

2016-2017 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 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

Facilities Director

Dan O'Brien

Cell: 423-483-3862

Assistant Director,
Grounds & Landscape

Sean Morris

Cell: 423-741-4651

Heavy Equipment Operators

Lance Dugger (Primary)

Cell: 423-213-9954

Jerry Cooper (Back Up)

Cell: 423-302-9392

Gary Bond (Back up)

Cell: 423-202-1958

Travis Watson (Back Up)

Cell: 423-483-3029

Lead Mechanic

Stacy Cole

Cell: 423-512-2458

Power House

423-439-7900

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

020 Nicks Hall

006 Ball Hall

009 Brooks Gym

003 Brown Hall

014 Burleson Hall

011 Campus Center Building

010 Gilbreath Hall

005 Mathes Hall

012 Sam Wilson Hall

904 Digital Media Center

007 Mini Dome

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

040 Power House

015 Hillrise- Lyle House

008 Warf-Pickel Hall

018 Hutcheson Hall

017 Wilson-Wallis Hall

019 Lamb Hall

2213 Greenwood Drive

041 Chiller Plant

332 Child Study Center (Signal Drive)
129 Yoakley Hall
131 Ross Hall
150 Community Outreach
151 Bond House
158 1110 Seminole Drive

159 1118 Seminole
042 Physical Plant
045 Chemical Storage
330 CPA
062 Art Annex

104 Parking Garage