

Hudson Valley Community College

Snow Removal Plan and Procedure

This plan is intended to provide orderly and prioritized methods to fight most snowstorms. Each storm will present different problems. The on-site grounds supervisor may need to continually adjust the plan to achieve the most benefit from the personnel and equipment available at the time.

Summary – Hudson Valley Community College Physical Plant Dept is responsible for the removal of snow from campus roads, parking lots, and sidewalks. The Grounds Dept in Physical Plant is the Office of Primary Responsibility (OPR) for snow removal and is supported by other Physical Plant personnel and contractors on an as needed basis (Snow Team). Support is limited at times to personnel availability and budget constraints. Snow remove is accomplished by a main staff of 9 personnel and a contractor to assist with heavy storms. The contractor is called in to assist with snow falls of 6” or more. Storms of under 6” is typically handled by in house personnel.

Notice - When 1 inch of snow has fallen on the campus or icy conditions are present, the head Public Safety Officer on duty shall notify the Director of Physical Plant or their designee.

In the event of a winter storm which has snow turning to freezing rain, walkways shall be left with a snow covering to prevent ice forming on bare concrete.

The Director of Physical Plant shall contact the Operations Manager or the Grounds Supervisor for notification of staff.

Snow Team Configuration – The Physical Plant Snow Team consists of 9 members of the Grounds Dept and the Physical Plant Operations Manager as the team leader. Contract help is available to help and can offer the school two large pieces of snow removal equipment, a four wheel drive pickup, and three personnel to operate the equipment. The Snow Team is activated as needed, but works a standard shift of 6:30 am to 2:30 pm Monday - Friday. Any work outside this time frame will constitute overtime work. Physical Plant leadership will attempt to limit the Snow Team shifts to a maximum of 12 hours for safety reasons, but will use every available asset to meet the snow removal mission

Snow Removal Assets – Physical Plant has the following in house assets for snow removal:

- 6 ton dump truck with plow and salter
- 12’ pusher plow mounted to backhoe
- 3 four wheel drive pickups with plows and salters
- 3 four wheel drive pickups with plows
- 2 small vehicles with plows and salters
- 2 small vehicles with plows
- 2 walk behind snow blowers

Snow Team activation procedures – Snow team activation is in accordance with the annual Snow/Emergency Procedures memo developed for the HVCC Senior Staff by Physical Plant each year. The memo outlines Public Safety's responsibility to notify The Physical Plant Director or the Physical Plant Operations manager. The Director of Physical Plant (or Operations Manager in event of the Director's unavailability) will be notified by Public Safety by 4:00 am when snow accumulations reach 1" and snow is still falling to assess the need for snow team activations. Physical Plant leadership in conjunction with HVCC senior leadership will determine the need for snow removal and the ability to open school for students, staff and faculty.

If a snowfall creates a situation where roads, the parking lots, and walk ways will not be usable before 8:00 a.m., the Director of Physical Plant will provide a recommendation to HVCC senior staff if a campus closure or restrictions are needed. Such a decision will be made by 4:30 am. This process will determine whether the campus can remain open after a snowstorm, delay opening, or if it must close.

Snow Removal Procedures – Snow removal will begin when the following conditions are met:

- When roads and walk ways become icy, salting will begin.
- When the depth of snow on the roadways is approximately two inches, plowing will begin.
- When snow in parking lots is between two and four inches, parking lot plowing will begin. It should be noted that it is virtually impossible to clear parking spaces in the parking lots while cars are parked. Snow storms which happen during a work day are handled by keeping parking lot entrances and aisles open. The parking surface for vehicles will only be cleared after cars have departed the lot.
- Parking lots are cleared by plowing lots nearest buildings and working away from the buildings. Service areas and lots further away from buildings will be done next. Ideally, many of these areas are cleaned simultaneously when sufficient work force and equipment are available.
- During an especially concentrated storm, it may be necessary to continually return to plowing of campus roadways and egress lanes from parking lots. Areas lower on the priority list may have to wait until the storm subsides.
- Walkways will be cleared when ½" of snow accumulates, or the walkways are deemed slippery by staff or students. Walk ways will be maintained constantly throughout the day while snow is falling. It is impossible to have every walkway clear while snow is falling. Physical Plant will focus on main walk ways across campus and ensure every building is safely accessible. It is assumed people will find clear routes to buildings and understand that slippery conditions will exist when walks are not yet cleared and salted
- Special Attention is paid to ADA Access to Academic Buildings and parking spots. These areas are maintained on a continual basis and have priority as high as campus roadways.

Snow Removal Priorities – Below is not a complete list of snow removal areas but provides guidance as to the process followed during a snow event. Several priorities are addressed simultaneously.

1. Campus roads, Fire Lanes, and Americans with Disabilities Act (ADA) access and parking spaces
2. Parking lots
 - o academic lots closest to building (i.e. B lots, D lot, Williams/Cogan lots, Daycare lots)
 - o service/outlying lots (i.e. A, C, E, G, I lots)
 - o areas not identified above (Lapan, N lot, overflow lot, others)
3. Walkways
 - o parking lot walkways to buildings
 - o walks from bus stops
 - o walks from parking garage
 - o Interior stairways, sidewalks, and handicap ramps
 - o lateral walkways
 - o walkways parallel to roads
4. Other areas
 - o Fire hydrant
 - o Blue light emergency telephones
 - o All other loading docks
 - o Hazardous waste shed at Cogan Hall

Assistance - Custodial staff shall push snow from sidewalks and building exits. They will cover a distance of 10 feet from the doorway. Maintenance staff shall assist grounds staff in snow removal operations as required. Grounds department staff shall provide shovels, ice melt and equipment.

Safety - Faculty, staff, students, and visitors should use caution when operating vehicles or walking in the vicinity of plow trucks and equipment. Operators sometimes have difficulty seeing, hearing and stopping quickly.

Campus sidewalks are concrete. Walkways will freeze over before roadways, quickly creating a dangerous condition before crews can address it. Pedestrians should proceed with caution during snow/ice events.