

Peninsula College Inclement Weather Plan

Peninsula College will be open on all scheduled work days unless, in the judgment of the College President, or designee, it is determined that maintaining the work schedule would constitute a real and present danger to the safety and welfare of the college employee, or conditions make it impossible to continue the regular work day (Board Policy 265).

It is the default and preference that the College will be open regardless of weather conditions. Throughout the winter season, Facilities will monitor the weather in order to prepare for inclement conditions. The inclement weather plan will be activated when severe weather occurs and/or snow begins to accumulate at a rate that requires remedial action to prevent hazardous road and sidewalk conditions. Storm mitigation, removal and clean-up will be Facilities number one priority during inclement weather conditions. All non-emergent requests for services may be delayed..

College Closure

Depending on the severity and circumstances surrounding the crisis or emergency, the College President or designee may declare a College “Closure”, “Late Start”, or “Lock Down” under any of the following circumstances:

- If conditions are severe enough to prevent a substantial number of commuting students, faculty and staff from arriving to campus.
- It is determined that maintaining the regular schedule would constitute a real and present danger to safety and welfare.
- If conditions make it impossible to continue the regular work day.

Closure information will be posted in the following ways:

- Posted on the Front Page of the College website/Facebook
- PCAAlert message will go out to those who have opted in to participate
- Information Center Main phone message
- Notification to media

The Following Closure Guidelines will apply:

For your safety and the safety of others, classes will be cancelled and College Operations will be suspended for the duration of closure. Buildings will remain locked, and on limited emergency power. Only essential response personnel are required to report for work. All other College personnel should remain home.

Essential response personnel are defined as employees who are required to report to their designated work location to perform work that is critical to the continuation and/or restoration of essential College functions during an emergency or in the event the College has suspended operations.

Peninsula College Inclement Weather Plan

Faculty: During Closure, classes will be cancelled; faculty should not hold face to face classes on their own. Once the College is operational, missed material may be made up during normal class time; however, makeup of class hours is not mandatory within the first 2 days of closure. (refer to PCFA/PC CBA Article 18)

Classified Staff: During Closure, with exception of essential response personnel, classified staff are not to report to work without permission from your supervisor. Classified staff options are outlined in WFSE Suspended Operations Article 17.

Hourly Part Time Staff: During the closure, with the exception of essential response personnel, hourly part time staff are not to report to work with out permission from you supervisor.

Exempt Administrative Staff: During Closure, administrators should coordinate with their immediate supervisor and only those employees whose work presence on campus is essential should report to work.

Extension Sites: Due to differing geographical conditions, extension sites may close or remain open independent from the main campus announcement. The decision will be made by the College President or designee. This will include Forks, Lincoln Center, Port Townsend and CRTC.

After consultation with the remaining members of the Executive Policy Board and the Incident Management Team, the College President will determine when it is appropriate to deactivate the plan and return to the normal College schedule.

Storm Response Teams

Due to the need for early action during inclement weather conditions, the College has designated Storm Response teams. These teams will respond to, remove, and clean up snow and weather related hazards to insure the safety and welfare of those using College facilities.

The Storm Response Teams will consist of both full time and part time personnel. They may be requested to work overtime or on a revised schedule. Revised schedule changes will be for emergency conditions only and requested by the effected employees' supervisor. Response team staff will be contacted at home if the planned schedule is changed and a revised schedule is implemented. In the event of an extended closure, storm response teams' schedules may be adjusted so that all teams arrive and depart at the same time for an all hands approach. This decision will made in collaboration by the Response Team leads; each lead will be responsible for notifying their teams. If road and safety conditions prohibit essential personnel from reporting, they should notify their supervisor as soon as possible.

Peninsula College Inclement Weather Plan

- **Storm Response Team 1** will consist of all Maintenance and Grounds staff. These individuals are considered “essential personnel” and must report for Storm duties during all Storm level conditions.
 - Response Team 1 Maintenance/Grounds Lead:** Physical plant manager; responsible for monitoring weather conditions outside normal working hours. Discuss the main campus site conditions with Campus Safety Operations Manager to determine Storm level condition. Report Recommendation to Director of Facilities, Planning, and Operations; activate storm plan.
 - Morning Response Team 1: Low: normal work schedules; Storm duties
 - Moderate: report to work 1 hour prior to shift; Storm duties
 - Elevated: arrival will be discussed prior day; Storm duties

- **Storm Response Team 2** will consist of all Campus Safety officers. These individuals are considered “essential personnel” and must report for duty during all Storm level conditions. Team 2 Safety officers will be the designated Safety Officers for the duration of event and will facilitate and monitor Warming Stations.
 - Response Team 2 Safety Lead:** Safety Operations Manager; responsible for monitoring weather conditions outside normal working hours. Discuss the extension site conditions with Physical Plant Manager to determine Storm level condition. Execute internal and external communications; place snow barriers; secure buildings.
 - Morning Safety Response Team 2: Low and Moderate: report for regular shift. Complete regular duties. Fill-in/assist where needed
 - Evening Safety Response Team 2: Low and Moderate: report for regular shift. Complete regular duties; participate in sanding and deicing
 - Elevated: report at 10:00 am Complete Storm duties

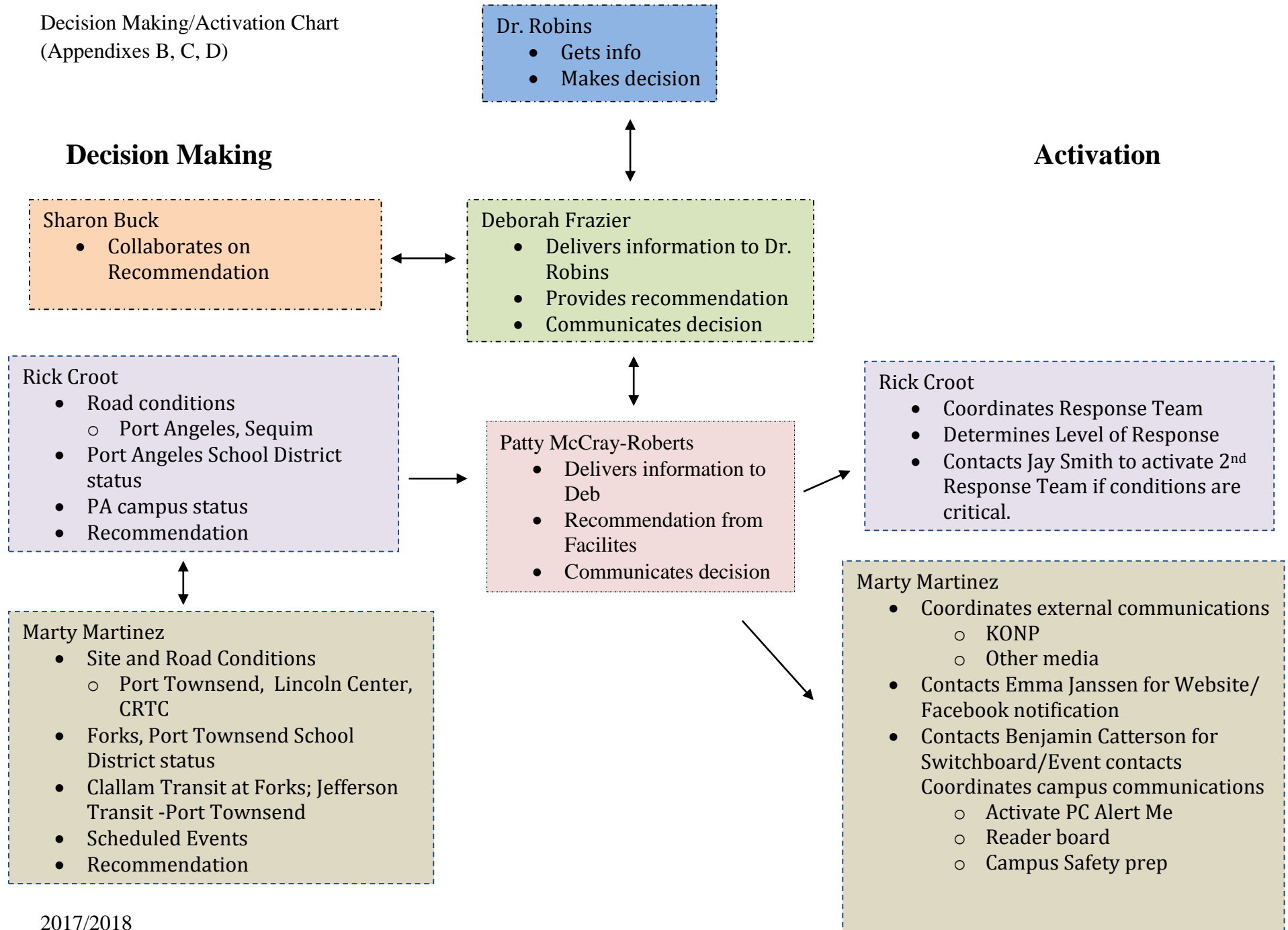
- **Storm Response Team 3** will consist of all Custodial staff members. These individuals are considered “essential personnel” when Storm Duties during all Storm Level conditions. The morning/day-time custodian will transfer to Storm Response Team 1 to aide in snow removal/deicing in the morning, as needed.
 - Response Team 3 Custodian Lead:** Auxiliary Services Program Manager; responsible for Response Team 3
 - Morning Response Team 3: Low and Moderate: report for regular shift. Complete limited duties with health and safety priority; keep building entrances clean and dry; participate in sanding and deicing
 - Elevated: arrival will be discussed prior day/Storm duties
 - Evening Response Team 3: Low and Moderate: report for regular shift. Complete limited duties with health and safety priority; keep building entrances clean and dry, participate in sanding and deicing
 - Elevated: report at 10:00 am Complete Storm duties

Peninsula College Inclement Weather Plan

This plan is intended to provide orderly and prioritized methods to combat inclement weather. Each storm will present different challenges. The Storm Response Team Leads may need to continually adjust the plan to achieve the most benefit from the personnel and equipment available at the time.

Peninsula College Inclement Weather Plan

Decision Making/Activation Chart
(Appendixes B, C, D)



Snow Incident

Snow Conditions

Snow conditions are classified as Low, Moderate, and Elevated depending on conditions. Closure recommendations and Snow response will be based on these levels. The APPA Standards for snow removal will help determine the level of response per snow condition. The College will strive to maintain the APPA Level 2 standard for low, Level 3 for elevated, and Level 4 for critical. Snow removal and clean-up are paramount if we are to maintain a safe educational environment.

Low Snow Condition

A low snow condition is characterized by the falling or presence of snow and or ice that poses a safety risk to the campus population. This would be a light or intermittent snow with under 2” of accumulation. There would be minimal to no impact on student, faculty, and staff and the College would remain open for all classes, including evening classes and events.

Moderate Snow Condition

A moderate snow condition is characterized by snow fall 2” or more or continuous snow with anticipated 2” or more accumulation. This snow condition has a moderate impact on campus life and may cause a day of “Late Start” or “Early Closure” after occupants have already arrived on campus.

Elevated Snow Condition

An elevated snow condition is characterized by continuous snowfall at a rate that we are unable to keep up with, or snow with anticipated 6” or more accumulation. This snow condition has a major impact on campus life with the College closed for a day or more. Top priority of Storm Response Teams will be to clear snow to a level where the College could potentially open as soon as possible.

APPA Standards – Snow Removal

Level 1 Snow Removal: Snow removal starts the same day that accumulations reach .5 inches. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.

Level 2 Snow Removal: Snow removed by noon of the day after the snowfall. Gravel or snowmelt may be used to reduce ice accumulation.

Level 3 Snow removal: Snow removal done based on local law requirements but generally accomplished by the day following the snowfall. Some crosswalks or surfaces may not be cleared at all.

Level 4 Snow Removal: Snow removal based on local law requirements and generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

Peninsula College Inclement Weather Plan

Level 5 Snow Removal: Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared.

Level 6 Snow Removal: Only as necessary.

Snow Priorities

Snow will be cleared in a prioritized manner. Emergency access routes, primary pedestrian routes, vehicular drives and main parking lot are the first priority. These areas will be addressed simultaneously, expanding pathways as conditions allow. The parking areas South and West of M (Keegan Hall) are nonessential and will be second priority. Minimal use walks and roads are not priority and may be cleared last or not at all. Fire hydrants and storm drains will be cleared the day following the storm. Anti-icing and de-icing procedures will be performed as deemed necessary.

Special attention will be paid to ADA access; these areas are maintained on a continual basis and have a priority 1 status. (ADA Priority access.

Nonessential 2nd Priority areas Blocked off

For all conditions, secondary priority areas will be blocked off until first priorities are clear and safe for travel. Signs will be placed to direct traffic to alternate routes. (Routes to be blocked off are identified and marked on map Appendix C)

1. Access road around campus
2. Parking areas south and west of M (Keegan Hall)
3. Main entrance stairs; first and second landing; quad stairs east of B (Library)
4. Amphitheater and Stairs East of M (Keegan Hall)

Low Snow Condition

Storm Response Team 1:

Removal of snow Conditions manageable within Team. Snow Condition level and forecast will be reviewed at the end of each day and any schedule changes discussed for the next day during that time.

Snow Removal 1st Priorities

- ❖ Main Parking Lot and access to and from:
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - 3 operators/3hours
 - One Ton Plow operator starts on east end road and work through campus.
 - Kubota Plow operator starts in quad and moves where needed after quad clear.
 - Ford Backhoe operator starts on main lot and moves where needed during and after lot is cleared

Peninsula College Inclement Weather Plan

- Hand tool crew: 2 staff/2 hours for the hand work and sanding/deicing of stairs and areas not accessible with heavier equipment. The spreading of sand and deicer will also need to be done manually.
 - John Deere Gator
 - Leaf Blowers
 - Snow Blowers

Hand Tools:

Shovels

Sanding buckets

Deicer bucket

Brooms

Hand Shoveling/ Leaf/Snow Blower 1st Priority:

1. Ramp at Longhouse
2. Stairs and entry to P (University Center)
3. Front of compactor.
4. Back door of Kitchen J (PUB)

2nd Priority: Remain blocked until cleared and safe for travel

1. Main entrance stairs; first and second landing; quad stairs east of B (Library Slab area at first landing at front stairs.
2. Amphitheater and Stairs East of M (Keegan Hall)

2nd Priorities: Remain blocked until cleared and safe for travel

- ❖ Access road around campus:
 - 1 operator/2 hours
 - One Ton Plow operator starts at E (Maier Hall) and moves through access road to west side of campus.
- ❖ Parking areas south and west of M (Keegan Hall)
 - 2 operators 1.5 hours
 - Kubota and One Ton operator starts out east and moves west.
- ❖ Fire hydrants and storm drains will be cleared the day following the storm.

Storm Response Team 2 & 3:

Snow Removal Priorities

- ❖ Limited duties with health and safety priority
- ❖ **Team 2:** Execute internal communications on weather condition and safety; high traffic/problematic areas marked with hazard cones and signs
- ❖ Place Snow Barriers to block snow areas; signs to divert traffic to alternate routes
- ❖ **Team 3:** Revised Routes to cover all building entrances; Interior Building entrances kept clean and dry
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - Morning: Sanding and deicing in coordination with Team 1 & 2
 - Evening: Sanding and de-icing routes if forecast predicts additional freezing and/or snow (This is preemptive action with the deicer and is most effective if placed as late as possible in the day.)

Moderate Snow Condition

A moderate snow condition will require storm response teams to adjust work schedules to maintain removal of accumulated amounts in anticipation of classes running normally. Moderate snow conditions will require designated snow routes, with not all areas cleared on campus.

Storm Response Team 1:

Removal of snow Conditions manageable within Team 1 on reduced routes. Team will report to work 1 hour prior to shift ready for Snow removal duties. If snow continues to fall during the day and the decision is made to remain open for evening classes, extended hours and overtime may be authorized. Snow Condition level and forecast will be reviewed at the end of each day and any schedule changes discussed for the next day during that time.

Snow Removal 1st Priorities

- ❖ Main Parking Lot and access to and from:
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - 4 operators/5hours
 - John Deere Plow Operator start on east end sidewalks and move through campus.
 - One Ton plow Operator start on east end road and work through campus.
 - Kubota Plow Operator start in quad and moves where needed after quad clear.
 - Ford Backhoe Operator start on main lot and moves where needed during and after lot is cleared.
 - 1 operator/2 hours
 - John Deere Gator with Snow Blower attachment operator blows snow north side of main lot and move where needed.
- ❖ Hand tool crew: 2 staff/2 hours for the hand work and sanding/deicing of stairs and areas not accessible with heavier equipment. Spreading of sand and deicer will need to be done manually.
 - John Deere Gator
 - Leaf Blowers
 - Snow Blowers

Hand Tools:
Shovels
Sanding buckets
Deicer bucket
Brooms

Hand Shoveling/ Leaf/Snow Blower 1st Priority:

1. Ramp at Longhouse
2. Stairs and entry to P (University Center)
3. Front of compactor.
4. Back door of Kitchen J (PUB)

2nd Priority: Remain blocked until cleared and safe for travel

1. Main entrance stairs; first and second landing; quad stairs east of B (Library Slab area at first landing at front stairs.
2. Amphitheater and Stairs East of M (Keegan Hall)

Peninsula College Inclement Weather Plan

2nd Priorities: Remain blocked until cleared and safe for travel

- ❖ Access road around campus:
 - 2 operator/2.5 hours
 - One Ton Plow operator starts at E (Maier Hall) and moves through access road to west side of campus.
- ❖ Parking areas south and west of M (Keegan Hall)
 - 2 operators 2 hours
 - Kubota and One Ton operator starts out east and moves west.
- ❖ Fire hydrants, storm drains, mechanical room access and basement access will be cleared the day following a storm.

Storm Response Team 2

Snow Removal Priorities

- ❖ Execute internal communications on weather condition and safety
- ❖ Place Snow Barriers to block snow areas; signs to divert traffic to alternate routes
- ❖ High Traffic problematic areas marked with hazard cones
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - Evening sanding and de-icing routes if forecast predicts additional freezing and/or snow (This is preemptive action with the deicer and is most effective if placed as late as possible in the day.)
- ❖ Limited duties with health and safety priority.
- ❖ Rotation on to Storm Duties when conditions require.

Storm Response Team 3

Snow Removal Priorities

- ❖ Interior Building entrances kept clean and dry; Revised Routes to cover all building entrances
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - Morning : Sanding and deicing in coordination with Team 1 &2
 - Evening: sanding and de-icing routes if forecast predicts additional freezing and/or snow (This is preemptive action with the deicer and is most effective if placed as late as possible in the day.)
- ❖ Limited duties with health and safety priority.
- ❖ Rotation on to full Storm Duties when conditions require.

Elevated Snow Condition.

An elevated snow conditions will require schedule adjustments to keep up with accumulation. Due to the volume of snow expected, routes and equipment will run continuously as the snow will accumulate at such a rate that will require it. The Storm Response Teams will not be able to keep up with clearing of all areas, requiring nonessential secondary areas to remain unclear and secured with fencing. Storm Response Teams will operate under the clearing critical areas only criteria during this type of event.

Storm Response Team Leads will work in a collaborative effort, as conditions will require an all hands approach to maintain access. All Storm Teams will be activated as essential personnel and report accordingly. This condition will require early arrival and extended hours and overtime may be authorized. Snow Condition level and forecast will be reviewed at the end of each day and any schedule changes discussed for the next day. If critical levels are reached on first day of event Team Leads will call and activate early arrival schedules. During Snow event, conditions and forecast will be reviewed several times during the day, to determine snow removal priorities, effectiveness, and safety of personnel.

If conditions reach past the point of removal or are unsafe to continue, Teams Leads are authorized to call end of shift. If such event occurs prior to arrival of other essential personnel, they will be notified and not required to report to work.

Storm Response Team 1 & 3:

Removal of snow Conditions manageable on reduced routes. (Appendix E) All teams will be assigned storm duties; snow removal equipment operators will be on rotation. If snow continues to fall during the day and the decision is made to remain open for evening classes, extended hours and overtime may be authorized. Arrival times will be discussed prior day and morning teams should be prepared to arrive at least 1 hour prior to schedule.

- ❖ Evening Response Team 3: report at 10:00 am Complete Storm duties; equipment operators rotation
 - Evening sanding and de-icing routes if forecast predicts additional freezing and/or snow (This is preemptive action with the deicer and is most effective if placed as late as possible in the day.)

Snow Removal 1st Priorities:

These areas will be addressed simultaneously, expanding pathways as conditions allow. Equipment operators will rotate.

- ❖ Main Parking Lot and access to and from:
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - 4 operators/Continuous rotating operation
 - John Deere Plow Operator start on east end sidewalks and move through campus.
 - One Ton Plow Operator start on east end road and work through campus.
 - Kubota Plow Operator start in quad and moves where needed after quad clear.

Peninsula College Inclement Weather Plan

- Ford Backhoe Operator start on main lot and moves where needed during and after lot is cleared.
- 1 operator/Continuous operation
 - John Deere Gator with Snow Blower attachment operator blows snow north side of main lot and moves where
- ❖ Hand tool crew: 2 staff/2 hours for the hand work and sanding/deicing of stairs and areas not accessible with heavier equipment. Spreading of sand and deicer will need to be done manually.
 - John Deere Gator
 - Leaf Blowers
 - Snow Blowers

Hand Tools:

Shovels
Sanding buckets
Deicer bucket
Brooms

Hand Shoveling/ Snow Blower 1st Priority:

1. Ramp at Longhouse
2. Stairs and entry to P (University Center)
3. Front of compactor.
4. Back door of Kitchen J (PUB)

2nd Priority: Remain blocked until cleared and safe for travel

1. Main entrance stairs; first and second landing; quad stairs east of B (Library Slab area at first landing at front stairs.
2. Amphitheater and Stairs East of M (Keegan Hall)

2nd Priorities: Remain blocked until cleared and safe for travel

- ❖ Access road around campus:
 - 2 operator/ Continuous rotating operation
 - One Ton Plow operator starts at E (Maier Hall) and moves through access road to west side of campus.
- ❖ Parking areas south and west of M (Keegan Hall):
 - 1 operator/ 2 hour
 - Kubota and One Ton operator starts out east and moves west.
- ❖ Fire hydrants, storm drains, mechanical room access and basement access will be cleared the day following a storm.

Peninsula College Inclement Weather Plan

Storm Response Team 2:

Team 2 Safety Lead will be the designated Safety Officer for the duration of event and will facilitate and monitor Warming Stations. Evening Safety Response Team 2: report at 10:00 am Complete Storm duties

Snow Removal Priorities

- ❖ Execute internal communications on weather condition and safety
- ❖ Place Snow Barriers to block snow areas; signs to divert traffic to alternate routes
- ❖ Secure Buildings
- ❖ Facilitate and maintain Warming Stations
- ❖ Fire Lanes, Interior Sidewalks, and ADA areas:
 - Evening sanding and de-icing routes if forecast predicts additional freezing and/or snow (This is preemptive action with the de-icer and is most effective if placed as late as possible in the day.)
- ❖ Rotation on to Storm Duties when conditions require

Designated Warming Stations (Supplies listed Appendix F)

- ❖ T Building (Main Floor)
- ❖ M Building/Keegan Hall (North side of spine and adjacent bathrooms only)

Peninsula College Inclement Weather Plan

Equipment, Parts, and Supplies

Storm Response Team 1 will inventory all related snow equipment, parts, and materials prior to season, each year. All equipment will be started, tested, tuned up, and checked for faulty parts and repairs. All equipment will be routinely tested prior to the first storm and throughout the entire winter season. Any essential backup and replacement inventory will be ordered by prior to season.

Pre-season Storm Response Teams Preparation Checklist

- Update Storm Response Plan to reflect the addition or deletion of properties, changes in personnel, changes with equipment and usage, budgeting constraints, and all other information that is necessary to keep the response plan up-to-date
- Train personnel in the safe operation of snow removal equipment and in handling snow and ice melting materials
- Establish notification process for personnel call-ins
- Perform inventory and inspection of equipment, parts, and materials to ensure that they are in proper working condition and/or stocked in appropriate quantities. Some examples include: plow blades, tire chains and repair links, snow blowers, shovels, scrapers, spreaders, tractors, trucks, anti-freeze, hydraulic oil, hoses, belts, chains, gear boxes, winter windshield wiper blades, and snow fencing.
- Attach snow removal implements to equipment.
- Ensure adequate stock of snow and ice melt materials.
- Maintain and keep snow removal equipment in good mechanical condition.
- Locate hand tools and ice melt for easy access.
- Update maps and listings of priorities, assignments, and areas of responsibility
- Update lists of local emergency services such as hospitals, ambulance, police, fire, etc. (Appendix G)

Training and Safety

The safety of the campus community and of the Facilities' personnel is of the utmost importance. Training of personnel involved in snow and ice removal operations is mandatory and will occur prior to any winter storm activity. Depending on experience, personnel will be trained on the safe operation of the types of equipment they will be operating and on tasks to be performed. Winter equipment operation and tasks to be performed will be evaluated to determine the personal protective equipment (PPE) that is needed to ensure safety. (Appendix H) Once the PPE is identified and purchased, employees will be trained how to use the PPE while operating equipment or performing tasks. All training will be conducted as per current OSHA standards and requirements.

Peninsula College Inclement Weather Plan

Storm Response Teams Safety Checklist

- Wear proper clothing and utilize proper personal protective equipment
- Wear boots that provide good traction and proper insulation
- When loading and unloading snow and ice melt materials, use proper lifting mechanics:
 - Bend your knees
 - Use your legs to lift not your back
 - Turn your full body – avoid twisting
 - Use mechanical devices, if appropriate, such as a fork lift or hand truck
- Do not operate equipment without proper training and approval
- Take breaks from equipment operation a minimum of 15 minutes every 3 hours
- Protect exposed skin
- Change clothes that become wet as soon as possible
- Use Warming Stations and warm cold body parts immediately – do not let body parts become numb
- Change socks frequently
- Report all suspected cold weather injuries to a Safety Officer and Team Lead immediately

Record Keeping and Documentation

Accurate and up to date records of storm conditions and department activities are a critical element of the storm response plan. Records are useful in tracking materials used and in planning future storms. Records are also essential in defending claims that may be brought against the College. Storm reports will be completed for each storm throughout the winter. As part of the Storm report process, the Storm Response Team Leads will review storm operations and record successes and areas that need improvement in order to modify the inclement weather plan and improve services for the future, evaluate performance of equipment and materials, and quantify equipment and material costs to help establish future budget needs.

All essential personnel and leads are required to keep track of specific hours worked during inclement weather closures and late starts. In this record, Storm Team Leads must record what type of incident or event required the use of essential personnel (Appendix J).

All injuries during incidents, events, or inclement weather must be reported to their Leads or Supervisor's so that they may be addressed accordingly.

Peninsula College Inclement Weather Plan

Storm Response Team 1 Lead Procedures Checklist

- Monitor weather through the National Weather Service, local radio stations and web.
- Regularly inspect campus for ice.
- Inspect campus regularly to identify and repair storm damage.
- Confirm adequate supply of materials and parts after each storm.
- Inspect and inventory equipment and materials to determine need for repair and/or replacement and ensure adequate inventory.
- Routinely check roofs to determine where potential snow slides may restrict sidewalks.
- Monitor roof drains for potential ice build-up.
- Keep snow-handling equipment available and maintain appropriate inventories for late season storms.
- Maintain storm reports including snowfall, temperature, hours worked, equipment and materials used, overtime, etc.
- Evaluate performance of staff and correct as necessary.

Storm Response Teams Procedures Checklist

- Perform storm duties, as directed by Team Lead.
- Advise Lead of any unsafe or potentially hazardous conditions encountered during storm duties.
- Operate all assigned equipment in a safe and efficient manner.
- Perform maintenance inspections on assigned equipment and maintain same in a neat and clean condition.
- Wear appropriate clothing for winter weather conditions and utilize safety equipment provided.
- Ensure that stairs, roadways, parking lots, sidewalks and entryways are kept free of snow, slush and ice, which may cause hazardous footing.
- Exercise caution with the use of salt and ice melt around areas that border lawns or plantings.
- Keep fire hydrants and drains clear of snow.
- Wash equipment, vehicles, and implements after storms to help prevent corrosion.
- Ensure all gates are free and clear of snow and ice and operating properly.
- Routinely check roofs to determine where potential snow slides may restrict sidewalks.
- Monitor roof drains for potential ice buildup.
- Make sure ADA access is clear at all ramps and door opening buttons.

Peninsula College Inclement Weather Plan

Grounds Spring Clean-up Checklist

In preparation for spring and commencement activities, the Grounds department will complete the following storm related tasks at the close of the winter season as outlined below:

- After a winter storm and once any residual snow begins to thaw, all drains must be clear to avoid any drainage or re-freeze problems. All clogged drain lines should be reported promptly.
- Sweep and remove, and/or power wash all winter salt/sand materials from roads, walks, and parking areas.
- Repair potholes and parking lot damage.
- Check all gates, fences, and poles for damage and repair as necessary.
- Clear drains of any winter debris or materials.
- Check trees for winter damage and conduct maintenance as necessary.
- Inspect lawn and plant areas for salt damage and add amendments as necessary.
- Sand Buckets removed and placed back in storage
- Store all equipment not used during other seasons in a secure location.

Appendix A

List of Notification Places

Website

Facebook

PCAlertME

Information Center Main phone message

KONP, Port Angeles

KSQMFM Sequim

Forks Broadcasting

KPTZ Port Townsend

Appendix B

Decision Making Road conditions contact:

Clallam Transit - Dispatch (360)452-4511 Opt.#2

WSDOT - www.wsdot.wa.gov (Clallam, Jefferson Counties)

PENCOM Dispatch Center (360)452-4545

Washington State Patrol (WSP) www.wsp.wa.gov

Peninsula College Inclement Weather Plan

Appendix C

Decision/Communication matrix for both classes and events

Port Angeles	Yes	No	Delayed until?	TBD when?
Morning				
Afternoon				
Evening				
<i>If Port Angeles main campus is closed Clallam Bay will be closed</i>				
Forks	Yes	No	Delayed until?	TBD when?
Morning				
Afternoon				
Evening				
<i>If Forks site is closed Olympic Corrections Center (OCC) will be closed</i>				
Port Townsend	Yes	No	Delayed until?	TBD when?
Morning				
Afternoon				
Evening				
CRTC	Yes	No	Delayed until?	TBD when?
Morning				
Afternoon				
Evening				
Lincoln Center	Yes	No	Delayed until?	TBD when?
Morning				
Afternoon				
Evening				

Appendix D

Decision Making Contact Information

Primary Contacts

Name	Home Phone	Cell Phone
Luke Robins		501-276-0996
Deborah Frazier	360-565-6035	360-477-7762
Sharon Buck		425-830-7810
Emma Janssen		360-808-5750
Patty McCray-Roberts		360-775-9288
Rick Croot	360-460-7971 (cell)	360-460-1373
Marty Martinez	360-477-0393	360-417-6559
Jay Smith	360-797-1630	360-460-3292
Kari Desser		208-201-6878

Alternate Contacts

Debbie Scannell		360-640-1893
Anna Hill Green		360-774-1820

Peninsula College Inclement Weather Plan

Appendix E

Designated ADA Building Access Points:

- Main lot to south ramp west of arches accesses B, west end of C, D, J, and E
- Turn around east end of campus at drop off, east end of C V, U, Alternate route to D
- Lot south center of campus at Para transit shelter, A, P, N, Keegan Hall
- Q is drop off in front
- LH is drop off in front

Appendix F

Warming Station Checklist and Supplies

- Coffee/Hot Water
- Cups
- Protein Bars
- Hand and Boot Warmers
- Towels
- Blankets

Appendix G

Local Emergency Services (hospitals, ambulance, police, fire, etc.)

- Olympic Medical Center – (360)417-7000
- Olympic Ambulance – (360)683-4882
- PENCOM Dispatch Center – (360)452-4545

<h3>Appendix H</h3> <h4>Personal Protective Equipment (PPE)</h4> <ul style="list-style-type: none">• Yak Tracks• Goggles• Gloves• Hats/Scarves• Water proof snow suits• Socks

Peninsula College Inclement Weather Plan

Appendix I

Storm Response Teams Contact List

Response Team 1

Rick Croot Team Lead	Equipment Operator	Work cell 360-460-1373
Mike Edwards	Equipment Operator	Cell 360-460-1370
Bob Sheldon	Equipment Operator	Cell 360-477-0672
David Wegener	Equipment Operator (training)	Work cell 360-460-9481
Helen Julio		Cell 360-461-1178
Kevin Size	Equipment Operator	Cell 360-461-9351
Chris Hoare	Equipment Operator	Cell 360-461 8985

Response Team 2

Marty Martinez Team Lead	Alternate Equipment Operator	Work cell 360-460-0211	Home cell 360-477-0393
Alec Risk	Alternate Equipment Operator	Work cell 360-460-6869	Home cell 503-302-1895
Patrick O'Keefe	Alternate Equipment Operator	Work cell 360-417-6559	Home cell 360-912-3158
Tim Saskowsky	Alternate Equipment Operator	Work cell 360-417-6559	Home cell 360-406-1928

Response Team 3

Jay Smith Team Lead	Alternate Equipment Operator	Cell 360-460-3292
Monique Kitts	Information Center	Cell 360-775-9949
Ancher Yesiki	Custodian	Cell 360-775-9752
Joe Smasal	Custodian	Cell 360-460-7335
John Houk	Custodian	Cell 360-775-7426
Larry Bloomberg	Alternate Equipment Operator	Cell 360-461-4988
Sarah Shaw	Shipping and receiving	Cell 308-430-5930
Benjamin Catterson	Info Center	Cell 360-582-7726

Peninsula College Inclement Weather Plan

Peninsula College Storm Report

Date of report: _____ Start of Storm (date/time): _____

Name: _____ End of Storm (date/time): _____

Location: _____ Total accumulation (in inches): _____

Temperature: _____

Review snow removal operations and record successes and areas that need improvement in order to modify the snow response plan and improve services for the future.

Evaluate performance of equipment and materials.

Quantify equipment, material, costs to help establish future budget needs.

Personnel	Equipment Operated/Task Performed	Reg. Hours	OT Hours	Total Hours

Peninsula College Inclement Weather Plan

Inclement Weather Closure Standard Messages

Group 1: VP's

Sharon Buck
Jack Huls
Deborah Frazier

Group 2: Faculty/ PT Faculty

Faculty Standard message 1: Peninsula is closed, all sites, all day including evening classes. Buildings will remain locked.

Group 3: Staff

Group 4: External Communications

KONP – Port Angeles – (360)457-1450 (ext. 12 or 20) todd@konp.com, scooter@konp.com
KSQMF – Sequim – (360)681-0000
KPTZ – Port Townsend – (360)379-6886
Forks Broadcasting – John Lamb (360)504-9989
PDN - news@peninsuladailynews.com, rwilson@peninsuladailynews.com , jbrewer@peninsuladailynews.com

Group 5: External stakeholders (same message as External Communications)

Bookaneer Market and Deli/Bookstore- Camilla Rico 253-380-2913
Fed ex- (800)463-3339
UPS- (360)452-8349
Clallam Transit Dispatch (360)452-4511 Opt.#2
Jefferson Transit (360)385-4777
Port Angeles School District – (360)457-8575
Sequim School District – (360)582-3260
Forks School district- (360)374-6262
Port Townsend School district – (360)379-4501
Peninsula Bottling – (360)457-3383
Olympic Distributing Co. – (360)452-8966
University Center staff

Peninsula College Inclement Weather Plan

Group 6: Students

Closure Standard Message 1: Peninsula College is closed, all classes including evening. This includes the Main Campus and all Extension sites.

Message 2: Peninsula College is closed, all classes including evening. Forks, Port Townsend sites remain open.

Message 3: Peninsula College Main Campus is closed, all classes including evening. Forks, Port Townsend remain open.

Message 4: Peninsula College Main Campus and Forks sites are closed, all classes including evening. Port Townsend remain open.

Message 5: Peninsula College Main Campus, Sequim, Port Townsend and Port Hadlock sites are closed, all classes including evening. Forks site remains open.

Critical Snow Message: Peninsula College will be closed tomorrow, all classes including evening. This includes the Main Campus and all Extension sites. Please stay tuned for another PCAAlertME update.

Evening Classes Message: Peninsula College is closed, day classes are cancelled, evening classes and events remain on schedule. This includes Main campus and all Extension sites.

Stay tuned Standard Message: Peninsula College is closed, day classes are cancelled, this includes Main campus and all Extension sites. Stay tuned for another PCAAlertME message at 2pm for evening classes and events.

2pm Message: This is the PCAAlertME 2pm update: Peninsula College Evening classes and Events have been cancelled. This includes Main Campus and all Extension sites.

2pm Message: This is the PCAAlertME 2pm message: Peninsula College Evening classes are cancelled. This includes Main Campus and all Extension sites. Basketball and other scheduled Events will remain open. Please use caution when travelling.

Late Start Standard message 3: Peninsula College is on a Late Start Schedule, classes will start at 10 am. Classes scheduled prior to 10am have been cancelled. Evening classes and Events remain on schedule. This includes Main campus and all Extension sites.

Mid-day Cancellation Message: Due to adverse weather conditions, Peninsula College will be closing early. This includes Main Campus and all Extension sites. As of this Alert, all scheduled classes, including evening classes have been cancelled. Please use caution when exiting and travelling.

Classified Suspended Operations Procedure per the WFSE 17-19 CBA

In accordance to WFSE HE CC 2017-19, Article 17, this procedure is to establish the process for updating the occurrence of Suspended Operations within the automated Time & Leave application (TLR application) for Full Time Classified Employees only.

Full Day Suspended Operations

For those not required to work:

1. First day there is no loss in pay so track that day as "W" in TLR for your regular scheduled hours
2. Day 2+ you will need to report time missed in TLR as one of the following:
 - a. compensable time "C"
 - b. vacation "V"
 - c. personal holiday "P"
 - d. personal leave day "X"
 - e. sick leave "S"
 - f. If a – e doesn't cover it, your leave will need to be posted as leave without pay "L"

For those required to work (essential response personnel and storm response team per the Peninsula College Inclement Weather Plan):

1. First full day suspended operations:
 - a. Hours worked on the first day will be paid regularly plus one and ½ time for hours worked. On TLR post "O" for the hours you worked and "W" for your normal scheduled hours. The "O" will require payroll to manually calculate the earnings.
2. Day 2 +:
 - a. If you worked all day you will be paid one and ½ times regular pay for hours worked. On TLR post "O" for the hours worked.

***Supervisors must submit a Daily Suspended Operations Report for Payroll review following each incident and at time of timesheet approval, add the comment: Required to work Suspended Operations.**

Late Starts/Early Closures Suspended Operations

1. If you are not essential response personnel or a part of a storm response team, there is no loss in loss in pay so list that day as "W" in TLR for your regular scheduled hours
2. If you are essential response personnel or a part of a storm response team:
 - a. Track any hours worked during the hours of suspended operations on TLR as "O". You will be paid one and ½ times regular pay for those hour worked during suspended operations.
 - b. All other hours worked that day, not during the suspended operations, post in TLR as "W"

***Supervisors must submit a Daily Suspended Operations Report for Payroll review following each incident and at time of timesheet approval, add the comment: Required to work Suspended Operations.**

Essential Personnel Schedule – Daily Suspended Operations Report Form

Type of incident: _____

Date of incident: ____/____/____ (To be filled out Daily)

College-wide Suspended Operations (check one): Late start: Start Time _____

Campus early closure: Closure Time _____ Campus closed

Other: _____ Start/Closure Time _____

First Closure Day Yes No

Duration of Suspended Operations: ____:____ am/pm – ____:____ am/pm

ESSENTIAL PERSONNEL HOURS

NAME	REGULAR SCHEDULED HOURS	ACTUAL WORKD HOURS	NUMBER OF HOURS WORKED Regular/OT

Supervisor Signature: _____

Date: ____/____/____

Verification by Payroll

Payroll Signature: _____

Date: ____/____/____