

# Illinois Institute of Technology

## **Snow Plan**

The Snow Plan has been implemented to provide successful and responsive removal of snow and ice from all campus roads, sidewalks and parking lots. The Snow Plan can be activated at different response levels. This Plan provides basic guidelines to manage snow removal but also retains flexibility for adjustments in the field.

### **I. Snow and Ice Removal Policy**

It is the policy of the Facilities Department to have major parking lots, sidewalks, handicap areas and pathways to main entrances cleared by 7:00 a.m. on weekdays and weekends when classes are in session. Facilities usually reports to work when 1 inch of snow has fallen or icing conditions occur. The majority of IIT priority areas can, in the absence of heavy accumulations of snow, ice, or ongoing precipitation, be addressed before most routine campus activities begin.

Snow will be cleared in a set priority in order to provide maximum access to the campus and its facilities. These priorities vary with the time of snow removal.

Snow removal priorities and responsibilities are as follows:

- 1) It is the responsibility of the Facilities Department to maintain the buildings' entrances.
- 2) In general, snow removal should have the following priorities:
  - a) Main pedestrian sidewalks and walkways. These main areas include:
    - (1) 31<sup>st</sup> Street from the expressway to Michigan Avenue.
    - (2) 33<sup>rd</sup> Street from the expressway to Michigan Avenue.
    - (3) 35<sup>th</sup> Street from the expressway to Michigan Avenue.
    - (4) Federal Street from 31<sup>st</sup> Street to 35<sup>th</sup> Street.
    - (5) Dearborn Avenue from 31<sup>st</sup> Street to 35<sup>th</sup> Street.
    - (6) State Street from 30<sup>th</sup> Street to 35<sup>th</sup> Street.
    - (7) Wabash Street from 30<sup>th</sup> Street to 35<sup>th</sup> Street.
    - (8) Michigan Avenue from 30<sup>th</sup> Street to 35<sup>th</sup> Street.
    - (9) Main pathway to each building.
  - b) Parking Lots. The main focus in the a.m. is to allow vehicles to enter the campus. The commuter lots and faculty/staff lots need to be cleared first (especially handicap spaces). These main lots include:
    - (1) IIT Tower lot – this lot usually has the earliest arrivals and needs to be cleared first.
    - (2) HUB/Galvin and CTA lots.
    - (3) U.S. Cellular Field
    - (4) Other faculty/staff visitor lots including Keating and MTCC.
- 3) Where cars are present in parking lots - Since vehicles are usually in some lots 24 hours a day (i.e. Housing), Facilities, Housing and Public Safety will need to coordinate removal of the vehicles to another area before appropriate snow removal can begin. Main areas will be plowed; however, individual spaces cannot be plowed until vehicles are removed.

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- 4) After the main access points are under control, the snow removal crews will focus on widening paths, clearing minor pathways, salting walkways, digging out fire hydrants, removing ice build-up and, in case of heavy accumulation, removing snow banks in parking lots to storage sites. These operations may last for several days after the cessation of the storm.

#### **II. Activation of the Snow Plan**

The Facilities Department is responsible for activation of the snow removal plan. The snow plan will be activated as described below:

**Level One:** No strong forecast for significant snow. The Facilities Department will monitor conditions to check when the surfaces have one inch of snow or more or icy conditions exist.

**Level Two:** There is a strong forecast for overnight snow. The Facilities Department will determine at what time the plan will be activated the next morning or that evening and shall inform the snow crew as to when they need to report for duty.

**Level Three:** Conditions are bad enough that resources in addition to the regular snow crew are needed to keep the Campus open. The Facilities Department will then call in additional personnel and/or resources as appropriate.

#### **III. Roles and Responsibilities**

**Facilities:** Is responsible for managing snow removal operations in the field and direct the snow removal crew to specific areas based on the snow removal plan or existing conditions. The Facilities Department is responsible for developing an overall Snow Removal Plan on a yearly basis and decides what resources are needed and when to activate snow removal for each snow event.

**Public Safety:** Public Safety is to inform the Facilities Department of any snow conditions or events that need immediate attention. Call Maintenance Supervisor if unexpected snow.

**Building Monitor:** The monitor should inform facilities of any snow/ice conditions at their building that requires attention.

#### **IV. Closure Procedures**

Illinois Institute of Technology's policy on campus closures due to inclement weather calls for Facilities Personnel to monitor conditions and advise the President's Office or Provost (or designee), who is responsible for making the decision about when to close the University as a whole and when to reopen it.

Facilities will relay several factors, including but not limited to:

- . • Lack of ability to keep parking lots accessible

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- . • Weather forecast
- . • Timing of the storm (e.g., weekend or holiday vs. school days)
- . • Type and depth of snow
- . • Resources available for removal of the snow

#### **V. Snow Removal Methods:**

A. Plowing: Snow is removed by vehicles with plows in parking lots and some major sidewalks. Care is given to avoid damage to parked cars and landscaping. Where possible, snow is stored to minimize inconvenience. However, in many instances, snow must be stored in one or more parking spaces, thus temporarily reducing lot capacity. Equipment cannot plow between parked cars, thereby limiting removal efforts in the A-3, D-1 & D-2 lots.

B. Shoveling: Facilities will shovel snow on stairs and entry ways to the buildings as follows:

- . • Facilities snow crews will shovel assigned areas, allowing enough time to finish the task (deeper snows will take more time). In the heavy snows, it may be necessary to shovel more than once.
- . • The day/night shift custodians and Maintenance Mechanics must check entrances throughout the storm to clear accumulations of snow and to salt the area as needed. If the snow starts or continues during the day, they will shovel at the end of their shift, or as directed.
- . • The staff in Graduate Apartments will shovel as directed by their supervisors.

#### **VI. Storm Aftermath and Ice Control**

In the aftermath of a storm, crews regularly de-ice sidewalks to lessen the possibility of ice. As melting permits, crews will break up ice and remove it. Debris is also removed as snow melts.

#### **VII. Pre-Snow Season Planning**

Each year, just prior to the start of snow season, the Facilities Department will review the Snow Plan with Staff, Building Monitors, University Administration, and Public Safety committee to establish updated contact lists, call-in procedures, and insure that equipment is in a good working condition. They will conduct training of equipment and removal methods for new staff.

#### **VIII. Contracting**

The use of private contractors to assist in snow removal may be necessary when the snow conditions and staffing warrant their use.

#### **IX. Alerts**

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All members and visitors of the IIT community are asked to please be patient when weather conditions are difficult and remember to be aware of the ground conditions and try to avoid black ice or icy patches.