TABLE OF CONTENTS

1. DEFINING THE PLAN ........................................................................................................... 4
   (A) Purpose .......................................................................................................................... 4
   (B) Objective ....................................................................................................................... 4
   (C) Expectations .................................................................................................................. 4
   (D) Partners ......................................................................................................................... 5

2. PLAN DIRECTION .............................................................................................................. 5
   (A) Plan Command Center ................................................................................................. 5
   (B) Communications ......................................................................................................... 6

3. FUNCTIONAL ASSIGNMENTS ............................................................................................. 6
   (A) Guidelines ..................................................................................................................... 6
   (B) Grounds ......................................................................................................................... 7
   (C) Custodial ....................................................................................................................... 7
   (D) Equipment Operators ................................................................................................. 8
   (E) Trades ............................................................................................................................ 9
   (F) Vehicle Maintenance .................................................................................................... 9

4. SNOW PLOW ROUTES ....................................................................................................... 10
   Route Plow Truck 1 .......................................................................................................... 10
   Route Plow Truck 2 .......................................................................................................... 11
   Route Plow Truck 2, Welcome Center ............................................................................... 12
   Route Grader 1 .................................................................................................................. 13
   Route Grader 1, Brooklane Apartments .......................................................................... 14
   Route John Deere 3 .......................................................................................................... 15
   Route John Deere 4 .......................................................................................................... 16
   Route John Deere 4, Brooklane Apartments .................................................................. 17
   Route John Deere 6 .......................................................................................................... 18
   Route John Deere 2 .......................................................................................................... 19
   Route John Deere 2, Welcome Center .......................................................................... 20
   Route John Deere 1 .......................................................................................................... 21
   Route John Deere 5, Tractor 5200 & Snow Blower ......................................................... 22
   Route Backhoe 1 .............................................................................................................. 23
   Route Backhoe 1, Brooklane Apartments ..................................................................... 24
   Hand Shovel, Buildings, intersections and walkways .................................................... 25
   Hand Shovel, Welcome Center ....................................................................................... 26
   Hand Shovel, Brooklane Apartments ............................................................................ 27
(A) Sand
Route Sand Truck 1
Route Sand Truck 1, Brooklane Apartments

(B) No Snow Maintenance Areas

5. SNOW STORAGE

6. POST EVENT/CLEANUP RESPONSE

APPENDICES

APPENDIX 1: Safety Guidelines and Personal Preparation for Hazardous Conditions

APPENDIX 2: Accessible Parking Spaces

APPENDIX 3: Inter-local Agreement City of Ellensburg

Snow Storage Sites
1. DEFINING THE PLAN

Snow removal and ice mitigation on the Ellensburg campus is an Enterprise Service Solution with authority delegated through the Vice President for Operations to the Facilities Management Department (FMD). The operation is facilitated by Facilities Maintenance and Operations along with University Housing, Student Union and Recreation Center (SURC) and other maintenance staff.

The need to respond to snow and icy conditions during the winter season varies but is generally present from early December through mid-February. FMD initial responders will be notified annually by November 15th of potential schedule variations due to weather conditions.

The requirements may include changes in reporting hours, length of scheduled working hours including mandatory overtime, and changes to work days to most effectively manage the snow and ice response. (CBA Articles 7.3, 8, & 43)

This plan constitutes “notice” under provisions of the CBA for the period November 15 – February 15 of each year it is in effect.

(A) Purpose

The plan organizes and coordinates the campus response to winter weather events to maintain campus operations. It establishes procedures for clearing snow and ice and designates specific staff assignments. The plan provides an acceptable maintenance level of snow removal on University roads, walks, stairs, ramps, parking lots and building entries and prioritizes the clearing effort.

The goal of the plan is to ensure safety, minimize the potential for personal injury, maintain emergency access to campus, reduce accidents and mitigate property damage.

(B) Objective

Snow will be cleared from identified routes (see section 4) on the Ellensburg campus by 7:00 a.m. unless CWU Policy 2-10-160, Suspending Operations (Emergency Closure) is implemented. The response to a weather situation will be scalable depending upon forecast and weather conditions.

(C) Expectations

1. Pedestrian walks will be cleared to bare pavement;
2. Walks will be cleared through and from residence halls and apartments to Dining Service facilities;
3. ADA parking spaces, shuttle bus shelters/stops, ramps and accesses will be cleared to bare pavement;
4. Pathways and walks will be cleared from parking lots to offices and classroom buildings;
5. Pathways will be cleared to administrative and auxiliary service buildings;
6. Drive lanes in parking lots will be cleared;
7. Building entrance steps will be cleared to accommodate access;
8. Other hard surfaces including parking spaces will be cleared;
9. Granular material will be spread on roadways, pedestrian ways and parking lots as necessary for traction.

(D) Partners
The University, City of Ellensburg and Kittitas County will partner to provide effective snow operations for the University and surrounds.

2. PLAN DIRECTION
The overall responsibility for direction and leadership of snow operations is delegated by the Vice President for Operations to the Director of Facilities Maintenance and Operations (Director) and the Chief of Police to the FMD Manager on Duty (Duty Manager). The Duty Manager is responsible for evaluating conditions and determining and mobilizing the appropriate response.

The Duty Manager will consider existing conditions, input from City and Campus Police officers, Kittitas County Sheriff, Washington Department of Transportation, City and County Public Works Departments and the Ellensburg School District as well as information from the National Weather Service to inform the decision to initiate a snow response.

University Police officers are most often the initial observers of unsafe travel conditions on the campus. The senior officer will notify the Boiler Operator who will in turn notify the Director or the Duty Manager to initiate the winter conditions call out. In order to effectively clear snow from the campus, this determination and notice must made by midnight (2400).

Snow clearance operations will commence upon determination of the Director or the Duty Manager. Snow clearance operations will continue until expectations are met or until otherwise determined by the Director or the Duty Manager.

For overnight snow fall or icy conditions affecting the campus, the Director or the Duty Manager will initiate a snow removal team call out. Snow removal operations will begin as soon as employees arrive on campus and continue until expectations are met. The Duty Manager is authorized to mobilize FMD personnel adequate to meet the requirements of the snow event regardless of their regular work assignment.

The Duty Manager will maintain a log of snow abatement activities undertaken during the snow event.

Snow removal priorities established in this document may be modified or extended to meet night and weekend activity needs on the campus.

(A) Command Center
The Incident Command Center for weather events is located in Jongeward Room 116. The Duty Manager shall monitor and direct the snow response from the Jongeward Operations Center. Calls for service will be received and disseminated from the service desk in the Operations Center adjacent the Command Center.
The Jongeward Operations Center is normally be staffed from 6:30 a.m. to 6:30 p.m. Monday through Friday, however, should emergency conditions dictate, hours of operation may be extended to meet the conditions. The Duty Manager will determine if FMD service desk personnel are necessary to the snow response and will call support personnel in sufficient to meet the need.

(B) Communications
Information about campus winter readiness will be prepared and distributed to the campus community. FMD will disseminate weather event information through Public Affairs to the campus community via Central Today, Radio Station 88.1 The ‘Burg, and other media outlets. Information also will be provided to Public Affairs for Campus Alerts.

FMD and Police Services will provide information updates regarding current campus conditions as warranted. Police Services will communicate to FMD any reports of hazardous conditions on campus. Police Services serves as the point of contact between KittCom (Kittitas County 911) and the campus in the event of emergencies.

3. FUNCTIONAL ASSIGNMENTS
Clearing snow to maintain safe access to and between campus buildings is viewed as an enterprise function. Regardless of work location, it is necessary to coordinate work assignments with personnel from all available maintenance organizations on campus and to integrate them into the snow clearance plan. This will require cross-training to achieve confidence and competence in operation of equipment. It also acknowledges that no single department or unit is solely responsible for clearing snow from the campus.

Each piece of operating equipment and every route will have one primary and preferably two cross-trained employees capable of accomplishing the assigned task(s).

(A) Guidelines
The primary duties within Facilities Maintenance and Operations are split between pedestrian walkways, building entrances, streets or roads, parking lots, and malls. Grounds Services will provide primary snow removal on prioritized sidewalks, parking lots and roads augmented by the transportation and moving crew. Additional resources from other FMD work groups will be mobilized as required to maintain the campus in the safest condition and to provide relief for primary operators in the event of continuing snow operations.

Custodial Services will clear snow at building entrances to an area accessible by mechanized snow removal equipment or a minimum 15 feet outside entrance to campus buildings. Clearing snow from the ADA access ramps serving the building is included in this team’s assignment. The Custodians will clear an initial path between 4 and 6 feet wide on steps leading to the building entrances. Snow clearance work will, by its nature, take custodial staff away from their interior tasks to the following duties, in priority order: snow shoveling,
classroom cleaning, restroom cleaning, and public area cleaning. Laboratories and offices will have a lower priority and cleaning may be delayed for up to one week.

In order to meet the objectives stated above, designated routes and priorities have been set to provide the most efficient methods for snow removal. There are sub-priorities on each of the priority routes. The Snow Plow Route Map identifying specific routes and priorities is also available on the Facilities Maintenance and Operations website at www.cwu.edu/facility.

Snow clearing operations are limited by available labor, equipment and other resources during snowfall events that continue throughout the day. In this circumstance, the campus’ main streets and malls are continuously maintained and employees respond to areas of need as directed. FMD works in conjunction with University Police Services, to provide the safest possible campus condition during this time. Given a substantial snow fall and the available resources, it may take significantly longer than expected to fully complete snow removal and follow-up sanding or other anti-ice control measures in all areas.

(B) Grounds
Snow removal operations will begin when snow, slush or ice accumulates on campus pedestrian ways. Accordingly, malls, bridges and walkways from residence halls and apartments to Dining Service facilities will be cleared in priority order. Similarly, pathways from parking lots to Dining Service facilities and academic and administrative facilities follow in order of priority. Other sidewalk and pedestrian bridges will be cleared as time permits. These priorities are changeable depending on campus activity load.

Equipment leaving or returning to the Jongeward Complex will have the snow plow or broom in the lowered position and will plow or sweep in both directions. Plows will clear snow from Jongeward along City streets on their travel route to their designated snow clearing area.

The equipment operators will maintain prioritized pedestrian ways, streets and parking lots.

(C) Custodial Services
Custodial employees are involved in varying degrees of snow removal responsibilities around the buildings where they work and will assess the conditions at their building during their shift and respond accordingly. Building steps and entrances, ADA ramps, and other areas will be in priority order. Loading docks, while important to campus functions, will not be cleared until all priority routes are completed with the singular exception of the SURC Dining facility dock.

Custodial Services will clear entryways until 1:30 p.m. unless otherwise directed. They will be expected to be available to assist other areas as needed until 5 p.m., depending on the severity of storm.
(D) Equipment Operators

Removal operations will commence as determined by the Director or the Duty Manager. In order to provide emergency access to campus, priority for snow removal will begin with the campus malls and vehicle bridges. As safety permits, parking lots, and then gravel roads will be cleared. Because snow removal in parking areas can be accomplished more safely and efficiently when lots are vacant, this effort routinely is accomplished before or after normal work hours. Vehicles left in parking lots may be plowed in as the equipment moves through the lot.

Removal operations will begin as determined by the Director or the Duty Manager and continue until expectations are met. Snowfall and street conditions may dictate schedule changes and modifications. Weekend snow operations will be managed via call in for unanticipated snow events or for pre-scheduled events.

### University-Owned Snow Removal Equipment

<table>
<thead>
<tr>
<th>Motor Driven Equipment</th>
<th>Qty</th>
<th>Attachments</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Deere Mower 1445</td>
<td>1</td>
<td>Cab/Broom</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Mower 1445</td>
<td>1</td>
<td>Cab/Broom</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Mower 1445</td>
<td>1</td>
<td>Cab/Broom/Snow thrower</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Mower 925</td>
<td>1</td>
<td>Front blade</td>
<td>In Service</td>
</tr>
<tr>
<td>Bobcat S220</td>
<td>1</td>
<td>Cab/Broom/bucket</td>
<td>In Service</td>
</tr>
<tr>
<td>Bobcat 742</td>
<td>1</td>
<td>Bucket</td>
<td>In Service</td>
</tr>
<tr>
<td>IH Flatbed 427</td>
<td>1</td>
<td>Snow Plow/Sander</td>
<td>In Service</td>
</tr>
<tr>
<td>IH Flatbed 428</td>
<td>1</td>
<td>Snow Plow/Sander</td>
<td>In Service</td>
</tr>
<tr>
<td>Chev Truck 525</td>
<td>1</td>
<td>Hoist/Snow Plow</td>
<td>In Service</td>
</tr>
<tr>
<td>Ford 517</td>
<td>1</td>
<td>Snow Plow</td>
<td>In Service</td>
</tr>
<tr>
<td>Chev Truck 164</td>
<td>1</td>
<td>Sander</td>
<td>In Service</td>
</tr>
<tr>
<td>Ford Flatbed 133</td>
<td>1</td>
<td>Hoist</td>
<td>In Service</td>
</tr>
<tr>
<td>IH Flatbed 210</td>
<td>1</td>
<td>Hoist</td>
<td>In Service</td>
</tr>
<tr>
<td>Chev Flatbed 191</td>
<td>1</td>
<td>Hoist</td>
<td>In Service</td>
</tr>
<tr>
<td>Chev Flatbed 202</td>
<td>1</td>
<td>Hoist</td>
<td>In Service</td>
</tr>
<tr>
<td>Chev Dump 206</td>
<td>1</td>
<td>Hoist</td>
<td>In Service</td>
</tr>
<tr>
<td>JD Motor Grader 570A</td>
<td>1</td>
<td>Cab/Mid mount blade</td>
<td>In Service</td>
</tr>
<tr>
<td>JD Backhoe 310SJ</td>
<td>1</td>
<td>Cab/Front loader</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Tractor 401C</td>
<td>1</td>
<td>Front Loader/Back blade</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Tractor 870</td>
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<td>Cab/Back blade</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Tractor 3720</td>
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<td>Cab/Front Loader/Back blade</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Tractor 4210</td>
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<td>Cab/Front Loader/Back blade</td>
<td>In Service</td>
</tr>
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<td>John Deere Tractor 5200</td>
<td>1</td>
<td>Cab/Front Loader/Back blade</td>
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</tr>
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<td>John Deere Tractor 5410</td>
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<td>Cab/Front Loader/Back blade</td>
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</tr>
<tr>
<td>Ford Tractor 540</td>
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<td>Cab/Front Loader/Back blade</td>
<td>In Service</td>
</tr>
<tr>
<td>John Deere Tractor</td>
<td>300B</td>
<td>1</td>
<td>Front Loader/Back blade</td>
</tr>
<tr>
<td>--------------------</td>
<td>------</td>
<td>---</td>
<td>------------------------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Motorized Hand Equipment</th>
<th>Qty</th>
<th>Location</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow thrower w/recoil start</td>
<td>5</td>
<td>Jongeward</td>
<td></td>
</tr>
<tr>
<td>ATV</td>
<td>1</td>
<td>Housing/Brooklane</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hand Equipment &amp; Materials</th>
<th>Qty</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Shovels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Melt Spreaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Melt</td>
<td>200 bags</td>
<td>Green Giant</td>
</tr>
<tr>
<td>Sand/Salt</td>
<td>100 tons</td>
<td>Jongeward</td>
</tr>
</tbody>
</table>

**E) FMD Trades**
FMD tradespeople will supply and supervise any additional labor/operators brought in to assist the snow clearing operation and with equipment maintenance and set up. They will cross train with grounds and the transportation and moving crew to ensure safe and appropriate operation of equipment. Snow clearance work will, by its nature, take staff away from their primary assignments.

**F) Vehicle Maintenance**
A mechanic will be called in no later than 2 hours after the initial call out to support the snow operation.
4. SNOW PLOW ROUTES

PLOW TRUCK 427

Route Plow Truck 1

START
870
Route John Deere 2

UNIVERSITY WAY
BACKHOE 525
Route Backhoe 1
BACKHOE 525
Route Backhoe 1
HAND SHOVEL
Route Hand Shovel 1
(A) Sand

Sand will be used in areas where traction is required or necessary. Each area of responsibility will have high to low priority levels but if snow fall continues throughout the day, the main pedestrian thoroughfares (student access to classrooms, libraries, residence and dining halls, and the SURC, and disabled access areas will be the highest priority.

Calcium chloride or similar material will be used as a de-icing agent at building entrances.

The following parking lots will be restricted to no overnight parking by Parking and Police Services. Parking in these lots will not be available until 7:00 am or later as conditions dictate.

- C-9 located on University Way at Munson Hall
- D-5 located on University Way at Ruby
- G-15 located at 9th Avenue and Chestnut O-5 located on ‘D’ Street at 11th Avenue
- Q-14 located at Nicholson Blvd and Walnut
- S-10 located on Walnut at Psychology building Sand Truck Route 1:
SM. SAND TRUCK
Route Sand Truck 1
(B) No Snow Maintenance Areas:
Certain areas on campus will be identified as “No Snow Maintenance” areas. To ensure safety, these areas will be posted to restrict pedestrian and vehicle access. A current list is available on the Facilities and Maintenance Operations website at http://www.cwu.edu/facility/

5. SNOW STORAGE
Depending on the snowfall pattern and amount of snow during the season, snow berms may build up along streets and drives, and snow may be piled in vehicle and bike parking areas. This is an unfortunate but necessary action to keep roads and walkways clear for safe travel. With current resources, hauling snow away may not be an option until a break in weather occurs.

The University and the City of Ellensburg partner to create snow storage on undeveloped areas on University property. The City’s Public Works Department, in exchange for its use of University property, will provide initial grading and pile snow that is moved to storage from City and University operations.

6. POST EVENT/CLEAN UP RESPONSE
The University will initiate a clean-up response to remove granular material from roads and walkways to ensure compliance with the requirements of its NPDES storm water discharge permit. This work effort will commence as soon as practical following the end of the snow event and will include removal of granular material from city streets adjacent the campus.
APPENDIX 1: Safety Guidelines and Personal Preparation for Hazardous Conditions

Snow plows & snow removal equipment should be afforded the right of way.

Pedestrians and vehicles should allow a wide safety area around plows/equipment when they are working. While all operators watch for pedestrians and other vehicles, their main focus is on the job of removing snow for public safety. Walking or driving too closely behind equipment can create unsafe conditions.

Stay safe... Stay back.

Pedestrians are encouraged to wear proper footwear for snowy and icy conditions. Plan on taking extra time to reach destinations because of weather conditions. Wear light colored and reflective outer garments to enhance visibility as streets are crossed or areas of pedestrian/vehicle conflict are traversed.

Ice and snow mitigation treatments on walks, steps, and streets are repeated throughout the day as conditions warrant, but proper care and concern by everyone traveling across campus is still the best defense for a safe journey.

Proper snow and ice traction tires are advisable during the winter months. It is not possible to keep campus free of snow and ice at all times.

Primary responsibility for personal safety resides with the individual. Drive safely (allow at least three seconds between you and the vehicle in front for stopping time), walk cautiously (think walk like a duck) and exercise caution when traversing campus on foot or in a vehicle.

Call Facilities Operations Dispatch at 963-3000 to report unsafe or slick areas of concern.
### APPENDIX 2: Accessible Parking Spaces on Campus

<table>
<thead>
<tr>
<th>Parking Lot</th>
<th>ADA Accessible Spaces</th>
<th>Location in Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-13</td>
<td>6</td>
<td>3 E; 3 W</td>
</tr>
<tr>
<td>I-15</td>
<td>6</td>
<td>2 SW; 4 NW</td>
</tr>
<tr>
<td>Black Hall</td>
<td>2</td>
<td>East of Building</td>
</tr>
<tr>
<td>E-4</td>
<td>3</td>
<td>N of Button</td>
</tr>
<tr>
<td>L-8</td>
<td>7</td>
<td>W of Dean</td>
</tr>
<tr>
<td>P-8</td>
<td>10</td>
<td>3 SE; 7 SW</td>
</tr>
<tr>
<td>C-6</td>
<td>1</td>
<td>W</td>
</tr>
<tr>
<td>C-9</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>G-15</td>
<td>7</td>
<td>2 S; 5 N</td>
</tr>
<tr>
<td>N-19</td>
<td>17</td>
<td>6 N; 6 S; 5 W</td>
</tr>
<tr>
<td>Q-14</td>
<td>8</td>
<td>SE; SW; N</td>
</tr>
<tr>
<td>Q-17</td>
<td>6</td>
<td>E</td>
</tr>
<tr>
<td>R-19</td>
<td>4</td>
<td>S</td>
</tr>
<tr>
<td>S-20</td>
<td>3</td>
<td>NW</td>
</tr>
<tr>
<td>H-6</td>
<td>1</td>
<td>SE</td>
</tr>
<tr>
<td>O-5</td>
<td>2</td>
<td>N of Public Safety Bldg</td>
</tr>
<tr>
<td>S-10</td>
<td>3</td>
<td>N of Psych Bldg</td>
</tr>
<tr>
<td>V-18</td>
<td>4</td>
<td>SW; E</td>
</tr>
<tr>
<td>W-12</td>
<td>3</td>
<td>S</td>
</tr>
</tbody>
</table>

ADA parking spaces are listed by utilization frequency resulting in priority designation above. Red shaded lots are most frequently used, green shaded lots are intermittently used and lavender shaded lots are not often used by persons with disabilities.
APPENDIX 3: Inter-local Agreement with City of Ellensburg

Scope of Work
Between
Central Washington University
And City of Ellensburg

Central Washington University (CWU) and the City of Ellensburg (City) hereby enter into this defined scope of work as required in the original Agreement for Provision of Services executed as of July 18, 2005.

1. **Project Title:** Use of undeveloped property owned by CWU for winter snow storage.

2. **Scope of Work:** The City of Ellensburg will provide equipment, labor and materials required to prepare and utilize University properties identified below for snow storage should the need arise. CWU reserves the right to use the properties to store accumulated snow removed from the CWU campus. The City will grade and pile all snow to maximize storage capacity. The City will hold the University harmless from any and all claims resulting from its snow storage operations and any resulting environmental damage arising from City’s use of University property. The City further agrees to provide debris removal services on the properties utilized for snow storage to include trash, litter, chemical, petroleum and other materials that may accrue from the City’s snow operations on streets and arterials and deposited on University property.

3. **Properties Designated for Use:** 18th and Alder; Brooklane; area at Alder and Dean Nicholson Blvd; area at 18th and ‘D’ Street west of Wahle apartments; area at ‘D’ Street at 18th north of the Town Ditch. Campus site map designating approved snow storage is attached as Appendix A.

4. **Project Cost:** Consideration for use of the property shall be given in exchange for site preparation and maintenance.

5. **Period of Use:** As required by weather events between November 25, 2014 and April 1, 2015.

6. **Terms and Conditions:** Except as amended herein, all other terms and conditions of the original Agreement apply to this scope of work.

City of Ellensburg

Ryan Lyyski
Public Works Director

Date

Central Washington University

Stevan DeSoer
Vice President for Operations

Date
Snow Storage Sites