

HOWARD UNIVERSITY



SNOW REMOVAL AND ICE CONTROL PLAN 2014-2015

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East & West Campuses
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SNOW REMOVAL AND ICE CONTROL PLAN

1. PURPOSE

To establish basic guidance and define the overall plan and responsibilities pertaining to snow removal and ice control at Howard University. This plan provides the means for maintaining or quickly restoring the University's capability to operate during the winter months.

In order to provide a common point of reference during planning and execution phases, this plan establishes and defines snow/ice conditions. This plan further identifies the priority for snow removal and the actions and responsibilities that are associated with each condition. Snow removal equipment operators will only respond to directions received from the AVP of PFM or designated supervisory personnel.

2. SITUATION

During the winter months Howard University is subject to weather conditions such as snow, ice pellets, and freezing precipitation that can make walking or driving surface operations hazardous or extremely difficult. When this occurs it is imperative that the campus resume normal operations with the least possible delay.

3. DEFINITIONS

a. Campus

As used in this plan, the term "campus" refers to all facilities and properties owned and operated by the University, including off campus dormitories.

b. Snow Control Center

A Snow Control Center is activated during periods of extreme weather to provide a central location for the control and direction of those individuals responding to the emergency. It is located on the second floor of the Howard University Service Center, Physical Facilities Management, 2244 10th Street, NW, and telephone number 806-1000.

c. Precipitation

As used in this plan precipitation refers to an accumulation of snow, freezing rain, freezing drizzle or ice pellets, or any combination thereof.

4. RESPONSIBILITIES

- a. The Assistant Vice President of Physical Facilities Management (PFM)
Responsible for snow removal and/or ice control for all University facilities and parking lots with the **exception of Dormitories and Howard University Hospital**, this will be the responsibility of Residence Life; and Howard University Hospital which is the responsibility of the Howard University Hospital Facilities Department.
- b. The Director of Public Safety/Chief of Police
Coordinates with PFM to identify and place barricades for traffic control and/or street closing. The Public Safety Department also coordinates with Metropolitan Police Department in enforcing snow emergency route violations and enforces all parking violations on University property, to include relocations and/or towing of vehicles. Also responsible for the activating the Campus Emergency Activation Center, when needed.
- c. The Dean of Residence Life
Advises the Vice President for Student Affairs of conditions relating to dormitories and advise PFM Snow Control Desk for support requirements. Responsible for clearing front entrances, steps and sidewalks around dormitories

5. MONITORING AND DECISION MAKING

The Assistant Vice President of Physical Facilities Management and the Chief of Police will monitor weather conditions and notify the Vice President of External Affairs of those conditions, and of the decisions of the District of Columbia Schools, area colleges and universities, the D.C. Government, and the Federal Government pertaining to their operations.

The Vice President of External Affairs or their designee will brief the President of the University on the recommended plan of action. Only the President of the University, or his designee, is authorized to make decisions on the opening or closing status for the University

6. NOTIFICATIONS

The President's decision will be relayed by the Vice President of External Affairs or their designee to all members of the Cabinet, and to the Office of University Communications.

Members of the Cabinet will ensure further dissemination of the President's decision to University Departments under their respective jurisdiction.

The Office of University Communications will immediately make notifications to all broadcast media outlets, the University website, the University switchboard, and all other appropriate outlets for disseminating the decision regarding the university's operating status.

ONLY the Office of University Communications will make the notifications regarding the university's decision to all media outlets, the university website, and the switchboard.

→Physical Facilities Management

The Assistant Vice President of PFM will advise the Chief of Police/Executive Director for Safety of current conditions of roads, sidewalks, parking lots and buildings on campus with regard to snow or ice removal, accessibility of parking lots, and pedestrian accessibility on campus.

In anticipation of disruptive conditions, (weather related delays or closures) the AVP of PFM shall also advise the Chief of Police/Executive Director for Safety & Security of the resources allocated and the anticipated capacity to make the campus available to vehicular and pedestrian traffic for either on time opening or delayed opening of the University. This information shall be relayed in a timely matter in anticipation of the potential disruptive event.

→Residence Life

The Dean of Residence Life will advise the Vice President for Student Affairs of conditions relating to dormitories and advise PFM Snow Control Desk for support requirements.

→Chief of Police/Executive Director for Safety and Security

The Chief of Police/Executive Director for Safety and Security, after consultation with the Assistant VP for PFM, the University meteorologist and briefings of the DC Council of Governments and the Consortium of Universities, will advise the Vice President of External Affairs of the overall conditions around the Metropolitan area. This includes the conditions of area and campus streets, roadways and current campus conditions; as well as the decisions of local colleges and Universities of school closings, delayed openings or on time openings around the DC area. This consultation shall be used to determine recommendations for the President.

→ Office of External Affairs

After consultation with the Assistant Vice President of Physical Facilities Management and the Chief of Police, the Vice President of External Affairs will advise the President of the University of conditions on campus and around the Metropolitan area, at which point a decision shall be made for the University with regard to operating status during the significant disruptive weather event.

7. SNOW & ICE REMOVAL PROCEDURES

Two (2) hours prior to predicted precipitation (if any accumulation is forecasted) PFM will:

- a. Activate the Snow Control Center within one (1) hour of notification;
- b. Ready equipment;
- c. Implement snow removal personnel notification procedures;
- d. Snow removal equipment operators will check and report the operational status of their equipment as soon as possible after arrival; (TFS Supervisor of Grounds and/or Supervisor of Transportation)
- e. Provide staffing or support to the Campus Emergency Operations Center as needed for the duration of the Emergency

One (1) hour prior to predicted precipitation (if any accumulation is forecasted) PFM will:

- a. Begin pre-treating appropriate roads, steps, and sidewalks

As snow/ice develops PFM will:

- a. Commence removal in accordance with the priorities established in the attached Snow Removal and Ice Control Priority List. Operators of snow removal equipment will respond only to directives received from the Assistant Vice President or designated supervisory personnel
- b. Provide snow removal progress reports to the Emergency Operations Center and selected other individuals indicating:
 - The status of the weather conditions
 - Snow removal progress (areas plowed and yet to be plowed)
 - Status of utilities and services

NOTE: AFTER HOURS, WEEKENDS AND HOLIDAY PROCEDURES (“Off Hours”)

IN COORDINATION WITH THE CAMPUS EMERGENCY OPERATIONS PLAN, SNOW EMERGENCY CREWS WILL BE IN A STANDBY STATUS WHEN SNOW/ICE IS FORECASTED FOR OFF HOURS. WHEN WEATHER CONDITIONS DICTATE, THE ASSISTANT VICE PRESIDENT OF PFM WILL INITIATE COMMUNICATION TO MOBILIZE THE SNOW REMOVAL PLAN.

8. PROCESS FOR PROLONGED SCHOOL CLOSURE DUE TO SNOW EMERGENCY or WEATHER EVENT

- a. In the event of a prolonged snow emergency PFM will move into an A, B, C, D rotation of personnel
- b. Hourly assessments of conditions on campus shall be made by Emergency personnel to the Assistant Vice President of PFM and the Chief of Police. to provide updates
- c. The Chief of Police/Executive Director for Safety and Security, after consultation with the Assistant VP for PFM, the University meteorologist and briefings of the DC Council of Governments and the Consortium of Universities, will advise the Vice President of External Affairs of the overall conditions around the Metropolitan area.
- d. In anticipation of the end of a prolonged snow emergency the Assistant Vice President, the Chief of Police and the Vice President will consult. The Vice President of External Affairs will advise the President if weather conditions warrant fully reopening the University or a move to partial days.
- e. The President’s decision will be communicated using the Notification process listed in section 6.

**SNOW REMOVAL AND ICE CONTROL
ALERTING ROSTER
(PRIMARY)**

AVP of PFM (Eric Coard)	(301) 340-9223 (HOME) (202) 520-8683 (CELL) (240) 494-6922 (CELL)
Office of the AVP-PFM (Jim Pleasant).....	(202) 806-1094 (OFFICE) (301) 877-8913 (HOME) (202) 437-2152 (CELLULAR)
Thompson Facilities Services (Lonnie Clark)	(571) 428-5078 (CELLULAR)
Manager of Grounds (Carlton Wainwright).....	(202) 806-1029 (OFFICE) (301) 613-3385 (HOME) (202) 285-6168 (CELLULAR)
Administrative Service Manager (Steven Pulis).....	(202) 806-1189 (OFFICE) (540) 498-5484 (HOME) (202) 262-1416 (CELLULAR)
Chief of Police (Brian Jordan).....	(202) 806-1102 (OFFICE) (301) 249-3814 (HOME) (202) 738-7341 (CELLULAR)
Deputy Chief of Police (Michelle Milam).....	(202) 806-1165 (OFFICE) (202) 445-3188 (HOME) (202) 368-7039 (CELLULAR)
Deputy Chief of Police (Lorraine Kittrell).....	(202) 806-1081 (OFFICE) (301) 390-5952 (HOME) (202) 345-6280 (CELLULAR)
Deputy Chief of Police (Jeffrey Wise).....	(202) 865-4234 (OFFICE) (301) 974-9046 (HOME) (202) 306-867 (CELLULLAR)
Public Safety Night Supervisors	(202) 806-0860
Public Safety Dispatch-Security Operations Communication Center (SOCC)	(202) 806-1100
Public Safety Emergency	(202) 806-7874
PFM Snow Control Center	(202) 806-1000 (OFFICE)
Transportation (Vincent King).....	(202) 806-5004 (OFFICE) (202) 528-6178 (CELLULAR)
Residence Life (Jonathan Ajose).....	(202) 806-9531 (OFFICE) (202) 821-6437 (CELLULAR)
(Donald Brown).....	(202) 806-5417 (OFFICE) (202) 321-1832 (CELLULAR)
University Communication (Rachel Mann).....	(202) 238-2631 (OFFICE) (202) 308-8903 (CELLULAR)
Alternate (Laura Jack).....	(202) 238-2409 (OFFICE) (202) 594-7083(CELLULAR)
Howard Plaza Towers (Ron Fasso).....	(202) 797-7148, ext. 15 (OFFICE) (202) 744-1828 (HOME) (202) 534-9356 (CELLULAR)
University Parking (Michelle Ricks).....	(202) 806-2001 (OFFICE) (202) 495-9567 (CELLULAR)
Howard University Hospital Director of Facilities (Enor Williams).....	(202) 865-7757 (OFFICE) (202) 699-0838 (CELLULAR)

SNOW REMOVAL AND ICE CONTROL PRIORITY ORDER

(See attached Maps)

PRIORITY LIST A (RED COLOR):

1. All roads
2. All Steps, stoops & ramps
3. Upper campus sidewalks
4. All brick patios and pavers (not UGL roof)
5. Parking Lots: Power Plant, Wonder Plaza, Administration, Medical School [5th & W], Stokes Health Science Library, 6th & W Streets.
6. Patios: Administration, Fine Arts, Chapel, Cramton, Medicine & Dentistry Founders Library, and Architecture.
7. Full Service of all areas on Beltsville, East & West Campuses will be serviced by Private Contractor (see map)
8. HU Service Center parking lot
9. Blackburn Terrace and Loading Dock
10. Bethune Annex Terrace and Loading Dock

PRIORITY LIST B (YELLOW COLOR):

1. Parking lots: Upper Campus: Gymnasium, Fine Arts, Minor, Engineering, Architecture, Book Store, Chemistry, Biology, HU East Plaza Towers and Howard Center, Drew & Georgia Avenue, Florida Avenue, Business School and Burr Area Lots
2. Sidewalks: Lower Quad (HUIRB, Chemistry, Physics, Biology, Pharmacy, Student Health and Medical School complex)
3. Lower Campus sidewalks

PRIORITY LIST C (GREEN COLOR):

1. Parking Lots: Bethune Annex, Student Resource Center [Computing Services], Annex I [4th & W], Univ. Student Health Center, Banneker North & South, 9th & V, 8th Street, 9th & V and Divinity
2. Back of Blackburn Terrace
3. UGL Terrace

PFM and Residence Life Jurisdiction: (List B priorities - DORMITORIES Steps, Stoops, Ramps, Sidewalks)

1. Bethune Annex
2. Carver Hall
3. Cooke Hall
4. Drew Hall
5. Meridian Hill Hall (closed but clear walkways)
6. Slowe Hall
7. Tubman Quadrangle
8. Howard Plaza Towers
9. College Hall North
10. College Hall South
11. Howard Manor

HOWARD UNIVERSITY PARKING LOTS

PRIORITY	LOT NAME	LOT LOCATION	LOT ADDRESS	NUMBER OF SPACES	RESERVED SPACES	HANDICAP SPACES
A	5 TH & W	REAR HUH	5 TH & W STREET	23	22	1
A	6 TH & W	ISAS	2216 6 TH STREET	15	13	2
A	ANNEX 1	NUMA P. ADAMS	4 TH & W STREET	86		
A	HUSC	HUSC	2244 10 TH STREET	59	55	4
A	JOHNSON	REAR ADMINISTRATION	2535 GEORGIA AVE., NW	42	41	1
A	LOUIS STOKES LIBRARY	L. STOKES LIBRARY	501 W STREET	43	43	2
A	POWER PLANT	SIDE OF POWER PLANT	2200 6 TH STREET	5		
A	HUIRB	W STREET & GA AVE.				
A	WONDER PLAZA	REAR OF ETS	2301 GA. AVE	50	48	2
A	EAST	DIVINITY SCHOOL	1400 SHPEHERD ST., NW	41		
A	WEST	WEST CAMPUS	2900 VAN NESS STREET	247	10	
B	BURR	INTERNAL AUDIT	2801 GEORGIA AVE	12	11	1
B	BUSINESS	BEHIND SCHOOL BUS	2604 6 TH STREET	36	34	2
B	CHEMISTRY	CHEMISTRY	521 COLLEGE STREET, NW	4	3	1
B	CHILDERS	FINE ARTS DRIVE	2465 6 TH STREET, NW	75	71	4
B	DOWNING	ENGINEERING	2300 6 TH STREET	32	30	2
B	DREW	DREW AHLL	511 HARVARD STREET, NW	53	50	3
B	EAST TOWER	REAR EAST PLAZA TOWERS	2200 8 TH STREET, NW	127	123	4
B	FLA. AVE	ACROSS 10 TH STREET		16	15	1
B	GEORGIA	OLD COMM. LOT	2407 GEORGIA AVE	34	33	1
B	GREENE	BURR GYM	6 TH & GIRARD ST., NW	46	44	2
B	HOWARD CTR.	HOWARD BOOK STORE	2224 GEORGIA AVENUE	249	240	9
B	JUST	BIOLOGY BUILDING	407 COLLEGE STREET	22	20	2
B	MACKEY	ARCHITECTURE	2366 6 TH STREET	56	53	3
B	MINER	MINER LOT	2402 6 TH STREET, NW	53	50	3
C	6 TH STREET	STUDENT RESOURCE CTR. (Computing Svcs.)	6 TH & BRYANT ST., NW	10	9	1
C	8 TH STREET	BEHIND EAST-TOWER LOT	9T STREET, NW	34	34	0

C	9 TH & V STREET	OFF OF FLA. AVE.		70		
C	BANNEKER NORTH & SOUTH	OLD BUSINESS SCHOOL	2345 SHERMAN AVENUE	370	370	0
C	BETHUNE	BETHUNE ANNEX	4 TH & BRYANT ST, NW	216	209	7
C	BUNCHE	INTERNATIONAL AFFAIRS	2218 6 TH ST., NW	5	4	1
C	C.B.P.	SCHOOL OF COMM.	500 COLLEGE ST., NW	55	51	4
C	S.H.C.	UNIV. HEALTH CENTER	525 COLLEGE STREET, NW	14	13	1