

SAFETY GUIDELINES

Please remember that snow plows & snow equipment have the right of way at all times. Pedestrians and vehicles should allow a wide safety area around plows/equipment when they are working. While all operators try to watch out, their main focus is on the job of removing snow for public safety. Walking or driving too closely behind equipment can endanger you and the snow plow operator.

Staff and students are encouraged to wear proper footwear for snowy and icy conditions, and to plan on taking extra time to reach destinations because of weather conditions. 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. In addition, proper snow and ice traction tires on your vehicles are advisable during the winter months. Remember, primary responsibility for your safety resides with you... please be careful.

During plowing activities:

Any vehicle parked or abandoned on a campus drive, in a fire lane, or otherwise illegally parked and interfering with plowing activities, is subject to immediate tow, without warning and at the owner's expense.

Salem State University may declare a snow removal emergency. During a snow removal emergency and upon notification via email and announcements placed in the Salem State University Information TVs and the residence halls, students will be asked to move their vehicles in a specified order from lots to allow for a clean removal of all snow. The notifications will identify the alternative parking location for that day and the sequence of lots to be cleared. During a snow emergency vehicles remaining in lots that are scheduled to be cleared, are subject to tow at the owner's expense, these vehicles risk being stranded in snowdrifts due to plowing activities. For safety considerations Plow Drivers must stay a safe distance from parked vehicles while plowing. Salem State University personnel are not responsible for removing snow from a parked vehicle. Snow shovels may be checked out by students to assist in clearing the snow around their vehicle.

University Facilities Department follows a detailed process for systematic snow removal:

- When roads become icy, salting will begin.
- When Parking Lots become icy or lines become obscured, salting will begin.
- When the depth of snow on the roadways is approximately two inches plowing will begin.
- When snow in parking lots is between two and four inches, parking lot plowing will begin.
 - It should be noted that it is virtually impossible to clear parking spaces in the parking lots while cars are parked there. Snow storms which happen during a work day are handled by keeping parking lot entrances and aisles open. The parking surface for vehicles is cleared overnight after cars have departed the lot.
- Parking lots are cleared by plowing lots nearest academic buildings then service areas and residential lots. Ideally, all these areas are cleaned simultaneously when enough people and equipment are available.

- During an especially concentrated storm, it may be necessary to continually return to plowing of campus roadways and egress lanes from parking lots. Areas lower on the priority list may have to wait until the storm subsides.

Under normal circumstances sufficient personnel and equipment are available to clear roads, steps, walks and parking lots within **24 hours after simultaneous snowfall ceases**.

Priorities for Snowplowing

1. Campus roads / ADA access / Building entrances
2. Parking lots
 - A. Academic lots
 - B. Service lots
 - C. Residential lots
3. Walkways
 - A. Parking lot walkways to buildings
 - B. Lateral walkways
 - C. Walkways parallel to roads
4. Sidewalks
 - A. Primary walking routes- maintained during the snow event.
 - B. Secondary walking routes- cleared within 24 Hrs. after snow ceases

Entrances - Shoveled by Maintainers include building entrances, exits, and stairs.

Sidewalks and walkways- Include all public walkways between campuses, adjacent to streets and roads, direct access between buildings, and non-public access routes.

Special attention is paid to ADA access and Entrances/Exits to academic and residential buildings.

These areas are maintained on a continual basis and have a priority as high as campus roadways.

Parking Lot Operations

Primary goal is to maintain orderly, normal parking lot function with visible markings. Snow removal in parking lots is more difficult and time consuming than roadway snow removal. The following Snow parking policy has been approved by the Public Safety and Risk Management and the Facilities Department.

Nonessential staff, faculty and commuter students: the Public Safety and Risk Management and the Facilities Department officials don't take the closing of campus lightly and will only close campus when conditions are unsafe. When conditions are unsafe and the campus is closed PLEASE stay off campus. Not only will your vehicle on campus cause delays in snow removal efforts your personal safety as well as the safety of your vehicle may be at risk. Exception to this rule may be granted through the Public

Safety and Risk Management Office or the appropriate Vice President. In all cases parking will be limited to designated snow parking areas. For the safety of our drivers and vehicles all shuttles and buses cease operations when the campus is closed for weather related emergencies. Public Safety and Risk Management will constantly monitor road conditions and may begin limited campus shuttle service when deemed safe to do so.

Residential Students: Resident students are asked to check with their RD to determine where their vehicles should be parked during the snow emergency. Vehicles should be moved back to their designated lot 24 hours after the snow emergency is lifted. For the safety of our drivers and vehicles shuttles and/or buses are not running when the campus is closed for weather related emergencies.

SNOW OPERATIONS MAP



Walkway High Priority	Sidewalk Low Priority	Door Entrances High Priority
Parking Lot High Priority	Parking Lot Low Priority	Snow Pileup