



Inclement Weather Operations Guide

Snow/Ice Removal Procedures and Priorities

The intent of this inclement weather plan is to standardize and document the routine actions normally taken by Grounds to combat a winter snow or ice storm. Every storm is different, with different starting times, temperatures, precipitation rates, accumulations and durations. Each, therefore, requires a slightly different approach to controlling and removing snow and ice accumulations. This plan identifies the general Grounds staff resources, equipment resources, areas of responsibility and general strategies for managing any given storm. Consistent with Grounds goal to continually improve its 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. The presence of snow or ice on walk, road, stair and parking surfaces inhibits the movement of students, faculty, staff and visitors and presents a safety hazard. The control and removal of snow or ice accumulations is the responsibility of Grounds on the day of a snow or ice storm; the control and removal of that storm's precipitation accumulation is the top priority of UMSL Grounds department.

GOALS: The goal of the University of Missouri at St. Louis, Grounds team for snow and ice control operation is to maintain adequate traction for pedestrians and vehicles properly equipped for winter conditions. This does not mean bare, dry pavement should be expected after each snowfall or ice storm.



Snow and ice control and removal efforts are focused towards making the campus accessible by 7:00AM.

To provide campus winter inclement weather support, all personnel employed in UMSL Grounds, Mechanic Shop, Custodial Staff and all other Facilities personnel called in to handle winter storm emergency management are all considered “Weather Essential Personnel”. During a storm, while precipitation is falling, motorized snow removal efforts will be shifted towards providing accessible paths to, from and between parking lots and buildings. Clearing of building entrances, stairs and ramps will be ongoing as long as custodians for the particular building are present. The full maximum motorized clean-up effort, however, will generally not begin until the storm's precipitation is over. Salt or potassium chloride will be spread campus wide as necessary to provide additional safety and traction for vehicles and pedestrians.

- The Grounds Supervisor will make an assessment where removal will be required and, if necessary, contact the snow removal contractor and Grounds employees.
- The Grounds Supervisor will notify the Custodial/MSA Supervisor of the need to clear and treat assigned building entrance areas Monday-Friday 4:00AM-12:00pm and from 2:00pm- 10:30pm.

Grounds will coordinate the activities of the snow management personnel and the snow removal contractor for off-site properties in their execution of the removal of snow and ice from parking lots, internal campus walkways and campus roadways. Snow



Management Team is to follow the priorities for clearing parking lots and street roadways as noted in the Snow Removal Procedures and Priorities. The Associate Vice Chancellor of Facilities Management will be consulted regarding the basic plan of execution.

At UMSL Grounds' discretion, snow removal operations will be temporarily suspended during severely adverse weather conditions to prevent personal injury and/or property damage to campus.

For all storm conditions, it is the responsibility of all on-call operators to immediately contact the Grounds Department if they are expected to be delayed or unable to drive to work.

A. Assistance from All Custodial Crews

All UMSL custodial crews are to clean their respective building steps, accessible ramps and walks free of snow and ice from the doors to the main walk for all entrances and exits. Crews may be called in if there is an accumulation of 0.5 inch or more during Monday-Friday. The crews are expected to maintain these areas beyond the initial snow days, if necessary.

Grounds Services will make ice melt chemicals and shovels available to all custodial crews.

B. Accessible Routes



The accessible routes will be given priority for clearing; a campus map highlighting these routes is available from Facilities Management.

The accessible routes, ramps, and various curb cuts shall be cleared adjacent to the residence hall areas first, then adjacent to the main academic campus second.

C. Supplies and Equipment

Custodians have been issued shovels, potassium chloride, brooms and buckets. By November 1 of each year, Custodial Services will inventory these items in each building to assure that proper equipment and supplies are in readiness for winter storm season.

An ample supply of rock salt and potassium chloride will be ordered as needed to maintain a minimum balance of 20 tons at all times.

A replenishment supply of rock salt will be ordered as needed to maintain a minimum balance of 20 tons at all times.

Grounds shall review and replenish all items by November 15th of each year.

- Snow shovels, brooms

- Barricades

- Snow markers (fire hydrants, sidewalks, abutments, driveways)

The Mechanic Shop will install snow plows and ensure that all motorized snow removal equipment is in proper working order.



D. Implementation:

Preparation:

By no later than November 15th of each year snow markers or cones will be placed at each hydrant, drain open opening valve or other necessary infrastructure which could become lost or damaged under drifting snow or snow plow operation.

By no later than November 15th of each year, all culverts, drainage ditches, and storm drains (including storm sewers) will be cleaned of obstructions to prevent water from ponding and freezing.

By no later than November 15th of each year, all Facilities department heads will solicit names for the Snow Management Team from Facilities, for snow removal operations and submit a list of names/phone numbers to the Associate Vice Chancellor of Facilities.

E. Snow Removal Operations:

Snow/Ice

Level I

Criteria: The application of pre-salting hardscapes will commence when the streets and parking lots are anticipated to become a safety hazard to cars and pedestrians.

The Grounds department will monitor the conditions either by help from the University Police Department or an on-site inspection of conditions with University



Facilities personnel.

Salting and ice melt will be done from the onset of hazardous conditions to a point where snowplowing is inevitable.

Level II

If snow continues past the 3-inch mark, major roadways, campus entrances, fire lanes, ambulance access road, and disabled access areas will continue to be plowed *first*. Given the severity of the storm, secondary priorities will be cleared as workload permits. Major clearing operations and snow displacement for parking lots will commence upon completion of “Level I” items to provide plow access.

Level III

If snow continues past the 10-inch amount, major roadways, campus entrances, fire lanes, ambulance access road, and disabled areas will continue to be plowed *first*. Given the severity of the storm, all remaining priorities will be cleared as workload permits. If a snow emergency is declared, **the Snow Management team will be working in 24-hr shifts.**

Employees working in inclement winter weather conditions will be provided needed equipment and supplies and are required to report to work in proper winter clothing, including shoes/boots with adequate traction.

F. Equipment Clean-up and Storage

Salt spreaders should be emptied by their operators prior to being put away regardless of the next anticipated use. Diesel powered equipment will be stored in a heated facility



or be equipped with engine block heaters. All equipment should be washed off after the completion of all snow removal activities. The only exception would be the anticipated use of equipment within the next 24-48 hours. Equipment clean-up will be assigned to grounds crew members based upon workload.

G. Complaint Calls

All complaints should be directed to the Grounds Supervisor office at 314-516-6323 or Facilities Management offices at 314-516-5206 and forwarded to the Grounds Supervisor.

H. Priority Roads

North Campus

MarkTwain Dr./West Dr.

Grobman Dr./University Dr.

Mansion Hill Apartments (Shuttle Route Only)

South Campus

West Drive/ South Drive

North/South Marillac Drive

East Drive

Meadows Apartments (Emergency Vehicle Route Only)

I. Priority Sidewalks

The main campus sidewalks and Greenway (i.e. those moving the larger numbers of people across campus) will be cleared as soon as possible with walks which lead to campus building priority entrances being cleared as a part of the process.

J. Priority Parking Lots



North Campus

1. Police Station/parking for units and rear of building)
2. E Lot (RWC/MSC)
3. West Drive Garage (Roof and lane entrances)
4. MSC Garage North (entrance lanes, no roof access)
5. MSC Garage South (entrance lanes, no roof no roof access)
6. C lot
7. B lot
8. A lot
9. R lot/SLB lot
10. West Drive street parking
11. N lot
12. I lot
13. K lot
14. M lot
15. V lot
16. F Metro Lot (Police Station, Metro responsibility)
17. U lot (Fine Arts, under agreement)
18. Ceramics (under agreement)

South Campus

1. South Campus Garage
2. KK lot
3. JJ Lot
4. XX lot (CDC drop-off 6:45am-8:00am)
5. WW lot
6. VV lot
7. YY lot
8. MM lot
9. NN lot
10. TT lot (last)
11. UU lot (closed)

K. Priority Loading Docks

North Campus

12. Performing Arts Center
13. Millennium Student Center
14. JC Penny Conference Center
15. Benton Hall
16. Social Science Building
17. Express Scripts Hall

South Campus



18. Provincial Hall Kitchen (ADA access)
19. Oak Hall Loading Zone (Back of house)

L. Priority Building Entrances

Mark Twain Recreation Center

19. NE emergency exit
20. North by M lot
21. South Exit (ADA)
22. East by M lot
23. West ramp (ADA)

Post Office

1. South Hydraulic lift/employee entrance
2. East Main entrance from V lot (ADA)

Human Resources

1. Northwest by L lot (ADA)
2. South by J lot
3. West GSB lower entrance with connecting sidewalk to PAC

Performing Arts Center

1. North Lee Stage Door
2. South Main door (ADA)
3. East lower level door connecting to GSB

Police Station

1. East by F Lot (ADA)
2. West employee entrance (ADA)

Millennium Student Center

1. North by E lot
2. South patio
3. East main (ADA)
4. West double door (ADA)

Recreation & Wellness Center

1. North main off of E lot (ADA)
2. South loading dock near C lot
3. East main off of Grobman Dr. (ADA)
4. West by Commons (ADA)

JC Penny Building

1. North rear above loading dock (ADA)
2. North west off of Commons (ADA)



3. North west off of commons
4. South central main off of B lot (ADA)
5. East off of Greenway (ADA)
6. West off of courtyard

Benton/Stadler Hall

1. North entrances(Benton, Research Building, Stadler Hall) ADA
2. South entrances(Benton, Science Learning Building, Research Building) ADA
3. West off of West Dr. (ADA)

North Quad Complex

Business Administration Building

20. South Plaza entrances, 2, (ADA)
21. East stair and ADA ramp
22. West and stair

Lucas Hall

1. North
2. South
3. East employee entrance
4. West lower plaza (ADA)
5. West upper level and MSC bridge (ADA)

Clark Hall

1. South (ADA)
2. East entrances NE and SE
3. West entrances NW and SW (ADA)

TJ Library

1. South patio (ADA)

SSB & Tower

1. South patio (ADA)
2. East Tower and SSB (ADA)
3. West stairs toward South patio
4. West stairs and landing, NW

Express Scripts Hall

1. North West lower plaza above link (ADA)
2. South entrance/link access (ADA)
3. South East corner (ADA)
4. West entrance, stairs and ADA ramp (ADA)

Fine Arts



1. South- lower
2. East main entrance with ramp (ADA)
3. West entrance, North

South Campus

Sassin/ELS Building

1. South east main (ADA)

Music Building

1. East main (ADA)

Optometry Patient Care Center

1. South main (ADA)
2. East employee

Weinman Center

1. South (ADA)
2. East (ADA)
3. West (ADA ramp along East parking lot)

Nursing Administration Building

1. North service
2. North east entrance/ wrap-around walkway (ADA)
3. South east entrance with ADA ramp (ADA)

Oak Hall Residences

1. East entrances/covered walkway (ADA)

Provincial Hall

1. North with ADA ramp (ADA)
2. East main
3. West employees/food and beverage entrance/ ramp (ADA)

South Campus Computer Building

1. North (ADA)

Child Development Center

1. East 2 main entrances (1 ADA)

Ward E. Barnes Building

1. South east/west entrances, two (ADA)

E. Desmond Lee Technology and Learning Center



1. West main entrance off of MM lot

Education Administration Building

1. North by MM lot

Marillac Hall

1. North main entrance (ADA)

Bellerive Hall

1. South main entrance
2. West with ADA ramp (ADA)

Number 9 Bellerive Acres

1. West main entrance
2. Driveway
3. Back entrance stairs

M. Closed Stairs During Inclement Weather

1. Grand Staircase (between Lucas and Clark)
2. East Clark Hall
3. West Drive Garage North Stairs
4. JC Penny, Math Lab East
5. Performing Arts East
6. SSB South
7. West of MSC at pedestrian link
8. Tower steps SSB

N. Communication Assistance:

Campus Closure Information

Closing UMSL for inclement weather.

University Marketing and Communications personnel will implement the emergency notification system to inform students, faculty and staff when the decision is made to close the University of Missouri–St. Louis because of inclement weather. Individuals who have signed up for notification will receive a text message and email.

Additionally, staff will notify the following radio and television stations: St. Louis Public Radio [KWMU-FM 90.7] KMOX [AM 1120], KTVI [Channel 2], KMOV [Channel 4], and KSDK [Channel 5]. An announcement also will be placed on the campus home page.



Notification announcements for day and evening closings will normally be made by 6 a.m. and evening-only closings by 3 p.m.

Please refer to the home pages of the Blanche M. Touhill Performing Arts Center and Department of Athletics for further information on their respective activities when the campus is closed.

Tips:

MODOT Safety Tips for driving in the snow:

- Slow down. When there is ice or snow on the road, reduce your speed by at least one-half of the speed limit. When the roads are wet, reduce your speed by at least one-third of the speed limit.
- Turn your headlights on.
- Stay back at least 100 feet from snowplows.
- Since the roads in the best condition are behind the plows, your safest place to drive is behind the plows.
- Do not pass or drive beside snowplows.

Useful Links

[MU Expert Offers Winter Weather Safety Tips](#)

<http://www.cityofnormandy.gov/DocumentCenter/View/1134>

[Winter in St. Louis MODOT](#)

[Traveler Information Map](#)

[Winter Driving Tips](#)

[How to Keep Your Driveway Clear](#)