

# **Abbreviated Snow Maintenance Policy 2015/2016**

## **Introduction**

This policy summarizes the plans outlined in the Snow Maintenance Policy. Each Phase is meant to address the level of the storm occurring or expected. The initial and ongoing responsibility of the Streets and Fleet management staff is to monitor weather conditions to ensure an appropriate response.

Prior to the snow season the Streets Department will have:

- Reviewed plow routes
- Inventoried materials
- Checked equipment status
- Reviewed personnel availability and skills

## **Phase I – Preparation for an Imminent Snow Event**

This phase is a preparatory phase prior to actually moving into the field. The Street Supervisor will monitor weather forecasts as they come via television, computer or radio which detail aspects of the storm along with consulting with Street and Fleet Director. The Street Supervisor will ensure that trucks are filled with fuel and loaded with proper materials used such as, Ice Slicer, liquid deicers, and in certain situations, salt and sand.

Personnel lists and crew members on site will be reviewed and a determination will be made based on weather forecasts whether to split crews for two twelve hour shifts (day crew and night crew) or maintain one shift.

During this phase of snow maintenance the City of Brighton Streets and Fleet Department will be preparing for initial snow maintenance deployment. This section will outline the process for preparing for a snow deployment.

## **Phase II - Initial Snow Maintenance Deployment**

This section will deal with the actual initial deployment of the city crews performing snow maintenance on the streets of Brighton. Phase II consists of standard operating procedures involving just the street crews, possibly splitting the crews but not recruiting other departments in the city.

Depending on expected conditions, the phone call center may be activated to help keep citizens informed and to allow for reporting of potential problem areas.

Streets staff will deploy and may be split into two shifts if the weather is expected to continue. Residential streets are not plowed during this phase unless the snow accumulation is in excess of 12 inches during the storm and all primary, secondary and neighborhood streets are clear but low temperatures have kept the snow from melting on the residential streets.

The trucks will patrol streets and apply deicing materials where needed. When accumulations have reached an amount that truck mounted snow plows are functional the crews will lower the plows and begin plowing while monitoring where deicing materials will also be needed.

The parking area of streets will be used to windrow snow and will only be cleared in extreme conditions and only after all other roadways are safe to travel. In no case will snow be plowed to or piled on sidewalk areas or private property.

### **Phase III – Elevation of Status of Storm Response**

A Phase III deployment is instituted when the conditions have degraded, or are expected to degrade, to the point where operations need to change from normal operations within the streets division to the possibility of involving other divisions and equipment.

The upgrade of the response from Phase II to Phase III will be initiated by the Street Supervisor and the Streets and Fleet Director in coordination with the City Manager. Phase III is a deployment where the conditions have progressed to the point where normal snow maintenance operations by the street division are not sufficient to stabilize conditions and management may begin to draw from other departments for assistance in personnel and equipment. Phase III Snow Maintenance is the level at which the incident command system for the City of Brighton goes into effect. The Emergency Operations Center (EOC) may be activated and will include those Emergency support functions needed. The call center will operate to keep information available. Though there is no exact measurement that will trigger the transition from Phase II to Phase III, the conditions that approximate the change may be 12 inches of accumulation with windy and freezing conditions. Residential streets are not plowed until the primary, secondary and neighborhood streets are under control and at least passable. Residential streets will be plowed with a single pass and only to a point that the remaining snow is passable in most vehicles.

Alternative crews need to be added to accommodate added equipment being deployed. Personnel assigned from other departments or divisions will be in the following order:

1. Construction Inspectors Division.
2. Utility Division.
3. Parks Division.

The Street Supervisor will ensure that personnel from the callout list are notified and informed of their assignments. Parks will already have been deployed in other areas of the City and especially in parking lots. Alternate staff will report to the street shop for deployment, instructions and assignments are given out and explained.

At this point of the operation, there should be all possible resources or equipment out on deployment within the City of Brighton concentrating on the primary routes. Secondary routes will be plowed only after primary routes are minimally passable. Neighborhood connectors are only plowed after Primary and secondary routes are passable for emergency responders.

The street supervisor will at this time also be rotated onto a shift work schedule. Duties will be transferred to a designated responsible person after a briefing takes place. Shifts for supervisors will stagger from shift changes for crews to provide current knowledge for the “Supervisor on duty” to

make adjustments in operations from one crew shift to another. The Street Supervisor will update the Streets and Fleet Director or the Public Works representative in the EOC on a regular basis and for any changes in operations. The updates should be at least hourly, but more often if necessary.

## **Phase IV – Declared Emergency**

A Phase IV Deployment is called when the conditions have been declared by the State, Federal or Local jurisdiction as an emergency. This declaration of an emergency requires that all efforts possible are instituted to prevent damage and to ensure the safety of our residents and visitors. The purpose of this section is to explain the procedure for a high level of snow accumulation throughout the City of Brighton with or without wind involved. The Emergency Operations Center (EOC) is activated. Other actions that may have taken place are:

- City crews have been deployed
- City's Call Center is now being monitored 24 hours per day by City staff.
- City crews from other departments have been assigned for the street divisions use and divided into two 12 hour shifts.
- Equipment from other divisions has been deployed for the street division's use.
- Every piece of available equipment from the City of Brighton has been deployed to work on the streets.
- The ability to keep up with the safe passage of city streets may have been compromised by the current storm conditions.
- Responses from Phase I to Phase III have been exceeded.
- Weather forecasts predict more accumulations.
- Communications between the City Manager, Streets and Fleet Director, and the Street Supervisor has taken place concerning the magnitude of the current storm and street conditions.
- Surrounding area may have been declared an emergency by State, federal or Local Government.
- Additional equipment will be retained to assist in operations. This would be private contractors who have appropriate equipment needed to assist along with their own operators.
- Emergency response needs to be coordinated through the EOC so that anyone requiring dialysis, emergency medical treatment or oxygen can be accommodated.
- Added personal items for employees need to be distributed to the areas in which we have working crews. Items such as food, bedding, bottled water, snacks, coffee, etc.

Accommodations need to be provided for employees who cannot travel home and are staying in the city limits during the duration of the storm.

## **Closure**

After the storm has subsided and the conditions are under control and stable, operations will be scaled down to in-house streets operations and crews will report to their original departments. Contractors have been released from their commitments to the city. All Primary, Secondary, and neighborhood collector streets are at least passable.

After a storm of this magnitude, there is still administrative work to be done and other operations which need to be considered or maintained. The following are some examples of other items under consideration are:

- Emergency Declarations have been lifted.
- Damage to infrastructure needs to be evaluated.

- Debriefing of personal who worked the storm for upgrading operations or changing operations for future considerations
- Drainage issues need to be monitored to insure adequate drainage.
- Sweepers are needed at this time to pick up sand as soon as weather permits.
- Sweepings need to be hauled off to the local land fill for proper disposal.
- Receipts and invoices need to be processed for payment to vendors.
- Materials used need to be tracked and totaled for reports.
- Re-ordering of materials needs to take place to prepare for the next snow deployment.
- Reports need to be generated and dispersed to the proper departments for tracking and communication purposes for future reference. Some of the reports are:  
Hard costs. Contractors, Salt and Sand, Ice Slicer, Liquid deicer, Grader and plow bits, Fuel consumption, Repairs, etc.
- Soft costs. Salaries, Overtime hours and pay, Food, Beverages,
- Damage to infrastructure. Curbs, Gutters, Asphalt, inlets etc.
- Mileage traveled by trucks and hours by equipment are recorded.
- Repairs needed to equipment used during the storm are completed.
- Items are to be re-ordered or re-stocked.

It is the intention of the City of Brighton Streets and Fleet Department to achieve safe passage for its citizens and visitors to the City of Brighton before, during and after any snow that occurs. The primary concern is always to ensure passage for emergency responders. The city is constantly trying to improve existing equipment and use of new technology to become more efficient in its operations for its snow maintenance procedures.