GUIDELINES:
Issued: Date Issued – December 23, 2014
Revised: Date Revised – December 23, 2014

PURPOSE:
The purpose of this policy is to establish procedures for activating and managing snow and ice removal/mitigation during periods of inclement weather. The St. Louis Metro Area is located in the Midwestern United States and normally experiences several ice/snow events including accumulation during December, January and February each year. Snow has been known to fall as early as late October and late as the end of April.

DEFINITIONS:
BSR – Current snow removal vendor contracted by the university for snow removal.

PROCESS:
Overview
Due to improvements in meteorology, many winter storms are predicted in advance. While predictions are more accurate today, the actual scope of the event will not accurately be known until the winter precipitation begins to fall.

The Garage Supervisor in coordination with the designated BSR representative will normally monitor pending inclement weather situations to evaluate the potential impact on the School of Medicine campus.

The Garage Supervisor has primary responsibility for snow and ice removal/mitigation activities on campus including but not limited to campus-owned roadways, sidewalks, parking areas, common spaces and other WUSM spaces as deemed appropriate. Additionally, the Garage Supervisor provides oversight and management of the snow removal contract.

The WUSM Emergency Management group will maintain regular communication and close coordination with the Garage Supervisor to provide any emergency campus messaging or assist with organization coordination needs should a snow/ice event escalate to severe levels.

Actions
All telephone calls from the WUSM campus community related to snow/ice (impacted roadways, snow removal services, ice accumulations, “spot” refreezes, icy sidewalks, etc.) should be directed to the Facilities Integrated Service Center (FISC) at 314-362-3100. The FISC will be responsible for notifying the Garage Supervisor of such reports.

The Protective Services Communications Officer on Duty will also monitor the situation in the Dispatch Center at 4526 Children’s Place. If the Communications Officer receives telephone reports for snow or ice accumulation, they will forward the call to the Facilities Integrated Service Center (F.I.S.C.) at 314-362-3100.

Protective Services mobiles will be equipped with a small bucket of chemical melt to address spot refreezes. If the Communications Officer receives a report of spot refreezing, a Mobile Officer will be dispatched to apply chemical ice melt down onto the affected areas. The FISC will also be notified of
the refreezing, so they can inform the Garage Supervisor. Protective Services spot assistance does not relieve BSR of primary responsibility for snow and ice removal.

If a Protective Services Manager, Assistant Manager, Supervisor or Master Response Officer observes worsening weather conditions without a BSR response, the Protective Services representative should attempt to contact the Garage Supervisor and WUSM Emergency Management group about the situation. Under normal conditions, the Garage Supervisor will make the call on when to activate BSR’s response.

If the Garage Supervisor cannot be reached and Protective Services Management or Supervisory personnel determine a potential risk to life safety, it is within their authority and purview to activate BSR prior to or as they are making notifications to the Garage Supervisor.

Should the need arise to provide supplemental “spot” snow removal on a small scale for select or isolated areas on campus, the Facilities Operations Department maintains a limited number of staff that can provide assistance and support. This resource can be activated by contacting the Facilities Operations Computer Room at 314-362-3102.

**Injuries**

Any slip and fall injuries or other incidents caused by snow, ice and other winter weather will be handled by current Protective Services Policy and Procedure. However, notification of these injuries, incidents and outcomes should be made to the Director of Emergency Management.