

	<b>Public Works Department</b>
	<b>PLAN</b>
<b>Title:</b>	Snow and Ice Control Plan
<b>Document #:</b>	27.1
<b>Approved by:</b>	Mark Becketl, Public Works Operations Manager
<b>Effective date:</b>	April 9, 2019
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<b>See also:</b>	PRO 27.2, POL 27.3, PRO 27.4, SOG 27.5,

**27.1 Snow and Ice Control Plan**

A snow and ice control plan establishes policies, procedures, and training to meet specified levels of service and is routinely reviewed.

This plan provides the City of Salem’s level of service goals for winter event response, including: response routes, required resources, roles and responsibilities, annual training requirements, and individual storm response needs.

**1. Service Level Goal**

It is the goal of the Public Works Department to provide pre-event, event, and post-event treatment to public roadways to assist traffic, transit, and first responder movements during winter events to the safest extent possible.

**2. Prioritization of Snow and Ice Response Routes**

Assigned snow and ice response routes will be prioritized by volume of traffic, grade of roadway, terrain, elevation, neighborhood inter-connecting traffic patterns, and locations of government and emergency facilities, with flexibility to adapt to heavy commute patterns, as defined in Public Works Plan 27.8 (Snow Route Assignment).

**3. Resource Identification and Assignment**

Resources necessary for responding to snow and ice events shall be identified and scheduled as follows:

- a. Storm warning notification shall be per Public Works Procedure PRO 27.2 (Storm Warning Notification).

- b. Personnel shall be identified and scheduled for 12-hour shift response and assigned program responsibilities per Public Works Policy POL 27.3 (Personnel Scheduling) and mobilized for an event per Public Works Procedure PRO 27.4 (Mobilization).
- c. Equipment shall be identified, prepared, and scheduled for winter response per Public Works Procedures PRO 27.6 (Equipment Inspection) and PRO 27.7 (Equipment Calibration).
- d. Snow and ice mitigation materials shall be identified, acquired, stored, and loaded onto response vehicles per Public Works Procedure PRO 27.9 (Loading Procedures) and applied per Public Works Guidelines SOG 27.5 (Snow and Ice Materials) and SOG 27.10 (Spreading and Plowing Procedures).
- e. A snow storage area shall be defined and utilized as needed per Public Works Procedure PRO 27.11 (Snow Storage).
- f. Damages to City or private property during response operations shall be reported and mitigated per Public Works Policy POL 27.12 (Snow Operation Damages).
- g. Response to parked or abandoned vehicles on snow routes shall be per Public Works Policy POL 27.13 (Parking Limitations).
- h. Annual training shall incorporate requirements stated in Public Works Guidelines SOG 27.5 (Snow and Ice Control Materials), Public Works Plan 27.6 (Equipment Inspection), Public Works Policy POL 27.9 (Loading Procedures), and Public Works Procedure POL 27.10 (Spreading and Plowing Procedures).

#### **4. Inter-agency Cooperation and Assistance**

An annual meeting will be hosted by the City of Salem for all adjoining transit, school transportation, municipal, county, federal, and state agencies, to compare and share new technologies, practices, materials, and methods, and to confirm shared and exchanged response routes along the periphery of each jurisdiction.

- a. Shared and exchanged route segments will be confirmed.
- b. Intergovernmental agreements will be verified as active and up to date.
- c. Weather service vendors will be discussed.
- d. Winter weather outlook will be discussed.
- e. Topics of interest will be presented and discussed.
- f. Meeting shall take place each year no later than November 20.
- g. Interagency contact information shall be provided and verified.

**5. Plan Review Requirements**

This plan and associated elements shall be reviewed annually and updated as needed to reflect development and addition of new or altered roadways and high priority facilities.

**6. Annual Training Requirements**

All snow and ice response staff shall attend and participate in training to be held annually on or before the first week of November.

a. Training shall include:

1. Snow plow installation and operation.
2. Towed sander installation and operation.
3. Proper loading procedure for sanding rock.
4. Loading liquid deicer and application system operation.
5. Tire chain installation, removal, and repair.
6. Materials storage facility operation and maintenance.
7. Classroom study of snow and ice routes.
8. Classroom discussion of proper plowing, sanding, and deicing procedures.