

William Paterson University

Snow and Ice Removal Plan

Purpose

The purpose of this Snow and Ice Removal Plan is to protect the safety of students, faculty, staff, visitors, and University property while maintaining essential campus operations during winter weather events. This plan establishes the procedures, priorities, and responsibilities for responding to snow and ice events on the William Paterson University (WPU) campus.

Snow and ice removal operations will begin as early as practical and continue as necessary until roads, parking areas, sidewalks, building entrances, and other designated travel routes have been restored to safe operating conditions.

Operational Overview

Physical Plant Operations (PPO) personnel from Grounds, Custodial Services, and Plant Operations are designated as **essential personnel** during snow and ice events. These employees are responsible for maintaining safe access throughout the campus by clearing roadways, parking lots, sidewalks, stairs, and building entrances.

During winter weather operations:

- Snow and ice removal activities take precedence over all non-emergency departmental work.
- Essential personnel are expected to report to work during their assigned shifts unless otherwise directed.
- Staff may be reassigned as operational needs dictate.
- Snow removal operations will continue until campus conditions are deemed safe.

The Director of Physical Plant Operations and the Superintendent of Institutional Grounds Maintenance share responsibility for implementing and overseeing this plan.

Weather forecasts will be reviewed whenever snow or ice is anticipated within the next 24 hours to determine staffing requirements, pretreatment activities, and operational readiness.

University Operations During Winter Weather

Decisions regarding delayed openings, class cancellations, remote operations, or campus closures are made in accordance with the William Paterson University Emergency Operations Plan.

When weather conditions significantly impact University operations:

- Official notifications will be distributed through the University's emergency notification systems and communication platforms.
 - The University website will provide the most current information regarding campus operations and event cancellations.
 - University-sponsored events may be postponed or cancelled when conditions warrant.
-

Pretreatment Operations

Prior to anticipated winter weather, Grounds personnel may pre-treat selected roadways, sidewalks, ramps, stairs, and pedestrian areas.

Pretreatment may include:

- Liquid anti-icing products
- Rock salt
- Calcium Chloride
- Safe-Step or equivalent environmentally responsible deicing materials

Pretreatment timing will depend upon weather forecasts, pavement temperatures, and expected precipitation type.

Sidewalk, Stairway and Building Entrance Operations

Snow removal operations for sidewalks, stairs, ramps, and building entrances will begin when snowfall reaches approximately **one-half (½) inch**, or sooner when freezing precipitation creates hazardous conditions.

Building entrances serving primary pedestrian routes will receive first priority.

Roadway Operations

Roadway operations begin whenever snow or ice accumulates on pavement surfaces.

Activities include:

- Pretreatment prior to storms
 - Continuous plowing during active snowfall
 - Application of rock salt
 - Additional deicing after snowfall ends
-

Parking Lot Operations

Parking lots will generally be cleared after primary roads have been opened and stabilized.

Operations include:

- Snow plowing
- Salt application
- Opening driving lanes
- Clearing parking stalls as conditions permit

During major storms, sections of parking lots may be temporarily closed to facilitate snow removal.

Ice Control

Because freezing rain and black ice can develop rapidly, ice control operations may continue independently of snowfall.

Grounds personnel continuously monitor pavement conditions and weather forecasts.

Ice control measures include:

- Spot salting
- Calcium Chloride application
- Safe-Step application
- Repeated inspections of known problem areas
- Treatment of bridges, ramps, stairs, and shaded walkways

Reporting Hazardous Conditions

Members of the University community are encouraged to report hazardous snow and ice conditions immediately.

During normal business hours (Monday–Friday, 8:00 a.m.–5:00 p.m.)

- Physical Plant Work Control
- Extension 2142

After normal business hours

- University Police/Public Safety
- Extension 2300

Reports should include:

- Building or location
- Nature of the hazard
- Severity of the condition

Prompt reporting allows Physical Plant Operations to respond quickly and reduce potential hazards.

Safety

All members of the University community share responsibility for maintaining a safe campus during winter weather.

Individuals should:

- Exercise caution while walking or driving.
- Wear appropriate winter footwear.
- Allow additional travel time.
- Use designated Snow Walks whenever possible.
- Observe barricades and temporary closures.
- Report hazardous conditions promptly.

Although every reasonable effort will be made to maintain safe conditions, changing weather conditions may create slippery surfaces before treatment crews can respond.
