During the winter season, snow and ice removal is crucial for the continuous operation of Century College to ensure the safety of students, staff, and visitors. Since these operations may be required at any time—day or night, seven days a week—during the winter months, having a plan in place is vital. This plan outlines the responsibilities and priorities of the personnel tasked with these operations.

The general plan for snow and ice removal is as follows: Designated snow removal personnel (Grounds Crew), call-in personnel (Maintenance Workers), and on-duty personnel are responsible for clearing snow from building sidewalks, entrances, the Bridge, handicapped parking stalls, parking lots, and roadways. Facilities personnel assist with snow and ice removal activities. Prior to and during a snow or ice event, designated snow removal staff are notified and prepared for action. Grounds Crew (GRW) staff, General Maintenance Workers (GMW) staff, and some student workers contribute to the snow removal operations.

**Snow or Ice Emergency Assignments**

Snow removal tasks will be prioritized as follows for essential personnel:

A. **Grounds Department Employees** - This includes two permanent employees, one bridge operator, and a supervisor.

B. **General Repair Workers** - Two employees will be enlisted to assist the grounds crew with snow removal when heavy snowfall of 1 inch or more is expected. GRWs are normally contacted in advance if heavy snow is imminent; otherwise, they will be called upon as needed.

C. **The Night Crew** - The Night Crew is tasked with ensuring college doorway entrances and the bridge are accessible for classes. Snow and ice removal equipment is stored on the bridge for the Night Crew’s use.

For significant snow events (accumulations of more than 1 inch), a contractor will be engaged to clear snow from roadways, parking lots, and entrances.

**Public Safety Recommendations for Employees and Students:**

1. **WEAR PROPER FOOTWEAR**: Dress shoes may be slippery; wear boots during your commute and change into your work shoes once you arrive.

2. **PAY ATTENTION**: Be mindful when exiting your car and while walking in parking lots and buildings.

3. **TAKE YOUR TIME**: When you encounter an icy patch, take small steps and proceed with caution.

4. **KEEP YOUR HANDS FREE**: Avoid putting your hands in your pockets while walking. Use handrails when entering and exiting buildings.

5. **LIMIT CARRIED ITEMS**: Carrying too many things can obscure potential hazards and affect your balance.

6. **CONTINUOUS SNOWFALL**: Prioritize parking in the green lots, as they are plowed first. If these lots are full, use the yellow lots. Plowing will proceed according to the designated color codes and corresponding times.

Please report icy spots to Facilities at 651.779.3312. Additionally, buckets of ice melt will be positioned at main entrances, exits, and bridge accesses. Should you encounter ice on the sidewalks, you are encouraged to apply ice melt to these areas.

**EQUIPMENT**: Our snow removal arsenal includes several tons of salt, two salt trucks, a Kubota vehicle equipped for salt spreading, and walk-behind spreaders for targeted application.
Snow and Ice Management Plan

**East Campus**

Parking #1  
(park here first)

Parking #2  
(park here second)

Parking #3  
(park here third)

During continuous snowfall, please prioritize filling the green parking lots before moving on to the yellow ones. Should the first two be full, proceed to park in the blue lots, and so on. This strategy helps to maintain cleaner and more available spaces throughout the season.

**West Campus**

Parking #1  
(park here first)

Parking #2  
(park here second)

Parking #3  
(park here third)

During continuous snowfall, prioritize filling the green parking lots first, followed by the yellow ones. If these are full, proceed to the blue lots, and so forth. This approach ensures that more parking spaces remain clean and available throughout the season.