

# Snow Response Plan



**Molloy University**

Rockville Centre, New York

## OPERATIONAL OVERVIEW

The intent of this plan is to protect lives and property and to effectively use available resources to maintain an appropriate level of operations during episodes of snow and ice for Molloy University. The plan will outline the coordinated support that Facilities Management will provide when hazardous conditions due to inclement winter weather exist. 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.

Facilities personnel from Maintenance, Custodial and Plant Operations are considered essential personnel and are prepared to clear the parking lots, roads and sidewalks, so that people and vehicles can move about campus safely and Molloy activities can proceed as usual. Essential employees are expected to report for duty during their assigned shifts. Exceptions will only be reviewed by Management and Employee and Labor Relations and granted on an individual case-by-case basis and only for compelling reasons. Snow & Ice abatement will take precedence over any non-emergency departmental business.

### *Campus Coordination*

When adverse weather conditions affect the routine operation of the University, information regarding class cancellation, delayed openings, and/or University closings will be publicized via multifaceted communication media.

Designated representation from administration, faculty, Public Safety, and staff communicates and discuss weather forecasts, current conditions and campus class and event schedules. Communications begin once winter weather is forecasted and last through winter weather vent.

## PROCEDURES

During the winter months, our Facilities Crew has responsibility for snow and ice removal services. We continuously monitor weather forecasts of hazardous weather conditions from various services; however, freezing rain and other dangerous conditions are usually difficult to predict, and experience has shown that a perfectly safe situation can turn treacherous in a matter of a few minutes. We are entirely committed to making the University's sidewalks, paths, stairs and roadways as safe as possible during and after winter storms. To the maximum extent possible, we will attempt to anticipate problems and take necessary precautions. Our priority initially will be to make the pedestrian areas safe before we work on any areas for vehicular traffic.

If you encounter a problem area on campus that you believe requires our attention, we encourage you to report the problem to Public Safety or [submit a work order](#). Emergencies after hours or on weekends should be directed to Public Safety at 516.323.3500.

Each year, our snow/ice procedures are updated to reflect any changes in the University's layout (new construction, parking lot closures, etc.) and our staff members participate in a variety of training sessions related to snow/ice removal (snow blower operation, shoveling techniques, proper ice melt application, etc.). This ensures the best possible service to the campus community during the snow/ice season.

Campus Shuttle Services may be affected by snow/ice storms. Email blasts will alert the university community of any changes in service, pick/drop off locations as well as public transportation changes.

Molloy University *does not shovel out personal cars*. If a shovel is needed, a student, faculty or staff member may bring their college ID to either the Public Safety or the maintenance shop during working hours to borrow one. The ID will be returned when the shovel is returned.

# SNOW REMOVAL

## We provide the following specific services:

- Salting as needed
- Shoveling
- Plowing
- Modifications to Walkways During Winter Storms

## Equipment Used:

- Pick-up truck with salter/plow
- Pick-up trucks with plows
- Bobcat unit with plow
- Small path machine with plow
- Snow blowers
- Shovels, manual salt spreaders

## SHOVELING PROTOCOL

### Sidewalks and Walkways

Snow removal efforts will commence for sidewalks and walkways when the snow reaches a depth of one-half inch. All walkways and sidewalks will be treated with calcium chloride Pellets. For heavier snow, accessible walkways and sidewalks will be plowed then salted.

### Entrances to all facilities and all steps

Snow removal efforts will commence for building entrances and steps when snow reaches a depth of one-half inch. All entrances and steps will have calcium chloride applied. For heavier snow, entrances and steps will be shoveled then treated. (This list is not in priority order, as there are typically numerous teams working at multiple buildings simultaneously.)

### Outside Contracting:

Substantial accumulations may require the assistance of outside contractors with heavy equipment to assist in removal efforts.

# PRIORITIES & PROCEDURES

The Director of Facilities will make an on-site decision regarding the assignment of personnel and equipment for snow removal. The Director will assign specific equipment to routes and specific employees to equipment if weather conditions warrant such action. Public Safety will further notify the Facilities department of any priorities, including:

- Keeping emergency egresses open - A first priority during snowfall.
- Keeping main access points cleared as best as possible.
- Clearing accumulated snow from the immediate areas of each building's entrance and fire exits and continue to do so until rotating to the next building or the snowfall ceases.
- Clearing snow from building entrances in a manner so that the operators of the snow removal equipment can collect and deposit the snow in a safe manner, away from the entry, exits and adjacent walks. Snow is to be cleared within six feet of the bottom of the landing or stairwell.
- Clearing snow from fire hydrants for emergency usages.
- Spreading sufficient amounts of deicing materials in areas where ice and/or slippery conditions are present.
- Maintaining accessibility to/from handicapped parking spaces, curb cuts and ADA compliant building entrances will be a priority.

## Parking Lots

Parking lots require the coordination and cooperation of Facilities Management, Public Safety, Office of Residential & Student Life, Students, Faculty, Administration and others. The following specifics apply to the removal of snow within parking lots:

- When plowing parking lots, snow should be piled so as not to block thoroughfares and sidewalk areas.

If snow has to be pushed over a curbed area, it should be piled so that it will not fall back into the lot and still be clear of any adjacent walks or handicap accessible areas. Note: When pushing snow over a curb, the truck operator will stop the vehicle and lift the blade as the snow is being pushed, this will help reduce the possibility of damaging the curb and the plow cutting edge.

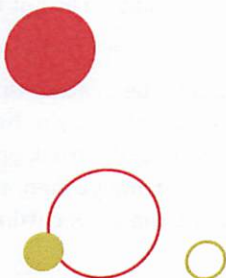
- Drivable lanes will be cleared first, as to ensure safe passage of emergency vehicles.
- Open parking spaces will be cleared once the snowfall is complete.
- We ask that cars are cleaned off by their owners as soon as possible after snowfall and moved to an already cleared parking space.
- If further instruction is needed, such as moving cars to an alternative parking lot, a campus notice will be sent out by Residence Life or Student Affairs.

**After the storm:**

Clean-up operations after a storm shall involve clearing all roadway access, walks, entryways, and parking lots along with the de-icing of those surfaces. The following details the campus standard operating procedures during snow removal:

- Snow shall be pushed back from sides of access roads, walks and parking lots.
- Stairs and entryways shall have all remaining snow removed.
- Transitions from sidewalks to roads will be cleared of snow and ice (this includes curb lines).

Roads are kept passable for emergency vehicles throughout a snow fall. Once the snow has stopped, the roads will be cleared to the curb line and ice melt applied as appropriate. Depending on conditions, de-icing materials may be applied without plowing.



## OTHER INFORMATION

### General Information



Vehicles that block snow removal routes will be referred to Public Safety and could be towed at the owner's expense.

With consultation from the Assistant Vice President of Facilities and the Director of Facilities, and Administration shall determine when snow equipment and personnel should be halted due to unsafe and extreme weather conditions.

### Safety



Your safety, and that of the entire Campus, it is important that priority be given to the personnel of the Facilities Department. Facilities staff, while conducting their duties, will observe and practice every available safety measure. It is extremely difficult for the operators to see pedestrians and vehicles while operating large equipment. Please allow as much distance as possible between yourself (or vehicle), and the moving equipment.

### Snow Response Team and Personnel



The Snow Response Team (SRT) consists of all the staff from the custodial and maintenance departments. The need for additional help may be necessary during extended snowstorms. Additional outside contractors with heavy equipment will be utilized as deemed necessary by the Assistant Vice President to facilitate snow removal operations.

## WHO WE ARE

The facilities department consists of dedicated, skilled, professional employees trained in every trade required for the maintenance, repair and renovation of campus facilities. Services offered range from grounds maintenance to event support to custodial services to HVAC, project planning, design and construction.

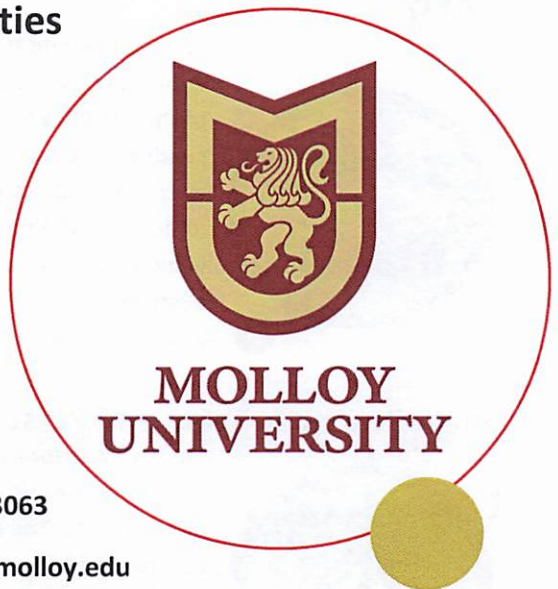
To use our online Work Order System, please go to: <https://help.molloy.edu>



## CONTACT US

### Department of Facilities

Molloy University  
Kellenberg Hall, RM 112  
Rockville Centre, New York  
Phone: 516.323.3060/3061



Maintenance: 516.323.3062/3063

Email: [FacilityManagement@molloy.edu](mailto:FacilityManagement@molloy.edu)

Web: <https://www.molloy.edu/about/administration/facilities-management/>