
- Other duties as requested

## Housing and Residence Life

- Building Services employees will resume regular duties in residence halls due to buildings being occupied. Duties will also include clearing of all residence halls entrances.
- HRL zone techs will assist with entrance clearings around the residence halls.
- Other duties as requested

### Plant Operations Services

- In coordination with the Maintenance Manager and the Campus Services Manager will be supplied with adequate equipment to assist the grounds crew with snow and ice removal. ZONE personnel assist Building Services with entrance clearings and sidewalks as needed.

- Other duties as requested

## In Summary:

The university salt storage facility is located at South Street with a capacity of approximately 100 tons of salt. The Campus Services Manager and/or the grounds supervisor are responsible to monitor deicing chemicals and order materials as required.

The Manager of Campus Services and the Grounds Supervisor will review deicing chemical usage after snow removal to assist with inventory of supplies and to monitor the efficient and consistent use and application of deicing chemicals.

**At the end of each snow event,** the Facilities Management Director and the Manager of Campus Services will review procedures taken and provide a summary of events and cost analysis to include both labor and materials.

Consistent with our goals, to continually improve our work processes, we will routinely review the results of this plan and make revisions to improve the effectiveness of our snow and ice control efforts.