# Central Washington University

# Winter Weather
# Snow and Ice Hazard Mitigation Guidelines

**November 16, 2026**

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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 Senior Vice President Finance and Administration (SVP 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 **CWU 203-16: Suspended 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 SVP F&A to the Associate Vice President of Campus 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. | **FM:D 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. | **AVP Capital Planning/Facilities** or designee will have an update on the 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. | • **EVP F&A** will call **President, Chief of Staff, VP University Relations, and Provost** to relay information and confirm support of recommendation (delay/closure).<br>• **EVP F&A** will report back to **CWU Police Chief** for next steps.<br>• **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. |
| **UNIVERSITY RELATIONS ACTIONS** | |
| 5:15 a.m. | **VP University Relations** will call **PIO** or designee to relay information and start the emergency communication protocol. |
| | **PIO** or designee will email and text **Writer Coordinator, Social Media Coordinator, and Web Services Director** or designee(s) the approved content:<br>• **PIO** or designee will create a media advisory for regional TV and radio stations.<br>• **Web Services Director** or designee will create a pop-up banner on website homepage.<br>o Schedule to popup once each visit and end at 9 p.m., unless instructed otherwise.<br>• **Writer Coordinator** or designee will update the Alert Notification Line (509) 963-2345.**<br>• **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. | • **CWU Police Chief** or designee will activate RAVE Alert system notifying campus of closure/delay. Template content provided by Public Affairs.<br>• **EM Coordinator** or designee will post to Emergency website under Notifications.<br>• **University Relations** will have consistent messaging on pop-up banner, Facebook, Twitter and CWU Alert Notification Number (509) 963-2345.** |
| | **PIO** or designee will call **VP University Relations** 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: 11-1-2024

## 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 | Snowplow | In Service |
| IH Flatbed | 428 | 1 | Snowplow/Sander | In Service |
| Chev Truck | 525 | 1 | Hoist/Snowplow | In Service |
| Ford | 517 | 1 | Snowplow | 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 |
| Ventrac | 4520N | 1 | Cab/Broom/Blower/Sander | 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**

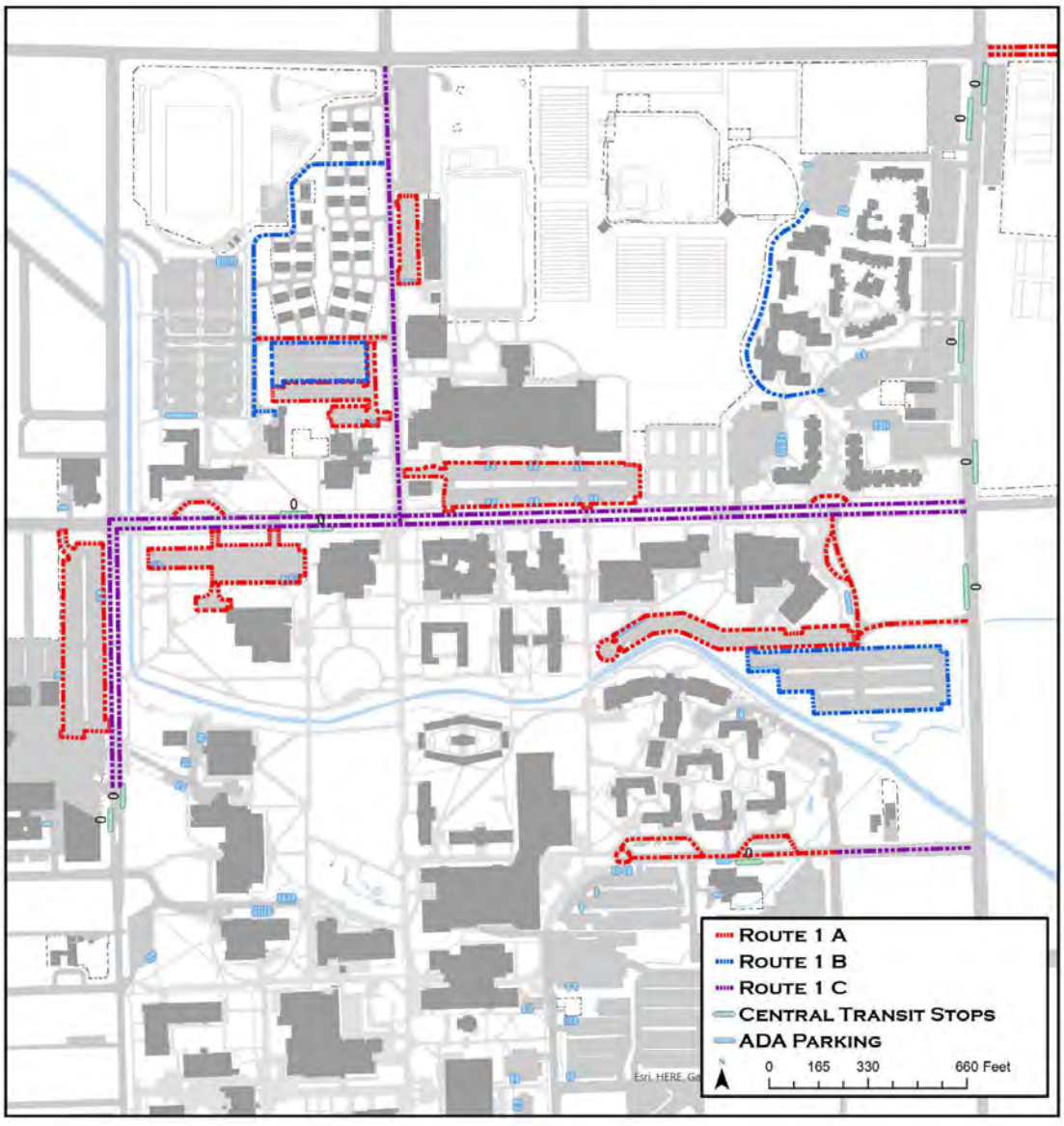
FMD tradespeople will supply and supervise any additional labor/operators brought in to assist the snow clearing operation and with equipment maintenance and set up. They will cross train with grounds and the transportation and moving crew to ensure safe and appropriate operation of equipment. Snow clearance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

**(F) Vehicle Maintenance**

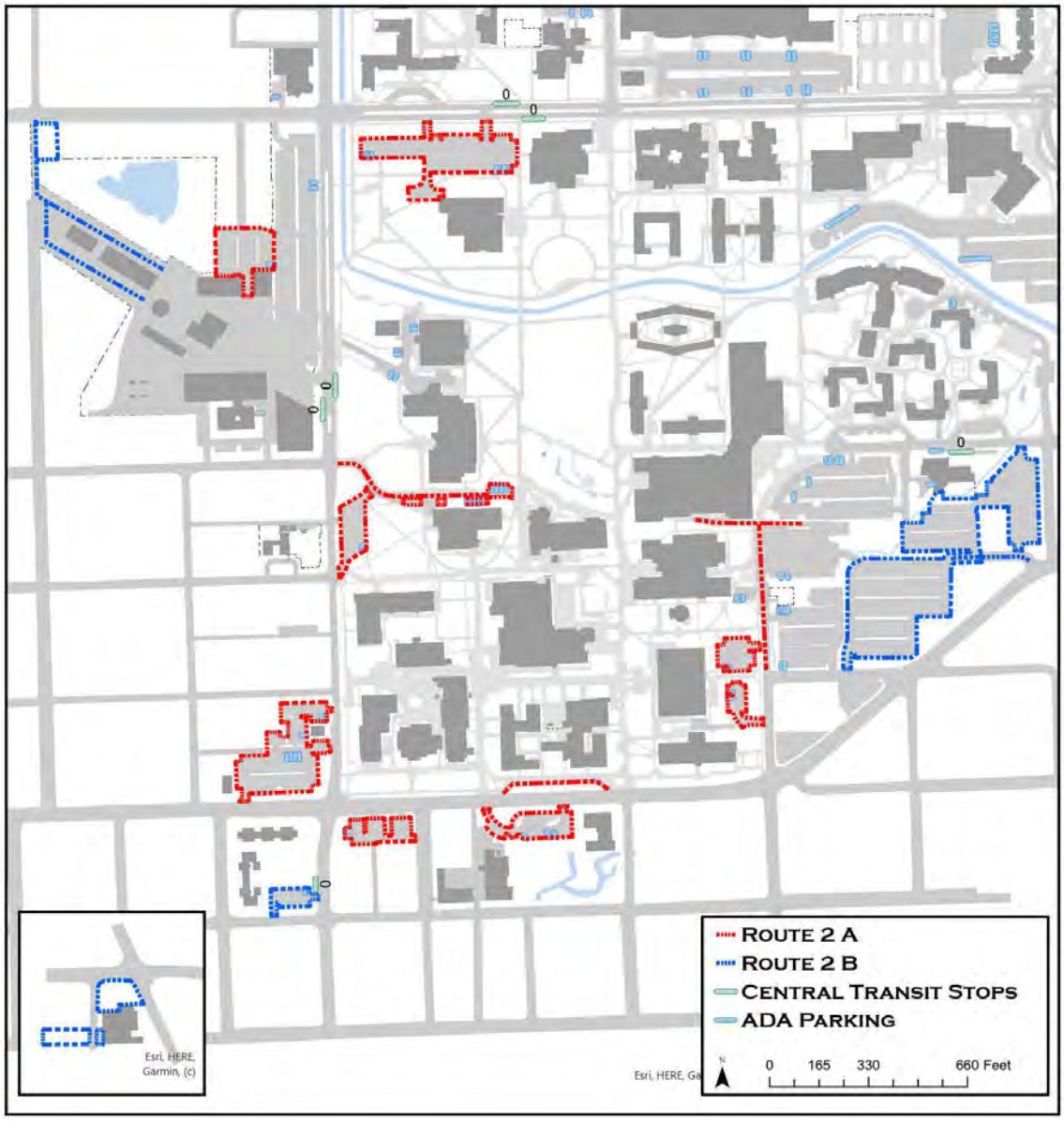
A mechanic will be called in no later than 2 hours after the initial call out to support the snow operation.

## 4. SNOWPLOW ROUTES

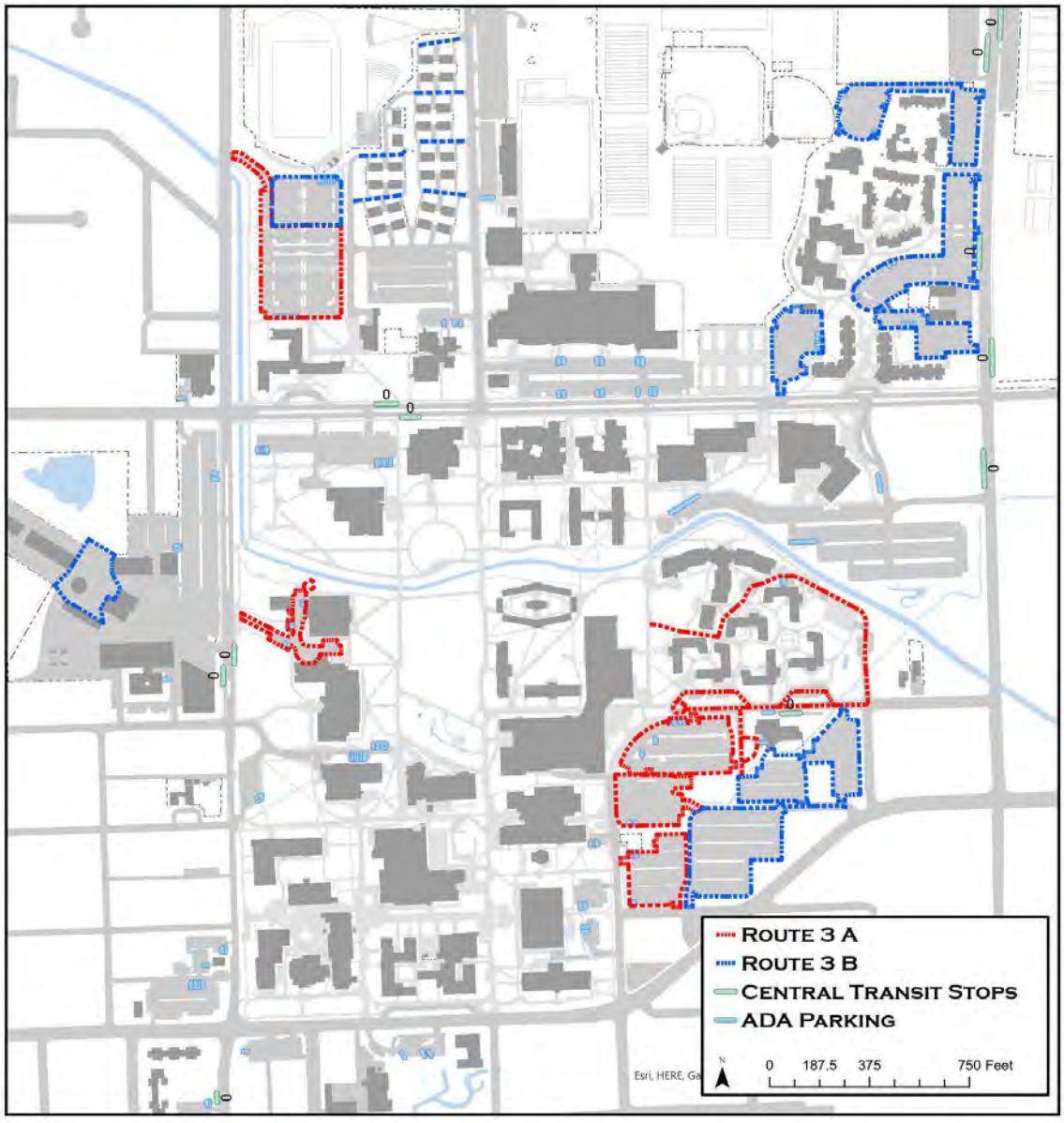


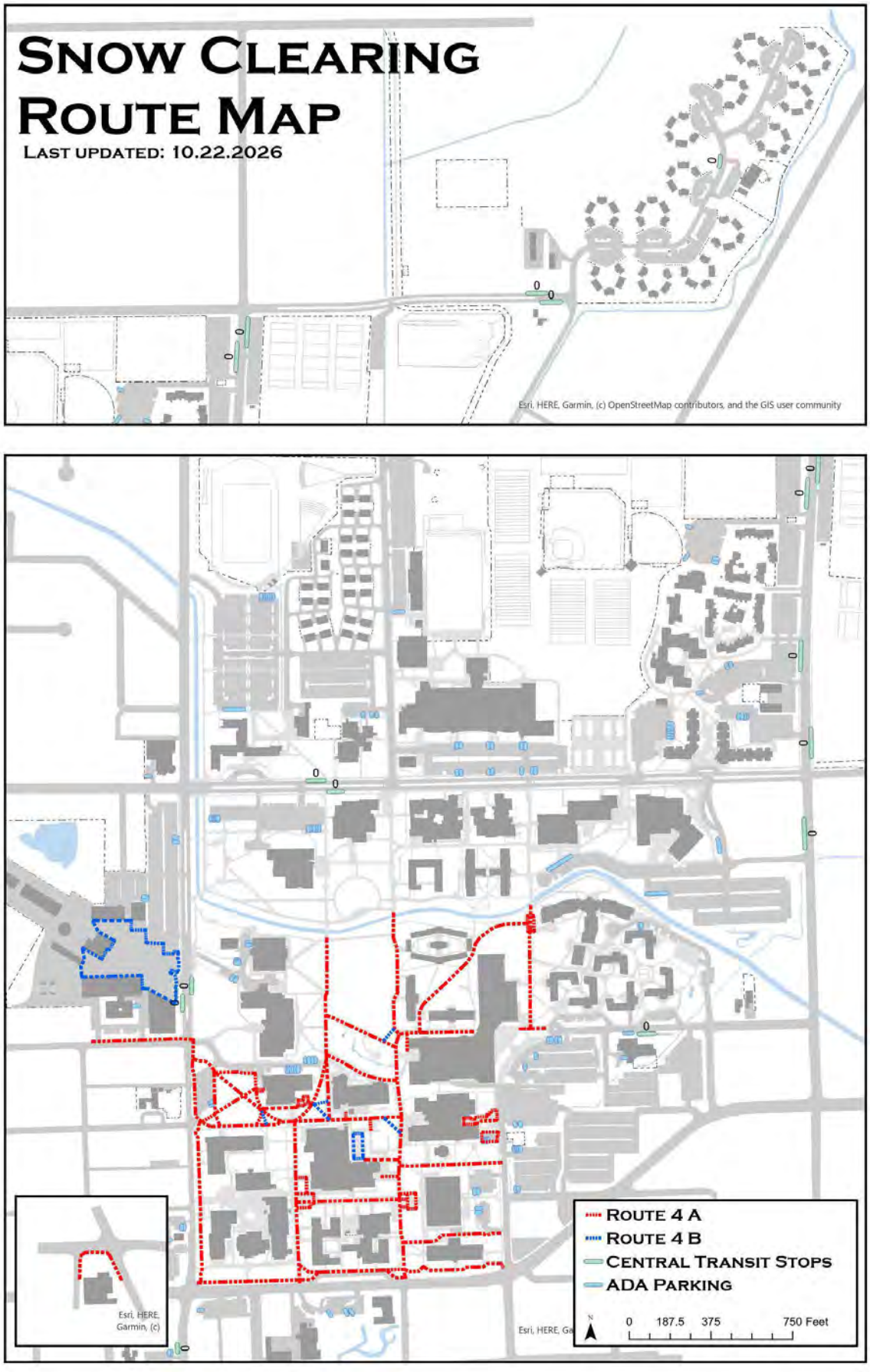



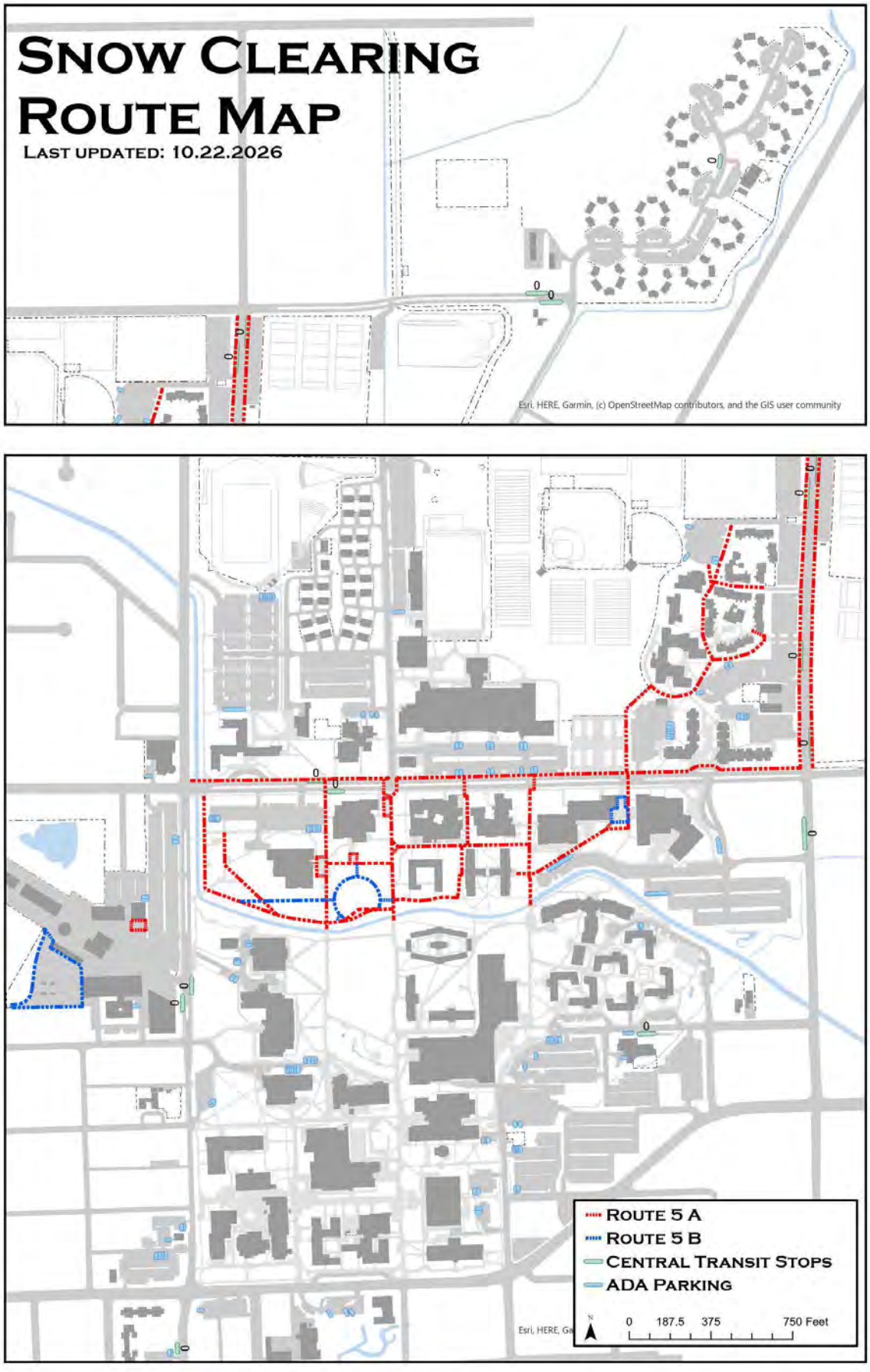

SNOW CLEARING
ROUTE MAP
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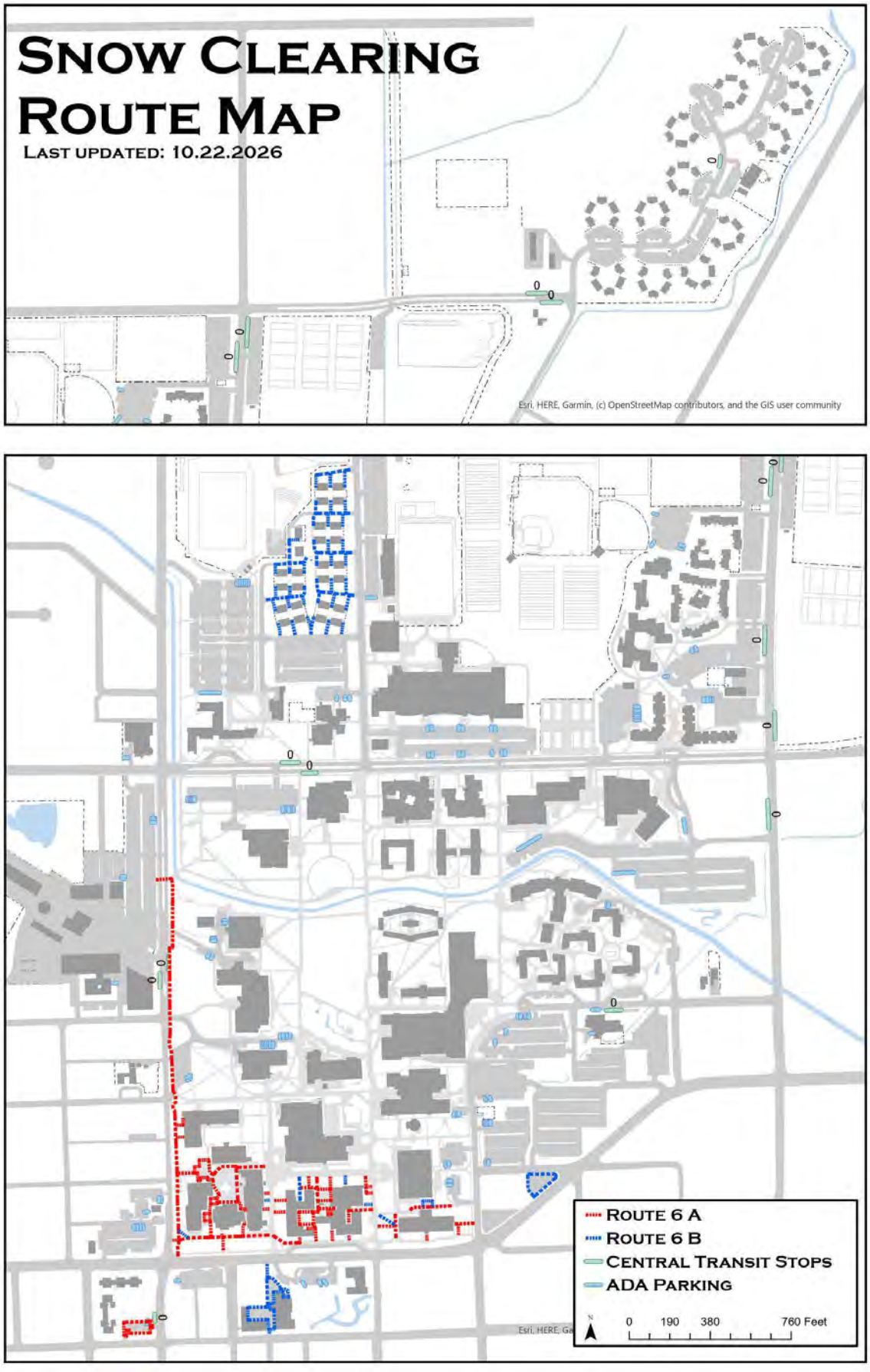

ROUTE 2 A
ROUTE 2 B
CENTRAL TRANSIT STOPS
ADA PARKING
0 165 330 660 Feet
Esri, HERE, Garmin, (c)


SNOW CLEARING
ROUTE MAP
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ROUTE 3 A
ROUTE 3 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
187.5
375
750 Feet

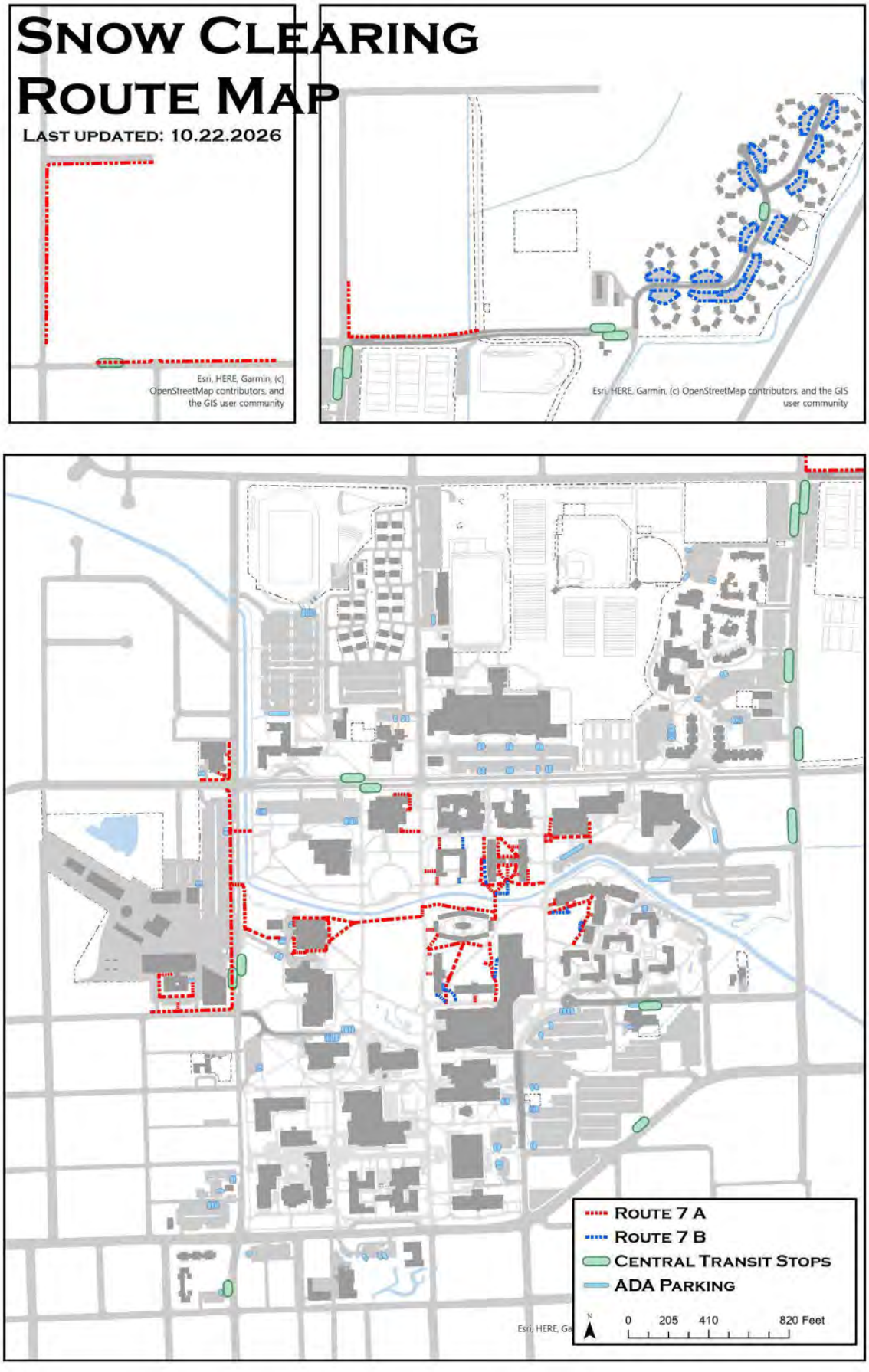

SNOW CLEARING
ROUTE MAP
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ROUTE 4 A
ROUTE 4 B
CENTRAL TRANSIT STOPS
ADA PARKING
0 187.5 375 750 Feet
Esri, HERE, Garmin, (c)


SNOW CLEARING
ROUTE MAP
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ROUTE 5 A
ROUTE 5 B
CENTRAL TRANSIT STOPS
ADA PARKING
0 187.5 375 750 Feet

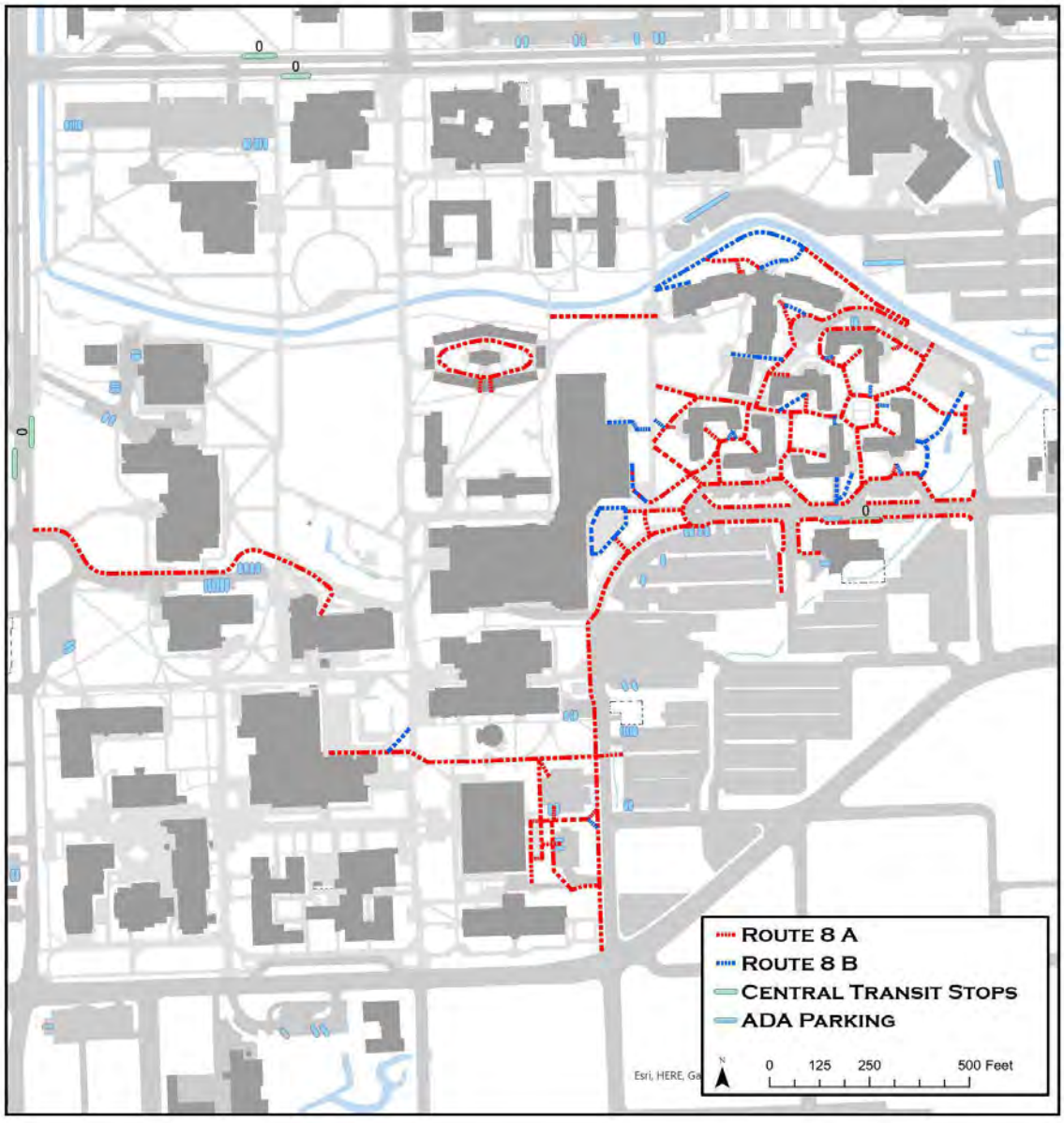

SNOW CLEARING
ROUTE MAP
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ROUTE 6 A
ROUTE 6 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
190
380
760 Feet

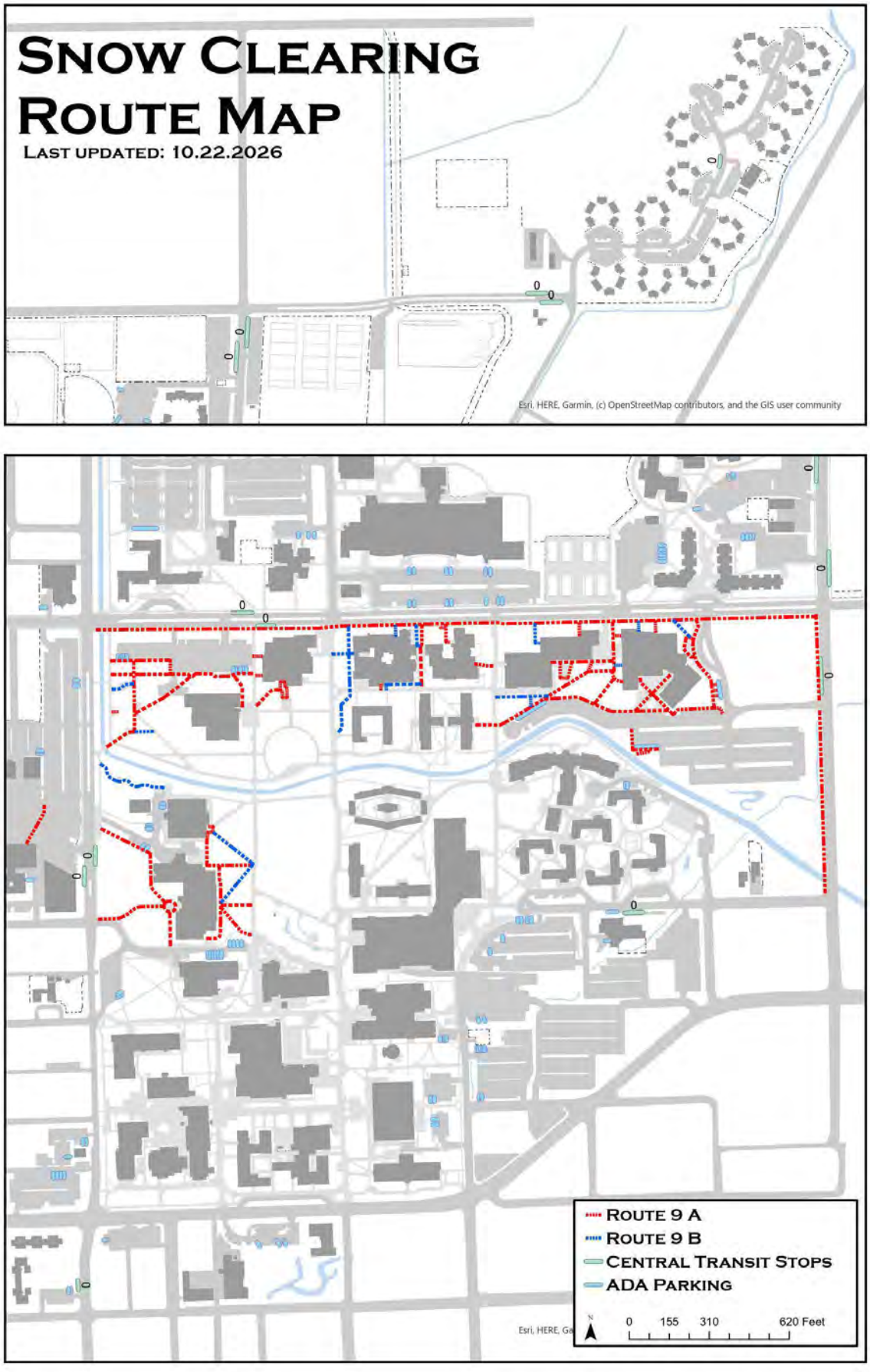
# Snow Clearing Route Map

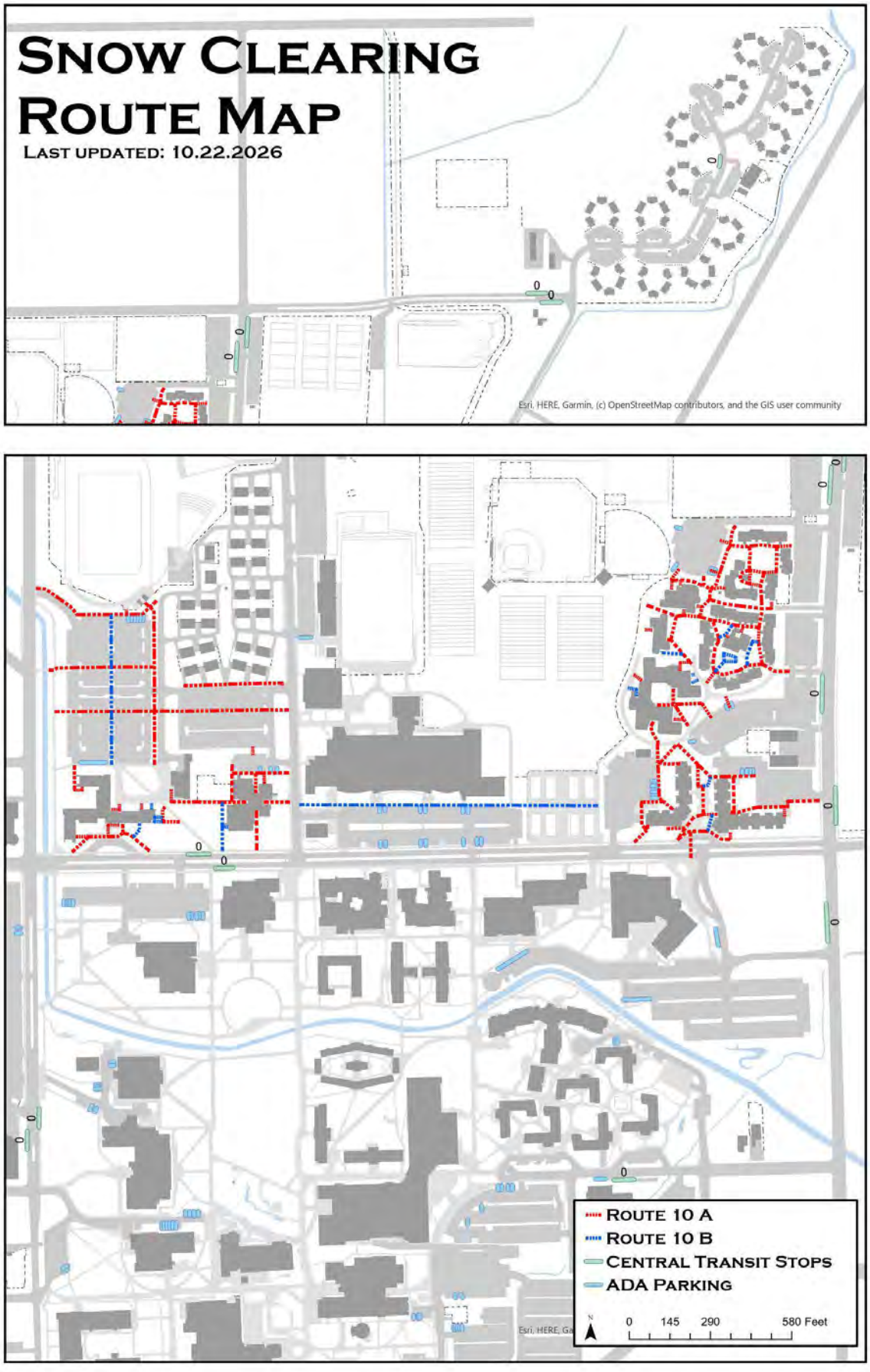
Last updated: 10.22.2026



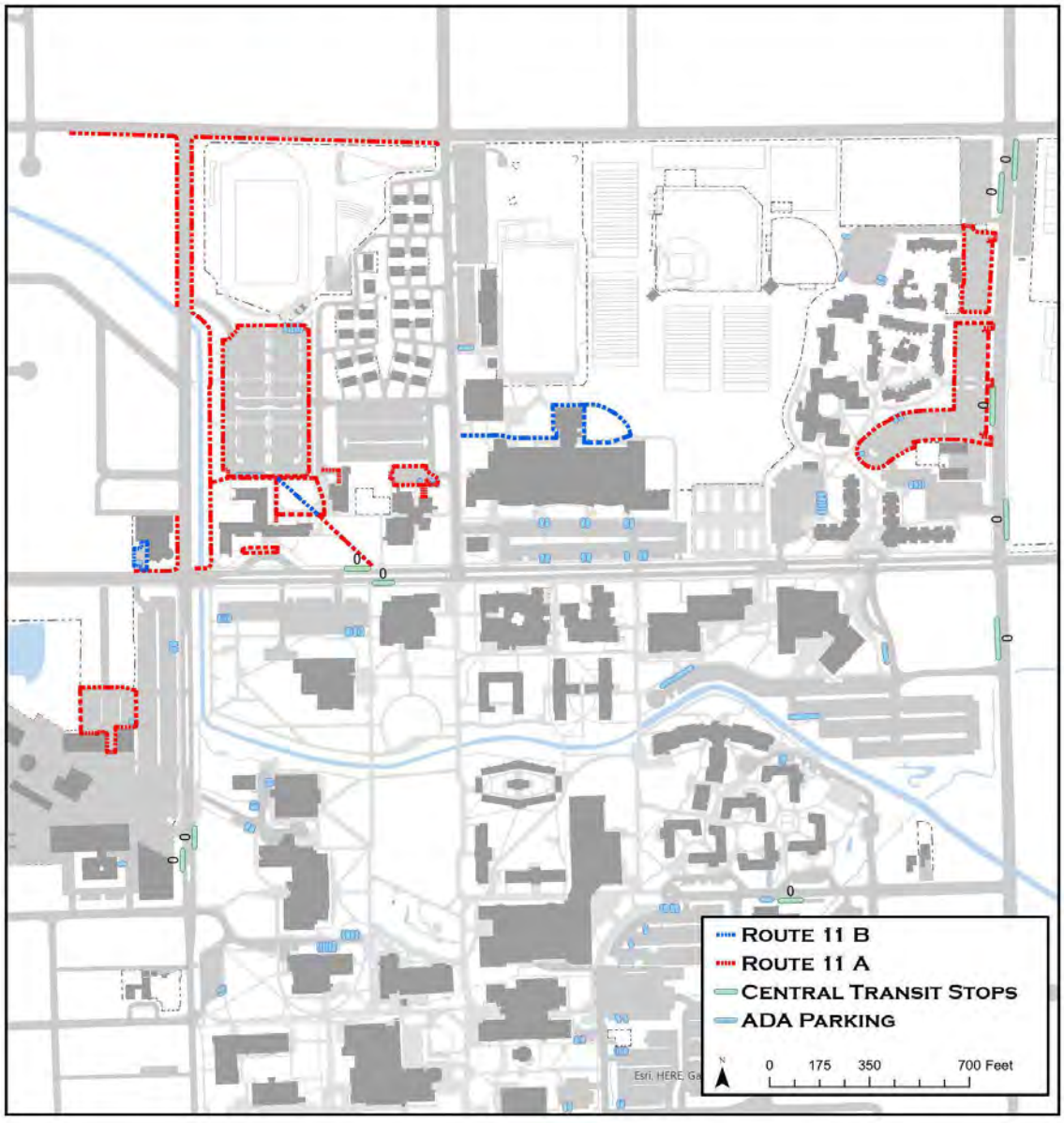

SNOW CLEARING
ROUTE MAP
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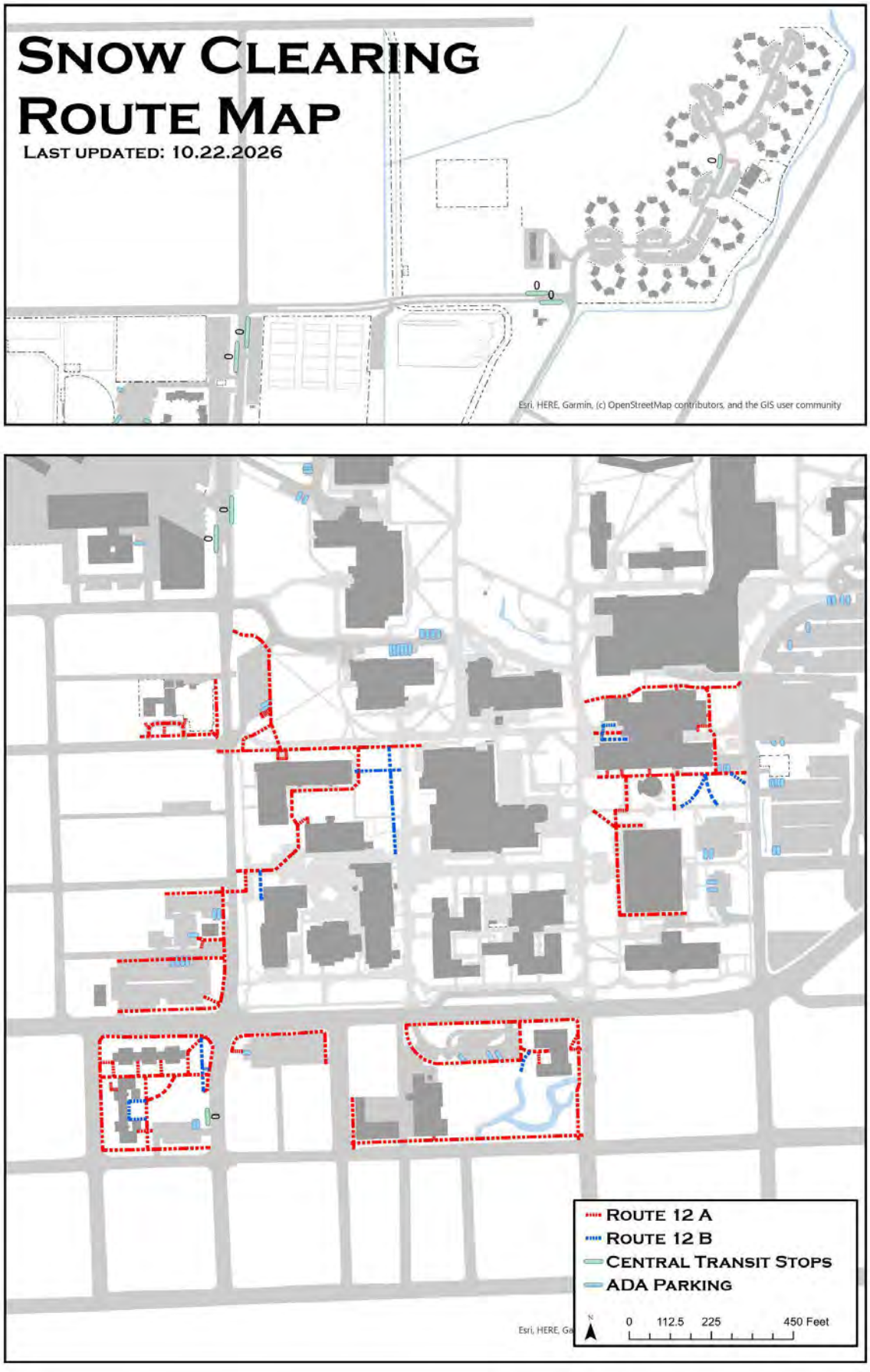

ROUTE 8 A
ROUTE 8 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
125
250
500 Feet

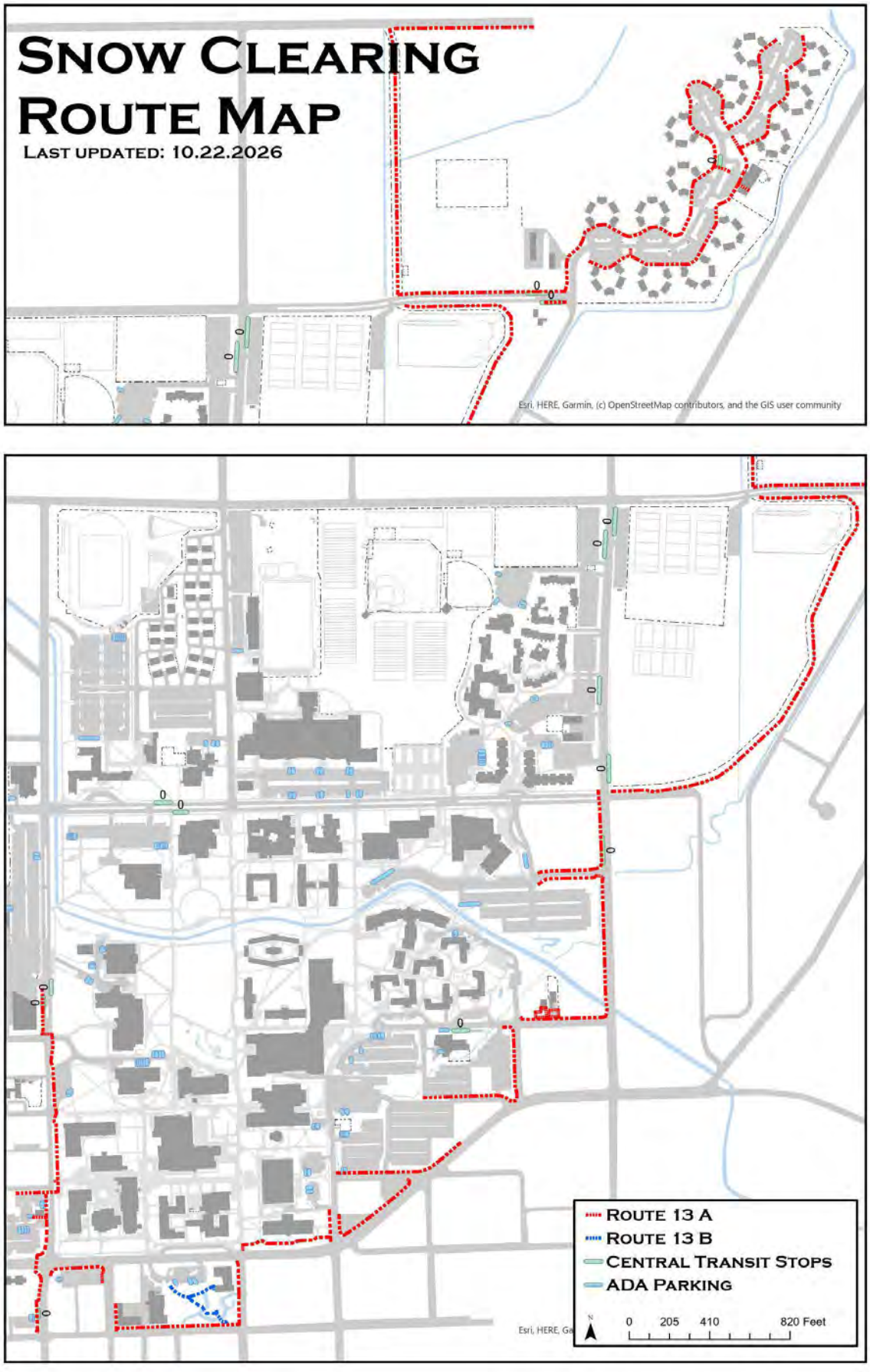

SNOW CLEARING
ROUTE MAP
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ROUTE 9 A
ROUTE 9 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
155
310
620 Feet


SNOW CLEARING
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ROUTE 10 A
ROUTE 10 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
145
290
580 Feet

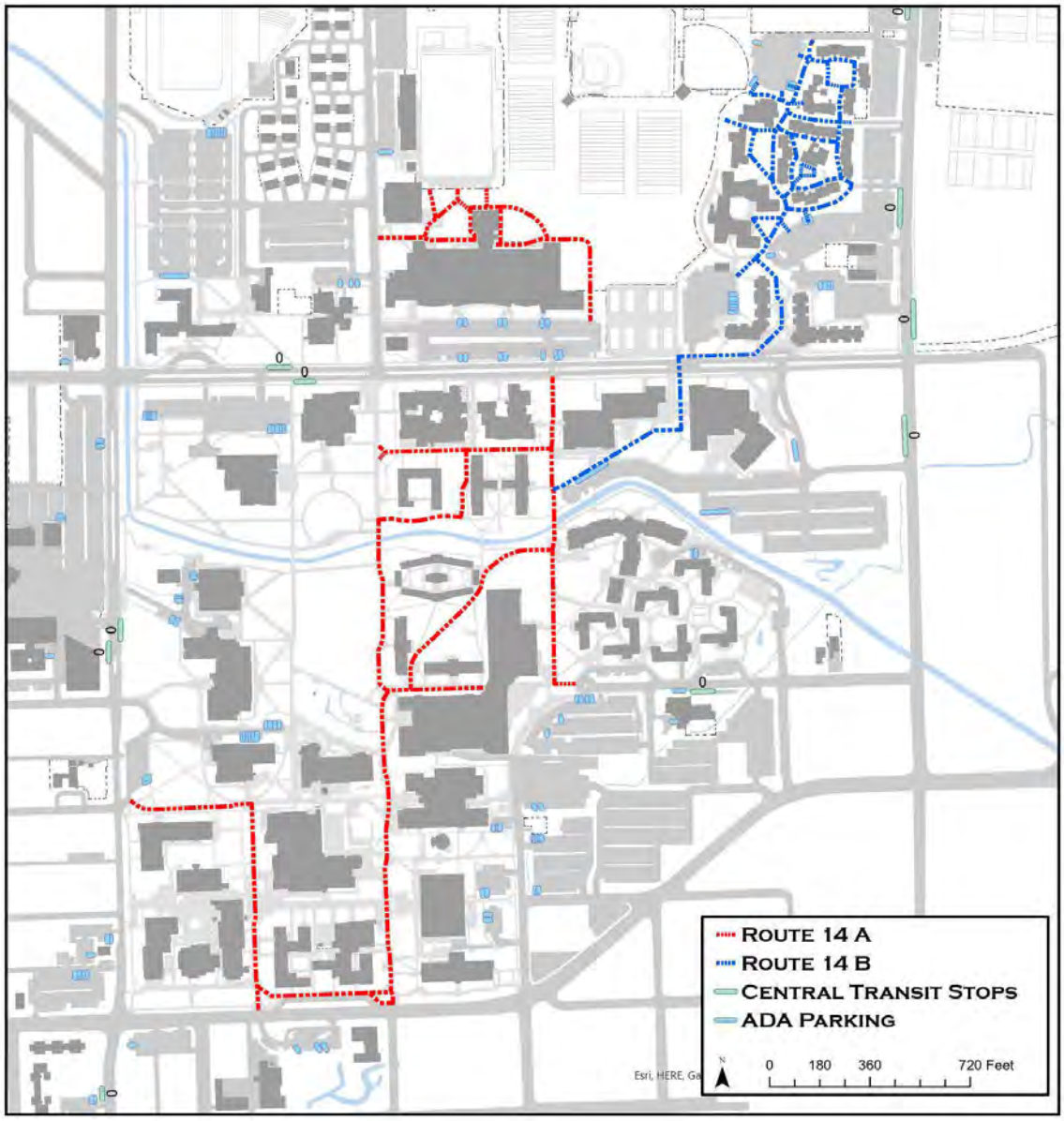

SNOW CLEARING
ROUTE MAP
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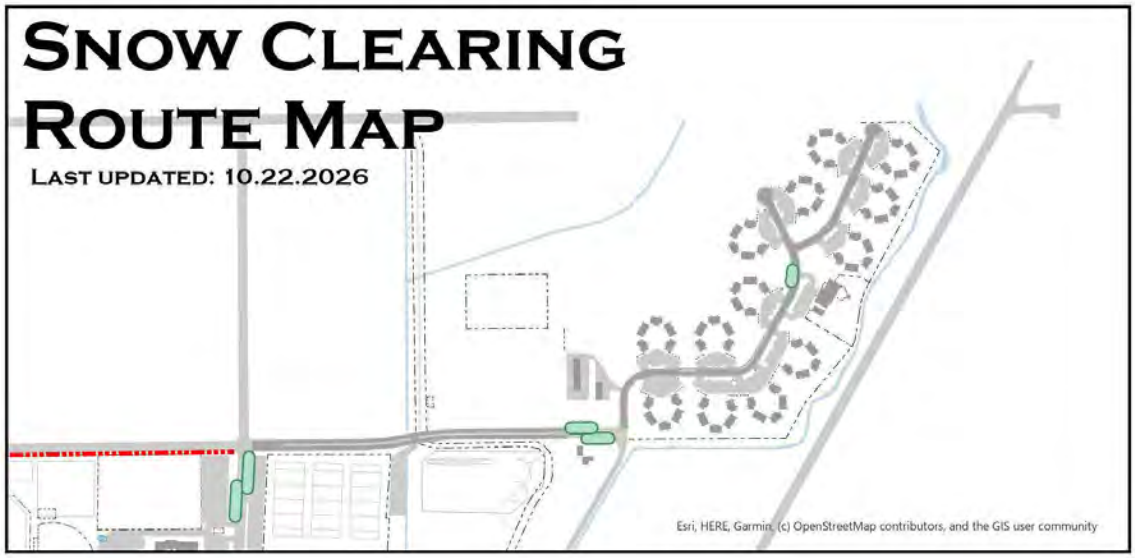

ROUTE 11 B
ROUTE 11 A
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
175
350
700 Feet

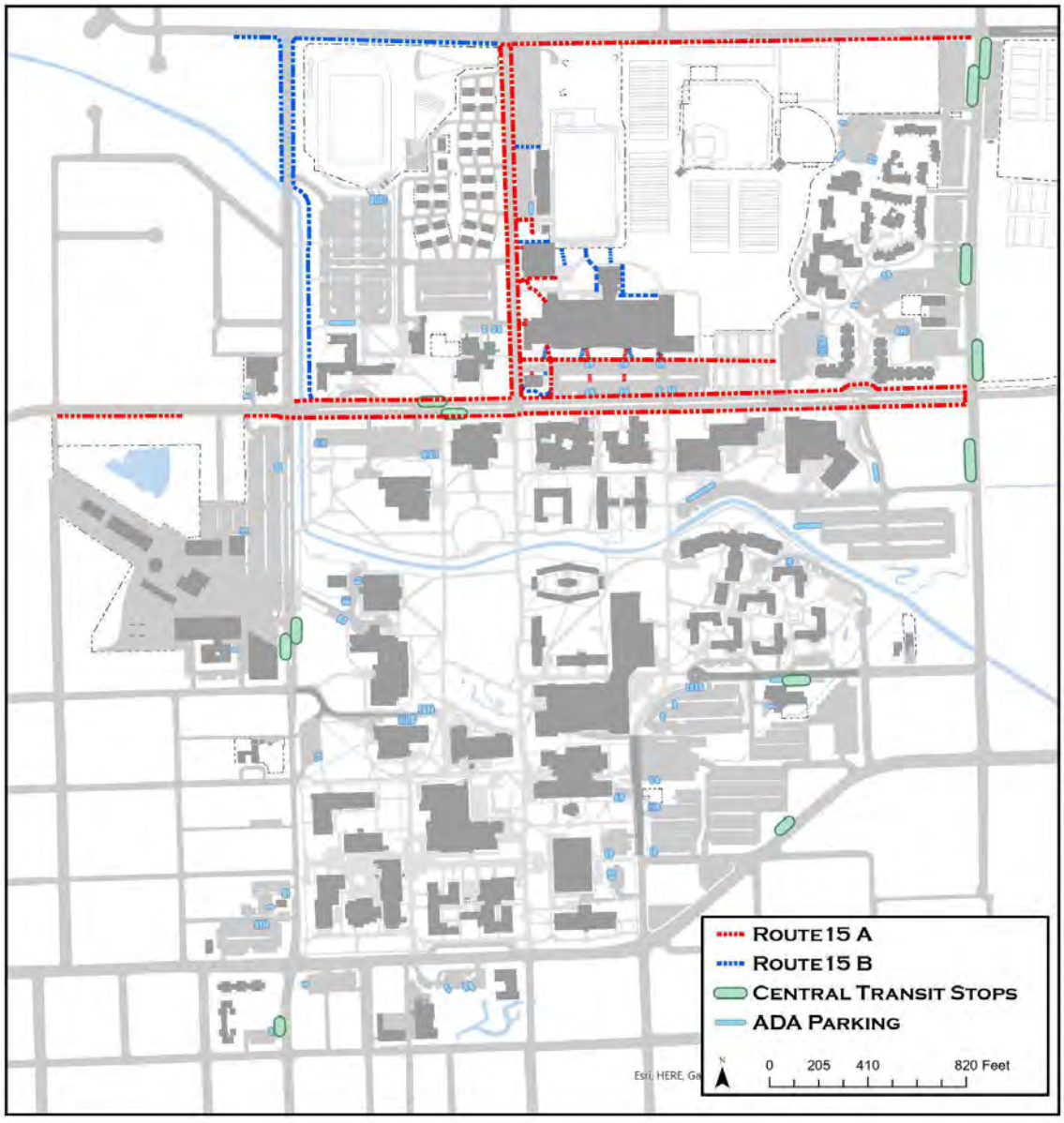

SNOW CLEARING
ROUTE MAP
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ROUTE 12 A
ROUTE 12 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
112.5
225
450 Feet


SNOW CLEARING
ROUTE MAP
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ROUTE 13 A
ROUTE 13 B
CENTRAL TRANSIT STOPS
ADA PARKING
0 205 410 820 Feet

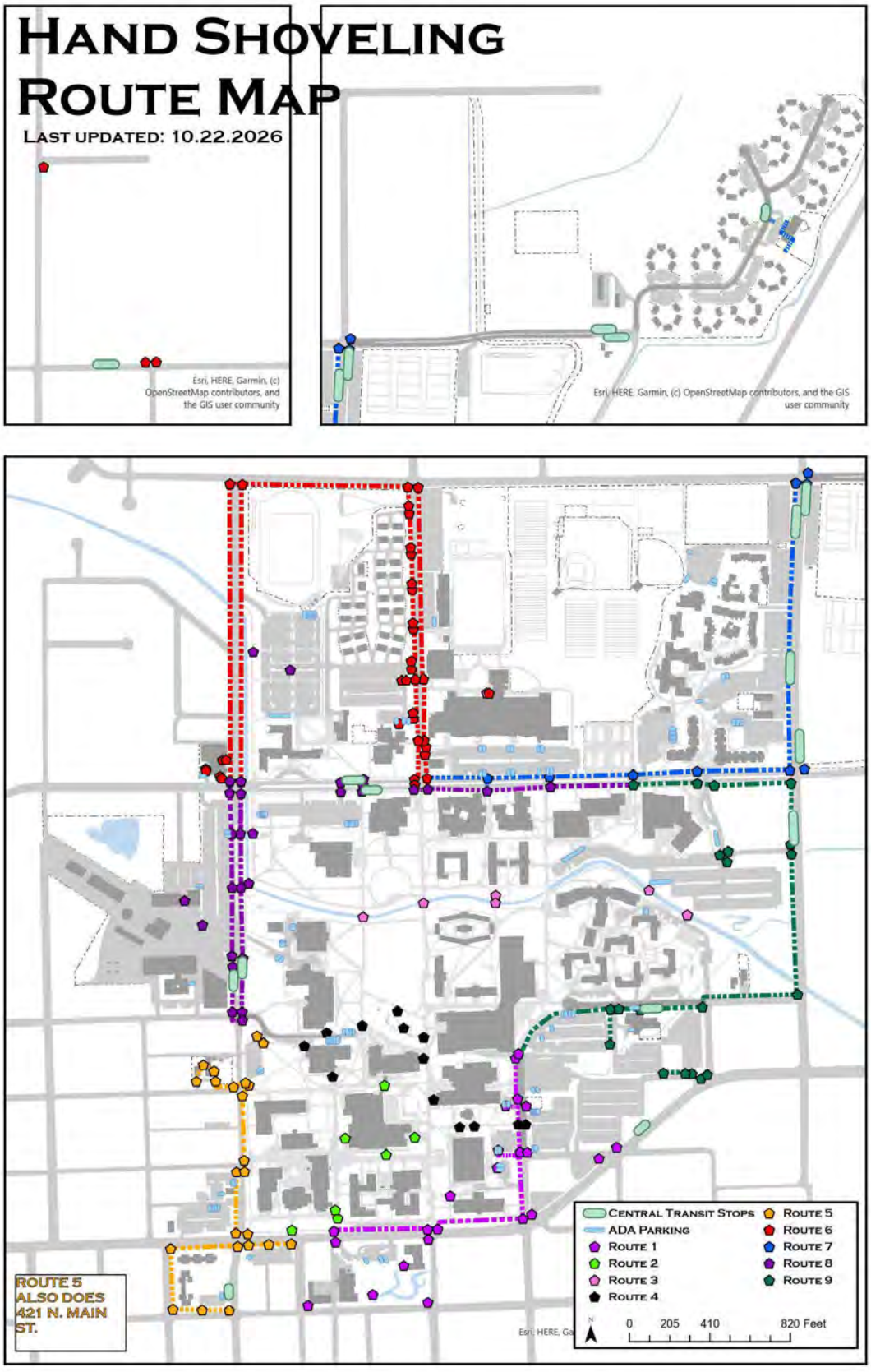

SNOW CLEARING
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ROUTE 14 A
ROUTE 14 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
180
360
720 Feet

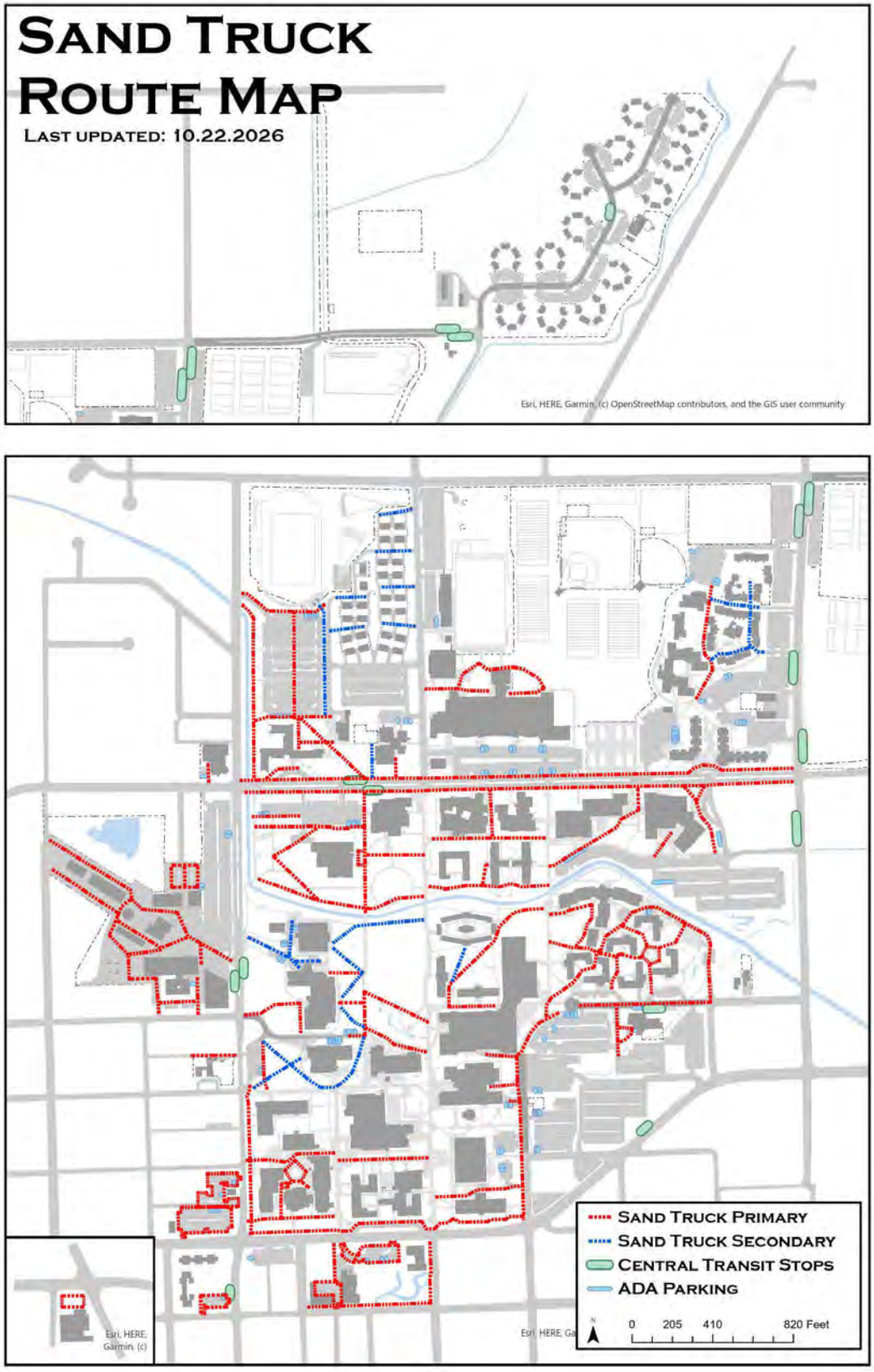

SNOW CLEARING
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ROUTE 15 A
ROUTE 15 B
CENTRAL TRANSIT STOPS
ADA PARKING
N
0
205
410
820 Feet

**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.

Sodium 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 PEREPARATION 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

| LOT NAME | ADA SPACES |
|---|---|
| E13 | 2 |
| E14 | 2 |
| I15 | 6 |
| J8 | 10 |
| BLACK HALL | 3 |
| E4 | 3 |
| L8 | 6 |
| P8 | 10 |
| C6 | 2 |
| C9 | 3 |
| D5 | 4 |
| G15 | 5 |
| H15 | 2 |
| HLTHCTR | 3 |
| K18 | 3 |
| N19 | 17 |
| Q14 | 8 |
| Q17 | 6 |
| R19 | 4 |
| S20 | 2 |
| H6 | 2 |
| B5 GETZ | 2 |
| O5 | 4 |
| JONGEW | 1 |
| S10 | 3 |
| T8 | 8 |
| U8 | 6 |
| V18 | 4 |
| W12 | 4 |
| ECLC | 1 |
| BLV | 14 |
| X23 | 2 |

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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Central Washington University
LEARN DO LIVE

**07541-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 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) South of Challenge Course. Entry to the area is a gravel drive east of the X-24 lot and the creek.

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

4. **CWU Property Availability**: CWU makes no commitment that any property identified in this Scope of Work will remain available for the duration of the Agreement. CWU may, in its sole discretion and at any time, withdraw any property from use under this Scope of Work upon written notice to the City. Following such notice, the parties will reasonably cooperate to facilitate the removal of trash, litter, chemicals, petroleum products, and other materials associated with the City's snow storage activities on the affected property.

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

6. **Period of Use:** As required by weather events between November 1, 2026, and April 1, 2027, unless earlier terminated by CWU pursuant to this Scope of Work.

7. **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**

Signed by: Ryan Lyyski 4A5609AD7C75404...

11/4/2026

Ryan Lyyski — Date
Public Works Director

**Central Washington University**

Signed by: Joel Klucking E489D1E3B0CD47E...

11/4/2026

DS 11/4/2026

Joel Klucking — Date
Vice President Business & Financial Affairs

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

