



Central Washington University

Winter Weather
Snow and Ice Hazard Mitigation Guidelines

November 1, 2023

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1. DEFINING THE PLAN

Snow removal and ice mitigation on the Ellensburg campus is an Enterprise Service Solution with authority delegated through the Executive Vice President Finance and Administration (EVP F&A) 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 mid-November through mid-March. FMD initial responders will be notified annually by November 1st 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 workdays to manage the snow and ice response most effectively. (CBA Articles 7.3, 8, & 40)

This plan constitutes “notice” under provisions of the CBA for the period November 1st – March 15th 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 primary routes and ADA routes (see section 4) on the Ellensburg campus by 7:00 a.m. ADA routes are identified quarterly working in conjunction with Disability Services and Human Resources. Secondary routes will follow, 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. Intent is to clear pedestrian walks to bare pavement; this is not always possible due to weather conditions.
2. Walks will be cleared through and from residence halls and apartments to Dining Service facilities.
3. ADA routes and parking spaces, shuttle bus shelters/stops, ramps and accesses will be cleared to bare pavement when possible.
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. Building entrance steps will be cleared to accommodate access.

7. Drive lanes in parking lots including parking spaces will be cleared when stalls are open and allow safe access for snow removal equipment.
8. 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 EVP F&A to the Associate Vice President of Capital Planning and Facilities Management and the Chief of Police to the FMD Director of Custodial, Grounds and the Grounds Manager.

The Director and Grounds Manager are responsible for evaluating conditions and determining and mobilizing the appropriate response. They 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 Director or Grounds Manager to initiate the winter conditions call out. To effectively clear snow from the campus, this determination and notice must be made by 2:00 AM.

Snow clearance operations will commence upon determination of the Director or the Grounds Manager. Once the snow removal team is called out, operations will begin as soon as employees arrive on campus and continue until expectations are met or until otherwise determined by the Director or the Grounds Manager. The Grounds Manager is authorized to mobilize FMD personnel, adequate to meet the requirements of the snow event regardless of their regular work assignment.

The Grounds Manager shall monitor and direct the snow response from the Grounds Shop. The Grounds 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.

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.

(A) Campus Delay/Closure Timeline and Communications Plan



**CWU CAMPUS
DELAY/CLOSURE TIMELINE & COMMUNICATION PLAN**

TIME	EVENT ACTION
2:00 a.m.	CWU Police initiate the 2-at-2 determination. Daily process to notify facilities if there is more than 2" of snow or ice at 2:00 a.m. Dir of Custodial & Grounds or designee notifies the snow removal team.
4:00 a.m.	FMD Grounds Crews begin and implement the vetted snow/ice removal plan. The snow removal plan is developed in consultation with Disability Services.
4:15 a.m.	CWU Police Chief or designee will call Patrol Officer to get road report status.
4:30 a.m.	CWU Police Chief or designee will call AVP Capital Planning/Facilities or designee to find out status of snow and ice mitigation around the University.
4:40 a.m.	CWU Police Chief or designee will call EVP F&A or designee to provide update and give recommendation whether to delay or cancel school.
5:00 a.m.	<ul style="list-style-type: none"> • EVP F&A will call President, Chief of Staff, VP Public Affairs, and Provost to relay information and confirm support of recommendation (delay/closure). • EVP F&A will report back to CWU Police Chief for next steps. • EVP F&A will alert Exec. Director Human Resources if delay/closure.
5:15 a.m.	CWU Police Chief or designee will email EM Coordinator or designee approved content. EM Coordinator will post to Emergency website under Notifications and text PIO when accomplished.
PUBLIC AFFAIRS ACTIONS	
5:15 a.m.	<p>VP Public Affairs will call PIO or designee to relay information and start the emergency communication protocol.</p> <p>PIO or designee will email and text Writer Coordinator, Social Media Coordinator, and Web Services Director or designee(s) the approved content:</p> <ul style="list-style-type: none"> • PIO or designee will create a media advisory for regional TV and radio stations. • Web Services Director or designee will create a pop-up banner on website homepage. <ul style="list-style-type: none"> ◦ Schedule to popup once each visit and end at 9 p.m., unless instructed otherwise. • Writer Coordinator or designee will update the Alert Notification Line (509) 963- 2345.** • Social Media Coordinator or designee will post to Facebook and Twitter.
	Writer Coordinator, Social Media Coordinator, and Web Services Director or designee(s) will text Emergency PIO or designee immediately after their assignment is complete.
5:30 a.m.	<ul style="list-style-type: none"> • CWU Police Chief or designee will activate RAVE Alert system notifying campus of closure/delay. Template content provided by Public Affairs. • EM Coordinator or designee will post to Emergency website under Notifications. • Public Affairs will have consistent messaging on pop-up banner, Facebook, Twitter and CWU Alert Notification Number (509) 963-2345.**
	PIO or designee will call VP Public Affairs confirming all content is disseminated.

*ABH – After Business Hours

** Phone line will not be used for every event.

Goal is to have decisions made by 5:00 a.m. and notification consistently distributed by 5:30 a.m.

Rev: 11-1-2022

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.

To meet the objectives stated above, designated routes and priorities have been set to provide the most efficient methods for snow removal. There are secondary priorities on each of the priority routes.

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 begins to accumulate on campus pedestrian ways. Accordingly, ADA routes, 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 snowplow 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 Grounds Manager. 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 Grounds 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

Motor Driven Equipment	Qty	Attachments	Condition
John Deere Mower	1445	1 Cab/Broom	In Service
John Deere Mower	1445	1 Cab/Broom/Blade	In Service
John Deere Mower	1445	1 Cab/Broom/Snow thrower	In Service
Toro Mower	4010	1 Cab/Broom	In Service
Toro Mower	3310	1 Cab/Broom	In Service
Toolcat	5600	2 Cab/Broom/Bucket/ Snow blower	In Service
Bobcat	S220	1 Cab/Broom/bucket	In Service
IH Flatbed	427	1 Snow Plow	In Service
IH Flatbed	428	1 Snow Plow/Sander	In Service
Chev Truck	525	1 Hoist/Snow Plow	In Service
Ford	517	1 Snow Plow	In Service
Ford	603	1 Sander	In Service
Ford Flatbed	133	1 Hoist	In Service
IH Flatbed	210	1 Hoist	In Service
Chev Flatbed	191	1 Hoist	In Service
Chev Dump	206	1 Hoist	In Service
JD Motor Grader	570A	1 Cab/Mid mount blade	In Service
JD Backhoe	310SJ	1 Cab/Front loader	In Service
John Deere Tractor	870	1 Cab/Back blade	In Service
John Deere Tractor	3720	1 Cab/Front Loader/Back blade	In Service
John Deere Tractor	4210	1 Cab/Front Loader/Back blade	In Service
John Deere Tractor	5200	1 Cab/Front Loader/Back blade	In Service
John Deere Tractor	5410	1 Cab/Front Loader/Back blade	In Service

Hand Equipment	Qty	Location	Condition
Snow thrower w/recoil start (motorized)	5	Jongeward	In Service
Snow Shovels	multiple	Jongeward/Buildings	
Ice Melt Spreaders	5	Jongeward	
Ice Melt	200 bags	Green Giant	
Sand/Salt	550 tons	Jongeward	

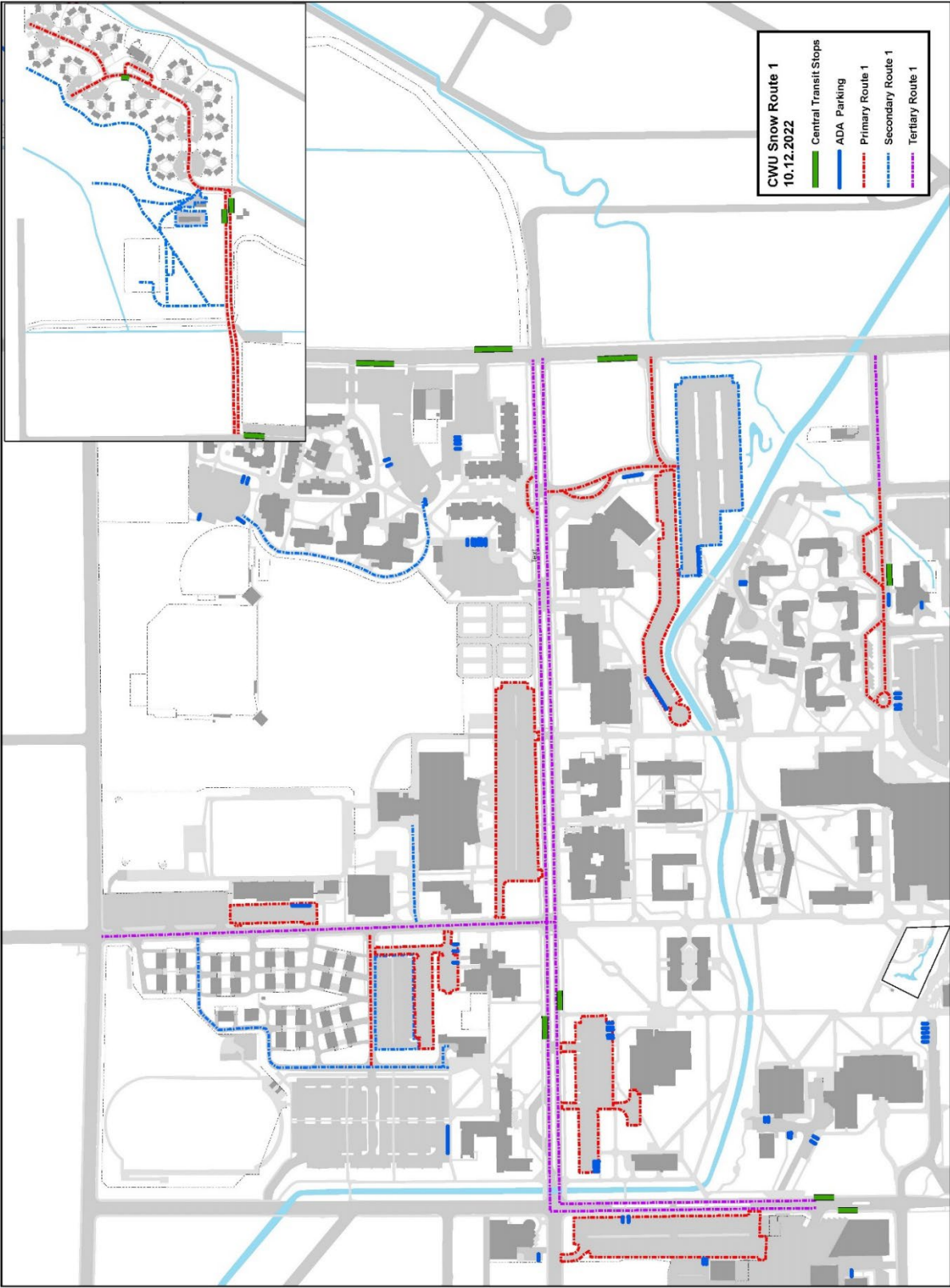
(E) FMD Trades

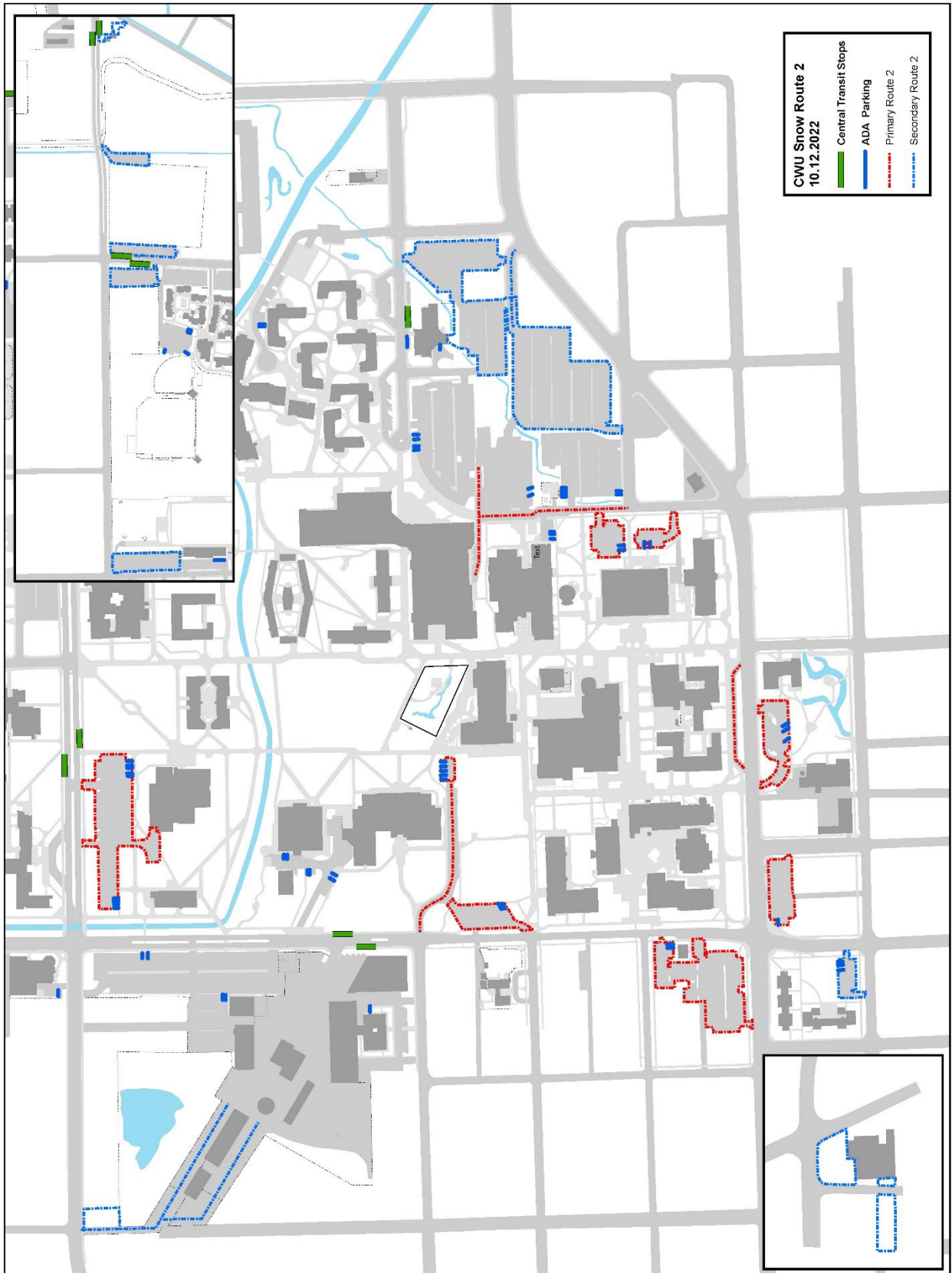
FMD tradespeople will supply and supervise any additional labor/operators brought in to assist the snow clearing operation and with equipment maintenance and set up. They will cross train with grounds and the transportation and moving crew to ensure safe and appropriate operation of equipment. Snow clearance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

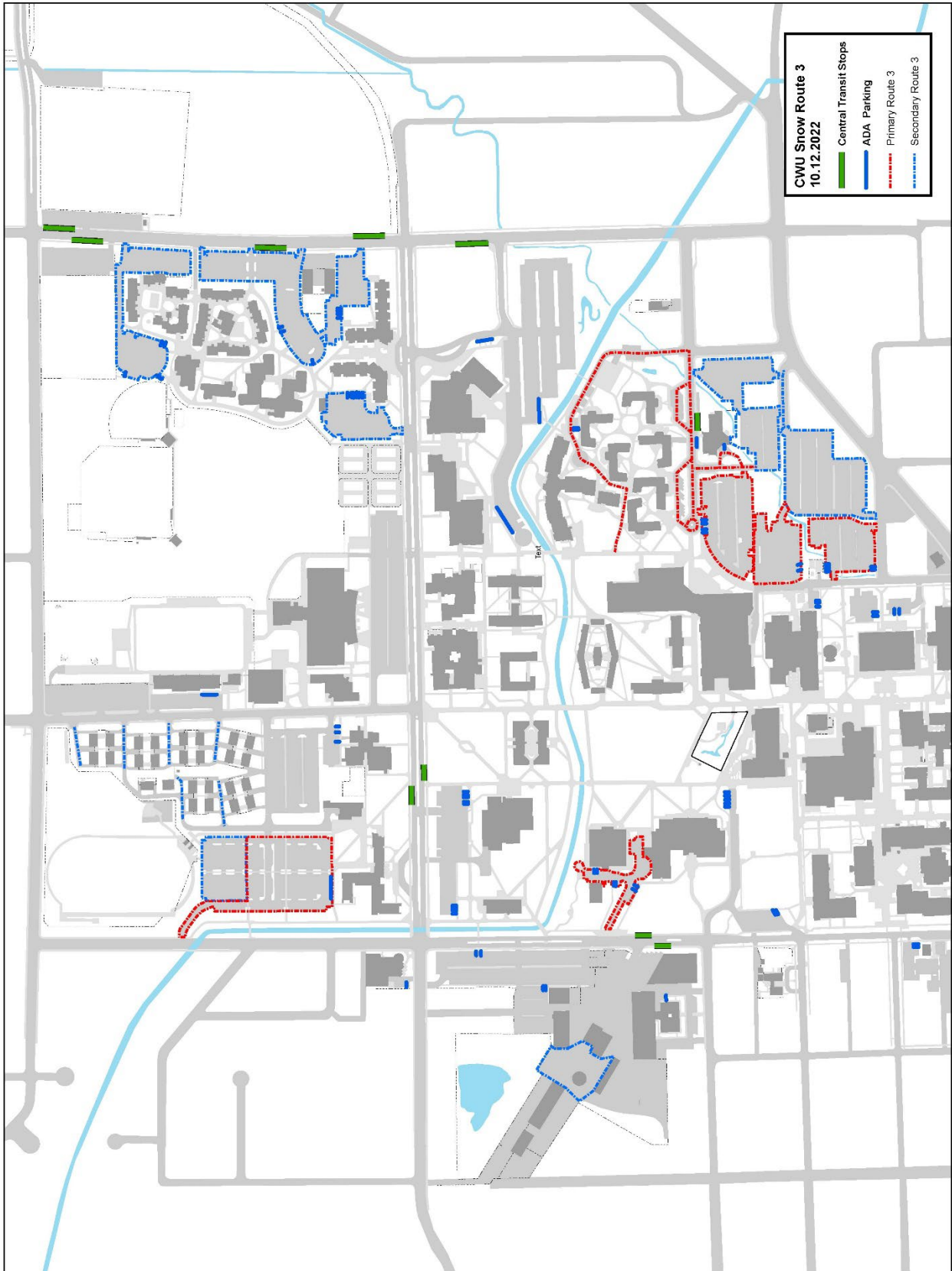
(F) Vehicle Maintenance

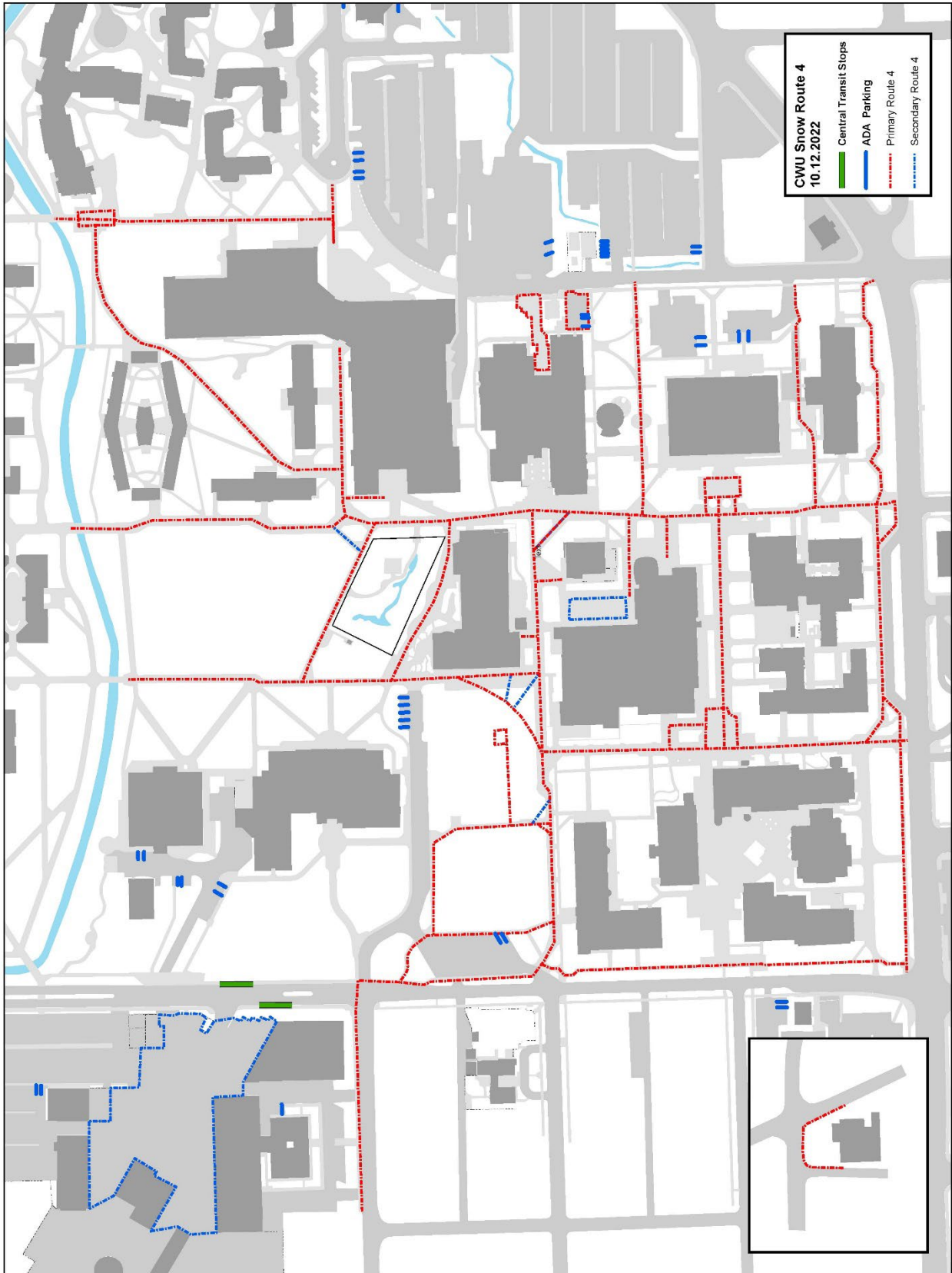
A mechanic will be called in no later than 2 hours after the initial call out to support the snow operation.

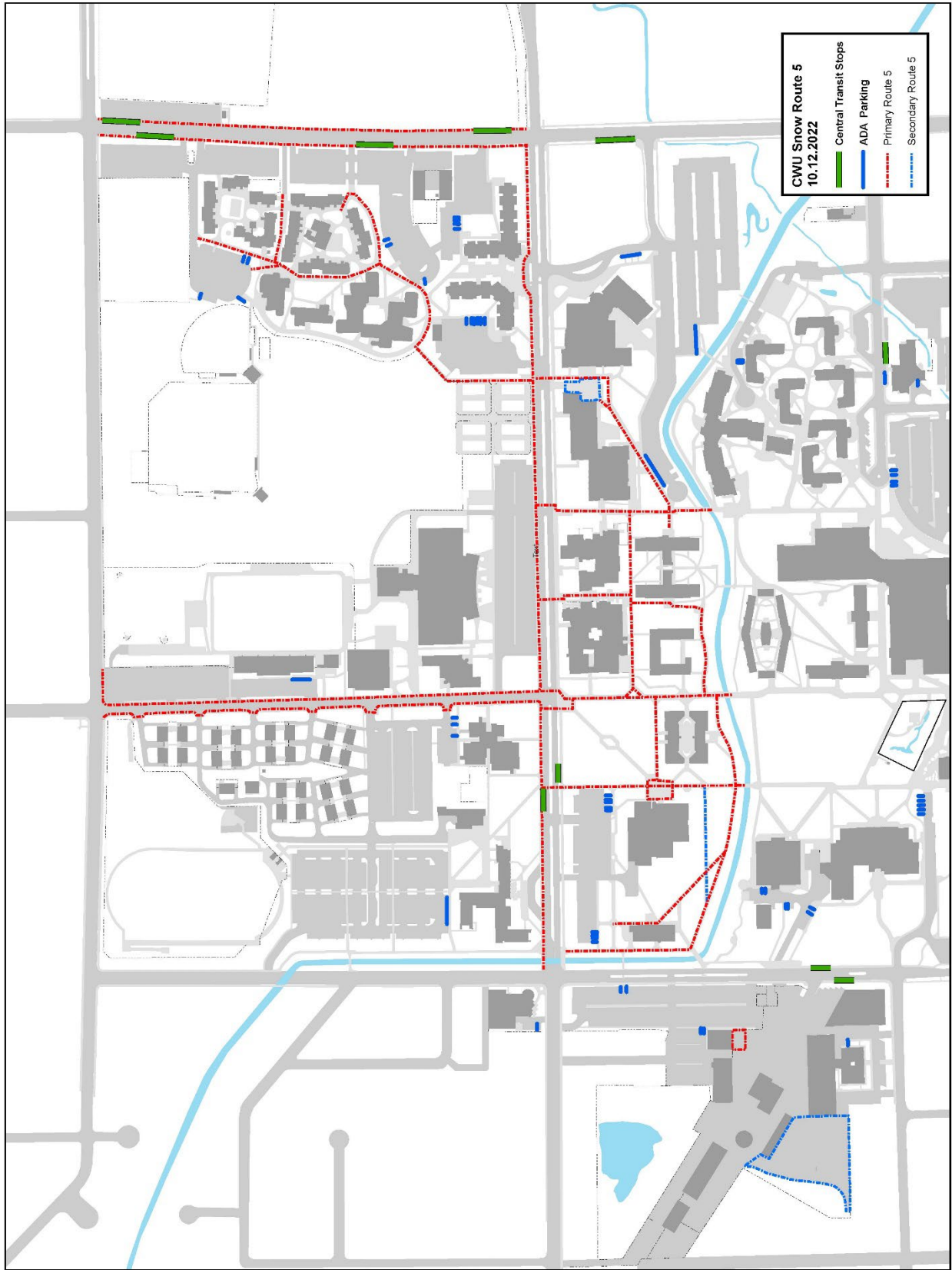
4. SNOWPLOW ROUTES

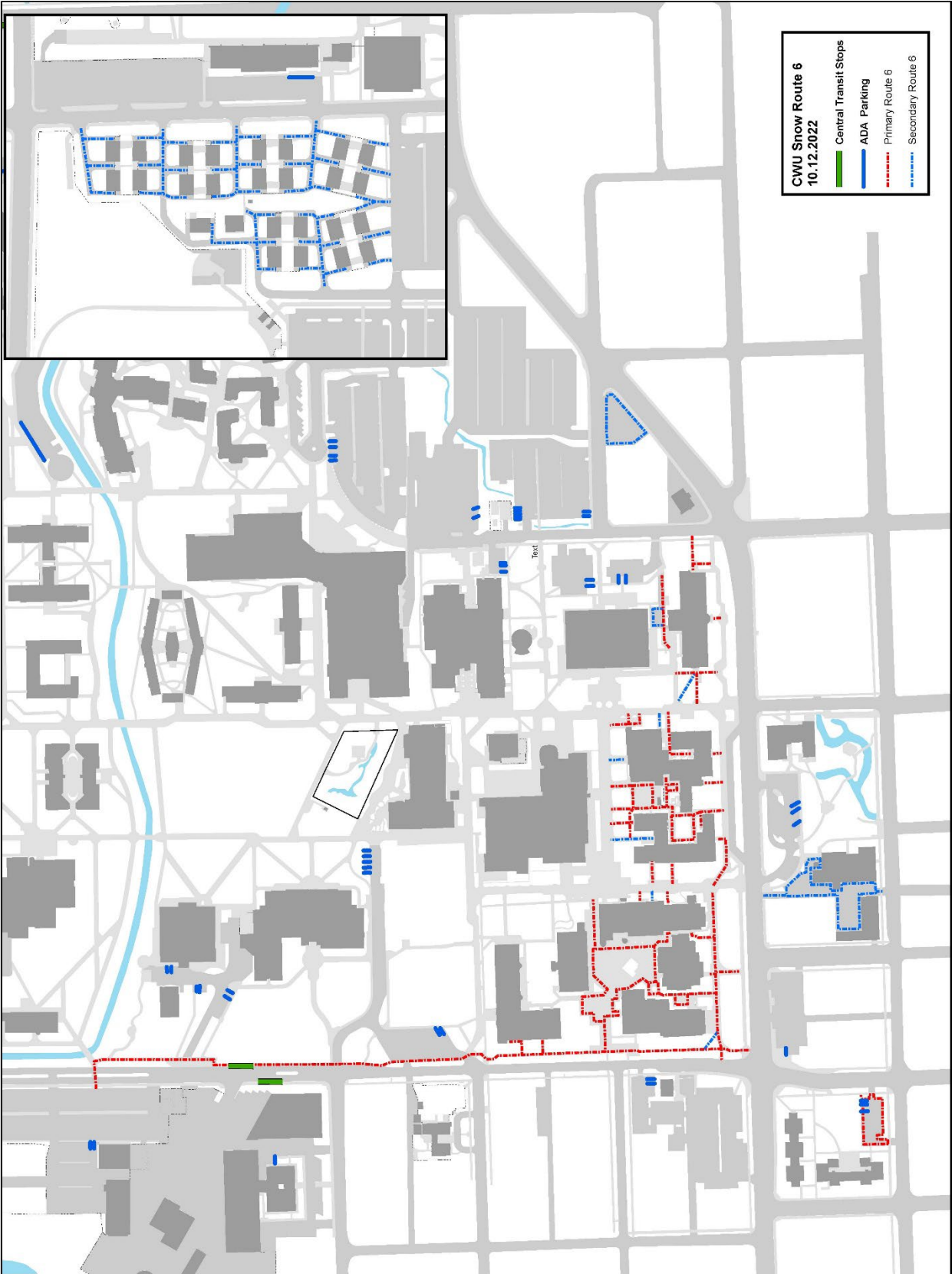


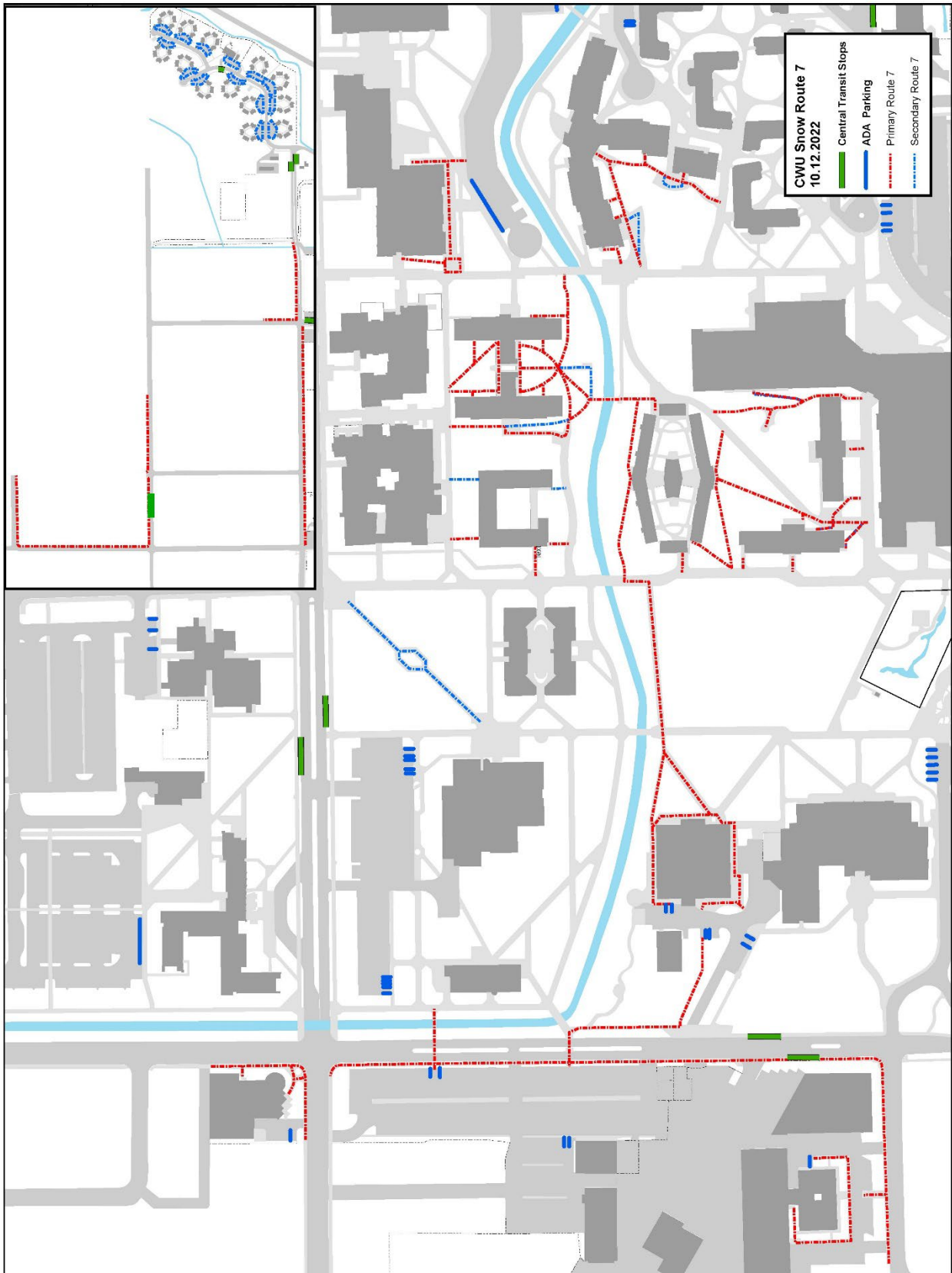


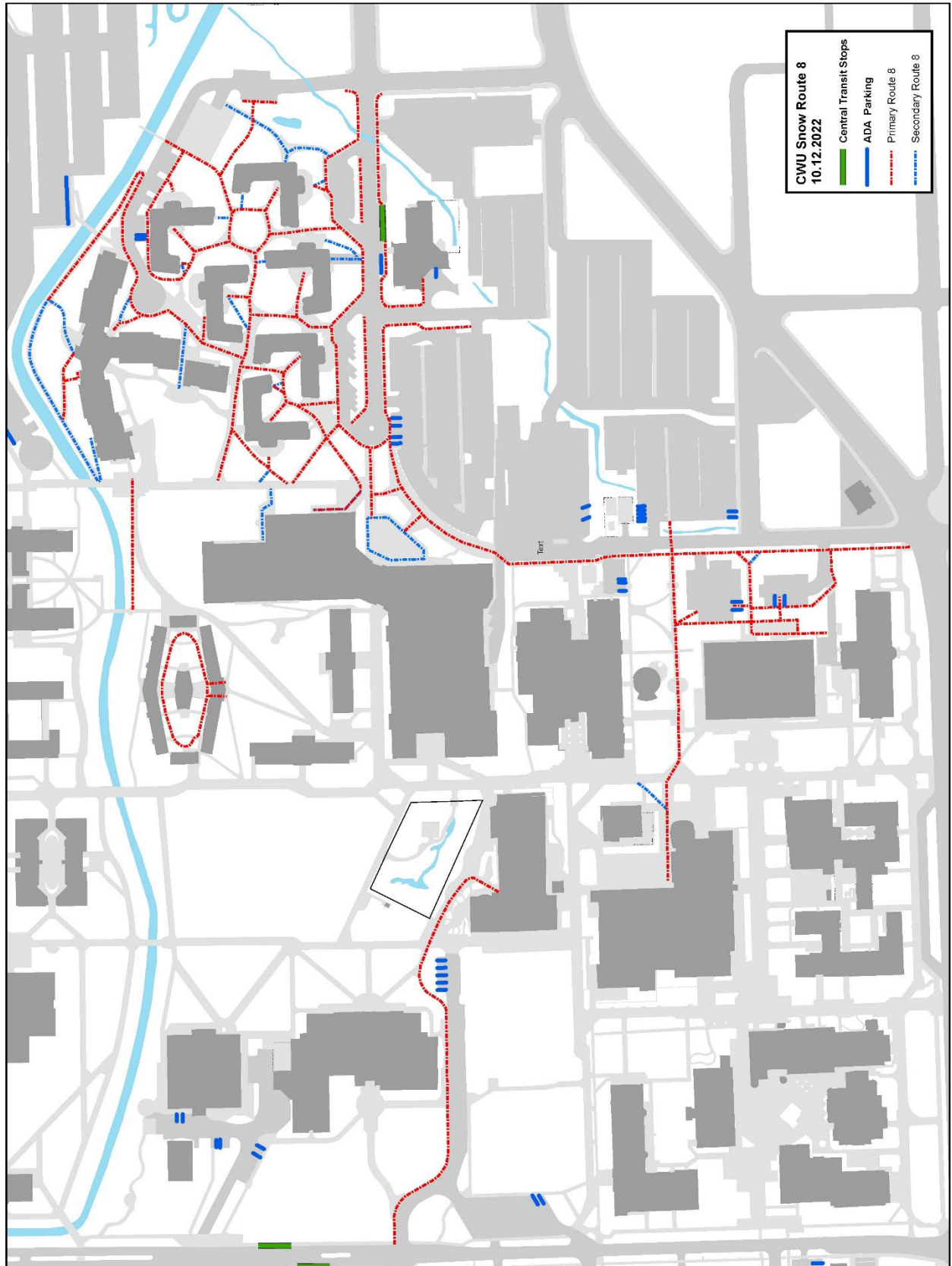


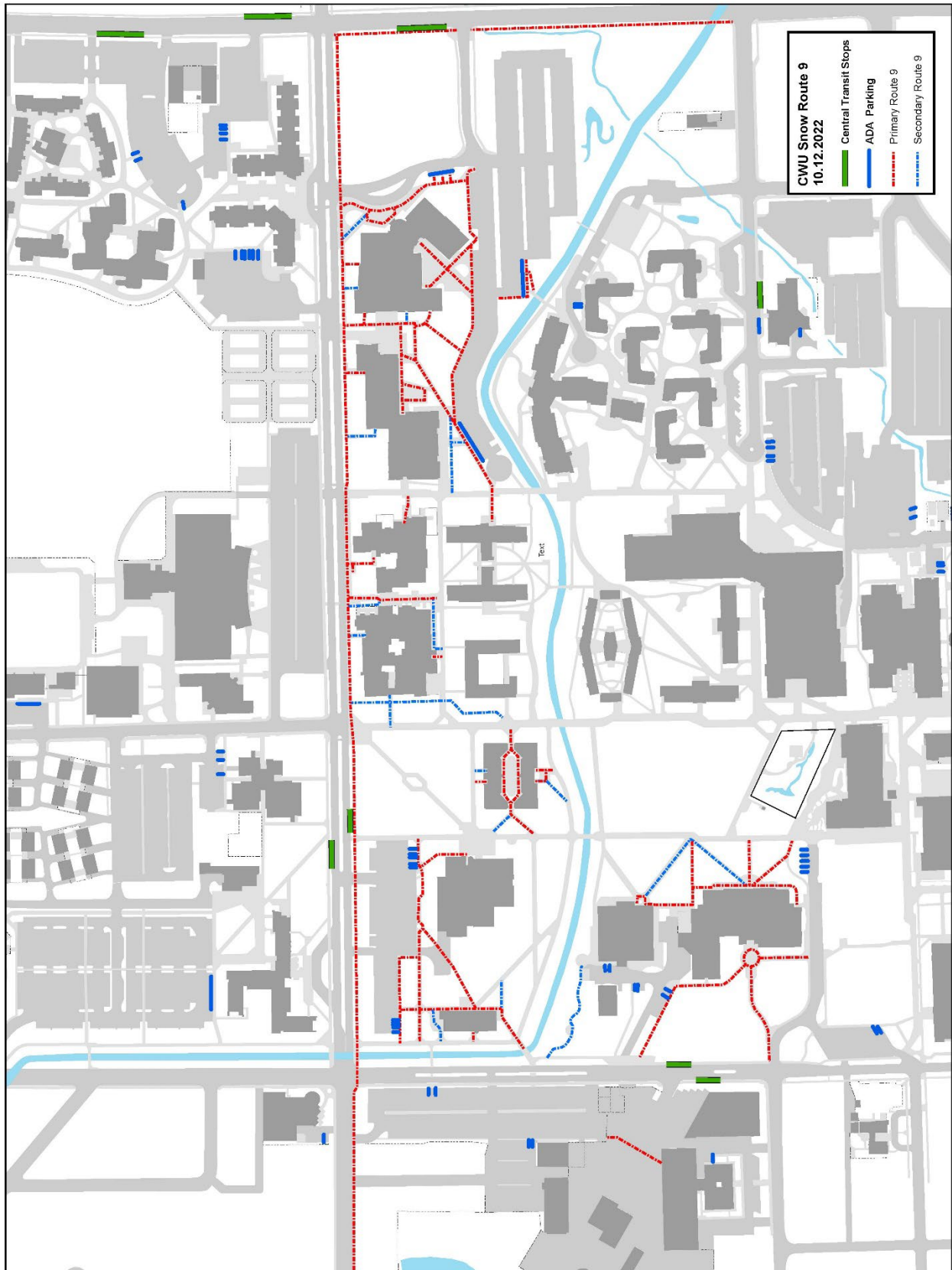


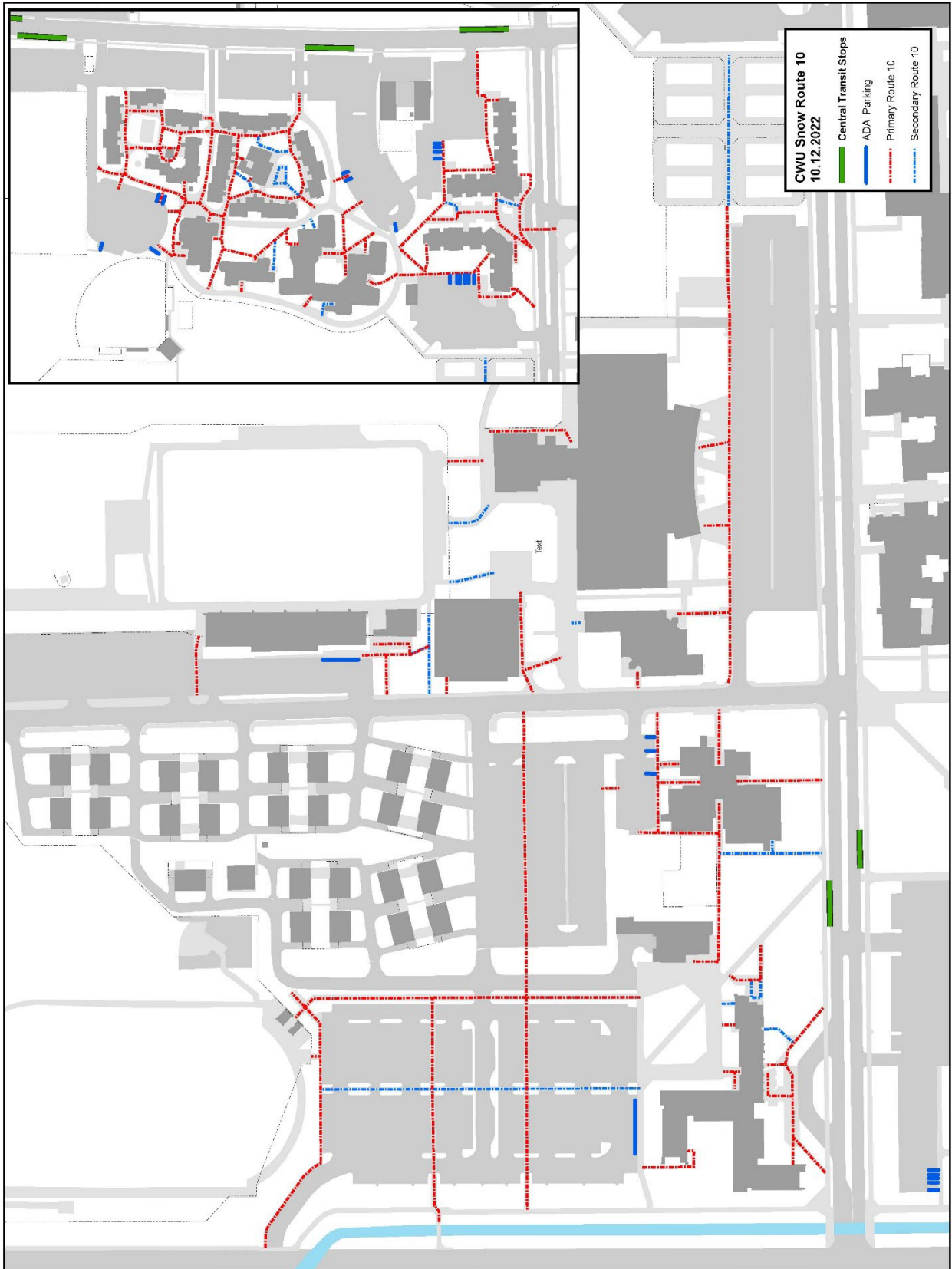


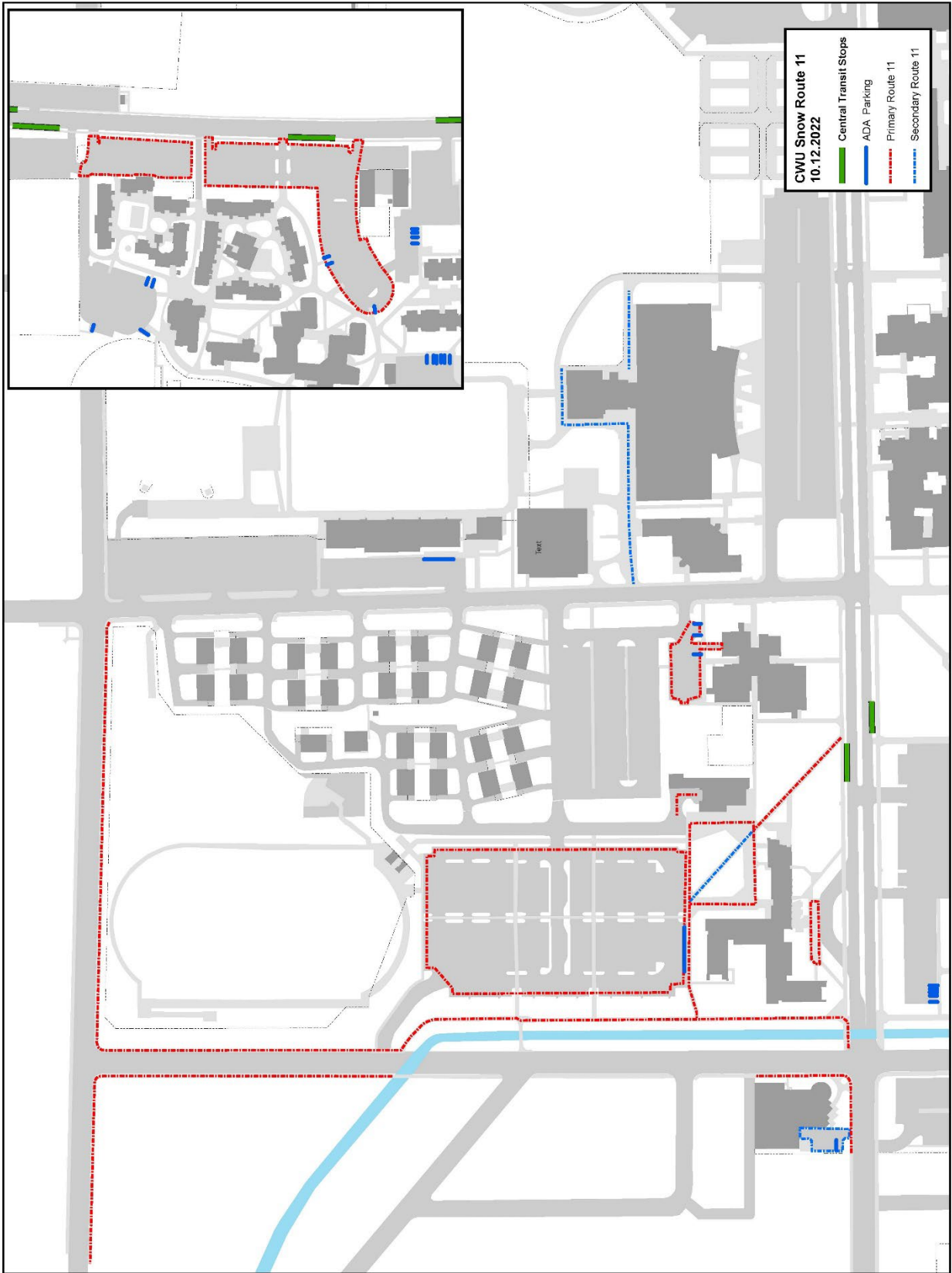


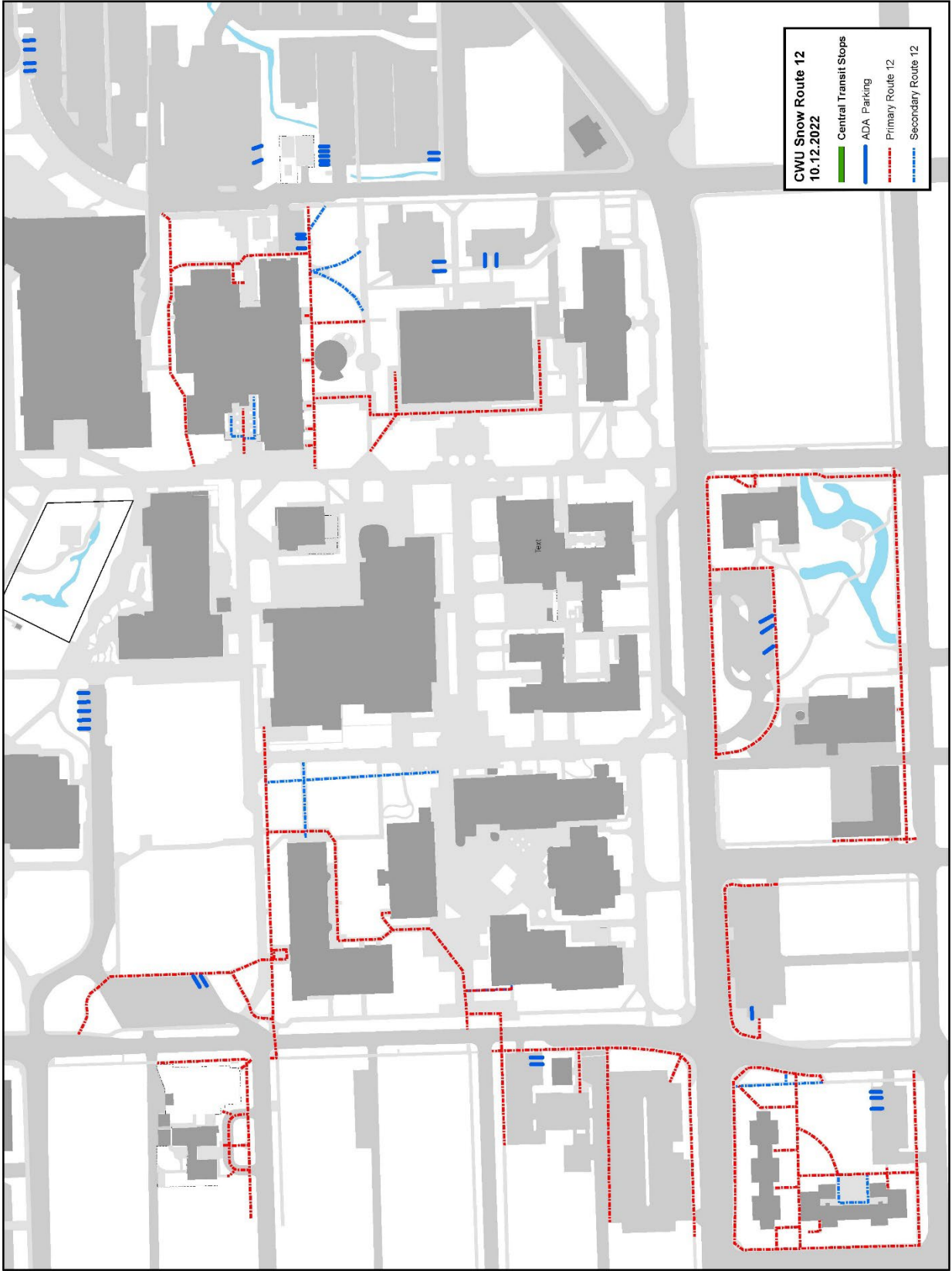


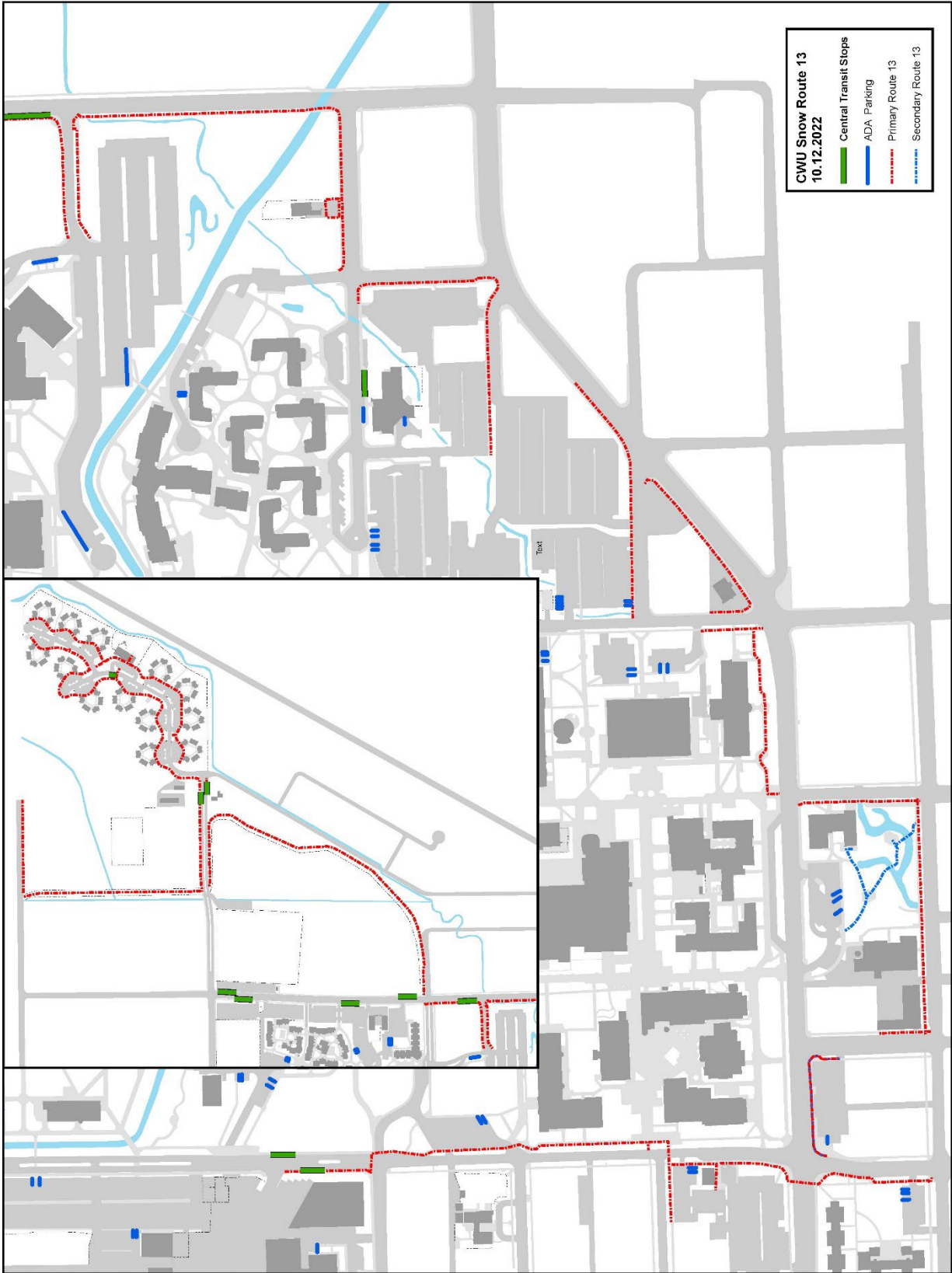




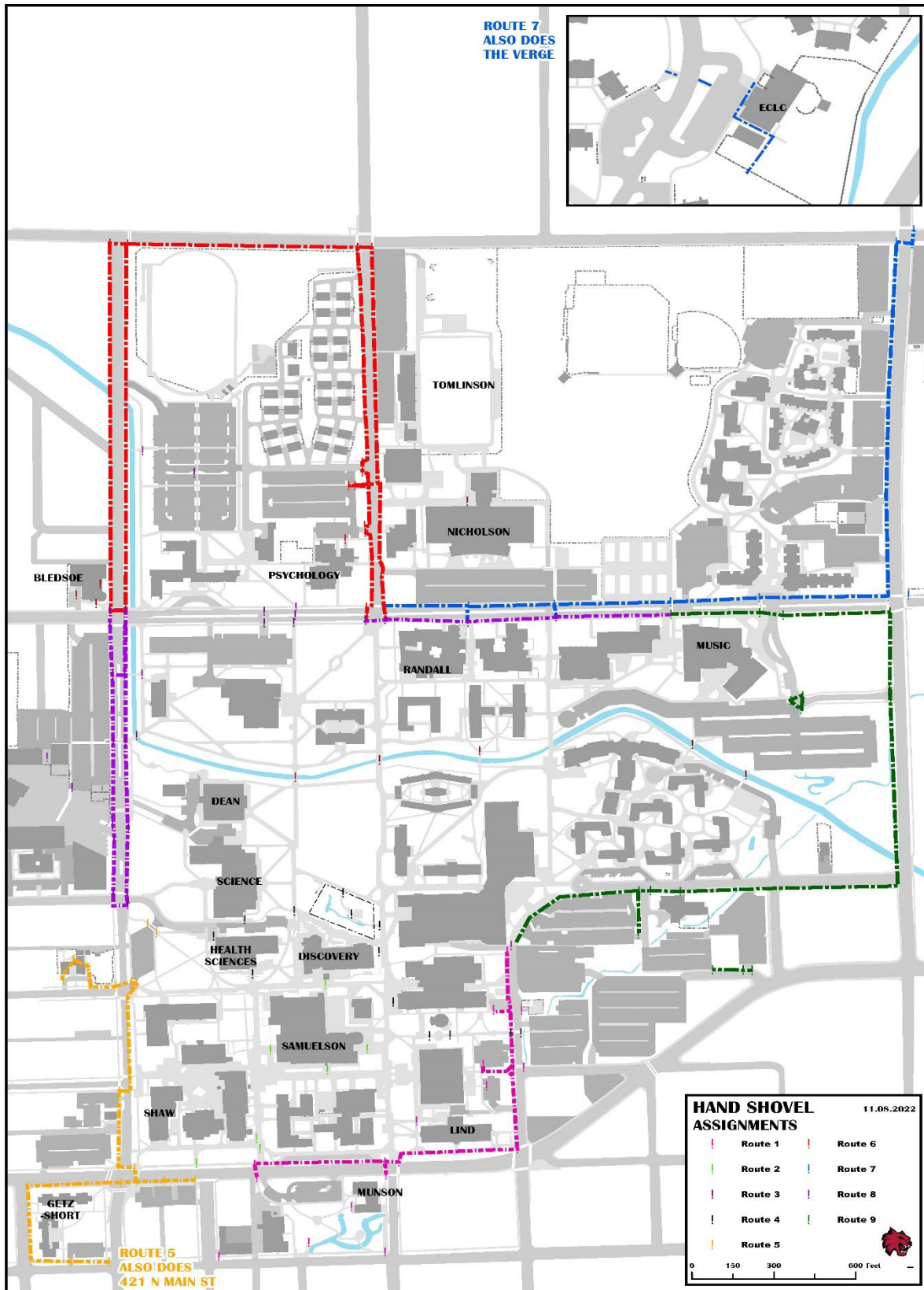




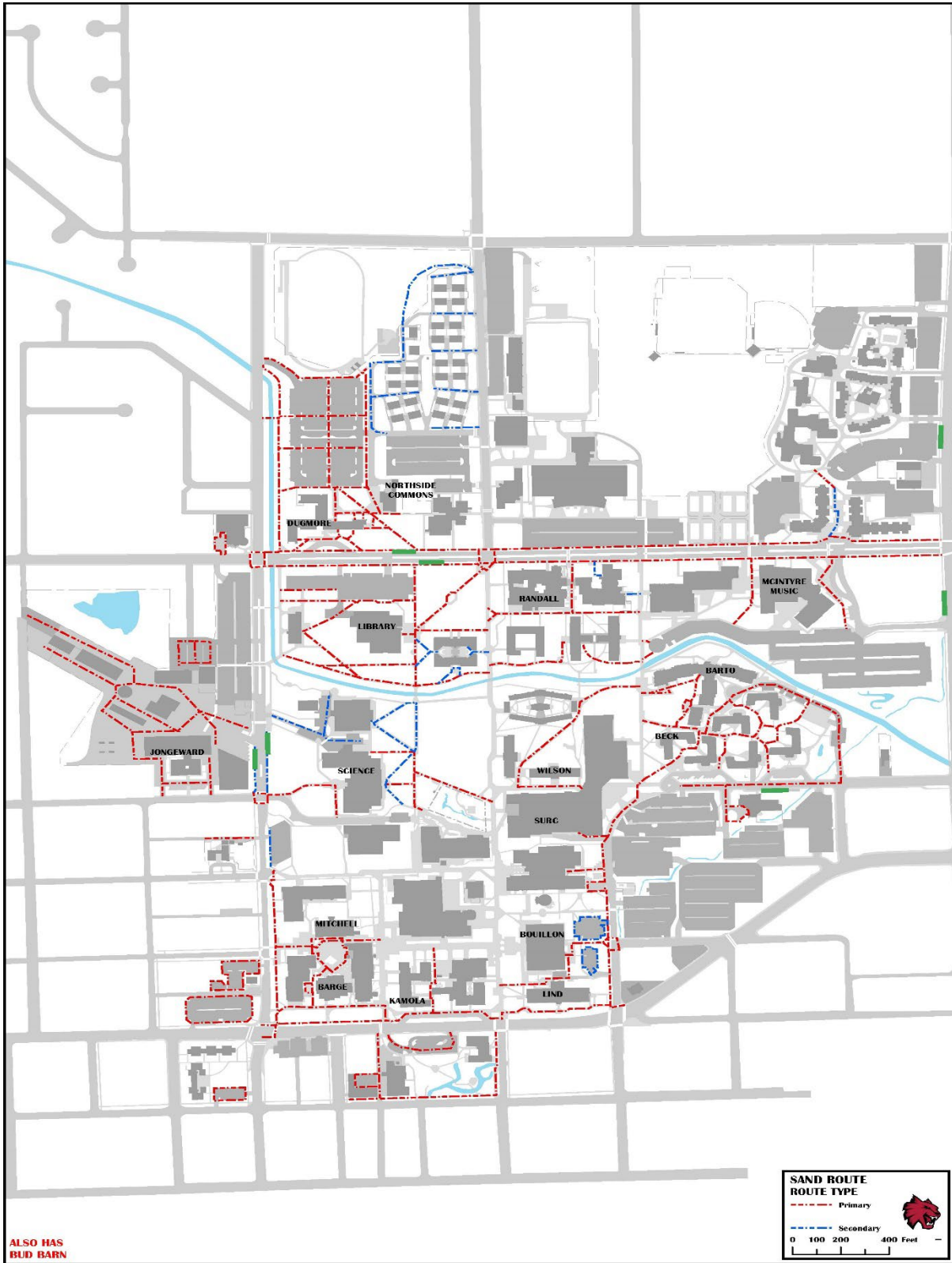




Hand Shovel Routes:



Sand Truck Route:



(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.

5. SNOW STORAGE

Depending on the snowfall pattern and amount of snow during the season, snow berms may build up along streets and drives. This is an unfortunate but necessary action to keep roads and walkways clear for safe travel. Snow staged in parking lot areas will be removed as soon as possible to keep areas open.

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.

7. SAFETY GUIDELINES AND PERSONAL PEPERATION FOR HAZARDOUS CONDITIONS

Snowplows & 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 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 with good sole traction 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 always keep campus free of snow and ice.

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 1: Accessible Parking Spaces on Campus

**PRIORITY PARKING LOT PLOWING
ADA PARKING SPACES**

<u>LOT NAME</u>	<u>ADA SPACES</u>
E-13	2
E-14	2
I-15	6
J-8	9
BLACK HALL	3
E-4	3
L-8	7
P-8	10
C-6	1
C-9	3
D-5	4
G-15	7
H-15	2
K-18	3
N-19	17
Q-14	8
Q-17	6
R-19	4
S-20	3
H-6	2
B-5	2
M-2	2
O-5	4
S-10	3
V-18	4
W-12	4
X-23	2
U-8	6

ADA parking spaces are listed by utilization frequency resulting in priority designation above. Red shaded lots are most frequently used, tan shaded lots are intermittently used and yellow shaded lots are not often used by persons with disabilities.

APPENDIX 2: Inter-local Agreement with City of Ellensburg

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7541-E

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 CWU property 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 by Priority Level:**
 - 1) Area at Wildcat Way and 18th Avenue north of the Town Ditch
 - 2) 18th Avenue and Alder
 - 3) 18th Avenue west of Brooklane apartments

Campus site map designating approved snow storage areas by priority is attached.

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 1, 2022 and April 1, 2024.
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

DocuSigned by:

Ryan Lyyski
4A5809AD7C75404

8/10/2022

Ryan Lyyski

Public Works Director

Date

Central Washington University

DocuSigned by:

Shane Scott
18F771450322471

8/10/2022

Shane Scott

Associate Vice President, Facilities Management

Date

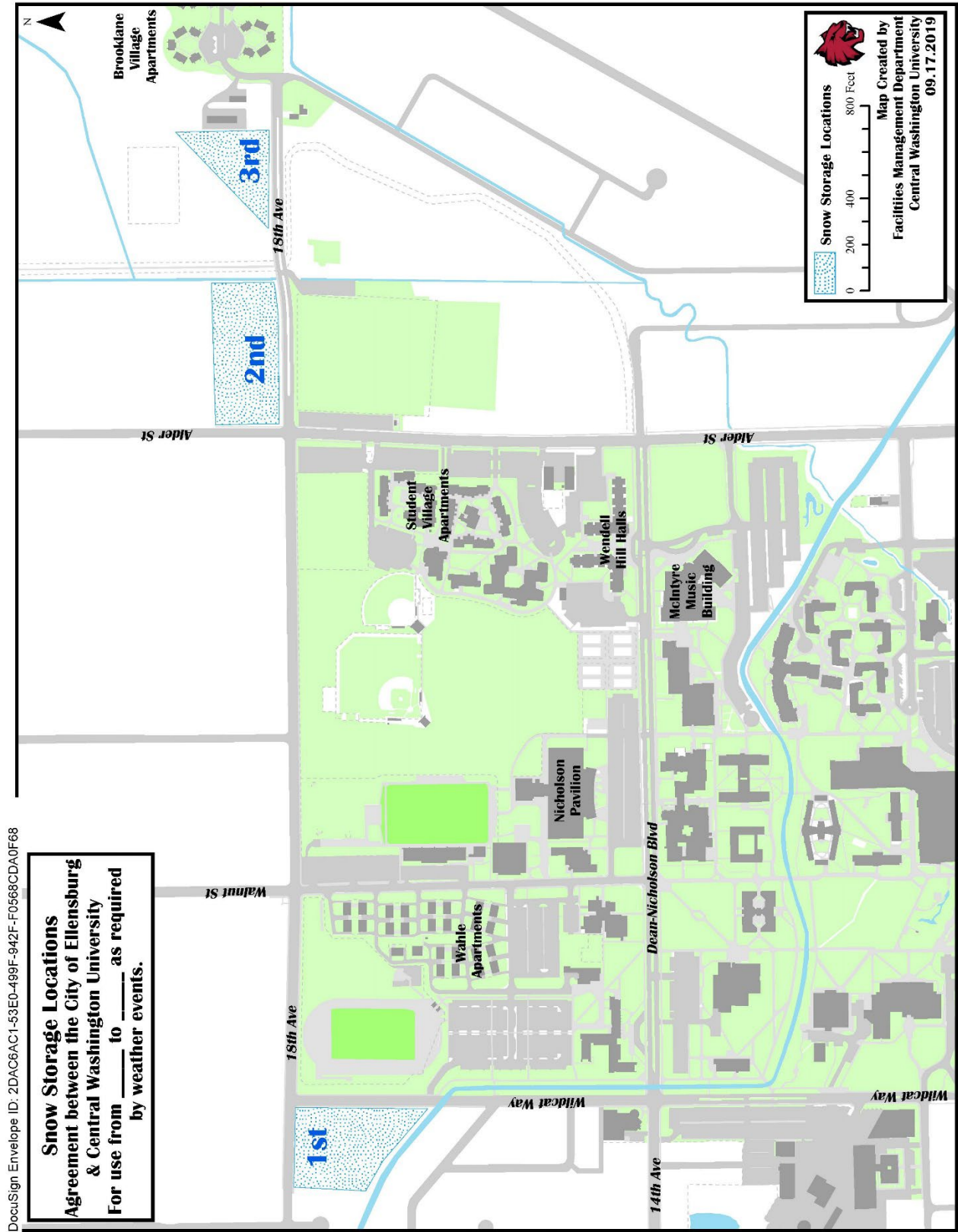
DS
CM

8/9/2022

Facilities Management Department

400 East University Way • Ellensburg WA 98926-7523 • Office: 509-963-3000 • Fax: 509-963-1015
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

Snow Storage Sites



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Snow Storage Locations
 Agreement between the City of Ellensburg
 & Central Washington University
 For use from _____ to _____ as required
 by weather events.