

Emergency Snow Removal Procedures

P. W.-Sanitation/Street

2600

2604

1-2

1/1/82

12/1/96

1.0 PURPOSE:

To describe the standard policies that are followed by the Sanitation and Street Division of the Department of Public Works ~~Department~~ when emergency snow plowing must be implemented.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the Department of Public Works ~~Department~~ to follow a uniform policy when it is determined that emergency snow plowing procedures must be implemented.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Sanitation and Street Division of the Department of Public Works ~~Department~~ shall be responsible for administering the City's emergency snow plowing procedures when implemented.

5.2 GENERAL POLICIES

5.2.1 Supervisor on Watch. The Supervisor on watch shall notify the Director of Public Works and the Superintendent of Sanitation and Streets after receiving a weather report indicating that a snow plowing operation is imminent.

5.2.2 Declaration of Snow Plow Emergency. A snow plowing emergency can be declared only by the Director of Public Works or, in his/her absence, the Superintendent of Sanitation and Streets Division.

5.2.3 Snow Plowing Operation. The Director of Public Works or his/her designee delegate shall initiate the snow plowing operation.

5.2.4 Sidewalk Plowing. The decision of sidewalk plowing will be made by the Director of Public Works or his/her designee delegate.

- 5.2.5 Salting and Sanding. The amount and degree which salt and sand are to be spread will be determined by the immediate Supervisor.
- 5.2.6 Immediate Supervisor. The Superintendent of the Sanitation and Street Division shall oversee the entire snow plowing operation. In the absence of the Superintendent, the Street Maintenance Supervisor shall oversee the operation.
- 5.2.7 Snow Headquarters. The Sanitation and Street Division Yard Office Supervisor and a clerk will set up snow headquarters and aid in the preparation of record sheets and maps for mains, routes, alleys and cul-de-sacs. In addition, he/she they will set up plowboards and help make phone calls to secure the necessary personnel. ~~The Yard Office Supervisor will act as a radio dispatcher and keep a log. The clerk will record progression of snowboards and monitor trucks in for repairs.~~
- 5.2.8 Equipment Availability List. The Fleet Services Repair Division will submit an equipment availability list to the Superintendent of Sanitation and Street Division and the Director of Public Works every Friday throughout the winter and when a snow storm is imminent.