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 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 Facilities Director and Associate/Assistant Directors 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 Public Safety is requested when a winter storm commences during the night. If the Officer in Charge foresees that there is going to be a need for snow removal, he should contact the Manager on Call and advise on conditions. Preferably this should be done by 4:00 a.m. in order for the Facilities Director and Assistant Director to have time to implement the plan.

3. The Assistant Director of Landscape and Grounds will notify the Director of Facilities by 5:00 am with a campus condition report. This information will be passed on to the Associate Vice President of Facilities Management.

Once the decision for implementation has been made, the Facilities Director and Associate/Assistant Directors 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 manager on call if hazardous conditions are present.

2. If conditions warrant, manager on call contacts Assistant Director of Grounds and Landscape to initiate snow removal plan.

3. Assistant Director will contact Facilities Director by 5 am with campus conditions report.

4. Facilities Director contacts Associate Vice President to report progress and need to implement Inclement Weather Policy.
# Snow Removal Plan Contact List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Director</td>
<td>Gary Bishop</td>
<td>Cell: 423-794-9061</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: 423-477-7998</td>
</tr>
<tr>
<td>Assistant Director, Grounds &amp; Landscape</td>
<td>Sean Morris</td>
<td>Cell: 423-741-4651</td>
</tr>
<tr>
<td>Heavy Equipment Operators</td>
<td>Lance Dugger (Primary)</td>
<td>Cell: 423-213-9954</td>
</tr>
<tr>
<td></td>
<td>Jerry Cooper (Back Up)</td>
<td>Cell: 423-302-9392</td>
</tr>
<tr>
<td></td>
<td>Gary Bond (Back up)</td>
<td>Cell: 423-202-1958</td>
</tr>
<tr>
<td></td>
<td>Travis Watson (Back Up)</td>
<td>Cell: 423-483-3029</td>
</tr>
<tr>
<td>Lead Mechanic</td>
<td>Stacy Cole</td>
<td>Cell: 423-512-2458</td>
</tr>
<tr>
<td>Power House</td>
<td></td>
<td>423-439-7900</td>
</tr>
</tbody>
</table>
RESPONSIBILITIES AND DUTIES:

**Snow Trucks** - When notified, the Assistant Director 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, steps, ramp, and doorway snow removal will be maintained in a zone format. The Director of Facilities and Assistant Director of Grounds & Landscape will contact all shop supervisors notify implementation of snow removal plan. The crews will assemble at their assigned shop at the Physical Plant or in their respective zones at 6:00 am. All zone members should coordinate with Grounds 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 2’ 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, 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, CEB, Innovation Lab, Health Clinic, and Kingsport Center.

**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, Nell Dossett, Centennial, Governor’s, Davis, Carter, Stone, Powell, West, and Buc Ridge. Housing Staff Include:

- Housing Maintenance: Chad Head - Emergency Personnel
- Housing Maintenance: Larry Hill - Emergency Personnel
- Housing Maintenance: Charles Hall - Emergency Personnel
- Housing Maintenance: Sean DeLong - Emergency Personnel
- Housing Maintenance: Zane Gray - Emergency Personnel
- Housing Maintenance: Dale Roberts - Emergency Personnel
- Housing Maintenance: Ray Miller - Emergency Personnel
- Housing Maintenance: Matt Carder
- Housing Custodial: Wes Williams - Emergency Personnel
- Housing Custodial: All other assigned staff

**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 Director and Associate Directors will contact the Maintenance 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:

- Skilled crafts personnel not identified as Emergency Personnel will not report for duty. (Locksmith, Electrical, Carpenter, HVAC, Plumbing, Paint). Shelbridge staff will not report for duty.
**WEEKENDS** - Should snow occur on Saturday or Sunday, the Facilities Director in consultation with the Assistant Director 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 the Assistant Director of Grounds & Landscape. Modifications to assignments will be made as required to provide the best service to the campus community.
Zone 1

Grounds Crew:
Jerry Cooper- Emergency Personnel-Crew Leader
Mark Simmons – Emergency Personnel
Chad Smith – Emergency Personnel
Jonathan Lykins – Emergency Personnel
Ryan Phillips – Emergency Personnel
Erick Fair – Temp
Jamal Foster – Temp
Max Toner – Temp

Additional Support:
Arborist: Travis Watson- Emergency Personnel
Arborist: Jeff Story- Emergency Personnel
Warehouse: Mike Wilson- Emergency Personnel
Electric: Dale Godsey
Electric: Vaughn Simerly
Electric: Tim Whitlock
Electric: Sammy McCray
Electric: Bryan Moody

Buildings-
060 Burgin Dossett Hall 156 914 West Maple
021 Rogers-Stout Hall 157 918 West Maple
002 University School 090 920 West Maple
068 Parking Services 320 Sherrod Library
096 902 West Maple 305 Central Receiving
153 908 West Maple 306 WETS FM
155 916 West Maple
Zone 2

Turf Maintenance Crew:
Brandon Thrower – Emergency Personnel – Crew Leader
David Seagroves-Emergency Personnel
Stephen Brown-Emergency Personnel
Adam Timbs-Emergency Personnel
Cory Johnson -Emergency Personnel
Leon Flanery - Temp
Ben Hatten – Temp
Sam Rankin – Temp

Additional Support:
Facilities Maintenance: Noah Ensor- Emergency Personnel
Facilities Maintenance: Ben Moritz- Emergency Personnel
HVAC:  Mike Gamble- Emergency Personnel
HVAC:  Stephen Brickey- Emergency Personnel
Carpenter: Mark Keys
Carpenter: Larry Estep
Carpenter: Wayne Johnson

Buildings-
092  Culp Center  010  Gilbreath Hall
020  Nicks Hall  005  Mathes Hall
006  Ball Hall  012  Sam Wilson Hall
009  Brooks Gym  904  Digital Media Center
003  Brown Hall  007  Mini Dome
014  Burleson Hall
011  Campus Center Building
Zone 3

Grounds Crew:
Gary Bond - Emergency Personnel – Crew Leader
Ken Hoss - Emergency Personnel – Crew Leader
Lori Grant – Emergency Personnel
Dustin Powell – Emergency Personnel
Stacy Cole - Emergency Personnel
Lance Dugger - Emergency Personnel
Chris Hastings – Temp
Jeremy Roberts – Temp
Ben Ronoh – Temp
Stephen Tansie – Temp

Additional Support:
Mover:  Joey McNeil- Emergency Personnel
Locksmith:  Mark Savage- Emergency Personnel
Locksmith:  Larry Tipton
Preventative Maintenance:  Joel Kress
Plumber: Johnny Roe- Emergency Personnel
Plumber: Mitch Watts- Emergency Personnel
Plumber: Andre Stevens
Plumber: Bud Shell

Buildings-

016 Ada Earnest House
015 Hillrise- Lyle House
018 Hutcheson Hall
019 Lamb Hall
041 Chiller Plant

040 Power House
008 Warf-Pickel Hall
017 Wilson-Wallis Hall

2213 Greenwood Drive
332  Child Study Center (Signal Drive)  159  1118 Seminole
129  Yoakley Hall  042  Physical Plant
131  Ross Hall  045  Chemical Storage
150  Community Outreach  330  CPA
151  Bond House  062  Art Annex
158  1110 Seminole Drive
104  Parking Garage