

# ROWAN UNIVERSITY POLICY

**Title:** *Snow and Ice Removal*

**Subject:** *Facilities, Planning & Operations*

**Policy No:** *Fac: 2015:01*

**Applies:** *University-wide*

**Issuing Authority:** *Vice President Facilities, Planning & Operations*

**Responsible Officer:** *Assistant Vice President for Facilities Operations*

**Adopted:** *2/23/2015*

**Last Revision:** *02/08/2024*

**Last Reviewed:** *02/08/2024*

## I. PURPOSE

This policy establishes guidelines for the removal of snow and ice on all of the University campuses.

## II. ACCOUNTABILITY

Under the direction of the Vice President Facilities, Planning & Operations, the Assistant Vice President for Facilities Operations is responsible for implementing and ensuring compliance with this policy.

## III. APPLICABILITY

This policy applies to all full-time, part-time, permanent and temporary employees, faculty, staff, officers, volunteers, and students.

## IV. POLICY

1. Rowan University Snow/Weather Emergency Protocol
  - a. The AVP of Public Safety and the AVP of Facilities Operations (along with the Sr. Director of Facilities and Grounds) will assess the road conditions and campus accessibility and contact the Vice President of Facilities, who will contact the Chief of Staff by 5:30AM on the morning of an ice or snow event. Following that conversation the Assistant Vice President of Public Safety, and the Chief of Staff will contact the President of Rowan University or in his absence his designee and explain weather conditions. A decision regarding closing will be made by the President or his designee, by 6:00 AM.

- b. If the school is to close, the Vice President and/or Chief of Staff immediately notifies certain members of the senior staff and Media and Public Relations. This sets up a chain of additional contacts to senior staff, subordinate staff and the news media.
    - c. Media and Public Relations contact News outlets, web services and the radio station.
    - d. The chain of calls continues to information services, public safety and operations staff.
2. Snow/Weather Conditions Developing During Daytime

The AVP's of Public Safety and Facilities will monitor conditions throughout the workday. If conditions warrant a change in operating status (potential closing), the AVP of Public Safety will notify the Vice President, Chief of Staff and the same decision matrix and contacting, as above, will be followed.
3. Priorities of the Facilities Department
  - a. The highest priority in campus snow removal is to maintain fire access (including hydrants) and emergency vehicle access to all buildings at all times.
  - b. The Grounds Supervisor shall recognize that over 4000 students remain in the dormitories or within the vicinity of the campus. These students need access to food service, recreation, and health services. These pathways shall have priority over building pathways.
  - c. If circumstances arise that prevents keeping the campus accessible the Grounds Supervisor shall notify the Sr. Director of Facilities and Public Safety of the condition and in the event there are those individuals who need food delivery.
  - d. In extreme storm conditions the Grounds Supervisor shall focus on keeping lanes and roadway open for use by both emergency vehicles and pedestrian movement. A dedicated focus will remain to ensure ADA accessibility routes be maintained free of snow accumulation and ice pending existing weather conditions.
  - e. If needed, the Grounds Supervisor shall make recommendation to Public Safety to close the top floor of the parking garage as the ramps can become a hazard.
4. Snow and Ice Removal Requirements
  - a. Maintain fire and emergency vehicle access to all Campus buildings.

- b. Work directly with Public Safety on Campus safety including sustaining handicap mobility and accessibility- By clearing pathways (ramps, roads and/or walks) and when necessary by alerting to a need for motor vehicle transports assistance.
  - c. Maintain clear pathways from Residential Facilities to the Student Center and Wellness Center.
  - d. Maintain clear pathways and entrances to all Academic and Administration buildings.
  - e. Clean parking lots and access roads, giving priority to residential lots, Lot P (Public Safety), Student Center and then all other lots.
  - f. Special attention will be given to commuter parking lots at day and night departure times.
5. Division of Duties and Responsibilities between Operating Units that include:
- a. Grounds Department
  - b. Facilities Custodial Staff
  - c. Res Life Custodial Staff
  - d. Rec Center Staff
  - e. Student Center Staff
  - f. Facilities Operations (all units)
  - g. Public Safety