



LHU Policy No – LHU-39
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Lock Haven University's Snow Removal, Policies & Procedures

A. Overview:

1. This plan establishes general guidelines for the removal of snow and ice from surfaced areas at Lock Haven University.
2. It contains information regarding the following:
 - a. Responsibilities
 - b. Supplies and Equipment
 - c. Implementation
 - d. Special Instructions
 - e. Clearance of Vehicles from Parking Lots
 - f. Snow Removal Priorities
 - g. Guidelines for LHU Vehicle Usage During Severe Weather
3. To reduce hazards to all personnel (i.e., faculty, staff, students, and the general public) as a result of winter storms, snow and ice removal operations will begin at the earliest practical time and will continue as necessary until all traveled ways are clear.

B. Responsibilities:

1. The President decides to cancel classes or reopen classes during storm/hazardous conditions.
2. The Senior Vice President and Chief Operating Officer makes recommendations to the President regarding the cancellation or delay of classes by 5:25 AM.
3. The VP for University Relations notifies the appropriate radio stations regarding class cancellations/delays between 5:30 and 6:00 AM. Telecommunications manager is contacted by VP for University Relations and sends notice to student body/staff via email, auto-dialer and e2Campus (text) messaging.
4. Residential Staff shall promptly report hazards and take corrective action within his/her capability. Frequent facility inspections by the Residence Hall Directors (RHDs) or designated representatives during their assigned hours are mandatory for the timely

detection of conditions which prevent the use of emergency exits. During non-working hours of Resident Directors, Grounds, Public Safety, and Custodial Services will maintain a routine inspection of areas.

5. Public Safety notifies the appropriate personnel via the police dispatcher when storm/hazardous conditions arise during non-duty hours for the groundskeeping force.
6. The Director for Facilities is responsible for the overall implementation of this plan, including:
 - a. Annual review of plan and staff briefing.
 - b. Assessing performance and subordinate level departments and adjusting plan as necessary
 - c. Making recommendations to President via Senior Vice President and Chief Operating Officer regarding class cancellations based upon police reports, national weather bureau forecasts, and existing conditions of campus ascertained through discussion with the grounds supervisor or second shift supervisor and/or site inspection. Recommendations must be made by 5:20 AM for day classes.
7. The Grounds Supervisor is responsible for primary snow/ice removal efforts conducted by the facilities department work force, including employees on temporary duty assignments with this work force.
8. The Director of Facilities is responsible for employing outside contractors to assist with University snow removal operations, if needed. Contracted personnel will be sought only during conditions of emergency which cannot be alleviated by in-house staff capabilities.
9. Building custodians, working under the direction of the Custodial Supervisors, are responsible for clearing snow and ice from emergency exits and for the maintenance of all building steps and exit-ways.
10. The Automotive Garage Mechanic is responsible for pre-winter servicing of all snow/ice removal equipment and direct support of grounds-keeping efforts during all storm/hazardous conditions.
11. In that the University houses approximately 1700 resident students, the term "school closed" will be understood to mean "classes canceled" during normal winter storm notification processes. Thus, essential employees are expected to report for duty during their assigned shifts.

C. Supplies and Equipment:

1. Custodians have been issued ice scrapers, chemical ice melt, shovels, and brooms. Custodial Supervisors will inventory these items in each building to assure that proper equipment and supplies are in readiness for the snow season.
2. An ample supply of salt will be stockpiled by the Grounds Department in conjunction with the City of Lock Haven in the fall of each year. The procurement department in coordination with the Facilities department will ensure that a contract is in place with DGS for an adequate supply of salt for each upcoming year.

3. The City streets department manager will coordinate with the grounds supervisor to ensure that an adequate supply of salt is on hand in the City's salt shed for the upcoming month.
4. Grounds shall maintain an inventory of the following at all times to include:
 - a. Ice scrapers, shovels and brooms.
 - b. Barricades and warning lights for traffic control.
 - c. Snow markers (fire hydrants, sidewalks, abutments).
5. The Automotive/Garage Shop will install snow plows and assure that all motorized snow removal equipment is in good working order.
6. The Facilities Department shall ensure the following are immediately available:
 - a. Hand tools, including ladders and poles, for the removal of icicles which present a danger to pedestrians.

D. Implementation:

1. During a snow removal event, Public Safety will notify the University community via email, auto-dialer notifications, and/or e2Campus. At that time, vehicles must be removed from all parking areas and moved to parking areas as directed by Public Safety. Failure to relocate will result in towing vehicle from campus at owner's expense. Once these areas are clear of snow and/or ice, Public Safety will notify the campus community via e2Campus text messaging, auto-dial phone notifications, and email; and vehicle must return to appropriate parking area.
2. Parking **with the appropriate sticker** will be allowed in the long term parking lots (or portions thereof) during a snow removal event. These lots are designated on the University Parking plan as lots 6 thru 6D, 7, 14/14A, 15/15A, 18 and the resident spaces in 19, 16 and 8.
3. Overnight parking in lots other than those listed above is not permitted without the permission from the Public Safety Department. It is the student/owner of the vehicle's responsibility to register the vehicle with Public Safety and move the vehicle to the assigned parking area if overnight parking is requested.
4. The campus community may also be asked to relocate vehicles for periodic lot clearing. This is necessary to remove excess accumulations of ice and snow in long term parking areas.
5. Vehicles in violations of this policy will be ticketed by Public Safety and towed at owner's expense.
6. Parking in designated handicapped parking spaces will be allowed at all times with the appropriate handicap placard displayed.
7. Preparation
 - a. Dump trucks used for snow plowing will be loaded with salt before each forecasted snow/ice event. After snow is removed, the salt will be used for icy pavements. When the trucks are not in use, the truck body will be relieved of the load.

- b. Each year in January and July all Facilities department supervisors will solicit names of volunteers for OT/snow removal operations and submit a list of names/phone numbers to the Director of Facilities.

8. Snow Removal Operations

- a. Purpose - This procedure is intended to provide general guidance on the procedure to be followed in the Facilities Department in the event of the forecast of snow or ice at Lock Haven University.
- b. Main Objective - The main objective of the snow removal process is to have the Campus cleared of snow and ice in preparation for classes and normal operations by 8:00 AM.
- c. General - There are basically 5 groups within the Facilities Department that will be called upon as-needed in the event a storm event is in the forecast for the Lock Haven University area. These groups are identified as follows: 1) Grounds/ Operators---the grounds crew is the group assigned primary responsibility for snow removal at LHU. Grounds crew personnel will be called upon first to operate equipment and clear snow and ice from major sidewalks/steps and parking lots throughout Campus. 2) Volunteer Snow removal crew---the volunteer crew consists of maintenance and custodial staff that have volunteered for overtime and are thus called upon first to manually clear snow from the identified emergency routes on Campus along with steps etc. as directed by the Grounds Crew Supervisor. Volunteers are generally called to begin work at the same time as the Grounds crew personnel. 3) Custodial Workers---the custodial workers regular shift begins at 6:00 AM. On days where there has been a snow or ice event, custodians are to (immediately upon arriving at their buildings) begin to clear the area immediately around their building. 4) Maintenance workers---the maintenance workers regular shift also begins at 6:00 AM. On days where there has been a snow or ice event, maintenance workers are to report (immediately upon arrival) to the assembly area for their designated area to be given assignment by the area supervisor. 5) Second Shift personnel---second shift personnel obviously report to work on a schedule that varies from the normal first shift. As such, second shift will be involved in the snow removal process in a different capacity than the remaining Facilities personnel. Snow events which occur during second shift hours will be the responsibility of the Second Shift Supervisor and may include the entire second shift staff as deemed necessary.

d. Sequence of Events – Typical Snow Event (forecast calls for 4” or less of precipitation)

- i. Weather forecast calls for snow or ice.
- ii. Director of Facilities (with input from Asst. Director of Operations and Grounds Crew Supervisor) decides that the forecast warrants generating overtime to prepare the University for classes the following day and determines arrival time.

- iii. Grounds Crew Supervisor informs Grounds/Operators of the need to come in early.
- iv. Dept. Secretary and/or Designated personnel calls volunteer OT group (if deemed necessary) to inform them of the need to report early and the time to report.
- v. Grounds Crew and Volunteers report at designated time (normally 5:00 AM but in any case NLT 15 minutes past designated time) in Hursh Nevel to get direction from Grounds Crew Supervisor.
- vi. Custodians and Maintenance arrive at 6:00 AM and begin to clear around their buildings. If the snow event is light and the Grounds Crew Supervisor determines that the Campus can be cleared by 8:00 AM, custodians, maintenance and volunteers will be released to go to their respective assignments.

All staff will continue to remove snow within their designated area until the area supervisor releases them to return to their normal duties unless it is determined that assistance is required in another area. Area supervisors are to remain in contact with other area supervisors to ensure all areas of the Campus are clear before releasing their crews to return to normal duties.

- e. Sequence of Events – Major Snow Event (forecast calls for greater than 4” of precipitation)
 - i. Weather forecast calls for severe storm event (snow, ice, mix.)
 - ii. VP of Finance and Administration and Director of Facilities (with input from Asst. Director of Operations and Grounds Crew Supervisor) decides that the forecast warrants generating overtime to prepare the University for classes the following day and determines arrival time.
 - iii. Grounds Crew Supervisor informs Grounds of the need to come in early. Asst. Director of Operations and Custodial Manager directs the other Supervisors to inform their staff of the requirement to arrive early and the expected arrival time. Note - In the case of a major storm event, all Facilities Department personnel may be directed to come in earlier than their regular shift start time to maintain the safety and continued operation of the University.
 - iv. All Facilities personnel report to **Hursh Nevel** at the designated time to obtain instructions from Grounds Crew Supervisor. The Grounds Crew Supervisor will distribute assignments including assignment of personnel to the emergency routes.
 - v. All area supervisors and their assigned staff will then report to their designated areas to begin snow removal.

Notes:

All staff will continue to remove snow within their designated area until the area supervisor releases them to return to their normal duties. Area supervisors are to

remain in contact with other area supervisors to ensure all areas of the Campus are clear before releasing their crews to return to normal duties.

In the situation where a snow event is found to be more severe than forecast and it appears that the Campus cannot be cleared in time for an 8:00 AM start utilizing Grounds and Volunteers, the Grounds Crew Supervisor will have the authority to instruct all Facilities personnel already on Campus to begin snow removal.

In the situation where a snow event is much less severe than forecast, personnel are still to report as assigned the previous day and the Grounds Crew Supervisor will release them to go about their daily work schedule.

Grounds Crew Supervisor will not have a designated snow removal area. This person will travel around Campus delivering salt/ice melt where needed and checking on the snow removal progress. All area supervisors will check with the Grounds Crew Supervisor prior to releasing their crews for normal duties.

All employees arriving early are to sign in at either the Maintenance Shop or Hursh Nevel. They are then to proceed to their designated snow removal zone (no later than 15 minutes past assigned reporting time) for roll call with the area supervisor. In the event of a major storm everyone will report to Hursh Nevel for sign in and will proceed to their designated zone with the area supervisor. At no time (barring emergency) are employees to leave their designated zone without authorization of the area supervisors.

Snow events occurring in the afternoon/early evening will be addressed on a case by case basis where second shift personnel are available. Second shift Supervisor will coordinate closely with Grounds Crew Supervisor to ensure everything possible is done to ease the burden on personnel required to come in early on the following day.

Steps from McEntire to RLC will not be maintained during the winter.

- f. During other than normal work hours, (typically Friday evening through Monday morning) **when Facilities personnel are not already scheduled to begin snow removal operations in the early morning**, the Public Safety dispatcher will contact the Director of Facilities and Grounds Maintenance Supervisor when fallen snow has reached a depth of one inch, and the Director of Facilities or his designee will summon snow removal personnel, as considered necessary, including the equipment operators, groundskeepers, laborers, garage mechanics and other designated volunteers. **Note: Unless the Director of Facilities in consultation with the Senior Vice President and Chief Operating Officer determine otherwise, snow removal operations will NOT occur between the hours of**

10:00 PM and 5:00 AM with the exception of University Drive (to maintain emergency access to the residence halls on the hill).

- g. Operations will proceed to remove snow from University areas, roads, sidewalks, and parking lots in accordance with the priorities indicated on the attached list and in the general order as shown on the attached plan. The heaviest equipment will be utilized on parking lots and access roads. Equipment will be shifted to lower priorities only on order or when operations are clearly ahead of the storm.
- h. Shoveling of steps and areas inaccessible to equipment will be accomplished by hand labor. Particular attention will be paid to clearing handicapped access areas, building entrances and exits, and access to fire hydrants, valves, etc.
- i. Final cleanup by hand labor will be accomplished behind the equipment to clear drainage openings, fire hydrants, etc.
- j. Traffic restrictions will be clearly marked, and safety precautions will be taken in coordination with the Director of Public Safety.

9. Ice Control

- a. At critical areas, such as handicapped ramps and entrances, salt will be applied at the beginning of the storm. The resulting slush will not be deposited on grass or landscaped areas if possible.
- b. During and after snow removal operations, all practical measures will be taken to provide free drainage for melting snow so that cleared surfaces do not become covered with water. This requires inspection each day that significant amounts of snow remain on the ground.
- c. Icicles will be removed from above doors, porches, and pedestrian walk by roofers exercising extreme caution at all times to protect pedestrians. Particularly hazardous sites include:
 - i. The rear access door to the lower level offices at the Alumni Center near the cooling tower.
- d. The spreading of salt will be accomplished as necessary and whenever icing of ramps, walks, etc., occurs.
- e. Frequent inspections during and after storms will be made by the Grounds Supervisor and Public Safety, and hazardous conditions will be eliminated upon discovery or as promptly thereafter as possible.

10. Clearing of Resident parking lots

- a. Clearing of the long-term resident student parking lots will be performed when accumulated snow reaches a depth of 8 inches. In the event it is determined that these lots must be cleared, students will be notified as outlined elsewhere in this procedure. Upon receipt of notification, students parked in lots 18, 19, 15/15A, 7, 6-6D, 14/14A, and the resident spaces in Lots 16 and 8 are to move their vehicles to areas as directed by Public Safety. When the lots have been cleared, a notification will be sent informing students to return vehicles to their assigned lots.

11. Removal of accumulated snow

- a. In the event of a major storm or multiple storm events in a short period of time, it may become necessary to close parking lots to allow Grounds personnel access to remove accumulated snow. In most situations, the accumulated snow will be loaded onto trucks and hauled away during the early morning hours prior to the lots opening for scheduled parking hours. In extreme situations, employees and students will be notified of the closure in advance and the entries to the lots will be barricaded to keep the lot empty for snow removal.
- b. Closure of resident student lots for accumulated snow removal will follow the procedure as outlined above for clearing and will normally be scheduled to occur on weekends.

12. Follow-Up

- a. Maintenance will be performed upon all equipment after use or as needed during use.
- b. Supplies will be replenished as necessary.
- c. Snow that has been piled in areas throughout campus during the operation will be loaded and carried to the Jack Stadium area for dumping if necessary. This process will be performed on an as-needed basis as determined by the Director of Facilities in consultation with the Senior Vice President and Chief Operating Officer. Temporary dump sites at Jack Stadium will not include any drive, road, or area otherwise designated as a fire lane or fire access route.

E. Special Instructions:

1. The Director of facilities will make arrangements with the dining hall to provide hot coffee and meals for his personnel during times when the University has been closed. If it is anticipated that snow removal operations will occur during non-operating hours of the dining hall, this will be arranged in advance by the Director of Facilities and/or Grounds Supervisor.
2. The Custodial Supervisor or designee will check all entrances and exits from residence halls (including University-owned houses), classrooms, etc., to make certain that they are cleared of snow and ice. He/she will pay particular attention to building doors, exits, and steps where it is known that handicapped persons are located. This will be first priority.
3. Personnel loading salt at the shed area will ensure tailgates are tightly closed to prevent spillage. Spillage which does occur must be cleaned up before departure.
4. Equipment operators must have the flashing lights operating when engaged in snow removal/salting operations.
5. Any equipment failures or breakdowns will be reported immediately to the garage and grounds supervisor. Vehicular accidents will be reported to Public Safety immediately.
6. Extreme care will be exercised to ensure that lawn areas are not damaged by snow removal operations (i.e. plows).

7. The policy of Facilities Support Services, as it relates to Management Directive 530.17 Amended, dated May 25, 2010, is as follows:
 - a. When a partial or full day closing of the University is authorized, all employees of Facilities excluding managers and clerical, are considered to be in essential operations. Employees will remain at work or report to work as scheduled.
 - b. Facilities employees may be released from work or excused from work only for valid and compelling reasons, as determined by their Departmental Manager. Absences will be charged per the Directive.

F. Clearance of Vehicles from Parking Lots:

1. In order to plow parking lots safely and efficiently, the lots must be clear of vehicles. The only exceptions are resident student parking lots (Lots 6, 6A, 6B, 6C, 6D, 7, 15, 18 and 8, 16 (orange lined spaces), and 19 (red lined spaces). In all other lots, vehicles are subject to be towed if left in parking lots after scheduled hours. All lots with the exception of the resident student lots and lot 16 will be closed from midnight to 6:00 AM. Closures during the day on weekends will be on an as-needed basis as determined by weather conditions.

G. Snow Removal Priorities:

1. Snow removal priorities may be adjusted by the supervisor/manager in charge, depending on weather conditions, time of day, day of the week, and scheduled University events. However, the normal priorities are as indicated in red on the attached site plan. In general, priorities are as indicated below:
 - a. Fire exits of all buildings, fire hydrants and handicapped ramps, curb cuts, and entrances.
 - b. Steps and sidewalks leading from residence halls to the dining hall and the access road (University Drive) from Glennon up and around the hill area to the residence Halls and back to Glenn Road. University owned access roads and fire lanes for emergency vehicles (ambulances, fire trucks, etc.) to all buildings in the following order:
 - i. Infirmary
 - ii. Fire Hydrants
 - iii. Fire Lanes
 - iv. Residence Halls
 - v. Dining Hall
 - vi. Classroom Buildings
 - vii. Administrative Buildings and Warehouse
 - viii. All Other Buildings
 - c. Sidewalks and steps in the following order:

- i. Sidewalks and entrances to Glennon Infirmary.
 - ii. Sidewalks and steps from residence halls to Bentley Dining Hall.
 - iii. Sidewalks to classroom buildings.
 - iv. Sidewalks to administrative and office buildings.
- d. Parking lots in the following order (all handicap spaces must be cleared within all parking lots):
 - i. Area 2 – Glennon EP
 - ii. Area 22 – DACC EP
 - iii. Area 12 – Facilities EP
 - iv. Area 2A – Lower end of Area 7 EP
 - v. All Trolley stops
 - vi. Bentley loading zone
 - vii. Area 11 – Behind Bentley EP
 - viii. Area 3 – Campus Drive
 - ix. Area 3A – Behind Akeley
 - x. Area 3B – Between Zimmerli and Akeley
 - xi. Area 10 – Behind Sloan
 - xii. Area 21 – East Campus
 - xiii. Area 5 and 5 A – Behind Ulmer, Smith and Woolridge
 - xiv. Area 15A – North side of Fairview Suites
 - xv. Area 16 – Behind Zimmerli
 - xvi. Area 4 – Behind TFH
 - xvii. Area 13 – Behind Honors House
 - xviii. Area 17 – Behind Courthouse Annex Lot
 - xix. Area 9 – Between PUB and SRC
 - xx. Area 19 – (white lined spaces) – Between SRC and Health Professions
 - xxi. Area 8 – (white lined spaces) – Between Area 16 and Courthouse Annex Lot
 - xxii. Area 6, 6A, 6B, 6C, 6D – Resident parking on hill
 - xxiii. Area 7 – Parking lot adjacent to Glenn Road
 - xxiv. Area 15 – Parking lot behind Fairview Suites
 - xxv. Area 19 – (red lined spaces) – Behind Art Annex
 - xxvi. Area 16 – (orange lined spaces) – Behind Zimmerli
 - xxvii. Area 8 – (orange lined spaces) – Between Area 16 and Courthouse Annex Lot
 - xxviii. Area 18—Campus Village
 - xxix. Area 14 and 14A – Jack Stadium area

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