PURPOSE
This policy provides guidelines to ensure that an appropriate response is initiated and that relevant information is communicated to key personnel when an inclement weather event occurs.

The goal of the policy is to provide a safe and accessible University of Nevada, Reno (UNR) main campus each business day. On weekends and holidays, the goal will be to achieve this in conjunction with scheduled events or before 10:00 a.m., whichever comes first.

SCOPE
This policy applies to all Facilities Services employees. The policy addresses specific actions for after-hours, weekend and/or holiday response.

DEFINITIONS

After-hours – Period of time other than normal business hours.

Normal Business Hours – Designated as Monday through Friday from 8:00 AM to 5:00 PM.

Scheduled or Special Event – A function held at the University outside of regular business hours.

Surprise Event – A major weather event impacting the Reno/Sparks area not forecasted in advance.
Forecast Event – A severe weather alert for winter storms, flash flooding, high wind advisory/warning or any other severe weather warning (ice storm, tornado, severe thunderstorm) issued by the National Weather Service for the Reno/Sparks area.

Major Snow Storm – A weather event with greater than four inches of snow accumulation or an accumulation rate of two inches or greater per hour.

Flash Flooding – Heavy rain with rates near or exceeding one inch per hour. Associated with a severe thunderstorm, hurricane, tropical storm, or melt water from ice or snow causing overflowing waterways and breaching water containment areas; causing excessive flooding.

High Wind Advisory – An advisory that sustained surface winds exceeding twenty five mph over land are either predicted or occurring for an unspecified period of time.

High Wind Warning – A warning for sustained surface winds greater than 40 mph and lasting more than an hour; or winds over 58 mph over land that are either predicted or occurring for an unspecified period of time.

Ice Storm – Ice accumulations of a quarter inch or more are expected.

Tornado – A severe thunderstorm has developed and has either produced a tornado or radar has indicated intense low-level rotation in the presence of atmospheric conditions conducive to tornado development.

Severe Thunderstorm – Atmospheric conditions are favorable for the development of severe thunderstorms, producing at least 1 inch diameter hail and/or 50 knot (58 mph) or greater wind speeds.

Priority 1 – Area designated primary for snow removal purposes.

Priority 2 – Area designated secondary for snow removal purposes; to be addressed only after all Priority 1 areas are cleared.

GENERAL

The Assistant Director for Grounds Services will manage a severe weather response and maintain a four-month standby rotation schedule annually using the Essential Weather Staff list. Other Assistant Director(s) may be called to fill in this position or tasked to manage a specific type of weather event as directed by the Appointing Authority.

FORECAST MAJOR SNOW OR ICE STORM PROTOCOL

In the event a major snow or ice storm is forecast for the Reno/Sparks area, the following actions will occur:

Assistant Director for Grounds Responsibilities:
  • Assume full responsibility for planning and assembling all staff and giving direction to refresh or relieve staff.
• Hold pre-meeting muster at a designated location to give instruction, distribute work assignments, and hand out maps.
• Schedule a report time for all Grounds Services and Trash/Recycle personnel, a Fleet Service mechanic, and the first and second response weather team based on nature and duration of event.
• Work with Service Center front desk to instruct all assigned weather essential staff to dial radio to channel 1 (Facilities) and conduct roll-call to operators in the field
• Alert second response severe weather team, if warranted, a minimum of 4 hours prior to shift change.
• Designate command post for communication updates and shift change employees.
• Schedule contract snow removal when conditions warrant.
• Notify University Police Services On-duty Sergeant (775-745-6195) and provide snow removal plan.
• Provide periodic updates to key individuals and groups by email notification.
• Monitor special events schedule to ensure snow removal is scheduled.
• Ensure availability of appropriate snow removal equipment and provide for related crew member training.
• Delegate the responsibility to stage plows, sanders, spreaders, snow blowers, ice melt, and cinders prior to event.
• Delegate someone to lock chains at the top and bottom of the hill on East Stadium Way and Evans Avenue.

Heat Plant Operator Responsibilities:
• Monitor the forecast, the weather radar and the actual snow accumulation through the after-hours shift.
• Track, monitor and record the following information each hour:
  ▪ Snow accumulation
  ▪ Current weather radar (storm strength and direction)
  ▪ Current weather report (anticipated duration of the storm, advisories, warnings, etc.)
  ▪ Current road report (call 511 for the greater Reno-Sparks area)

• At 9:00 PM before and during a major snow storm, contact the Assistant Director of Grounds Services to provide a brief update using the information above.

• At 5:00 AM on weekdays, contact the Associate Vice President for Facilities Services if snow accumulation during the previous night/early morning exceeds three inches to provide a brief update using the information above.

• Clear snow and ice on stairs, entryway and subsurface ice melt system on the north side of the Ansari Business Building, using provided appropriate equipment.

Assistant Director for Structural Services Responsibilities:
• Ensure that assigned personnel are notified and prepared to report for duty with the appropriate tools and equipment to their assigned snow removal team leader.
• Inform assigned personnel where tools, equipment, and ice melt are located prior to an inclement weather event.

**Assistant Director for Utilities Responsibilities:**
• Ensure that assigned personnel are notified and prepared to report for duty with the appropriate tools and equipment to their assigned snow removal team leader.
• Inform assigned personnel where tools, equipment, and ice melt are located prior.
• Ensure all subsurface ice melt locations are functioning prior and during a snow/ice event.

**Assistant Director for Building Services Responsibilities:**
• Ensure that assigned personnel are notified and prepared to report for duty with the appropriate tools and equipment to their assigned snow removal team leader.
• Inform assigned personnel where tools, equipment, and ice melt are located prior.
• Ensure snow is cleared to twenty five feet from each building entrance and apply ice melt as needed.

**Contract Work:**
In specific parking lots requiring snow or ice removal, work will be subcontracted by ACE grading and paving for the following:
• North Lot between U.S. post office and Central Receiving
• Parking Lot east of Channel 5 KNPB on 17th St. and West Stadium Way
• Ponderosa Village
• Applied Research Facility parking lot on eastside
• Metered parking lot eastside of Knowledge Center
• Parking Lot between Judicial College and Cain Hall
• Fleischmann Agriculture bus turnaround
• Morrill Hall, Sarah Fleischmann, Orvis and Laxalt Mineral Engineering surface lots
• Jot Travis parking lot
• Artemesia building parking lot
• Virginia Street Gym and Church Fine Arts eastside parking lot and driveway
• Mack Social Science parking lot

**Priority Areas for Snow Removal:**
Priority 1 areas include major ingress and egress roadways used for emergency vehicle access and high traffic, main parking lots, principal stairways, main walkways, handicapped ramps and disabled parking spaces. The time estimated for snow removal of all Priority 1 areas is approximately four hours for a storm event with four inches of snow accumulation.

**Priority 1 Roadways:**
• Anelli Lane
• Applied Research
• Artemesia Way
• Canada Way
• College Way
- East Stadium Way (Lombardi Hill will be closed for access by University Police Services)
- East 15th Street
- Education Circle
- Engineering Way
- Enterprise Road
- Evans Avenue
- Insight Way
- Line Drive Way
- Medical Way, North and South Medical Way
- Stadium Way
- West Stadium Way
- University Way
- 9th and Center Street Intersection
- 10th Street
- 11th Street
- 15 ½ Street leading to West Stadium Garage
- 16th Street
- 17th Street

Priority 1 Parking Lots and Disabled Parking Spaces:
- Central Receiving
- Channel 5 KNPB
- Claude Howard Administration
- Continuing Education
- Davidson Academy
- Family Medical Center
- Howard Medical
- Lawlor Loading Dock
- Morrill Hall
- Nevada State Health Lab
- Pennington Medical
- Ponderosa Village
- Post Office
- Silver 1 (Clark Administration)
- Silver 2 (Sarah Fleischmann)
- Silver 4 (Church Fine Arts)
- Silver 8 (Fleischmann Agriculture and Palmer)
- Silver 14 (Nation Judicial College)
- Silver 16 and Joe Crowley loading dock
- Silver 17 (Lawlor & Student Services)
- Sports Medical

Priority 1 Stairways:
- Facilities Maintenance Services building walkway and steps
- Joe Crowley Student Union Stairs, west and south sides
- Lombardi Recreation Center, south stairs
- Knowledge Center Stairs, west and south sides
- Raggio Building Stairs, north and west sides
- Reynolds School of Journalism, east side
- Schulich to Cain Hall Stairs
- Ansari Business Building, east and west stairs
- Scrugham Engineering Quad to upper main Quad or Wolf Flow (North Side of Laxalt Mineral Engineering)
- Fleischmann Agriculture steps to upper Quad (north & southwest)
- 9th Street Stairs

**Priority 1 Walkways and Access Ramps:**
- Ansari Business Building Ramp
- Artemesia Building Ramp (west end)
- Canada Hall & Living Learning Center Ramp
- Church Fine Arts Ramp (northwest and southeast)
- Clark Administration (north end)
- Fleischmann Agriculture Ramp Through Breezeway
- Frandsen Humanities Ramp (north end)
- Jones Visitor Center Ramp (front entrance west)
- Judicial College Ramp (east side)
- Knowledge Center Ramp (northeast side)
- Laxalt Mineral Engineering Ramp (west end)
- Lawlor Ramp (northeast side)
- Leifson Physics Ramp (north side)
- Manville Medical Ramp (southeast corner)
- Morrill Hall Ramp (south end)
- Sarah Fleischmann Ramp (west end)
- Virginia Street Gym Ramp (northwest side)

**Liquid Ice Melt (Brine) Locations – Roadways:**
- 15th Street
- 16th Street
- 17th Street
- West Stadium Way
- East Stadium way
- Stadium Way
- West Stadium Parking Garage egress/ingress
- Bryan Whalen Parking Garage egress/ingress
- Enterprise Road
- Center Street north to Jones Center and east to Sarah Fleischmann
Liquid Ice Melt (Brine) Locations – Stairs and Ramps:
- Center for Molecular Medicine
- Pennington Medical Education
- Lawlor Event Center
- Joe Crowley Student Union, west and south side
- Lombardi Recreation Center, south side stairs
- Knowledge Center, west and south side
- William J. Raggio Building, north and west stairs
- Reynolds School of Journalism, east side stairs
- Schulpich to Cain Hall stairs
- Leifsen Physics, west side
- Ansari Business Building
- North Virginia Street pedestrian overpass
- Laxalt Mineral Engineering/Scrupham Wolf Flow
- Fleischmann Agriculture steps to upper Quad (north & southwest)
- 9th Street Stairs

FORECAST MAJOR FLASH FLOODING PROTOCOL

In the event a major flash flooding is forecast for the Reno/Sparks area, the following actions will occur:

Assistant Director for Building Services:
- Assumes full responsibility for planning and assembling all staff and giving direction to refresh or relieve staff.
- Engage flood response team to erect flood walls and stock sandbags at key locations.
- Hold pre-meeting muster the day before at a designated location to give instruction, distribute work assignments, and hand out maps.
- Schedule a report time for the first and second response weather team based on nature and duration of event.
- Dial radio to channel 1 (Facilities) and conduct roll call to operators in the field.
- Alert second response severe weather team, if warranted, a minimum of four hours prior to shift change.
- Designate command post for communication updates and shift change employees.
- Notify University Police Services On-duty Sergeant (775-745-6195) and provide flood abatement plan.
- Provide periodic updates to key individuals and groups primarily through email, and as appropriate, through phone calls.
- Ensure availability of appropriate equipment and provide for related crew member training.

FORECAST HIGH WIND ADVISORY/WARNING, SEVERE THUNDERSTORM, AND TORNADO PROTOCOL
In the event a high wind advisory/warning, severe thunderstorm or tornado is forecast for the Reno/Sparks area, the following actions will occur:

Assistant Director for Grounds Services:
- Schedule a 5:00 AM report to work time on weekdays or 7:00 AM on weekends or holidays, for the “Weather Essential Team” outlined in the Essential Staff Policy, for damage clean up to begin. [http://www.unr.edu/Documents/administration-finance/facilities-services/policies/FSD017-Essential-Staff-Policy-093014.pdf](http://www.unr.edu/Documents/administration-finance/facilities-services/policies/FSD017-Essential-Staff-Policy-093014.pdf)

SURPRISE WEATHER EVENT PROTOCOL

For all weather activities related to a surprise event, the following adjustments will be made to the primary responsibilities of the Assistant Director(s):

Assistant Director in charge:
- Immediately assemble the primary weather essential team and gather at a designated command post to give instruction, distribute work assignments, and hand out maps.
- Alert secondary weather essential team, if warranted, a minimum of four hours prior to shift change.
- Send out immediate notifications and alerts through email to key individuals and groups and send periodic updates.
- Notify University Police Services On-duty Sergeant (775-745-6195) and provide appropriate maps.
- Assume command role for the duration of the event or until relieved.
- Schedule contract work when conditions warrant.

IMPLEMENTATION

The Assistant Director for Grounds Services is responsible for the implementation of this policy.

TRAINING

Each FMS supervisor shall ensure review of and compliance with this policy.

COMPLIANCE

Compliance with all UNR and FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.