

# Oklahoma State University

Facilities Management



## Snow / Ice Incident Emergency Action Plan

External Use



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**OKLAHOMA STATE UNIVERSITY FACILITIES MANAGEMENT  
SNOW AND ICE INCIDENT EMERGENCY ACTION PLAN**

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## **INTRODUCTION**

The purpose of this plan is to provide a reasonable and organized method of controlling snow/ice accumulations on over 24 lane miles of streets, 95 acres of parking lots, 35 miles of sidewalks, and entrances to over 100 buildings. To provide a safe environment for: students, visitors, faculty and staff of Oklahoma State University.

This plan is divided into several sections that address issues of internal operations and public safety.

## **PUBLIC INFORMATION**

### **INTERNAL STAFF OPERATIONS**

- I. Internal Operational Definitions of Snow/Ice Conditions and Emergencies
- II. Description of the Situation Management Process Inside Facilities Management
- III. Specific Restrictions and Regulations During Snow/Ice Emergencies
- IV. Actions Associated with Each Level of Snow/Ice Condition
- V. Snow/Ice Routes

### **APPENDICES:**

- A. Snow/Ice Removal Priorities
- B. Snow/Ice Removal Resources
- C. U.S. Weather Service Definitions
- D. Confidential Internal Contact Information & Telephone Listing
- E. Labor Resources
- F. Equipment and Material Vendors

## PUBLIC INFORMATION

- The intent of this plan is to protect lives and property and to effectively use available resources to maintain an appropriate level of University operations during episodes of snow and ice. The plan will outline the coordinated support that Facilities Management will provide when hazardous conditions due to inclement winter weather exist.
- **Oklahoma State’s snow and ice removal plan is driven by the needs of the entire campus community rather than the particular needs of each individual.** Each individual is responsible for deciding if the conditions are safe for his/her travel.
- The University’s response to a given situation will take into consideration the conditions on campus, in Stillwater and the immediate region. The Facilities Management Director of Operations and Maintenance, Manager of Landscape Services, University Chief of Police, or designees, will gather information from on duty police personnel, Facilities Management personnel, local law enforcement agencies, City of Stillwater, National Oceanic and Atmospheric Administration (NOAA), and other major public and private entities when possible, regarding conditions on campus and the surrounding community.
- For severe snow or ice storms, the University has identified areas of campus that are priorities for snow/ice abatement. As conditions deteriorate, additional stress is placed on available resources. **To maintain access for police, fire and emergency medical vehicles, high priority areas; those areas considered essential for public safety, will be served first.**
- A review of this plan and process will occur if snow and ice conditions are forecast to occur within the next 24-hour period.
- **Services that must be provided, regardless of weather conditions, (e.g. Utilities, Maintenance, Landscape Services, & ABM staff for snow/ice remediation, etc.) need to identify and informed as early as possible that portions of those departments personnel are considered “essential” to that function, and they will be required to report to work for snow/ice removal assignments as well as being available for their normal departmental duties.** Snow & Ice abatement will take precedence over any non-emergency departmental business.

## **INTERNAL STAFF OPERATIONS**

### **I. INTERNAL OPERATIONAL DEFINITIONS OF SNOW/ICE CONDITIONS**

#### **Classifications of Conditions**

**Class 1 Snow/Ice Emergency** – This classification is used when the winter weather incident requires resources normally scheduled. Travel is possible but difficult in some areas. The safety of people on campus is minimally impacted by the conditions. Maximum essential and emergency resources are readily accessible.

**Class 2 Snow/Ice Emergency** – This classification is used when the situation requires maximum resources applied. In snow/ice storms, travel is generally difficult and snow removal cannot keep pace with snowfall. Icy conditions, where traction and vehicle stability are seriously impaired, may qualify for this level of alert. Walking and bicycling may be impaired or unsafe for the community as indicated by a recognized authority such as the National Weather Service. Conditions such as black ice, high winds, poor visibility and extremely low chill factors may be present. The safety of exposed personnel on campus is not overtly threatened unless they are acting outside the range of sensible behavior. Essential and emergency resources may be delayed in reaching campus because of the current conditions.

**Class 3 Snow/Ice Emergency** – This classification applies to situations where snow removal has stopped or is seriously impaired. Icing, where traction and vehicle stability are not possible, may qualify for this level of alert. The National Weather Service or other recognized authority has declared the storm a severe winter storm. Travel of any sort is dangerous. External resources to support the normal operation of the campus may not be available. Health and life safety may be threatened because essential and emergency resources are at maximum capacity. Under these circumstances, normal services and operations of the University may be suspended.

These classification levels provide a system that the administration can use to evaluate weather conditions for storms that generate abnormal demands on the campus community and its resources.

## Criteria

### **Storm Preparedness:**

- At the onset warning of an eminent threat of snow/ice, (24 hours min.) the call for additional resources is made.
- Additional rental equipment and materials like: road grader, sand and ice melt is made.
- Added resources will include planning consideration for the amount of “essential” personal needed to adequately address the predicted winter storm event.

## **II. DESCRIPTION OF SITUATION MANAGEMENT PROCESS INSIDE FACILITIES MANAGEMENT**

During snowstorms, Facilities Management is responsible for snow/ice removal efforts and is the primary provider of resources. When resources from other providers are required, they will be managed by Facilities Management to maximize their usefulness. OSUPD will monitor the campus and notify Facilities Management of any area or situation that requires immediate attention.

The Stillwater Street Department maintains several streets that border the campus. The Landscape Services Director or designee may regularly contact the appropriate City official initially when the snow plan is activated and until city streets have been treated and become safe for travel again.

## **III. SPECIFIC RESTRICTIONS AND REGULATIONS DURING SNOW/ICE OCCURANCES**

The University will not provide assistance to vehicles stuck in the snow. Facilities Management personnel may barricade certain areas during snow/ice removal operations. This will be done to assist in the safe removal of snow and the treatment of slick conditions. It will be the responsibility of the snow-removal crew, which erects the barricades to also remove them and minimize the necessity to barricade areas as well as remove any which may create a hazard.

**Any vehicles that block operations or unauthorized parked cars are at risk of being towed.**

## **IV. ACTIONS ASSOCIATED WITH EACH LEVEL OF SNOW/ICE CONDITIONS**

**Class 1 Snow/Ice Emergency** – Increased personnel and resources are brought in. This includes on-call personnel and equipment. Vehicles blocking emergency operations (e.g. snow removal) may be removed at the owner’s expense.

**Class 2 Snow/Ice Emergency** –All available resources used for snow and ice removal will be utilized. Vehicles blocking primary routes (i.e. stuck in snow) will be removed by tow. The Department of Brand Management may issue information about the status of University classes and operations to the OSU Branch Campus and media/public. This information may include advisories to students, faculty and staff with disabilities. Consideration for transportation needs of essential personnel may be necessary.

**Class 3 Snow/Ice Emergency** – Classes might be canceled and non-essential campus operations and services suspended because it is impossible or impractical to conduct normal operations. Conditions are beyond the resources available despite continuous efforts to address weather-related problems. This may include situations where the weather is clearing but the streets and parking lots on campus and or the city remain impassable. Under this classification only emergency and essential-services personnel need to report to work.

### **Snow-Removal Operations**

Streets and parking lots may be temporarily blocked for snow removal operations. It is imperative that drivers yield to snow-removal equipment during these times.

#### **Class 1 Snow/Ice Removal:**

- Treatment of sidewalks and building entrances is underway.
- A mixture of sand/salt is applied to street intersections and parking lots, concentrating on areas where slick conditions exist.
- Prioritization in clearing and treating sidewalks and building entrances is in place, which include identified ADA building access.
- Facilities Management Landscape Services will coordinate with the University Planner on student disability needs.

#### **Class 2 Snow/Ice Removal:**

- Plowing of streets, parking lots and sidewalks is underway.
- All available equipment and resources are utilized.
- Prioritization in clearing and treating all travel routes are in place which include recognized emergency routes.

#### **Class 3 Snow/Ice Removal:**

- Removal operations are limited to the clearing of emergency routes.
- All equipment and resources are being utilized that can operate at this level.
- Facilities Management crews are working together to open routes for emergency access to and around campus.

V. **EMERGENCY ROUTES**

**The University has established emergency routes.** Vehicles blocking routes will be referred to OSUPD for removal at the owner's expense.

All streets listed in Appendix A under Priority One are to be considered emergency routes.

**The “Snow/Ice Incident Emergency Action Plan” shall be revised annually to reflect changes in emergency routes, current resources and current needs.**



**APPENDIX A: SNOW/ICE REMOVAL PRIORITIES**

**STREETS**

**Priority One – Streets/Emergency Routes**

<b>*Street/Intersection</b>	<b>From</b>	<b>To</b>	<b>Lane Miles</b>
Orchard	Farm Road	Miller Avenue	0.1
Connell	Washington	Monroe	0.2
Connell	Ridge Dr.	Willis	0.2
McFarland	Hall of Fame Avenue	Farm Road	0.2
Scott Ave.	Walnut	McDonald	0.2
Scott Ave.	Washington	Monroe	0.2
Lincoln	Hall of Fame Avenue	Farm Road	0.3
Mathews	Knoblock	Duck	0.3
Miller	Knoblock	Duck	0.3
Morrill Avenue	Knoblock	Hester	0.3
University Circle	University	Scott Ave.	0.3
McDonald	McElroy	Hall of Fame Avenue	0.5
Walnut	McElroy	Hall of Fame Ave.	0.5
Washington	Hall of Fame	McElroy	0.5
Willis	McElroy	Hall of Fame Avenue	0.5
Athletic Avenue	Knoblock	Hester	0.7
Cleveland	Hall of Fame Avenue	Farm Rd.	0.8
Knoblock	University	Mathews Ave.	1.0
Ridge Drive	McElroy	Hall of Fame Avenue	1.0
University	University Circle	Knoblock	1.0
Western	Farm Rd.	6th Street	1.0
Farm Road	Monroe	Hall of Fame Avenue	1.7
Hester	Hall of Fame	University	1.9
Monroe	McElroy	6th Street	1.9
Hall of Fame Avenue	Duck	Western	2.0
McElroy	Duck	Western	2.5
<b>Priority One Street Totals</b>			<b>20.1</b>

\*Note: The intent is to treat the entire street intersection.

**Priority Two – Streets**

<b>*Street/Intersection</b>	<b>From</b>	<b>To</b>	<b>Lane Miles</b>
Athletic Ave.	Monroe	Library	0.1
Walnut	Willham Ave	McElroy	0.1
Drummond Lane	Monroe	Kerr Lane	0.2
Hester	University	4 <sup>th</sup> Ave	0.2
Knoblock	McElroy	Hall of Fame	0.2
McFarland	Admiral Avenue	Farm Road	0.2
Miller Ave.	McFarland	Walnut	0.2
Ramsey	University	4 <sup>th</sup> Ave	0.2
Ridge Dr.	Tyler	McElroy	0.2
Walnut	Farm Road	Admiral Ave.	0.2
Wehr Lane	Washington	Monroe	0.2
Willham Ave	Walnut	Garfield	0.2
Willis	Tyler	McElroy	0.2
Garfield	Tyler Avenue	S. of McElroy Rd	0.5
Tyler	Ridge	McDonald	0.5
<b>Priority Two Street Totals</b>			<b>3.4</b>

\*Note: The intent is to treat the entire street intersection.

**PARKING LOTS**

**Priority One – Parking Lots**

<b>Parking Lot Number</b>	<b>Description</b>	<b>Acres</b>
2A	N. of Bennett Hall	0.2
4	N. of Athletic Center	0.76
6	S. of Football Stadium	4.55
9A	N. of Wes Watkins Ctr.	0.4
10	Boone Pickens Stadium	4.02
15	W. of Thatcher	2.21
16	N. of Morrill	1.24
17	Along Morrill Ave	0.28
18	E. of Seretean Center	.06
19	Seretean Center	0.99
24	E. of Multimodal	0.8
26	H.O.F & Washington	0.54
27A (Street Crew)	Ag Hall North	0.43
29	S. of Power Plant	1.08
31	W. of NRC	1.78
33	N. of Physical Sciences	0.21
34	S. of Physical Sciences	0.7
35	N. of Willard	0.7
36	E. of Willard	0.6
38	N. of Murray	0.14
40	Public Information	0.31
42	W. of HESW	0.04
43	N. of HES	1.07
44	S. of Ag Hall	0.38
45	W. of Ag Hall	0.29
46	W. of Ag Hall	N/A
47	E. of Kerr Drummond	0.1
50	W. of Animal Sciences	1.23
51	S. of University Laundry	1.6
53	N. of UHS	0.41
63	S. of ACOB	1.1
64	E. of USDA	0.57
64A	E. of USDA	0.08

**PARKING LOTS**

**Priority One Parking Lots**

<b>Parking Lot Number</b>	<b>Description</b>	<b>Acres</b>
66	W. of McElroy Hall	1.43
67	OK Animal Disease Lab	0.22
67A	W. of OADDL	0.24
69	Central Dining Services	0.08
70	S. of FMS	0.68
71	N. of FMS	0.88
73	N. of Colvin Center	0.3
78	E. of OADDL	1.31
80	S.E. of Colvin Rec. Ctr.	1.8
81	E. of FMS	0.1
83	Fire Publications	0.9
84	MAE Research	0.28
85	Electronics Lab	0.62
87	W. of VM Teaching Hosp.	1.24
88A	CVHS	0.38
89	W. of Wentz Garage	0.1
90	Cowboy Mall	1.1
91	N. of Iba Hall	1.75
92	Hazardous Reactions Lab	0.08
93	E. of Colvin Tennis Court	0.06
96	Bert Cooper Lab	1.38
97	Fire Protection Office	0.5
99C	NE of Wes Watkins Ctr.	1.1
99D	N. of Wes Watkins Ctr.	2.1
100	South of Scott Hall	0.1
107	N. of Cowboy Mall	0.04
113	NOC	0.30
117	Excelsior Lab	0.1
119	Fire Protection Safety	0.34
Food Service Loading	Central Dining	N/A
<b>Lot Totals</b>		<b>48.38</b>

**PARKING LOTS**

**Priority Two Parking Lots**

<b>Parking Lot Number</b>	<b>Description</b>	<b>Acres</b>
1	Softball	1.19
2	N. of Bennett Hall	2.12
5	Media Lot at Stadiums	0.25
6A	E. of Architecture	1.00
25	E. of Classroom	0.26
41	West of Tel. Comm. Ctr.	2.9
43	S. of Drummond Hall	1.09
48	University Testing	0.16
51	S. of University Laundry	1.6
52	N. of Iba Hall	1.64
55	West of Kerr Hall	1.4
56	West of Drummond Hall	1.5
58	North of SPW	1.7
59	West of SPW	2.8
62	South of Brumley Apts.	2.4
74 and 74A	W. of Droke Track	6.06
86	Veterinary Teach. Hospital	1.46
101	Peterson-Friend Hall	2.84
103	West of Patchin-Jones Hall	2.84
104	Morrison Neighborhood	1.76
105	North Monroe Apts.	7.62
108	N. of Stinchcomb/Booker	0.99
112	Petroleum Technology	0.40
400	Stout Hall	0.46
<b>Lot Totals</b>		<b>46.44</b>

**SIDEWALKS AND BUILDING ENTRANCES**

*Please refer to the zone map for zone perimeters*

**Zone One**

**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Old Central</b>	<b>1</b>	<b>S. Door</b>	<b>ABM</b>
<b>Seretean Center</b>	<b>2</b>	<b>N. Door &amp; Ramp, E. Door, S. Door</b>	<b>ABM</b>
<b>Alumni Ctr.</b>	<b>5</b>	<b>S. Door and Porch, E. Door, W. Door</b>	<b>ABM</b>
<b>Gundersen</b>	<b>6</b>	<b>N. Door, S. Door</b>	<b>ABM</b>
<b>Bennett Chapel</b>	<b>10</b>	<b>N. Door</b>	<b>Landscape</b>
<b>Paul Miller J &amp; B</b>	<b>12</b>	<b>S. Side E. Door, E. Door</b>	<b>ABM</b>
<b>Whitehurst</b>	<b>15</b>	<b>NE. Door, SW Door, NE Door</b>	<b>ABM</b>
<b>Willard</b>	<b>31</b>	<b>N. Door &amp; Ramps</b>	<b>ABM</b>
<b>Fire Station</b>	<b>33</b>	<b>N/A</b>	<b>Landscape</b>
<b>Student Union</b>	<b>35</b>	<b>NE Porch, NW Walkway, S. Door</b>	<b>Other</b>
<b>Classroom</b>	<b>44</b>	<b>E. Door</b>	<b>ABM</b>
<b>McKnight Center for the Performing Arts</b>	<b>271</b>	<b>W. Door, E. Door &amp; Ramps</b>	<b>ABM</b>
<b>Michael and Anne Greenwood School of Music</b>	<b>272</b>	<b>S. Door, E. Door &amp; Ramps</b>	<b>ABM</b>

**Zone Two**  
**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Bartlett Center</b>	<b>3</b>	<b>S. Side W. Door</b>	<b>ABM</b>
<b>Morrill</b>	<b>4</b>	<b>W. Door, E. Door</b>	<b>ABM</b>
<b>Business Building</b>	<b>7</b>	<b>N. Door</b>	<b>ABM</b>
<b>Endeavor Lab</b>	<b>8</b>	<b>NW. Door, SW. Door, NE Door</b>	<b>ABM</b>
<b>Architecture</b>	<b>9</b>	<b>S. Side Doors, N. Side Doors</b>	<b>ABM</b>
<b>Thatcher</b>	<b>13</b>	<b>W. Side Center Door</b>	<b>ABM</b>
<b>Eng. South</b>	<b>27</b>	<b>SW. Door &amp; Ramp</b>	<b>ABM</b>
<b>LSE</b>	<b>28</b>	<b>SE. Door &amp; Ramp</b>	<b>ABM</b>
<b>Edmon Low Library</b>	<b>40</b>	<b>N. Center Door</b>	<b>ABM</b>
<b>Interdisciplinary Science Research</b>	<b>43</b>	<b>W. Doors &amp; Ramp</b>	<b>ABM</b>
<b>ATRC</b>	<b>46</b>	<b>N. Center Door, SW. Door</b>	<b>ABM</b>
<b>Physical Sciences</b>	<b>51</b>	<b>SW Door &amp; Ramp, N Side Center Door</b>	<b>ABM</b>
<b>LSW</b>	<b>53</b>	<b>SW. Door, SE. Door</b>	<b>ABM</b>
<b>Eng. North</b>	<b>59</b>	<b>NW Door, SW Door &amp; Ramp to Room 108</b>	<b>ABM</b>
<b>General Academic Building</b>	<b>68</b>	<b>E. Door</b>	<b>ABM</b>
<b>Math Sciences</b>	<b>89</b>	<b>NW. Door, SE. Door</b>	<b>ABM</b>

**Zone Three**  
**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>PIO</b>	<b>19</b>	<b>E. Side Center Door &amp; Ramp</b>	<b>ABM</b>
<b>Social Sciences &amp; Humanities</b>	<b>24</b>	<b>SE. Door &amp; Ramp</b>	<b>ABM</b>
<b>Psychology</b>	<b>25</b>	<b>E. Center Door &amp; Ramp</b>	<b>ABM</b>
<b>Nancy Randolph Davis West</b>	<b>30</b>	<b>W. Center Door</b>	<b>ABM</b>
<b>Stout Hall</b>	<b>34</b>	<b>SW. Door and Ramp</b>	<b>ABM</b>
<b>Nancy Randolph Davis</b>	<b>36</b>	<b>E. Center Door &amp; Ramp,</b>	<b>ABM</b>
<b>SPW Breezeway</b>	<b>N/A</b>	<b>E. Side N. of Scott</b>	<b>ABM</b>
<b>Scott Hall</b>	<b>54</b>	<b>NE. Door</b>	<b>ABM</b>
<b>Parker Hall</b>	<b>55</b>	<b>SW. Door</b>	<b>ABM</b>
<b>SPW Café</b>	<b>56</b>	<b>S. Door</b>	<b>ABM</b>
<b>Agriculture</b>	<b>57</b>	<b>S. Door, N. Wing W. Door &amp; Ramp</b>	<b>ABM</b>
<b>Wentz Hall</b>	<b>60</b>	<b>E. Door</b>	<b>ABM</b>
<b>Drummond Hall</b>	<b>65</b>	<b>N/A</b>	<b>ABM</b>
<b>KD Cafeteria</b>	<b>66</b>	<b>W. Side Center Door</b>	<b>ABM</b>
<b>Kerr Hall</b>	<b>67</b>	<b>N/A</b>	<b>ABM</b>
<b>ITLE</b>	<b>73</b>	<b>N. Door</b>	<b>ABM</b>
<b>University Assessment &amp; Testing</b>	<b>135</b>	<b>N. Door</b>	<b>ABM</b>
<b>Village Suites C &amp; D</b>	<b>126</b>	<b>N. Door, S. Door</b>	<b>ABM</b>
<b>Village Suites HS</b>	<b>127</b>	<b>E. Door</b>	<b>ABM</b>
<b>Village Suites CASNER</b>	<b>128</b>	<b>E. Door</b>	<b>ABM</b>
<b>Village Suites E &amp; F</b>	<b>129</b>	<b>N. Door, S. Door</b>	<b>ABM</b>
<b>Patchin-Jones Hall</b>	<b>259</b>	<b>E. Doors</b>	<b>ABM</b>



**Zone Four**  
**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>McElroy Hall</b>	<b>39</b>	<b>E. Side N. Doors</b>	<b>Other</b>
<b>USDA</b>	<b>50</b>	<b>E. Side</b>	<b>ABM</b>
<b>Cont. Env. Lab</b>	<b>62</b>	<b>W. Door</b>	<b>ABM</b>
<b>Transportation Services</b>	<b>85</b>	<b>S. Central Door</b>	<b>ABM &amp; Staff</b>
<b>Colvin Rec. Center</b>	<b>92</b>	<b>E. Side N. Door &amp; Ramp</b>	<b>Other</b>
<b>Agricultural Center Office Building</b>	<b>106</b>	<b>E. Side Center Door</b>	<b>Custodial Stores</b>
<b>V.M. Teaching Hosp.</b>	<b>107</b>	<b>E. Side Center Door, N. Side Center Door</b>	<b>Other</b>
<b>Colvin Annex</b>	<b>109</b>	<b>S. Doors</b>	<b>Other</b>
<b>OADD Lab</b>	<b>110</b>	<b>S. Doors</b>	<b>ABM</b>
<b>Brumley Apartments</b>	<b>120</b>	<b>E. Door</b>	<b>ABM</b>
<b>Brumley Apartments</b>	<b>121</b>	<b>N/A</b>	<b>Other</b>
<b>Brumley Apartments</b>	<b>122</b>	<b>N/A</b>	<b>Other</b>
<b>Brumley Apartments</b>	<b>123</b>	<b>N/A</b>	<b>Other</b>
<b>Brumley Apartments</b>	<b>124</b>	<b>N/A</b>	<b>Other</b>
<b>Brumley Apartments</b>	<b>125</b>	<b>N/A</b>	<b>Other</b>
<b>Wellness Center</b>	<b>197</b>	<b>NE. Door</b>	<b>Custodial Stores</b>
<b>Peterson-Friend Hall</b>	<b>257</b>	<b>N/A</b>	<b>Other</b>
<b>Kamm Hall</b>	<b>258</b>	<b>N/A</b>	<b>Other</b>

## Zone Five

### Building Entrances

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Boone Pickens Stadium</b>	<b>21</b>	<b>N/A</b>	<b>Landscape</b>
<b>Athletic Center</b>	<b>29</b>	<b>N. Side Center Door</b>	<b>Landscape</b>
<b>Power Plant</b>	<b>37</b>	<b>N/A</b>	<b>Other</b>
<b>N. Classroom Building</b>	<b>41</b>	<b>W. Side Center Door</b>	<b>ABM</b>
<b>Food Ag. Processing</b>	<b>47</b>	<b>E. Side South Door</b>	<b>ABM</b>
<b>Animal Science</b>	<b>49</b>	<b>E. Side S. Door</b>	<b>ABM</b>
<b>Noble Research Ctr.</b>	<b>69</b>	<b>S. Side Center Door</b>	<b>ABM</b>
<b>Bio Systems &amp; Ag. Engineering Lab</b>	<b>80</b>	<b>W. Side Center door</b>	<b>ABM</b>
<b>Iba Hall</b>	<b>82</b>	<b>S. Side Center Door &amp; Ramp</b>	<b>ABM</b>
<b>Power Distribution Center</b>	<b>83</b>	<b>N/A</b>	<b>Other</b>
<b>Greenhouse Learning Center</b>	<b>84</b>	<b>E. Side Center Door, W. Side Center Door</b>	<b>ABM</b>
<b>University Health Svcs.</b>	<b>111</b>	<b>N. Side Center Door</b>	<b>ABM</b>
<b>National Wrestling Hall of Fame</b>	<b>1002</b>	<b>N. Side Center Door</b>	<b>Other</b>

**Zone Six****Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Bennett Hall</b>	<b>38</b>	<b>W. Side Center Door</b>	<b>ABM</b>
<b>Indoor Hitting Facility</b>	<b>48</b>	<b>N/A</b>	<b>Athletics</b>
<b>Wes Watkins CITD</b>	<b>70</b>	<b>E. Side S. Door</b>	<b>ABM</b>
<b>Allie P. Reynolds Stadium</b>	<b>72</b>	<b>S. Side W. Door</b>	<b>Athletics</b>
<b>Softball Stadium</b>	<b>78</b>	<b>N/A</b>	<b>Athletics</b>
<b>NOC</b>	<b>281</b>	<b>W. Side N. Door, S. Side Door</b>	<b>ABM</b>
<b>Central Plant</b>	<b>282</b>	<b>E. Door &amp; Ramp</b>	<b>ABM</b>
<b>Multi-Modal</b>	<b>284</b>	<b>SW. Door &amp; Ramp, S. Center Door</b>	<b>ABM</b>
<b>Multimodal Garage</b>	<b>285</b>	<b>SW. Corner Door</b>	<b>Landscape</b>
<b>Athletic Ticket Office</b>	<b>287</b>	<b>N/A</b>	<b>Other</b>
<b>Michael and Anne Greenwood Tennis Center</b>	<b>288</b>	<b>E. Door</b>	<b>Athletics</b>
<b>Track Facility</b>	<b>289</b>	<b>S. Door</b>	<b>Athletics</b>
<b>O'Brate Stadium</b>	<b>290</b>	<b>N/A</b>	<b>Athletics</b>
<b>Sherman E. Smith Training Facility</b>	<b>296</b>	<b>S. Door</b>	<b>Athletics</b>

**Zone Seven**

**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Univ. Laundry</b>	<b>86</b>	<b>N. Door</b>	<b>Landscape</b>
<b>Demaree Apartments</b>	<b>137, 139, 140, 141, 142, 143, 148</b>		<b>ABM</b>
<b>Neal Patterson Stadium</b>	<b>199</b>	<b>W. Door</b>	<b>Athletic</b>
<b>Family Resource Center</b>	<b>201</b>	<b>N. Side Center Door</b>	<b>Other</b>
<b>Morrison Neighborhood</b>	<b>245, 246, 247, 248</b>		<b>Landscape</b>
<b>Morsani-Smith Hall</b>	<b>249</b>		<b>Landscape</b>
<b>Sitlington Hall</b>	<b>250</b>		<b>ABM</b>
<b>Griffith Comm. Center</b>	<b>251</b>	<b>N. Side Center Door</b>	<b>ABM</b>
<b>Young</b>	<b>252</b>		<b>ABM</b>
<b>Davis Hall</b>	<b>253</b>		<b>Landscape</b>
<b>Bost Hall</b>	<b>254</b>		<b>Landscape</b>
<b>Zink-Allen Hall</b>	<b>255</b>	<b>N. Center Door</b>	<b>ABM</b>
<b>Patillo Comm. Ctr.</b>	<b>256</b>	<b>N. Side Center Door</b>	<b>ABM</b>
<b>Booker-Stinchcomb Hall</b>	<b>261</b>	<b>N. Center Door</b>	<b>ABM</b>
<b>Adams Market</b>	<b>262</b>	<b>N. Door &amp; Ramp</b>	<b>ABM</b>
<b>University Commons West</b>	<b>264</b>	<b>E. Center Door</b>	
<b>University Commons North</b>	<b>265</b>	<b>S. Center Door</b>	<b>ABM</b>
<b>University Commons South</b>	<b>266</b>	<b>N. Center Door</b>	<b>ABM</b>
<b>North H.O.F. Dining</b>	<b>267</b>	<b>SW. Door</b>	<b>ABM</b>

**Zone Eight**  
**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>University Apartments</b>	<b>Neighborhoods</b>		<b>Grounds</b>
<b>Facilities Management North</b>	<b>78</b>	<b>N/A</b>	<b>ABM</b>
<b>Facilities Management</b>	<b>79</b>	<b>NE. Door</b>	<b>ABM</b>
<b>University Mailing Services</b>	<b>90</b>	<b>W. Door</b>	
<b>Facilities Management Administration</b>	<b>113</b>	<b>NE. Door</b>	<b>ABM</b>
<b>Library Auxiliary</b>	<b>133</b>	<b>SW. Door</b>	<b>Landscape</b>
<b>Information Technology</b>	<b>134</b>	<b>NE. Door</b>	<b>Landscape</b>
<b>Facilities Management Horticulture</b>	<b>225</b>	<b>N. Door</b>	<b>Landscape</b>

**Zone Nine**  
**Omitted**

**Zone Ten**

**Building Entrances**

<b>Building Name</b>	<b>Building Number</b>	<b>Primary/ADA Entrance</b>	<b>Labor Resource</b>
<b>Canine Long Term Housing</b>	<b>320</b>		<b>Landscape</b>
<b>Canine Long Term Housing Annex</b>	<b>320A</b>		<b>Landscape</b>
<b>Hazardous Reaction Lab</b>	<b>112</b>	<b>E. Side Center Door</b>	<b>Landscape</b>
<b>Fire Service Training</b>	<b>114</b>	<b>N/A</b>	<b>ABM</b>
<b>MAE Research Lab</b>	<b>115</b>	<b>S. Side Center Door</b>	<b>ABM</b>
<b>Electronics Lab</b>	<b>116</b>	<b>S. Side Center Door</b>	<b>Landscape</b>
<b>Fire Pub. Warehouse</b>	<b>117</b>	<b>N/A</b>	<b>Other</b>
<b>Bert Cooper Engineering Lab</b>	<b>211</b>	<b>SW. Door</b>	<b>Landscape</b>
<b>Graphics Arts</b>	<b>212</b>	<b>S. Side Center Door</b>	<b>ABM</b>
<b>Fire Pub. Office</b>	<b>216</b>	<b>E. Side Center Door</b>	<b>ABM</b>
<b>Petroleum Tech</b>	<b>219</b>	<b>S. Side Center Door</b>	<b>Landscape</b>
<b>Gary F. Stewart Core Research Facility</b>	<b>224</b>	<b>E. Door</b>	<b>Landscape</b>
<b>Charles &amp; Linda Cline Equine Teaching Center</b>	<b>638</b>		<b>Landscape</b>

## **Sanding and Snow Removal**

The following is General Information for:

### Sidewalks, Streets and Parking Lots

The general policy of the Facilities Management is to provide safe travel for those of the University community and others using our streets and parking lots.

- The application of a sand and/or salt mixture will commence when the streets and parking lots become a safety hazard (slick) to cars and pedestrians.
- Facilities Management will monitor the conditions either by help from OSUPD or an on-site inspection of conditions by personnel.
- Sanding will be done from the onset of hazardous conditions to a point where snowplowing is inevitable.

Criteria for this is: from a **“trace up to 3 inches of accumulations”**.

If snow continues past the 3-inch amount, the streets and parking lots will be plowed. Sanding will follow until streets are safe.

### Sidewalks and Building Entrances

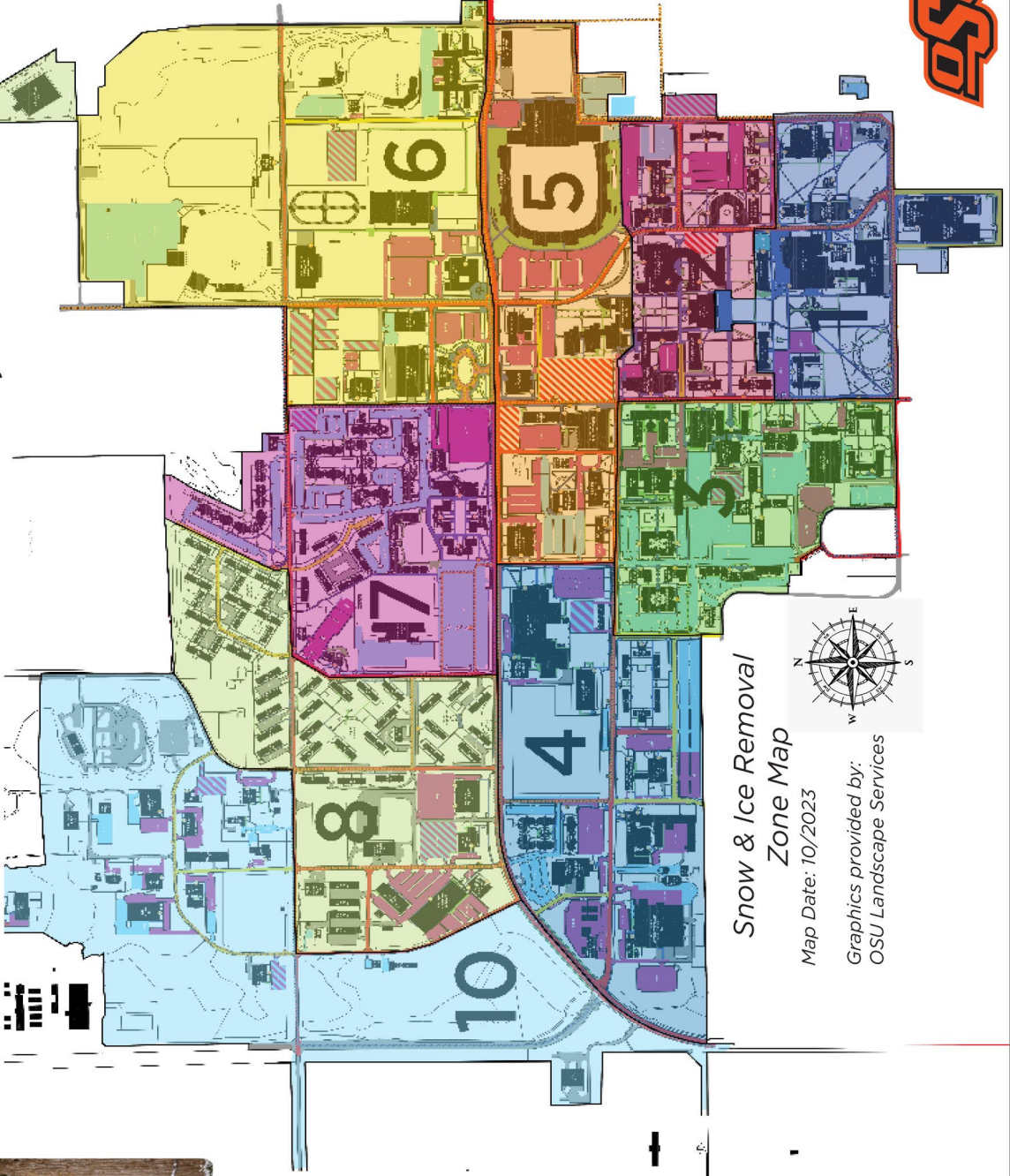
The application of ice melt will commence when sidewalks become a safety hazard (slick) to pedestrian traffic. Sidewalk plowing/sweeping will commence when 1” or more has accumulated. Primary sidewalks, main and ADA entrances are **first priority**.

- The Facility Management’s Plant goal is to have all primary and main entrance sidewalks cleared by first.
- Ice melt will be applied to primary sidewalks and north side/shaded areas if it is deemed necessary.
- Building entrances and ramps will be cleared by hand to a point away from the entry where mechanical equipment can remove the snow.
- Plowing will continue until all primary sidewalks have been cleaned as a priority.

# Oklahoma State University



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



Snow & Ice Removal  
Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services

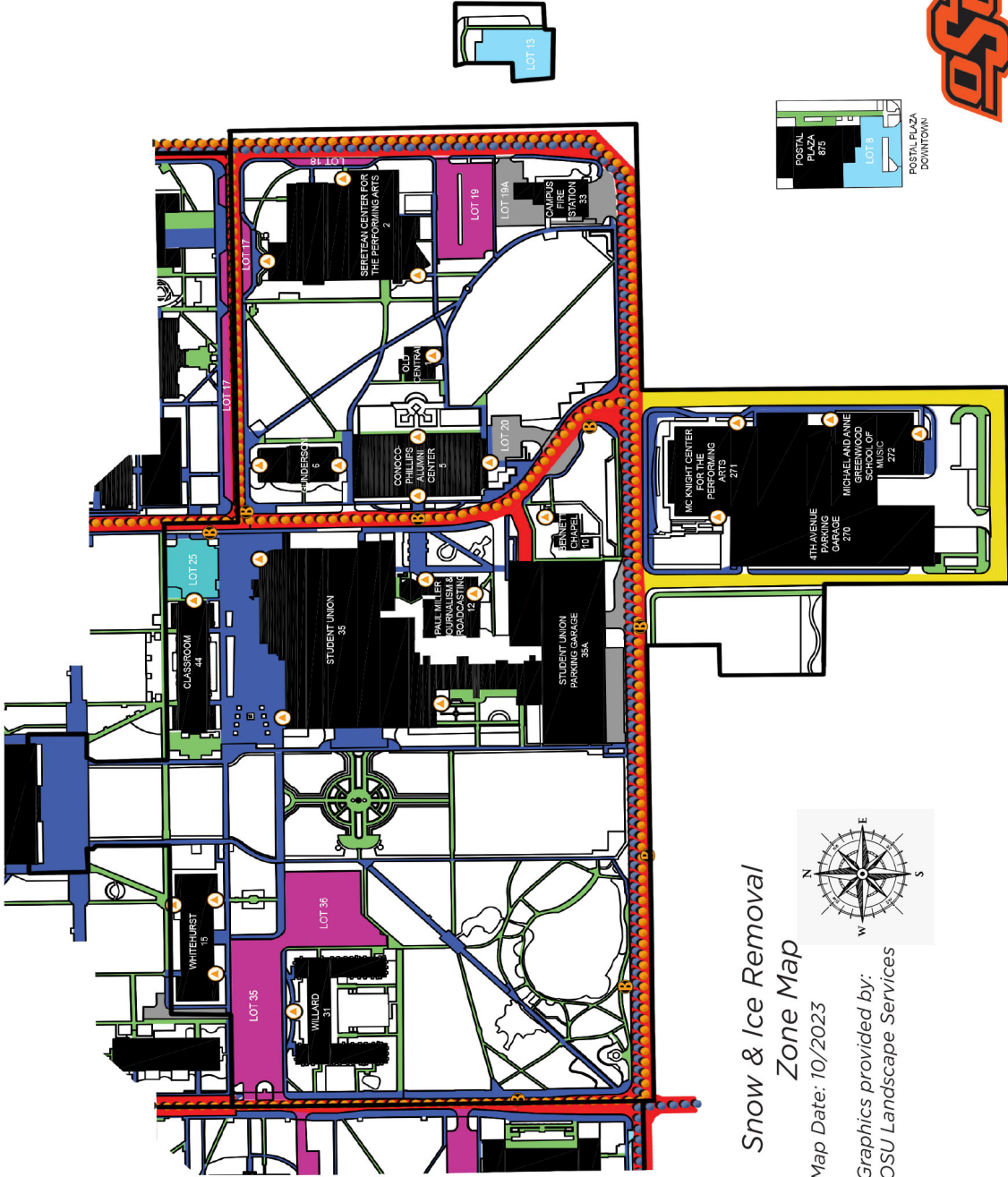




# Zone 1



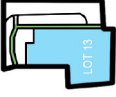
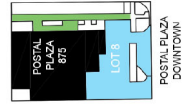
- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



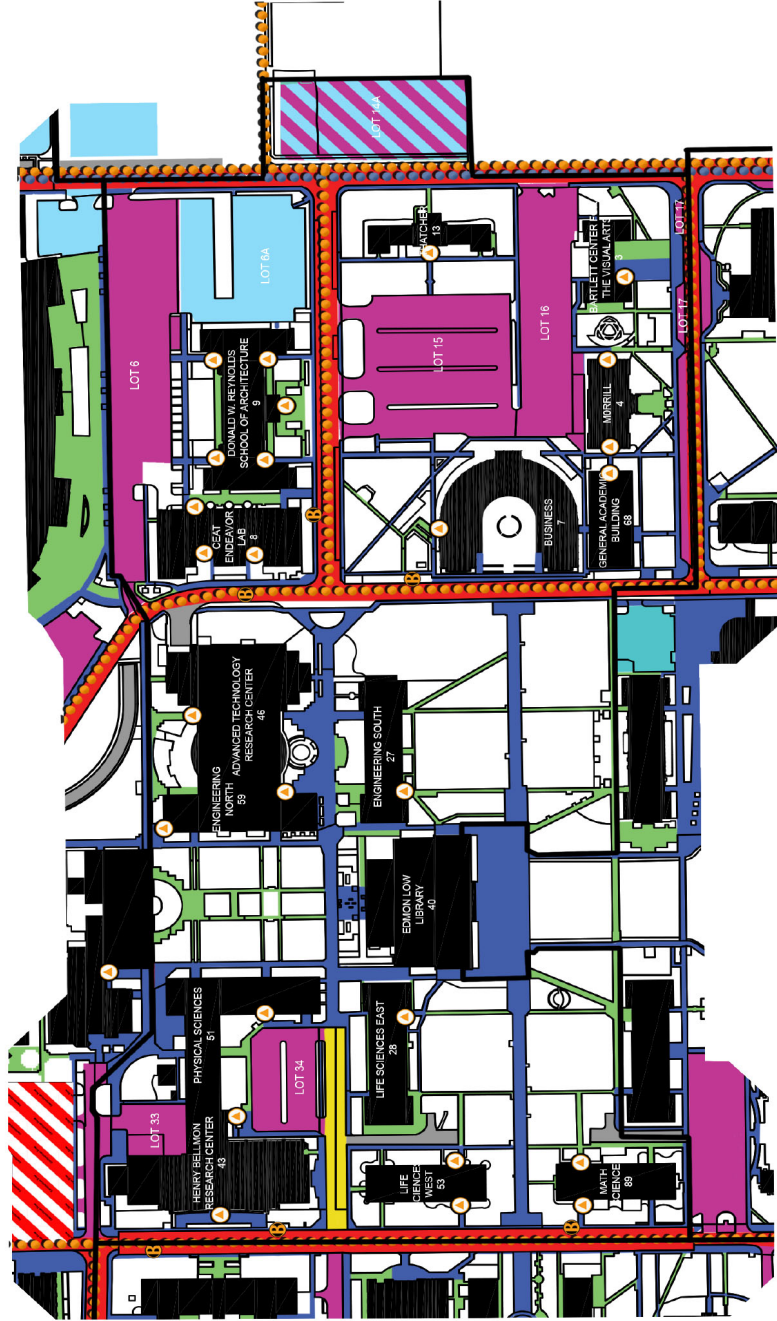
Snow & Ice Removal  
Zone Map

Map Date: 10/2023

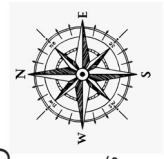
Graphics provided by:  
OSU Landscape Services



# Zone 2



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



Snow & Ice Removal  
Zone Map

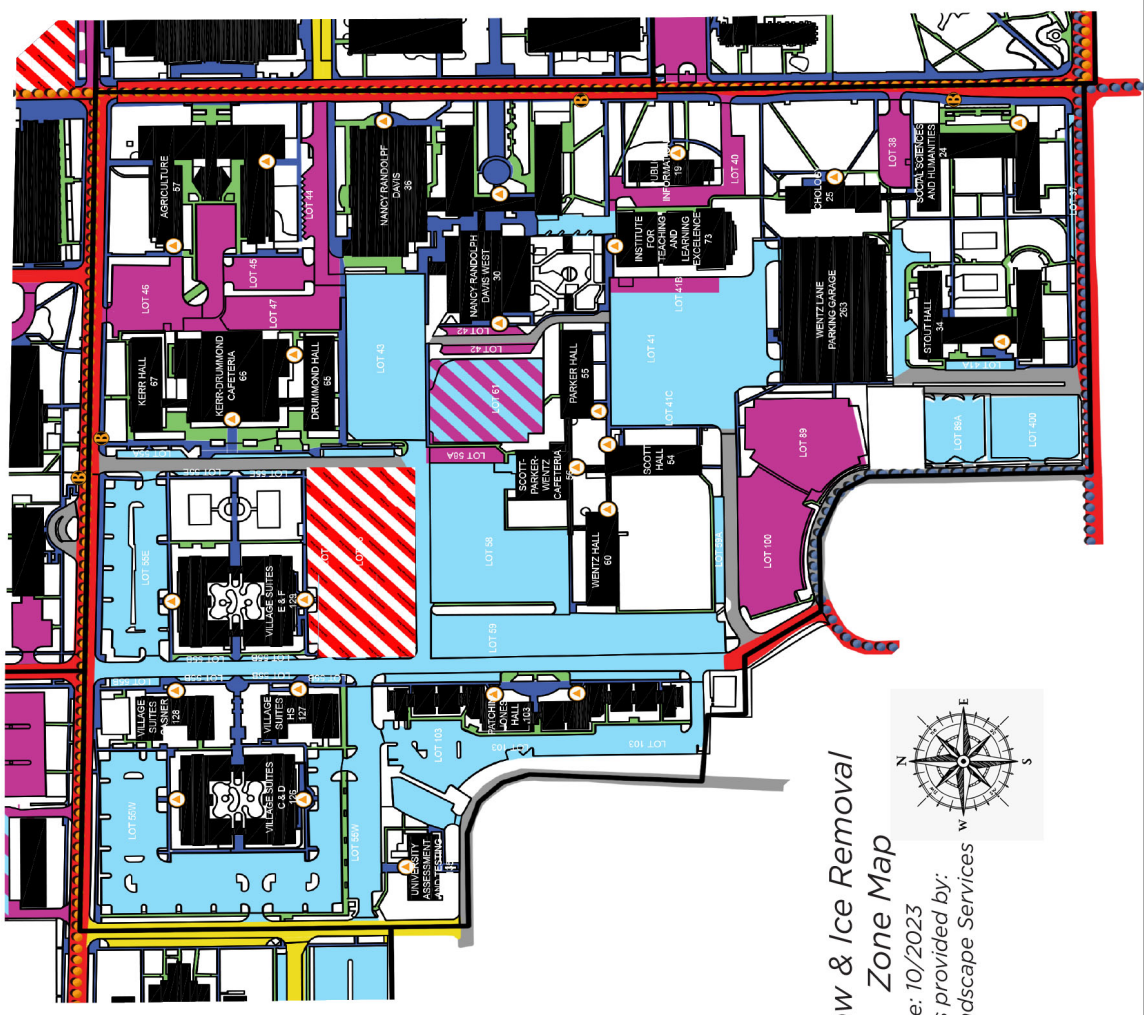
Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services





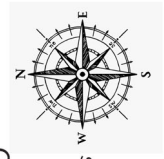
# Zone 3



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance

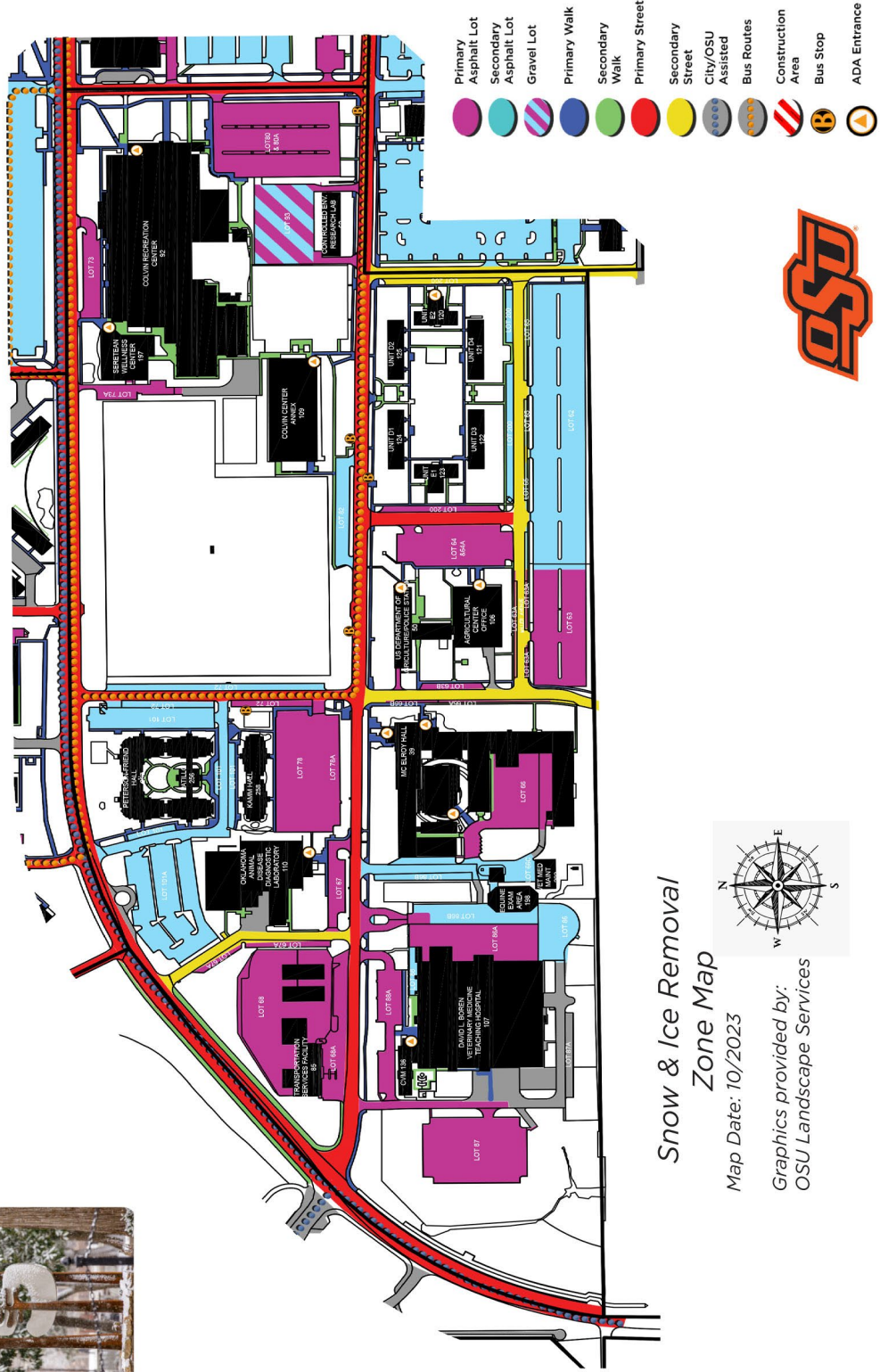
## Snow & Ice Removal Zone Map

Map Date: 10/2023  
 Graphics provided by:  
 OSU Landscape Services





# Zone 4



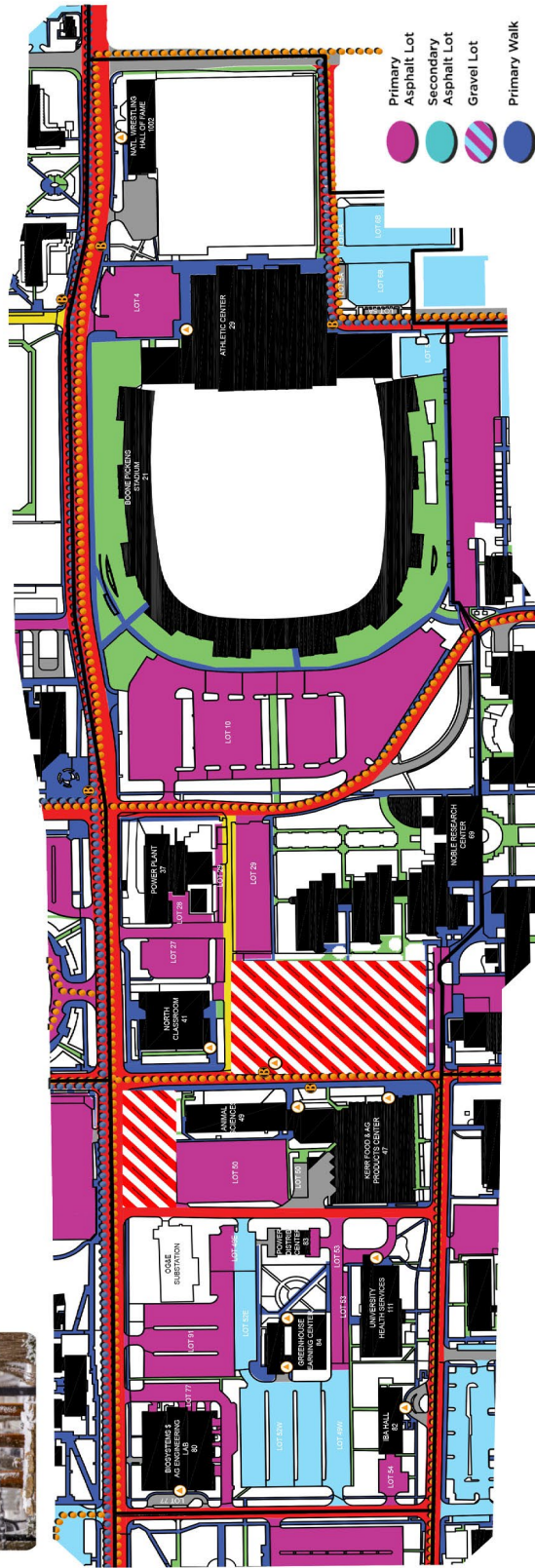
Snow & Ice Removal  
Zone Map  
Map Date: 10/2023



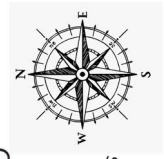
Graphics provided by:  
OSU Landscape Services



# Zone 5



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



Snow & Ice Removal  
Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services

# Zone 6

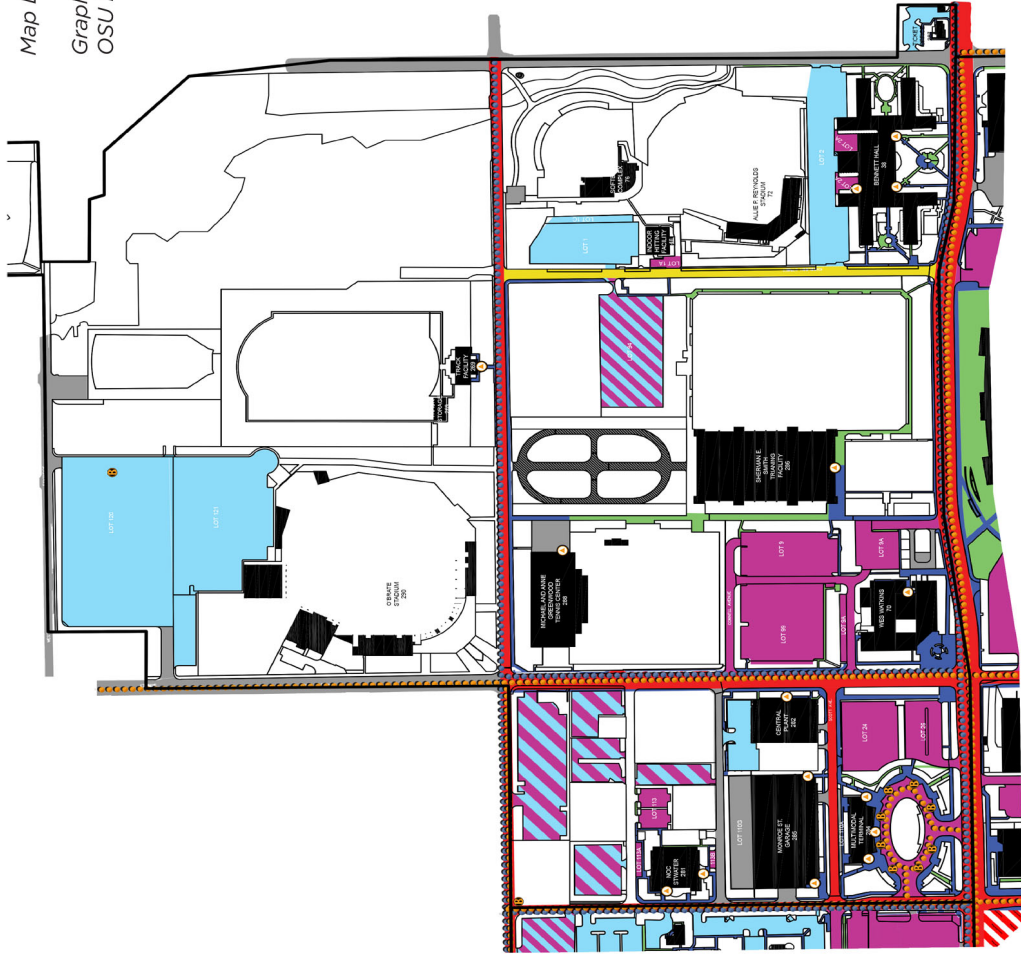
## Snow & Ice Removal Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



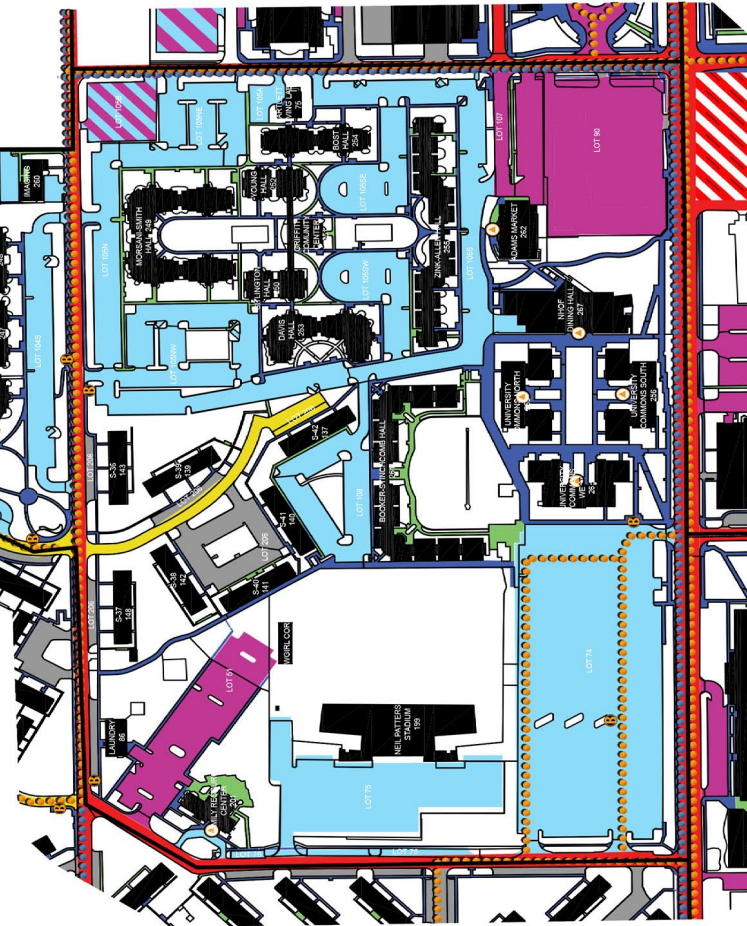
# Zone 7



## Snow & Ice Removal Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance

# Zone 8

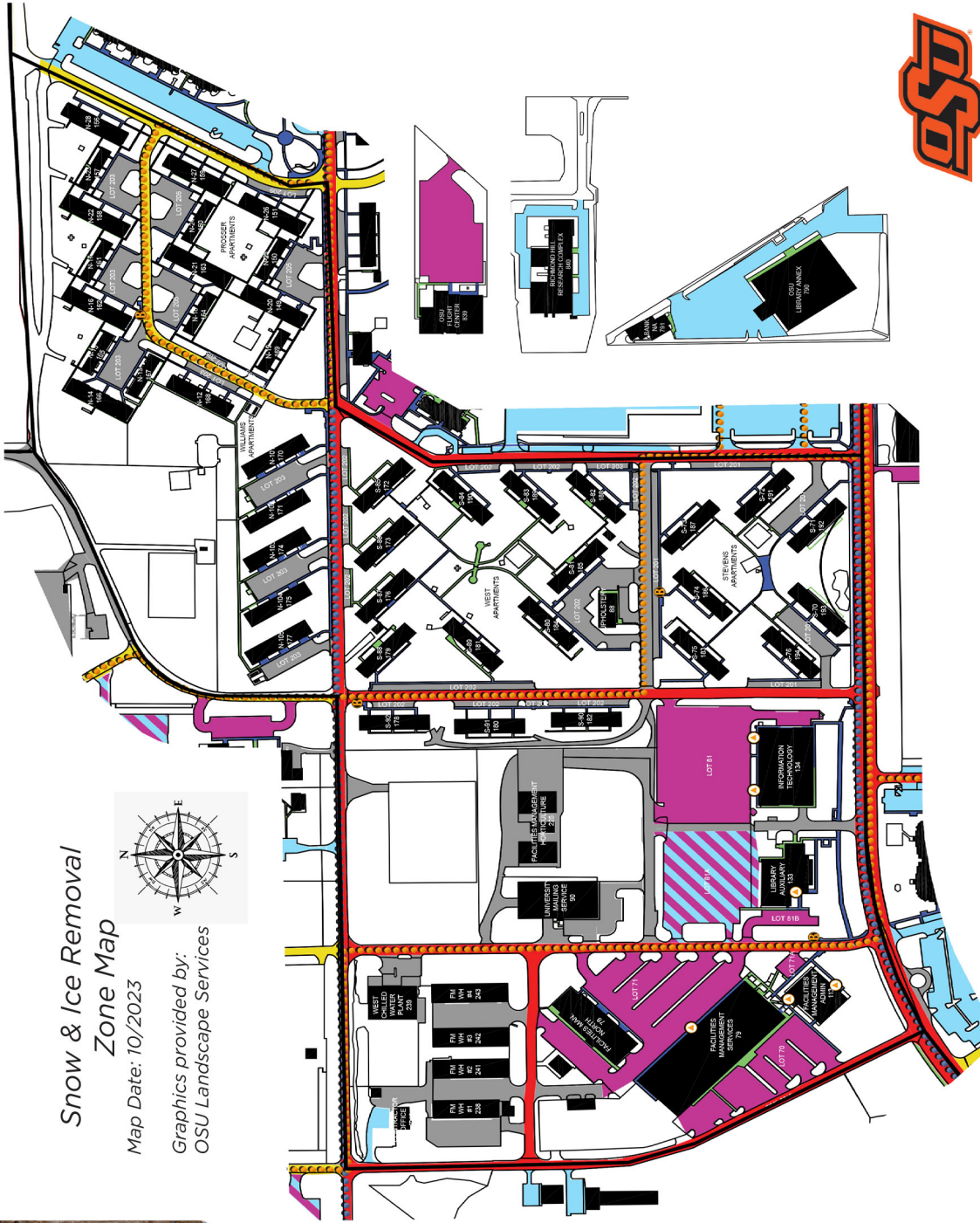
## Snow & Ice Removal Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance

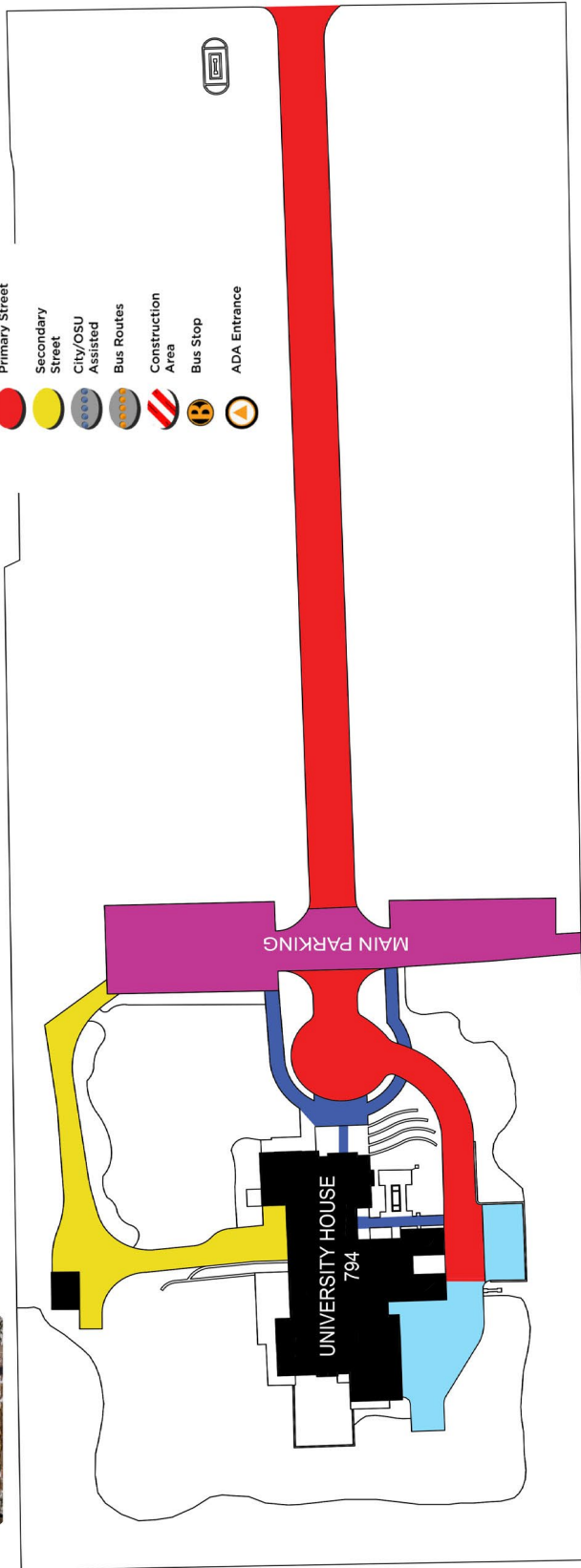




# Zone 9



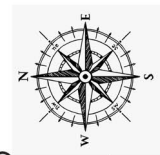
- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



Snow & Ice Removal  
Zone Map

Map Date: 10/2023

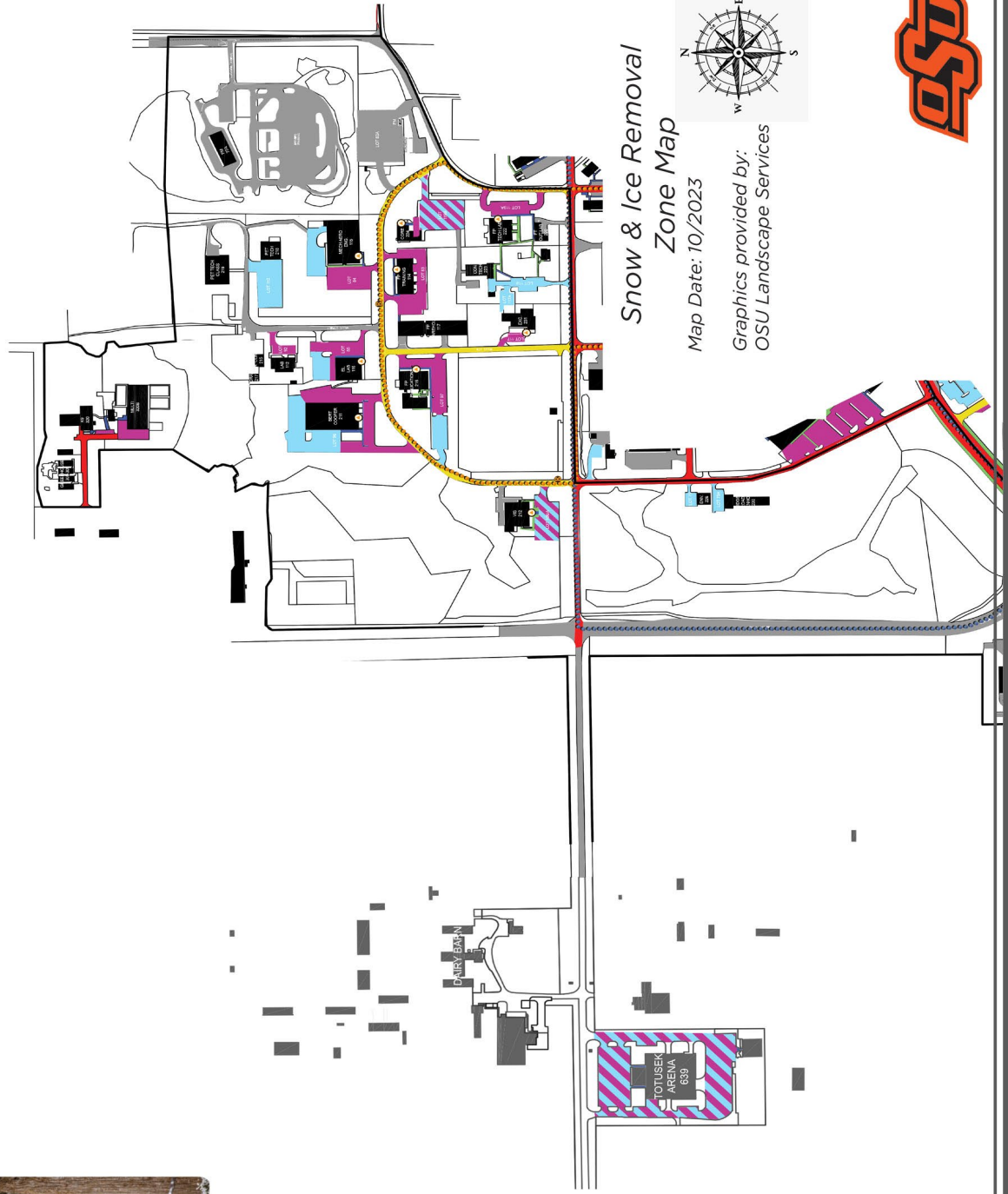
Graphics provided by:  
OSU Landscape Services



# Zone 10



- Primary Asphalt Lot
- Secondary Asphalt Lot
- Gravel Lot
- Primary Walk
- Secondary Walk
- Primary Street
- Secondary Street
- City/OSU Assisted
- Bus Routes
- Construction Area
- Bus Stop
- ADA Entrance



## Snow & Ice Removal Zone Map

Map Date: 10/2023

Graphics provided by:  
OSU Landscape Services



## **APPENDIX B: SNOW/ICE REMOVAL RESOURCES**

### **FACILITIES MAINTENANCE EQUIPMENT**

- (1) Tractor 4120 with Front End Loader and Box Blade**
- (2) Tractor with Front End Loader without Box Blade**
- (2) Dump Truck, Single Axle with Snowplow Blade and Salt Spreader**  
Clear streets, lots and intersections
- (1) Dump Truck, Single Axle**  
Haul snow when needed.
- (8) Mower Mounted Snowplows**  
Clearing sidewalks
- (6) Mower Mounted Snow Brooms**  
Clearing sidewalks
- (2) Backhoe**  
Used to clear intersections and remove plowed snow in lots and streets.
- (1) Skid-Steer Loader**  
Used on sidewalks and building entrances.
- (3) Pickups with Snow Blades**  
Used to clear parking lots
- (1) Pickup Mounted Spreader**  
Tight areas in parking lots
- (2) Utility Vehicles with Snow Brooms and Salt Spreaders**  
Clearing sidewalks
- (1) Utility Vehicle with Sand Spreader**  
Sidewalk sand application
  
- (Many) Various Hand Snow Shovels and Equipment**

### **Equipment Rentals**

- (2) Skid-Steer Loader with Blade (as needed depending on conditions)**  
Used on sidewalks and building entrances
- (1) Motor Grader**  
Clear Streets, parking lots, and intersections
- (1) Wheel Loader**  
Loading, clear parking lots

## **Labor**

Labor will vary and be diverted from other functions within Facilities Management to assist with snow-removal or other weather-related efforts.

Certain maintenance and custodial tasks may be deferred if resources are required to focus on snow/ice-removal.

- **Grounds/Landscape Services Department**

Focus on sidewalks, stairs, building entrances, crosswalks, and intersections utilizing power brooms, tractors, skid-steer snowplow, snow blowers, and hand tools.

- **Shop Support / Heavy Equipment Department**

Streets and intersections, parking lots and sidewalks utilizing; Dump trucks, motor graders, back hoes, skid-steer snowplow, pickup snowplows, and tractors.

- **ABM Custodial Services Contractor**

Building entrances, ADA ramps, and stairs utilizing; Shovels, brooms, mops, and hand broadcasting ice melt.

- **Skilled Trades Departments**

Parking lots and sidewalks utilizing; Shovels, brooms, mops, and hand broadcasting ice melt. Electric-Plumbing Department to move Math Generator Set to site should weather predictions warrant.

**Note: ABM Custodial Service**

ABM Custodial Services within buildings will be curtailed, as ABM staff will be utilized to assist in clearing building entrances, sidewalks, stairs and ramps. Normal duties when resumed will focus on common areas.

**Plan Preparedness Levels**

Levels of action that will occur as local media weather sources forecast chances in (%'s) for snow/ice as follows:

**Level One** -National Weather Service predict a 50% chance of snow/ice on the 7-10 day forecast.

- A general review of: this document set, labor, equipment and material is performed.
- Vendors are contacted for equipment delivery, purchase orders are written, approved and ready to issue.
- Material stockpiles are inventoried and prepared.

**Level Two** - National Weather Service forecast a 30% chance of snow/ice on the 5-day forecast.

- Labor is identified and equipment is readied.
- Purchase orders are processed to vendors for equipment deliveries.

**Level Three** - National Weather Service forecast a 30% chance of snow/ice in the next 24hours.

- Labor is assembled to review the plan, assignments are handed out and time-lines established.
- Vendor provided rental equipment is delivered.
- Facilities Management equipment is assembled; plows, spreaders, weights, fuel and tire chains.
- Phone message recordings with report to work times identified.
- Facilities Management Landscape Services will be available to assist OSUPD, University Department of Brand Management, and the City of Stillwater.

## **APPENDIX C: U.S. WEATHER SERVICE DEFINITIONS**

### **WATCH:**

A forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash floods, winter storms, or heavy snows.

### **WARNING:**

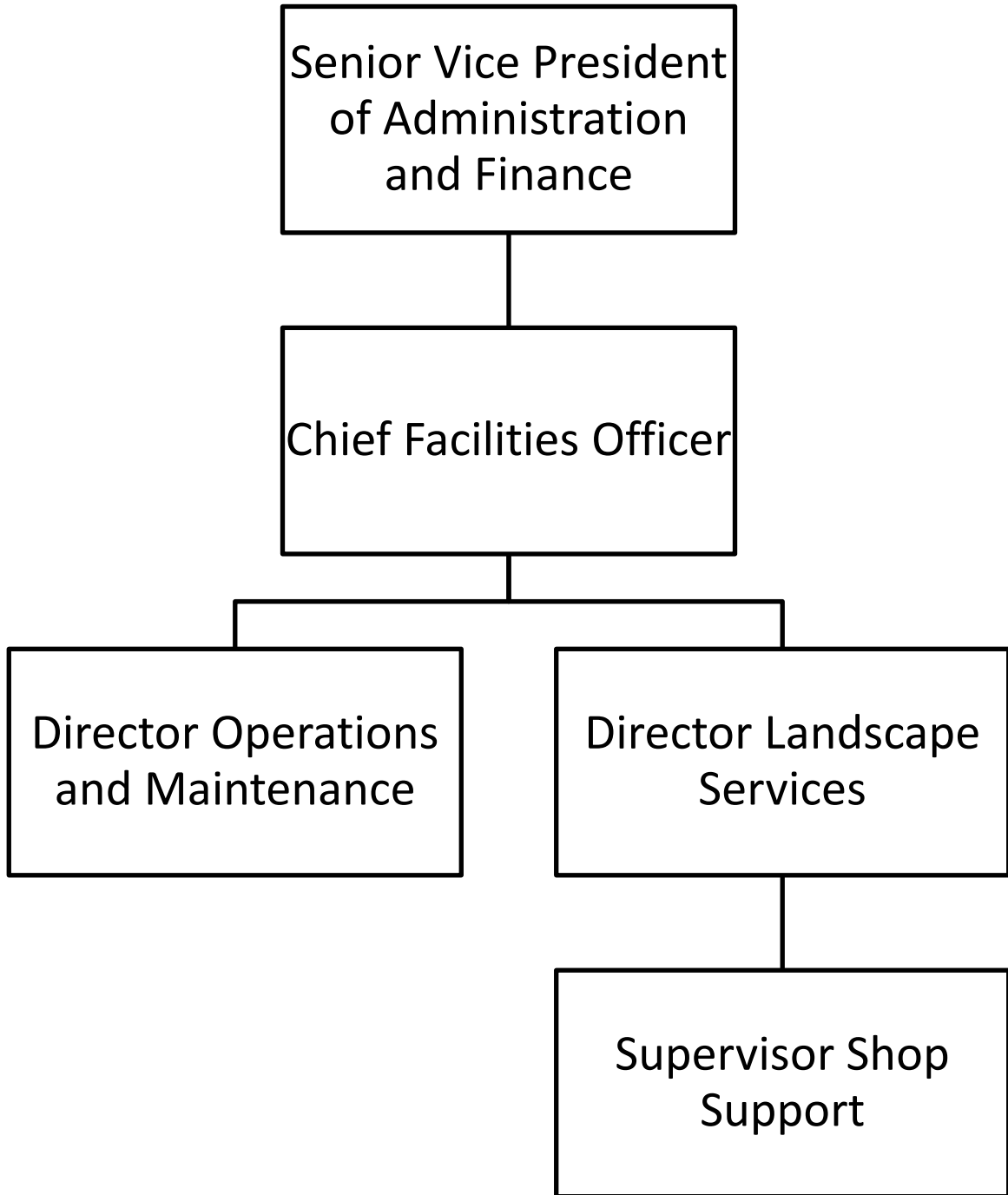
A forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar. Warnings state a particular hazard or imminent danger, such as tornadoes, severe thunderstorms, flash floods, winter storms, heavy snows, etc.

### **BLIZZARD WARNING:**

Following conditions 3 hours or longer include wind, sustained or frequent gusts to 35 mph or greater. Snow falling or blowing frequently reducing visibility to less than ¼ mile.

When temperatures are below 20 degrees F. emphasizing life-threatening nature of cold conditions.

**APPENDIX D: NOTIFICATION SEQUENCE FLOW CHART AND TELEPHONE LIST**



**APPENDIX E: LABOR RESOURCES BY DEPARTMENT**

**Plan Execution**

**Landscape Services Department Manager**

Maintenance Manager & (65) Zone Staff

**Zone 1, Zone 2, Zone 3**

Z1 Leader (5) Staff	Z2 Leader (4) Staff	Z3 Leader (3) Staff
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**Zone 4, Zone 5, Zone 6**

Z4 Leader (2) Staff	Z5 Leader (2) Staff	Z6 Leader (1) Staff
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**Zone 7, Zone 8, Zone 9**

Z7 Leader (2) Staff	Z8 Leader (2) Staff	Z9 Leader (1) Staff
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**Zone 10, & Horticulture Services**

Z10 Leader (2) Staff	Landscape Services Assistant Manager (7) Staff
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**Irrigation Services Weed & Pest Control STAFF = F.T.P.**

Leader (1) Staff	Leader (0) Staff
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**ALL OTHER SUPPORTING FACILITIES MANAGEMENT DEPARTMENTS**

**Class 1 Storm:** 0 supporting departments

**Class 2 Storm:** Minimum of 15 people from supporting departments up to ALL “available” personnel including Managers and Directors.

**Class 3 Storm:** N/A, 0 supporting departments (All removal efforts have stopped until conditions improve)



## **APPENDIX F: EQUIPMENT AND MATERIAL VENDORS**

### **Equipment Vendors**

Warren Cat  
15 North Meridian Avenue  
Oklahoma City, OK 73107-6501  
Phone: (405) 947-6771

Yellow House Machinery  
1300 West Chestnut Ave.  
Enid, OK 73073  
Phone: (580) 233-5000  
Toll Free: (800) 522-0385 (24-hour notice)

Kinnunen Inc. Sales & Rentals  
707 East 6<sup>th</sup> Ave.  
Stillwater, OK 74074  
Phone: (405) 743-4400

Hertz Rental  
123 South Perkins Rd.  
Stillwater, OK 74074  
Phone: (405) 372-7666

United Rental  
3520 North Perkins Rd.  
Stillwater, OK 74075  
Phone: (405) 372-1591

**Material Vendors**

**Sand**

Stillwater Sand and Gravel Company  
4623 S Perkins Rd.  
Stillwater, OK 74074  
Phone: (405) 372-4050

Dolese Bros. Company  
415 E. 6<sup>th</sup> Ave.  
Stillwater, OK 74074  
Phone: (405) 372-5921

**Salt**

Stillwater Milling Company  
512 East 6<sup>th</sup> Ave.  
Stillwater, OK 74074  
Phone: (405) 372-3445

Cimarron Valley Coop.  
Perkins, OK  
Phone: (405) 547-2423

**Ice Melt**

Facilities Management Supply Warehouse  
  
Biotech Products (Snow Plow Ice Melt)  
1529 West Main St.  
OKC, OK 73106-3013  
Phone: (800) 234-9795

Estes Chemical Company  
1819 N.W. 5th  
OKC, OK 73106  
Phone: (405) 235-7575

Grimsley's  
119 East Airport Rd.  
Stillwater, OK 74075  
Phone (405) 533-5300

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**Backup**

Lowe's of Stillwater  
1616 North Perkins Rd.  
Stillwater, OK 74075  
Phone: (405) 377-3000

Agrium Advanced Technologies  
5201 West Reno Suite E.  
OKC, OK 73127  
Phone: (405) 598-3582