

2024-2025 SNOW REMOVAL PLAN

I. PURPOSE

The purpose of this plan is to set forth the policy, procedures and responsibilities for the efficient and timely removal of snow and ice from the Hofstra University campus.

II. GENERAL

- A. Snow removal operations are emergency in nature. It is, therefore, imperative that all Plant, Custodial and Grounds personnel understand that the requirements for snow removal are top priority.
- B. This plan is in effect from November 1st to April 1st each year unless extended by the Director of Physical Plant.

III. WEATHER REPORTS

On normal working days, the Associate Director in charge will have available the latest weather reports at least at the beginning and end of each day. This responsibility will be handled by Public Safety on weekends and holidays.

IV. NOTIFICATION PROCEDURES

A. During regular working hours:

The Associate Director in charge will notify the Director of Physical Plant Department of the possibility of snowfall.

B. Non-working hours:

1. The Public Safety Dispatcher will call the Director of Physical Plant at (C), who will in turn notify Vice President Paul Romano, when snow accumulation is predicted. The Director or his representative will make additional notification as required and initiate notification plan.
2. Telecommunications will be notified if 4" or more of snow is predicted to alert people that parking lots at Netherlands, Colonial Square Drive, Nassau West Lot and Suffolk East Lot are being closed due to expected heavy snowfall.

- C. Public Safety Dispatcher will inform Zabis Munoz-Isme of the prediction of snow accumulation & the status of snow removal operations, who will notify Jessica Eads
- D. Public Safety Dispatcher will notify Helen Latimer at Telecommunications who will implement emergency telephone information procedures.

V. CONCEPT OF SNOW REMOVAL OPERATIONS

- A. Priority for snow removal operations as follows:
 - 1. Teamsters
 - a. Fire lanes, North Campus - Netherlands.
 - b. Fire lanes, South Campus.
 - c. Access to all loading zones: Memorial Hall loading dock, Student Center loading dock, Library, Arena, Netherlands loading dock, J.C.A. Playhouse, Hofstra USA, Alliance, Bill of Rights, Constitution, Enterprise, Estabrook, Vander Poel Halls and School of Medicine (SOM).
 - d. Hofstra Information Center - Public Safety.
 - e. Parking fields as directed by DPP - #1, 6, 6A and 7
 - f. Baldwin Court parking lots
 - g. Medical School
 - h. Other areas as directed by DPP.
 - VI. Signage will be placed around entire campus as per attached plan as indicated for snow removal activities.
 - 2. Custodial and Grounds
 - a. Sidewalks, ramps and stairs, vicinity of the dorms. Also, handicapped walks from dorms to Student Center.
 - b. Sidewalks, ramps and stairs, vicinity of Student Center, Wellness Center/UCH, Day Care Center (Duncan Road and Cherry Lane).
 - c. Handicapped ramps and elevator entrances - South Campus.
 - d. All sidewalks and steps on South Campus, including west sidewalk on California Avenue, from Hempstead Tpke. to south end of the Law

School, east of California Avenue at Monroe Hall and the adjacent sidewalks.

- e. Other sidewalks, North Campus, including all dorm walks, Student Center to dorms, University Club (Mack Hall), north, east and west, Student Center to Netherlands, Arena, Physical Ed. Bldg.. (PEB) & SOM.
- f. Other areas as directed by Associate Director.
- 3. In the event of extremely heavy snowfall, plowed snow will be trucked to the North and East Campus for disposal (see map).
- 4. All above priorities may be altered by DPP based on actual conditions and availability of personnel and equipment.

VI ACTIONS TO BE TAKEN

- A. Director of Physical Plant (or the person assuming the responsibility for snow removal).
 - 1. Overall supervision and responsibility for the implementation of the plan.
 - 2. Initiate and directly supervise actions set forth in the plan.
 - 3. Establish operational control center in the Plant Office. Includes preparation of detailed operational overlay.
 - 4. Notify contractors to initiate snow removal when required. Assign necessary personnel to maintain a time log for leased equipment and to supervise operations of leased equipment on site.
- B. Associate Director (Plant Department)
 - 1. Assume the responsibilities of the Physical Plant Director during his absence.
 - 2. Prepare equipment for snow situations and verify equipment status.
 - 3. Keep snow removal equipment fully fueled at the end of each day.
 - 4. Clear roadways and parking fields.
 - 5. Assist in clearing sidewalks during extreme snowfall.
 - 6. Assist Grounds personnel on stockpiling sand and ice-clearing agents.
 - 7. Maintain mail delivery.

C. Director of Campus Operations

The Director of Campus Operations (or his authorized representatives) will insure accomplishment of the following actions by Grounds and Custodial Services:

Associate Director of Custodial Services

1. General
 - a. Dormitory Custodians will be responsible for cleaning entrances, steps and walkways from dorms to common roadways.
 - b. Building Custodians will clear steps and walks leading from their buildings to common sidewalks and front of buildings.
 - c. All Custodians will be available for general clearings, as directed by the Associate Director or his authorized representative.
 - d. Shovels, ice choppers and ice melting agents stored in each of the dormitories will be made available during snow emergencies and issued to Custodian involved in snow removal.
 - e. Each dorm has a barrel of salt/sand adjacent to the basement ramp. This should be used for the driveways only. Rock salt is not to be used on any sidewalk. Use ice pellets.
2. Custodial Managers assigned are responsible for keeping areas on the South Campus in a safe condition.
3. Custodial Managers assigned are responsible for keeping the following areas on the North Campus in a safe condition - all residence halls, PFC, Swim Center, Health Dome, Wellness Center/UCH, Mack Hall, SOM and the Student Center. Special attention should be given to handicapped walkways and the Student Center.

Director of Grounds and Landscaping

1. All Groundsmen will be required to report for general clearings, as directed by this Director or his authorized representative.
2. During school hours, snow removal will start on site and around buildings as soon as the snow starts.
3. No gasoline in tanks, cans or snow blowers are to be left in dorm

basements or in any building. Tanks will be drained and caps removed for venting prior to storage within a building.

D. Director of Public Safety

The Director of Public Safety, in coordination with DPP, will prepare traffic control and parking plans. Once the snow plan has been initiated, the following procedures will commence to allow for maximum snow removal.

1. When the Plant Department receives indication from the Weather Bureau that there is going to be snow accumulation of 4 or more inches, notification is to go out to residents of the Netherlands and Colonial Square that the Netherlands parking areas will be closed. They are to move their vehicles to parking field # 7. The parking strip on Colonial Square Drive from Jamestown to New York House and south to the PFC will also be closed. Access to the Fitness Center is to be made via the parking lot southeast of the parking area itself. Vehicles moved from the Netherlands and Colonial Square should be moved to parking fields # 6C and 6D.
2. North Campus gates will be secured with the exception of the South Oak Street gates to parking field # 7 as soon as events have concluded or have been canceled. Signs posted at all gates.
3. South Campus gates will be secured as soon as all classes have concluded or have been canceled. Where gates do not exist, parking lot will be secured with chains and reflectors.
4. Southeast campus gates will be secured with the exception of the South Road gate on California Avenue to parking fields # 1, as soon as, all classes have concluded or have been canceled.
5. All automatic gates must be turned off in the raised position, so snow vehicles are not impeded in clearing driveways.
6. All resident students are to be directed to parking field # 7 (east of Oak Street and west of the Towers) and all evening personnel are to be directed to parking field # 1. All vehicles on South Campus are to be relocated to parking field # 1 & 1A.
8. Gates will be opened by the direction of the DPP as fields have been cleared.
9. All metal fencing in the parking lots must be stored out of the working area of the snow plows.

10. If the prediction of 4" or more snow is forecast, the Department of Public Safety will close the parking lots to the Netherlands, Colonial Square, Nassau West lot, Suffolk East lot prior to the storm developing.