

KEENE STATE COLLEGE PARKING AND MOTOR VEHICLE POLICIES

Addendum: Snow Removal-Winter Storm Protocol

Effective 12/14/2011

Introduction: The following protocol is intended to clarify campus snow removal procedures both during and after winter storms. The priority during winter storms is always on the safety of the campus community, including those conducting snow removal operations. Campus roadways, parking lot travel lanes and walkways are cleared and monitored throughout storm events in an effort to provide the safest vehicular and pedestrian travel paths possible given the conditions of each storm.

Each winter storm event differs in intensity, accumulation, accumulation rate (inches of precipitation per hour), and timing and duration. Winter storms sometimes occur in succession to each other leaving little time between events to fully clear accumulation. These variations impact the manner in which snow removal is conducted and must be taken into consideration when winter storms occur.

During Storm Events

1. During storm events, Grounds will begin snow removal as early as possible. The Grounds supervisor may delay snow removal if staff safety is compromised by the weather conditions.
2. Grounds' primary focus is snow removal from campus roadways, parking lot travel lanes and campus walkways. Grounds staff is not responsible for shoveling out individual vehicles or parking spaces.
3. Grounds will plow snow to predetermined areas in an effort to minimize the impact snow storage will have on the availability of campus parking and pedestrian travel.
4. Snow removal on city streets and sidewalks is the responsibility of the City of Keene Department of Public Works (352-6550).

Snow Clean Up and Removal

Snow clean up and removal is generally conducted during weekends however, Grounds reserves the right to conduct these operations at other times when circumstances dictate.

1. During the week prior to snow clean up operations, Grounds will provide a snow removal plan to Campus Safety and Parking to include which lots will be plowed and the approximate days and times plowing will begin and end.
2. Campus Safety/Parking will notify the campus community which lots are scheduled for snow removal, the approximate time frames for which the lots will be closed, and which lots will be available for alternate parking. Notification will be made via the following means:
 - a. Posted announcement on the MyKSC site,
 - b. E-mail to students via KSC Mailcruiser accounts, and
 - c. E-mail to faculty and staff members via the campus global address list (GAL)
 - d. Posted notice at the Parking Office and Campus Safety
 - e. Notification sent to Residential Life Staff

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3. Notification will occur no less than 12 hours prior to scheduled snow removal operations. For example, if snow removal will begin on Saturday morning at 7:00 am, the notification will go out no later than 7:00 pm on Friday.
4. Campus Safety will put up barricades or cones at the entrance(s) to the lots scheduled for snow removal operations.
5. Approximately 2 hours prior to scheduled snow removal operations, Campus Safety officers will begin ticketing vehicles remaining in lot(s) scheduled for snow removal operations. Campus Safety will not contact vehicle owners individually to have vehicles moved.
6. Approximately 1 hour prior to scheduled snow removal operations, Campus Safety officers will begin towing vehicles remaining in the lot(s) scheduled for snow removal operations. All vehicles will be towed off campus and the vehicle operator/owner will be responsible for ticketing/towing charges.
7. Once snow removal operations have been completed, the lot will be re-opened for parking in accordance with campus policies.