

Western Kentucky University Snow and Ice Response Plan 2018-2019



Procedures for Snow Removal:

- The Intent of this snow plan is to standardize and document the Standard Operating Procedures taken by Facilities Management to combat a winter snow or ice storm. Every storm is different, with different starting times, temperatures, accumulations and durations. This plan identifies the general Facilities Management staff resources, equipment resources, areas of responsibility and general strategies for managing any given storm.
- Upon the determination that significant winter weather is imminent, a conference call with the Director of EHS, WKU Police, Facilities Management Director, Manager of Campus Services, Director of Parking and Transportation, University Provost, Media Relations Director, and other university key personnel (or their designee) will determine the risk of the conditions. Once the determination is made, the University Provost will inform the Media Relations Director that the university is either: open, late or officially closed.
- The Facilities Management Director and the Manager of Campus Services will monitor the weather conditions during non-working hours and will call in grounds personnel as needed.

It is anticipated that completion of snow removal will be dependent on the total snowfall accumulation and subsequently the mechanical and chemical removal the snow from sidewalks, streets and parking lots. In the event of the following weather conditions:

1. Snow flurries

Power Sweep sidewalks and salt only as conditions require (minimum salt application rate)

2. Sleet

Power Sweep sidewalks and salt or calcium acetate mixture, minimum salt application rate, reapply as necessary. Use of DFM staff as needed.

3. Freezing rain

Manually scrape steps and handrails. Apply salt or acetate as necessary to street intersections, ramps walkways and high traffic corridors.

4. 0” to 2” snowfall accumulation (End of storm)

Power Sweep, plow and shovel as necessary. Apply salt or acetate as needed to street intersections, ramps walkways and high traffic corridors.

5. 2” to 6” accumulation

Power Sweep, Plow, Shovel to keep roadways and sidewalks open, Salt as necessary. If possible we will wait to salt large areas until snow has ceased. It is important to conserve as much salt as possible to ensure we have adequate stock for following storms. We will keep roads and main walks open, utilizing the Priority Route map and contracted assistance for major corridors and South Campus. *Activate our contingency plan involving outside contractors with heavy equipment.*

6. 6+” of accumulation

Continue to clear priority lots and walkways. **NO** chemicals will be deployed until the precipitation ceases as to not waste product. *Activate our contingency plan involving outside contractors with heavy equipment.*

Standard Operating Procedures for Snow Removal

- All Campus Services personnel are to report to the Grounds Shop. The following assignments/routes will be given out for the following:

MAIN CAMPUS

- Kyle Davenport Campus wide Supervision
 - Leah Hopwood Radio Dispatch/assignments
 - Terry Copas Bobcat with Snow Pusher
 - Dustyn Brooks #56 F250 Salt Truck with Plow
 - Jeff McAdoo #199 3500 salt truck with blade
 - Brett Shain #176 F550 with blade and spreader
 - Kevin Gardner G1 with blade and salt hopper
 - Bob Bridges G2 with blade and liquid sprayer
 - Henry Blair G3 with blade and salt hopper
 - Joe Taylor G4 with blade and salt hopper
 - JT Bowling G5 with blade and salt hopper
 - Leonard Dill Grasshopper with broom
 - Robert Funari Grasshopper with broom
 - ❖ Remaining Personnel Snow shovels and salt buckets
- Assignments subject to change

SOUTH CAMPUS

- Terry McDonald - John Deere Plow/back up equipment and shovel

Campus Services

Manager: Kyle Davenport 270-799-8925

Supervisor: Leah Hopwood: 270-421-3818

Team A						
Name	Position	Radio #	Buildings			
Brett Shain	Area Leader	189	Jones Jagers	Keen Hall	Preston	Tower Food
JT Bowling	Equipment Operator	192	Univ. Blvd Lot	Soccer/Softball	PS3	African Studies
Leonard Dill	Equipment Operator	181	Bemis	Barnes	PFT	Meredith
Shawn Adams	Groundskeeper	193	Zacharias	PFT Lot	1790 Normal	Normal St. Lot
Vacant		183	Creason Lot	Poland	Poland Lot	The Den

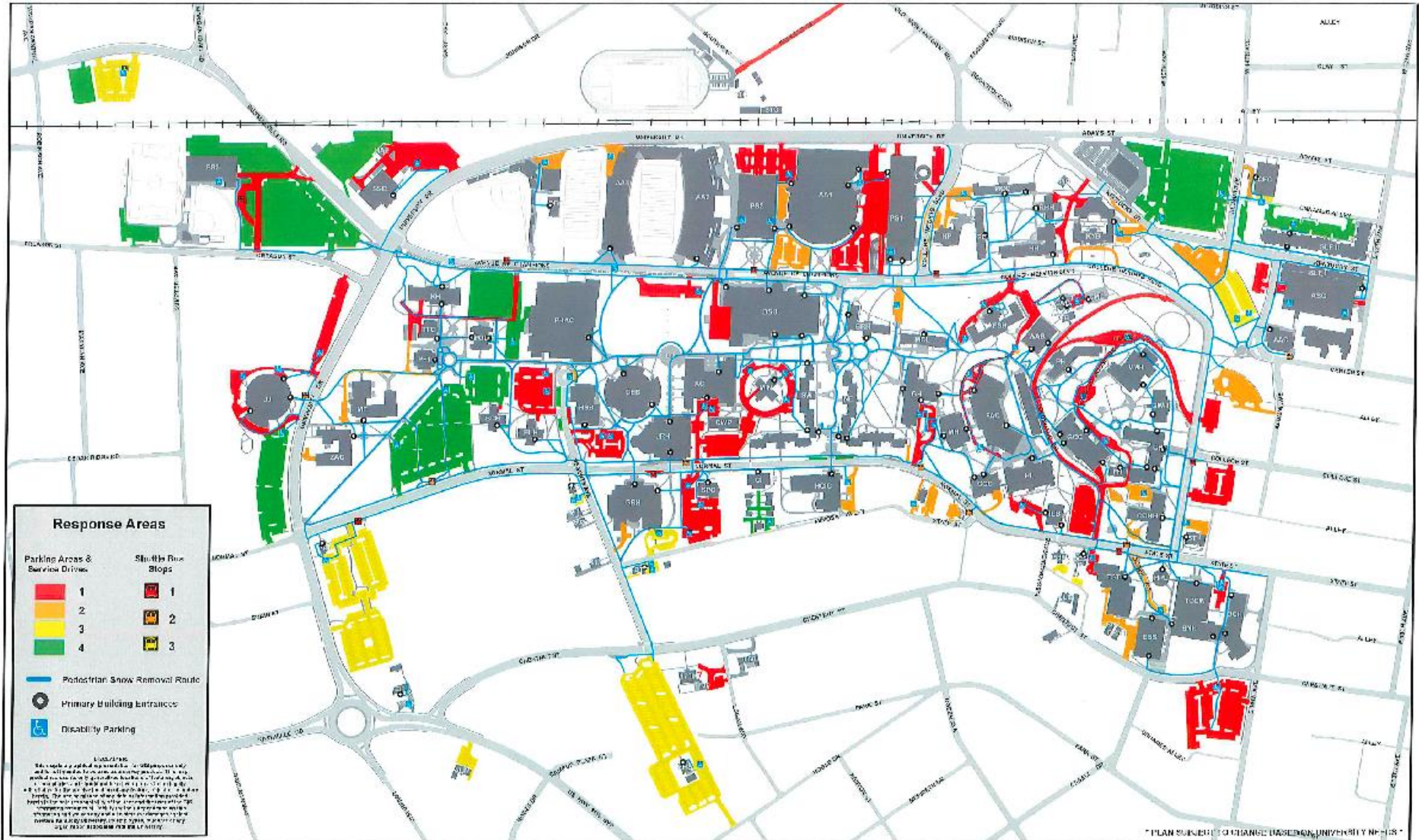
Team B						
Name	Position	Radio #	Buildings			
Hank Blair	Area Leader	185	Health Seviles	Tate Page	Mass Media	Ransdell Hall
Jeff McAdoo	Equipment Operator	186	Chill Water Plant	SSB	Baseball	Preston
James Beasley	Groundskeeper	187	Sustainability	AC	Minton	Southwest
Kyle Bohr	Groundskeeper	190	Honors	Guthrie Tower	Student Publ.	Visiting Scholars
Alex Bright	Groundskeeper	188	Floral Shop	513 Regents	1702 Normal	Confucious

Team C						
Name	Position	Radio #	Buildings			
Robert Bridges	Area Leader	176	DSU	Bates Runner	McLean	PS2
Robert Funari	Equipment Operator	182	Diddle Arean	ASG	KY St. Apt.	Grise Hall
Robert McGregor	Groundskeeper	184	PS1	Heat Plant	Gilbert	McCormack
Steven Howard	Groundskeeper	195	Rodes Harlan	Hilltopper Hall	KY Museum	Gatton
Mike Haldeman	Groundskeeper	194	Northeast	Auguststein	CEC	Track & Field

Team D						
Name	Position	Radio #	Buildings			
Joe Taylor	Area Leader	177	FAC	Garrett	Wetherby	Potter
Kevin Gardner	Equipment Operator	180	Pres. Office	Helm	Cravens	IEB
Mikey Cowles	Groundskeeper	179	Van Meter	Gordon Wilson	Cherry Hall	College Height
Casey Johnson	Groundskeeper	197	Faculty House	EST	TCCW/Snell	Ogden
Anthony Helsom	Groundskeeper	178	\$100 Solution	Music Hall	The Chapel	EBS

Recycling/Surplus			South Campus						
Name	Position	Radio #	Name	Position	Radio				
Dustyn Brooks	Team Leader	199	Terry McDonald	Area Leader	196				
Terry Grosh	Utility Worker	200							
Bill Sleeper	Utility Worker	201							
Terry Copas	Masonry/Compost	202							
Chris Radus	Surplus	203							

Snow Priority Route Map



Priority Areas to Be Cleared

1. Parking structure 1, 2 and 3
2. Police Department
3. Sidewalks marked in **BLUE** on the priority map
4. Downing Student Union
5. Bates Runner Subway
6. Tower Food Court
7. Medical Center GGC
8. All parking lots and bus stops marked in **RED** on the priority map
9. Services drives and all dumpster locations
10. All access to resident halls
11. Garrett Food court
12. All parking lots and bus stops marked in **ORANGE** on the priority map
13. All parking lots and bus stops marked in **YELLOW** on the priority map
14. All parking lots marked in **GREEN** on the priority map

Essential Personnel Call-in List

Maintenance

Mark Updegraff	270.784.1312
Herb Hess	270.427.8645
Danney Madison	270.784.9868
Ben Spitler	270.996.8537
Wayne Nelson	270.942.1006
Jeff Turner	270.842.3772

Clerical

Angie Jackson	270.799.8924
Kathy Bailey	270.202.4603

Plant Operations

Dale Dyer	270.991.1523
Kayla Howard	270.532.1259
Rooks Howard	270.784.5163
Craig Austin	270.847.7419
Central Steam Plant	270.745.5828

Building Services

Kevin Gutierrez- 270-535- 9063
Tammy Price- 270-784-1636
George Cofer- 270-438-8189
Candy Walker- 270-779-1738
Sue Barbour- (ride in with husband)- 270-246-0398
Janice McDonald- 270-799-1607
Terri Williams- (DSU only) 270-996-7240
Betzabel Rodriguez- 270-320-8166
Claudette Cravens- 270-996-6282
Larry Cardwell- 270-784-0814- farm
Reina Lopetequi- 270-599-6806
Sebastian Stanley (270) 590-4592
Brenda Gillon- 270-202-9554
Gerald Belcher- 270-799-8926
Yoana Fonseca- 270-303-4082
Tammy Wolfe- 270-779-5658
Miquel Quintanilla- 270-282-5723

In the event the campus is officially closed

In the event that the university is **officially closed** the following **“WEATHER ESSENTIAL PERSONNEL”** designated are to report to work. Coordination of this crew will be under the direction of our Facilities Management Director and the Manager of Campus Services and assisted by all other managers. *Staff should come prepared and bring the appropriate outdoor clothing, headgear and footwear to work in outside conditions.*

- *Campus Services personnel are required to report*
- *Designated Maintenance and Plant Operations employees are to report to their designated buildings and areas to check for building operations and to assist with the entrances to their buildings*
- *Clerical staff as designated by FS manager, to direct calls and radio communications*
- *One employee from the stockroom designated by the FS manager to handle supply issues*
- *All Building Services employees are to report and maintain safe access and minimize snow melt inside buildings and mop salt to prevent slips trips and falls*

In Summary:

The university salt storage facility is located at South Street with a capacity of approximately 100 tons of salt. The Campus Services Manager and/or the grounds supervisor are responsible to monitor deicing chemicals and order materials as required.

The Manager of Campus Services and the Grounds Supervisor will review deicing chemical usage after snow removal to assist with inventory of supplies and to monitor the effectiveness of application.

At the end of each snow event, the Facilities Management Director and the Manager of Campus Services will review procedures taken and provide a summary of events and cost analysis to include both labor and materials.

Consistent with our goals, to continually improve our work processes, we will routinely review the results of this plan and make revisions to improve the effectiveness of our snow and ice control efforts.