



EASTERN NAZARENE COLLEGE SNOW REMOVAL DEPARTMENTAL STANDARDS

INTENT:

To define responsibilities and establish procedures for removal of snow vital for the access to and egress from properties owned by Eastern Nazarene College

HISTORY:

It is desired by the entire ENC community to have all hard surface areas cleared of snow in such a manner as to allow safe, orderly movement of vehicular and pedestrian traffic. This requires that the cooperation of all community members in moving personal and college vehicles at designated times to ensure the quick and safe removal of snow from parking lots. By following this policy maximum parking space will be available for the entire community, parking lots and walkways will be kept as safe as possible and important access and egress areas will be kept open in case of emergency. In all cases the Eastern Nazarene College Grounds Department, in conjunction with the Maintenance and Housekeeping Departments, will be responsible for the overall clearing of snow and ice from all pedestrian entrances and walkways. Salting of hard surfaces shall begin after plowing or when hazardous conditions exist. Questions or concerns regarding snow/ice control should be routed to the Director of Facilities, Maintenance Manager or the Grounds Manager.

GENERAL GUIDELINES:

1. At the beginning or during a snow storm, all areas will be continually monitored by the Grounds Department. If conditions warrant, the priority areas to be cleared first as best as possible are the following:
 - A. **Priority areas for snow removal by plow** of such areas as, Fire Lanes, Fire Gates, Access Roads, Roadways, and Parking Lots.
 - B. **Priority areas for snow removal by hand** of such areas as, handicap ramps, emergency entrances/exits, steps, and walkways.
2. After the snow storm in order to facilitate the removal of remaining snow from all parking lots you will be required to temporarily move your vehicle to an assigned lot while snow is being cleared. You will be notified by a Community Notice posted around campus as well as alerted via E2Campus as to the following:
 - A. Time Schedule of when Parking Lots are to be cleared.
 - B. Instructions on where to park your vehicle while the lots are being cleared.
 - C. When you can return your vehicle to its usual parking space.

3. ALL community members, (students, staff & faculty) who have a vehicle and park in college parking lots or use public streets contiguous to college property will be required to:
 - A. Register with the security office – no exceptions – In the event of snow removal and or when an emergency exists and vehicles are needed to be moved, the Facilities and Security office must have contact information to help facilitate the move or the vehicle needs to be towed, it will be towed at the owner's expense.
 - B. Sign up with the ENC Alert system – E2Campus – The vehicle owner has the option to either have a message sent as an Email or Text Message. This can be accomplished by going to the ENC website and then follow the instructions. Once signed up, the user will receive alerts for snow removal or state of emergency messages, weather cancellations or delays, and notifications of parking restrictions.
 - C. When the possibility of snowfall exists, residents who regularly park within the interior parking lots (behind Young and Cove) and who are planning on being away from campus for any reason are required to park their vehicles in the Waterston Parking Lot during their absence. This includes residents, faculty, staff and students.
 - D. When the possibility of snowfall exists, residents who park on streets contiguous to college property and who are planning on being away from campus for any reason are required to park their vehicles in the Waterston Parking Lot during their absence. This includes residents, faculty, staff and students.
 - E. Visitors of residents or residents needing temporary parking for a vehicle are to contact Security at extension 3911 to register the vehicle and arrange for a temporary parking pass. There is no charge for this temporary parking pass.
 - F. NO OVERNIGHT PARKING will be allowed in the Wendell or Gym parking lots. This will help to facilitate the snow removal process in these lots throughout the storm and provide parking for the ENC community while snow removal is being performed in the Young and Cove parking lots after the storm.

4. Everyone's cooperation will enable the snow removal crews to remove as much snow and ice as possible in a timely manner to ensure the safety of personnel, vehicles and property while maximizing the already limited parking available.

Approved by the President's Cabinet: January 15, 2010

Published in:

The Administrative Policy and Procedure Handbook

Student Handbook

Employee Handbook

Security Post Orders

Security Web Page