

2022-2023 ETSU Snow Removal Plan

The primary objective is to remove snow and ice safely and quickly from pedestrian walkways, parking facilities and the streets on the ETSU campus in order for faculty, staff, students, and visitors to be able to access their destinations when they arrive on campus.

NOTIFICATION:

The Associate Vice President (Laura Bailey) is to provide input as outlined in the "Inclement Weather Policy". While decisions are being made on closing, Facilities Management will put into action the Snow Removal process as outlined in this document.

1. The Director of Facilities (Bob Montgomery and Sean Morris) will jointly and continuously monitor the weather reports for advance warning of coming winter weather. The Associate Vice President will have final responsibility for initiating the plan.
2. The assistance of Emergency Management and Public Safety is requested when a winter storm commences outside of ETSU's normal business hours. If the Public Safety Officer in charge foresees that there is going to be a need for snow removal, they should contact the Director of Operations (Mason Bowen) advise on conditions. The Director of Operations can then advise the Manager on-call and Director of Operations of said conditions. Preferably this should be done by 4:00 a.m. in order for the Facilities Management Director's to have time to implement the plan.
3. The Grounds Department Manager on call will notify the Director of Operations by 5:00 am with a campus condition report. This information will be passed on to the Office of Administration.

Once the decision for implementation has been made, the Facilities Management Director of Operations will contact the Maintenance Managers who are responsible for contacting their crews (see attached names).

Notification Procedure:

1. Public Safety assesses campus conditions and notifies Emergency Management (Mason Bowen and/or Jeff Blanton) if hazardous conditions are present.
2. If conditions warrant and the directive is given by Emergency Management, the grounds manager on call and Director of Grounds will initiate snow removal plan.
3. Director of Grounds will contact Director of Operations by 5:00 am with campus conditions report.

Snow Removal Plan Contact List

Director of Operations: Emergency Management

Mason Bowen

304-553-2954

Director of Facilities Operations

Bob Montgomery

423-791-0046

Director of Grounds

Sean Morris

423-741-4651

Managers On-Call

Travis Watson

423-483-3029

Sean Morris

423-741-4651

Heavy Equipment Operators

Lance Dugger (Primary Plow Operator)

423-213-9954

Gary Bond (Back up)

423-202-1958

Lead Mechanic/Operator

Stacy Cole

423-512-2458

Power House

423-439-7900

RESPONSIBILITIES AND DUTIES:

Snow Trucks - When notified, the Manager On-Call will contact the salt truck drivers and others as needed. Roads staff will strive to maintain bare pavement on all primary roadways throughout a storm. At a minimum, snow accumulations on primary roads are to be kept in plow-able conditions at all times. All primary roads shall receive a salt treatment prior to the onset of frozen precipitation providing the weather and temperature forecast warrant anti-icing. All primary roads are to be completely cleared of snow and ice within 2 hours of storm ending time regardless of accumulations. Primary roads are to be plowed curb to curb. All secondary roads are to be kept in passable conditions. Costs will be monitored and documented to ensure the most effective use of our limited resources. Secondary roads shall be completely cleared of snow and ice within 4 hours of storm ending time regardless of accumulations. Secondary roads are to be plowed curb to curb. Parking lots will be cleared after priority roads have been cleared of snow accumulation.

Zone Crews- All sidewalk, crosswalk, steps, ramp, and doorway snow removal will be maintained in a zone format. The crews will assemble at their assigned shop at the Physical Plant or in their respective zones at designated start times. All zone members should coordinate with the respective Grounds or Maintenance Zone Crew Leader for information and procedure to be followed in each zone. There will be one Front Mounted Sweeper assigned to each zone. These will be operated by a grounds shop employee only and used to maintain sidewalks in the individual zone. All members of the zone crew will use shovels, brooms, and ice melt to remove all snow accumulations in their defined zone. A list of crew members and their assigned buildings along with a zone map is provided in the following pages.

Main Campus Custodians- All 1st shift custodial staff are responsible for their pre-assigned buildings up to 15 feet outside of the building. Custodians are to go immediately to their building and begin work on clearing steps, porches, ramps, and walks. They will first clear and salt the passage way at least 4' wide from all main entrances to the walks, they then will back up and clear and salt all of above areas until all steps, porches, ramps, and walks are completely clear of snow and salted. In the event campus is closed, custodial emergency personnel will be required to maintain their assigned buildings for school opening the next day. Night Shift Custodians- Same as outlined for day shift. Refer to the ETSU Inclement Weather policy. Buildings that are covered by 1st shift custodians include:
- Hutcheson Hall, Warf-Pickel Hall, Yoakley Hall, University School, and the Sherrod Library.

College of Medicine Staff- Report according to the College of Medicine inclement weather closure policy.

Contracted Areas- The following areas have contracted snow removal that will be maintained separately:

V.A. Parking Lots and CEB: Maintained by V.A. and/or COM

Innovation Lab: Innovation Lab Staff responsible for their snow removal contract (Used Dream Scapes in the past)

Johnson City Community Health Clinic: JCCHC Staff responsible for their snow removal contract (Used Dream Scapes in the past)

Kingsport Allendale: ESTU Custodial/Maintenance worker responsible for sidewalks and entrances. Contractor can be called if parking lots are impassable. (Have used Fuller Paving if needed. The contact is **Will Robinette 423-676-4449**)

Gray Fossil/Hands On: Responsibility of Hands on to perform snow removal in parking lots

Other Contractors Used for Snow Removal:

Preston Construction: 423-306-7649

John Phillips Painting: 423-791-2666

Dream Scapes Landscaping: 423-948-2224

Fuller Paving (Kingsport): 423-676-4449

Housing- All housing maintenance and custodial staff will be responsible for snow removal around all housing buildings. Snow removal includes sidewalks, steps, ramps, and doorways around housing buildings. Grounds crew will still be responsible for roads and parking lots. Buildings that are to be covered by housing include: Lucille Clement, Luntsford, Centennial, Governor's, Davis, Carter, Stone, Powell, West, and Buc Ridge. Housing Staff Include:

Contacts

1. Housing Maintenance: Bill Burchett- Assistant Director – (423)-963-8026 / Chad Head-Director – (423)791-3341

Assignment: (Float/Additional Contacts)

2. Housing Maintenance Supervisor: Larry Hill- (423)-735-9000 / 2nd Shift Supervisor: Logan Pritchard – (423)-218-6671

Assignment: (West Side Campus: Luntsford, Dossett, West, Powell, Stone, Carter, and Lucille Clement)

3. Joe Clyburn, David Oaks, Robert Pace, Angela Marich, Katie Jenkins, Matt Woodring, Courtney Scruggs, Steve Weller, Wanda Markland, Lesbia Bran, Maverick Francis

Assignment: (Buc Ridge)

4. Charlie Hall, Sam Boven, Doug Carson, Nathan Grindstaff, Mark Simmons

Assignment: (East Side Campus: Governors, Centennial, and Davis)

5. Jerome Roberts, Shaun Kress, Crystal Fair, Calista Tuten, Connie Lukens, Arelys Colon, Eric Elrod

Assignment: (2nd Shift 3:30pm -11:30pm)

6. Brandon Ward, Tony Tester, Edwin Hennessee

OTHER POLICIES AND PROCEDURES:

CAMPUS CLOSURE- When the campus has been closed due to inclement weather or natural disaster, previously identified essential personnel are to report per ETSU Policy PPP-28.

Once the decision has been made to close the campus, the Facilities Executive Director and Associate Director will contact the Maintenance Zone Crew Managers who are responsible for contacting their crews (see attached names and telephone numbers).

The snow plan will proceed as normal with the following exceptions:

WEEKENDS - Should snow occur on Saturday or Sunday, Director of Grounds will decide when to begin clean up and will assemble the work force as previously described.

SHIFT CHANGES: All report times for snow removal are considered the start of a shift. This means that if your report time is 6:00 am, any time worked after 2:30 pm is considered scheduled overtime.

Every effort will be made in advance to notify all employees of their needed support for snow removal. Due to the inability to forecast some snow events in advance, call-ins for snow removal support after 5:00 pm (the night before), the shift for the following day will begin once you arrive on site. If you have any questions regarding snow removal, please contact your supervisor.

Any questions about routes or assignments need to be directed to Sean Morris. Modifications to assignments will be made as required to provide the best service to the campus community.

Zone 1

Jonathan Lykins/Alec Whitehead: Grounds Zone Crew Leader

Dustin Powell	}	
Ryan Phillips		
Alex Stanton		Parking Lot Access Points
John Hoskins		Sidewalks, Crosswalks, ADA Ramps and Parking Spaces,
Emily Miller		

Mark Keys: Maintenance Zone Crew Manager (423)-426-4688

Casey Gwyn	}	
Ray Miller		Burgin Dossett, University School, Brown Hall, Greenhouses
Mike Wilson		Sherrod Library, Rogers-Stout, Gilbreath
Brian Ferrell		Millennium Center, Parking Services, Maple Street Houses

Buildings-

060	Burgin Dossett Hall	025	Green House
320	Sherrod Library	904	Millennium Center
002	University School	068	Parking Services
003	Brown Hall	153	908 West Maple
010	Gilbreath Hall	090	920 West Maple
021	Rogers-Stout Hall	096	902 West Maple
155	916 West Maple		
156	914 West Maple		
157	918 West Maple		

Zone 2

Chad Smith/Elisha Heins: Grounds Zone Crew Leader

Billy Arrowood	} Sidewalks, Crosswalks, ADA Ramps and Parking Spaces, Parking Lot Access Points
Chad Ford	
Roger Frazier	
John Terrell	
Chris Hambrick	
Chase Taylor	

Todd Elrod: Maintenance Zone Crew Manager (423)-791-3592

Noah Ensor	Mini Dome, (SW Stairs and ADA Ramp), Parking Garage
Aidan Sullivan	Mini Dome, Parking Garage,
Stephen Brickey	Culp Center, Lamb, Hutchenson, Warf-Pickel
Morgan Skidmore	Culp Center, Lamb, Hutchenson, Warf-Pickel
Chanc Pritchett	Burleson Hall, Mathis, Ball, Brooks Gym, Sam Wilson, Stairs at lot 24, sidewalk to pedestrian bridge
Sean DeLong	Burleson Hall, Mathis, Ball, Brooks Gym, Sam Wilson, Stairs at lot 24, sidewalk to pedestrian bridge
Chris Tester	Culp Center, Nicks Hall, Reece Museum, Campus Center Building

Buildings-

092	Culp Center	012	Sam Wilson Hall
020	Nicks Hall	091	Reece Museum
006	Ball Hall	008	Warf-Pickel Hall
009	Brooks Gym	104	Parking Garage
014	Burleson Hall	018	Hutcheson Hall
011	Campus Center Building	019	Lamb Hall
005	Mathis Hall	007	Mini Dome

Zone 3

Jeff Story/Stacy Cole: Grounds Zone Crew Leader

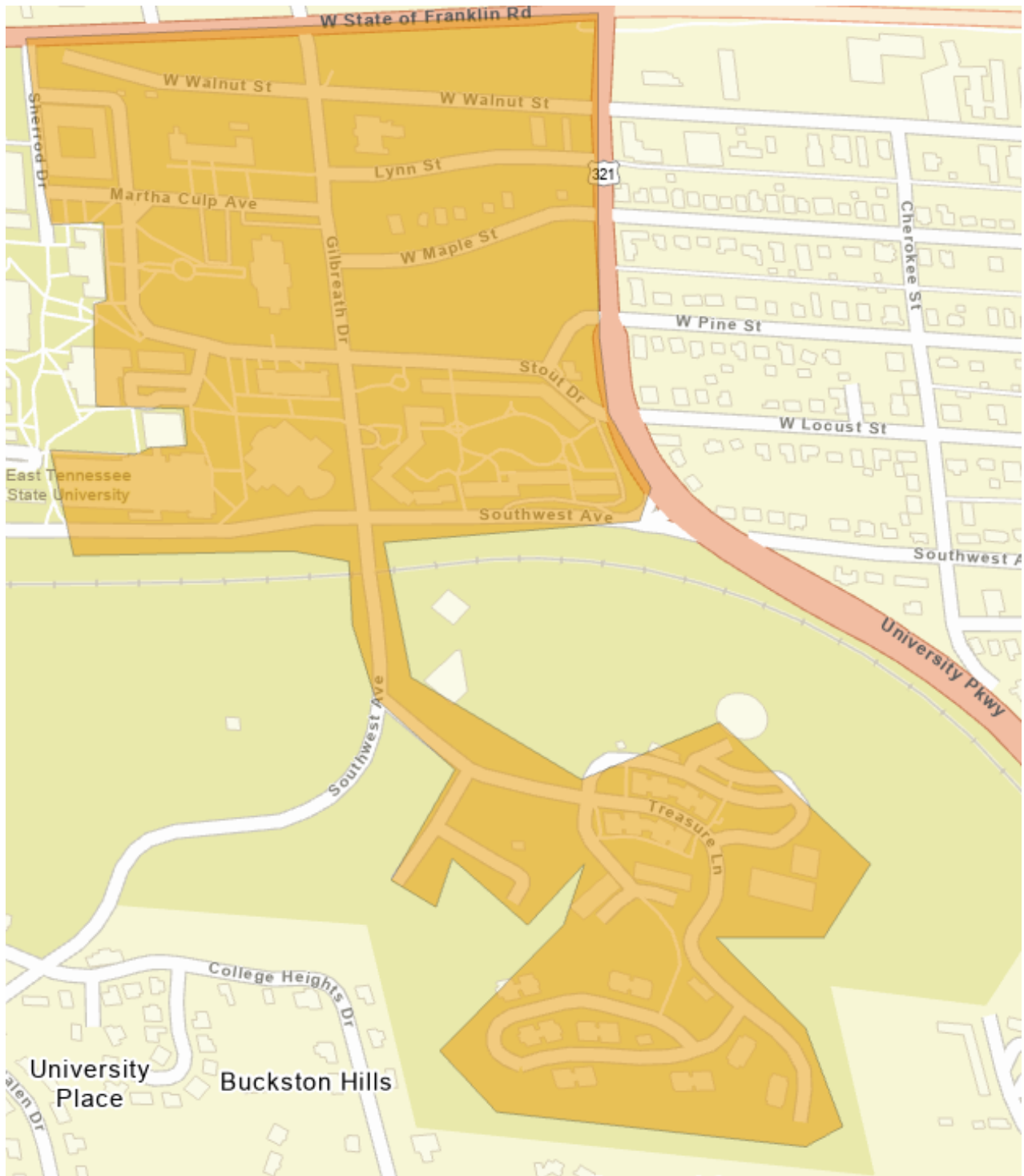
Dakota Turnmire	}	Sidewalks, Crosswalks, ADA Ramps and Parking Spaces, Parking Lot Access
Vicky Carr		
Emily Miller		
Stephen Pettit		

Tim Burton: Maintenance Zone Crew Manager (423)-791-3590

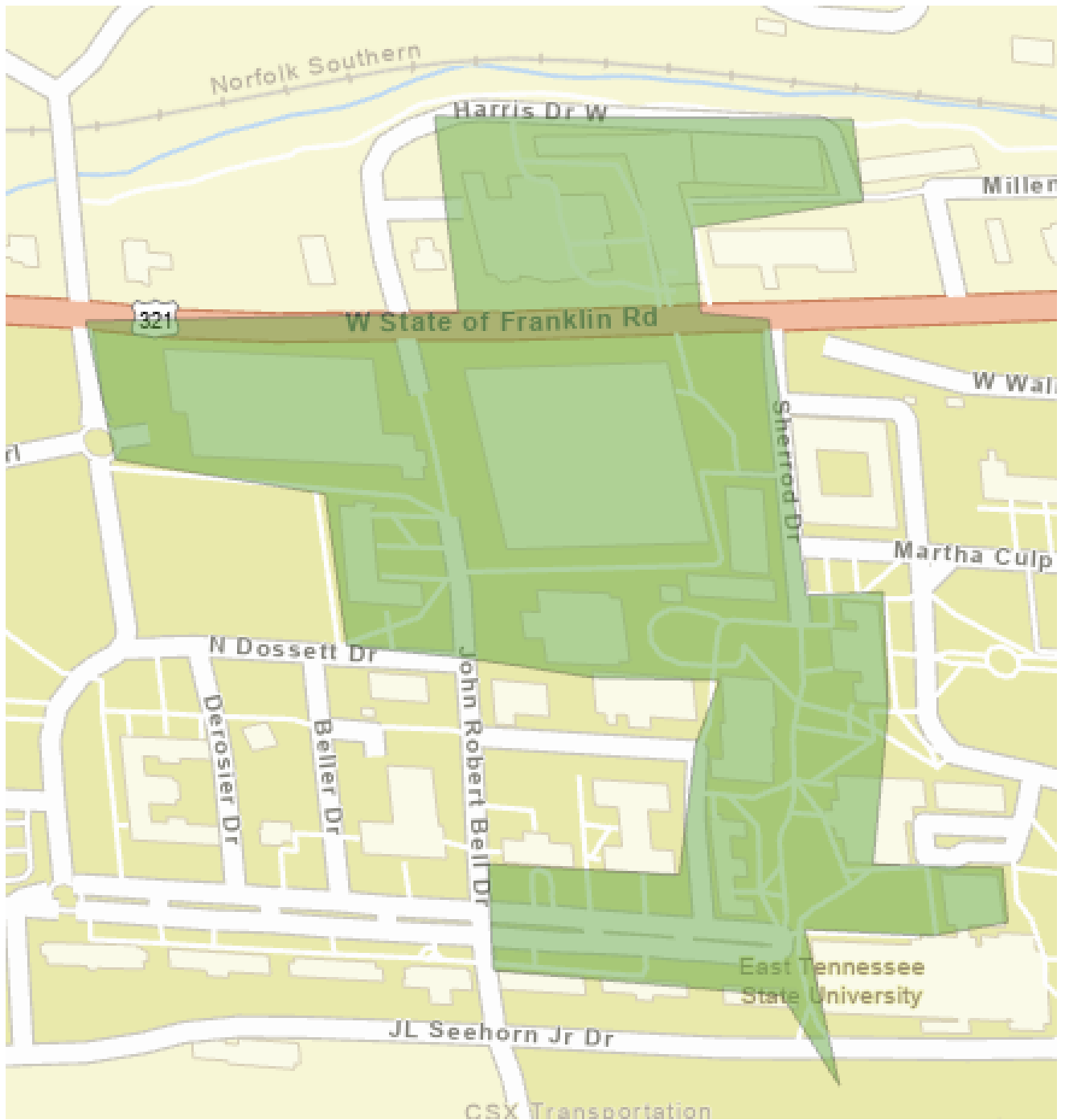
Joey McNeil	Physical Plant, CPA, Art Annex, Yoakley
David Windsor	Physical Plant, CPA, Art Annex, Yoakley
Larry Tipton	Physical Plant, CPA, Art Annex
Mark Savage	1118 & 1110 Seminole Houses, Child Study Center, WETS, Central Receiving
Dale Godsey	Ross, Wilson-Wallis, Ada Earnest House, Data Center, Lyle House
Lance Dugger	

Buildings-

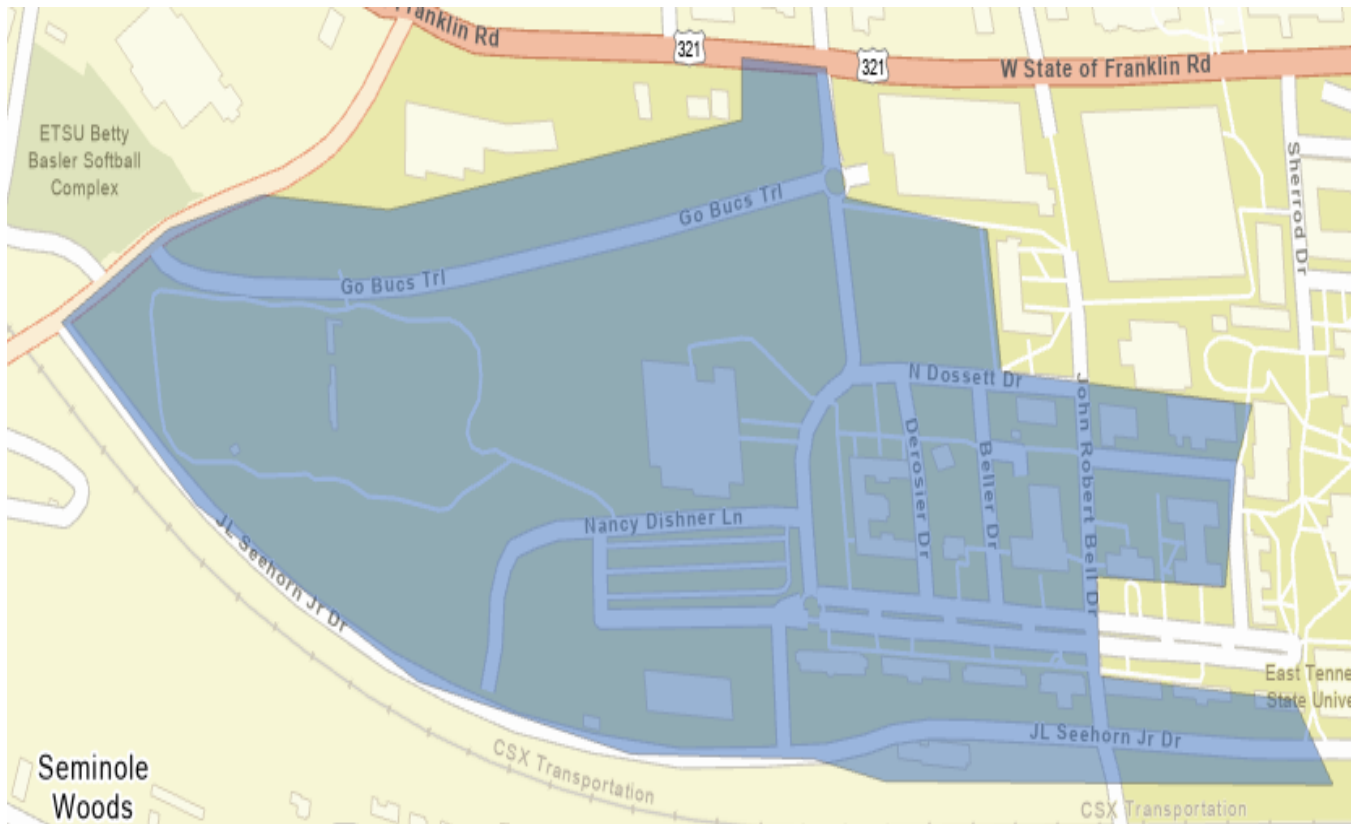
330	CPA	332	Little Bucs Signal Drive
016	Ada Earnest House		131 Ross Hall
030	Data Center		1118,1110 Seminole Dr Houses
015	Hillrise- Lyle House		305 Central Receiving
041	Chiller Plant		306 WETS
040	Power House		062 Art Annex
017	Wilson-Wallis Hall		129 Yoakley Hall
042	Physical Plant		



Zone 1



Zone 2



Zone 3