

SNOW AND ICE REMOVAL PROCEDURES

Policy:

Expedient removal of ice and snow from vehicle and pedestrian access ways is essential for the safe operation of the University as referenced in the University Policy:

http://www.missouristate.edu/policy/op11_08_3_snowremoval.htm

Procedure:

I. Parking Lots

A. Parking lots will be cleared by Grounds Services in conjunction with the snow removal contractor. The decision to engage the snow removal contractor shall be made after evaluating the circumstances of the weather event such as timing, pending campus activities, severity of the weather event, etc. The above conditions will also be used to determine the priorities for lots to be cleared, however priorities generally will be in accordance with the document that can be found on the University web site at the following link: <https://www.missouristate.edu/assets/facilities/2017-11-10SnowPriorities.pdf>

B. Lots 28 and 52 are leased from local churches; priority will be given to Sunday morning and Christmas services. Consideration will also be given to special services of which the respective church has notified the University.

C. Grounds Services will coordinate with the snow removal contractor to ensure parking lots are wind-rowed in the proper direction to allow vehicles to park in the same orientation as they do under normal conditions.

D. Grounds Services will review proper stockpiling of snow to avoid blockage or areas that restrict traffic lanes.

II. Street Snow Priorities

A. If the Missouri State Bear Line Shuttle routes have not been cleared previously by the City of Springfield street crews, and conditions require it, the Assistant Director of Facilities Management – Grounds Services will direct snow removal in the Bear Line Shuttle lane on the following streets:

1. Streets to be cleared for shuttle bus access (in conjunction with the City of Springfield) and to allow access to parking lots:

Holland	From Cherry Street to Grand Street
Bear Blvd	From Holland Avenue to National Avenue
John Q. Hammons	From Walnut Street to Grand Street
Madison	From John Q. Hammons to Hampton
Madison	From Florence Avenue to National Avenue
Hampton	From Madison to Harrison
Harrison	From Hampton to John Q. Hammons
John Q. Hammons	From Harrison to Cherry
Cherry	From John Q. Hammons to Holland

Grand	From Carrington to John Q. Hammons
Elm	From Kimbrough to John Q. Hammons
Florence	From Madison to Harrison
Jefferson	From St. Louis to Cherry
Carrington	From Grand to Cul-De-Sac
Kimbrough	From Cherry to McDaniel
McDaniel	From Jefferson to Kimbrough
St. Louis	From Kentwood Hall to Jefferson
Walnut	From John Q. Hammons to Kentwood Hall
Cherry	From Jefferson to National (This is to allow access to the south entrance of Bear Park North)
Kings	From Normal to Grand
Lot 24 Service Drive	From Kings to National
Dollison	From Normal to Grand
Clay	From Harrison to Cherry

B. General Information

1. U-Drives

Carrington (east, Lot 1)
Greenwood Laboratory School
Hammons/Hutchens House
Madison Street (Kings Street to cud-de-sac)
Strong (west)
Hammons Hall for the Performing Arts
Sunvilla Tower

a). Upon forecast for accumulation of snow greater than 1” or more, notice* (in the form of announcements and posted notices) is to be given to the respective hall/school for vehicles to be removed from the U-drive. *Facilities Management, Safety & Transportation, Residence Life, and Greenwood Laboratory School will coordinate the implementation of the action. Safety & Transportation will take the lead to notify the appropriate parties for vacating the drives.

b). Following initial notification, Safety & Transportation will barricade the entry to each U-drive.

c). Eight hours following notification, vehicles remaining in the U-drive are subject to towing to another more accessible lot on campus.

2. Icing

a). Provision of Ice Melting Materials

When icing conditions exist, Grounds Services and the snow removal contractor shall work together at the intersections and other areas of traffic to provide ice melting material for improved traction.

b). Hill Hall

Exterior north entrance steps will be blocked off by Safety and Transportation when conditions are determined to be hazardous by the Assistant Director of Facilities Management – Custodial Services. This action will be taken to eliminate very slippery conditions that are created on the north side of the building when the temperatures are too low to allow for treatments to work properly. Signage will direct people to the east or west entrance; the condition will be monitored until it is determined the steps can be safely reopened.

c). Plaster Stadium

West end ramps will be secured by Facilities Management.

d). Parking Garages

Occasionally, snow accumulation at the Parking Garages renders the ramps to the top deck a slip hazard; access to the top level will be secured until the ramps are declared safe to traffic.

e). Icicles Hanging from Roofs

Depending upon the type of icing conditions, Carrington Hall roof at the southwest entrance may develop icicles which, on occasion, become a hazard. When this occurs, this entrance will be closed until the problem has been resolved. This condition has also been observed at the entrance to Boomer's on the south side of Hammons House; the same precautions will be extended for this area if the occasion arises.

3. Contractor Responsibilities

a). The snow removal contractor will be responsible for clearing the loading dock and/or dumpster areas at the following locations:

Baker Bookstore	Kings Street Annex
Blair-Shannon House	Kemper Hall
Central Stores and Maintenance bldg.	Lot 22 (southeast corner)
Craig Hall	Meyer Library
Glass Hall	Plaster Student Union
JQH Arena	Scholars House
Hammons Hall for Performing Arts	Sunvilla Tower
JVIC	Temple Hall
Hutchens House	Woods House
Kentwood Hall	Wells House

4. Accessible Student Access

a). Priority routes

Priority sidewalks will be cleared as soon as possible to provide access to campus from Residence Life, Housing and Dining Services buildings and from commuter parking lots. Sidewalks that connect building primary entrances to main campus sidewalks will be cleared as a part of the process. A campus map and written description of snow and ice removal priorities is available on the University web site at the following link: <https://www.missouristate.edu/facilities/349596.htm> As snow is being cleared by different pieces of equipment, routes once cleared sometimes become blocked again. Equipment operators, custodians, Disability Resource Center personnel and Facilities Management supervisors will coordinate for the expedient reopening of the routes. If a route is not cleared in a reasonable amount of time, call Work Management (836-8400) or Public Safety (836-5509) to notify them of areas in need of attention.

c). Inaccessible routes

The Disability Resource Center will give written notice to all registered students with disabilities informing them to call 836-4192 for assistance should they find they are unable to transit the campus. The Disability Resource Center will coordinate assistance through Work Management. Directors will ensure their respective procedures call for Work Management to be notified to clear an inaccessible route. The individual with a disability should call the Disability Resource Center (836-4192) if they become dissatisfied with the response.

d). Priority routes, ramps and various curb cuts shall be cleared adjacent to the residence hall areas first, then adjacent to the main academic campus second.

5. Stranded Vehicles

a). Snow removal crews are not to deviate from their mission. Should they come across a stranded vehicle, they are to notify the Safety & Transportation Department (should there be anyone with the vehicle, they will be notified that Safety and Transportation has been informed and will be responding). The Safety & Transportation Department (836-5509) will respond to stranded vehicles for assistance. They will be equipped to provide jumper service.

6. Reinforcement

a). When accumulation is beyond what is manageable for Grounds and Custodial Services, the appropriate number of Facilities Maintenance personnel will be called in to assist with snow removal. The Director of Facilities Management will determine when Facilities Maintenance personnel are required.

7. Employee Parking

a). Snow removal personnel will park their privately-owned vehicles at the Bear Park facilities unless directed otherwise. The Safety & Transportation Department (located west of the Bear Park North garage) will help coordinate communication and provide transportation as required.

8. Extended Stay

a). In the event a prolonged stay is required on campus, the Director of Facilities Management is to be made aware of the number of beds required to accommodate personnel. The Director will contact Residence Life, Housing and Dining Services and request sleeping accommodations. Food can be acquired from the University Dining Services vendor.

Note: If there is any inconsistency between this document and University policy; including the “Employee Handbook for Administrative, Professional and Support Staff Employees” and the Memorandum of Agreement between the University and the IBEW; University policy, the Employee Handbook, and the Memorandum of Agreement shall control.