

CITY OF LANSING SNOW AND ICE REMOVAL OPERATION PLAN,
VERSION 2008

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A. INTRODUCTION:

1. The purpose of the Snow and Ice Removal Operation Plan is to provide all personnel who are involved in Snow and Ice removal, and the public a single source of information which clearly defines the City of Lansing's policies and procedures in all Snow and Ice operations.
2. All Snow and Ice control operations are considered emergency in nature due to public safety and economic impact to the community. Consequently, regardless of the time of day or week, Snow and Ice operations will be accomplished as expeditiously as possible in conjunction with the priorities outlined in this plan.
3. The Snow and Ice season in Kansas can begin as early as November and terminate as late as mid-April. The rate of accumulation of snowfall or icing is affected by atmosphere temperature, pavement temperature, moisture content, wind direction and velocity, and intervals between storms. Each storm is unique, and conditions may vary across the city. Therefore, while this plan tries to cover the major operations during a Snow and Ice storm, it must be recognized that there must be sufficient flexibility within the plan to provide differences and or contingencies in order to respond effectively to actual conditions.

B. GENERAL POLICY STATEMENTS:

1. The policy of the City of Lansing is to clear Emergency Snow Routes and Public Safety Facilities of snow and ice as expeditiously as practicable within the City's area of responsibility during and following every storm. This will be achieved through a combination of mechanical and chemical means.
2. Snow and Ice control operations on all roads will be prioritized based on immediate need for the public safety. Consequently, the main arterial and collector roads will be given the first priority for plowing and de-icing during and after a storm along with other designated Emergency Snow Routes as conditions permit. The intent is for all Emergency Snow Routes to be kept open when possible. During extremely heavy snowfall or extreme icing when the available equipment and manpower cannot keep all emergency routes open, all resources will be focused on the priority 1 routes as shown on the Emergency Snow Route Map. [PRIORITY 1]

Concurrently with clearing the Emergency Snow Routes, City personnel will plow and de-ice public safety facilities (POLICE, FIRE STATIONS, PUBLIC WORKS FACILITIES, WASTEWATER TREATMENT FACILITIES, CITY HALL) [PRIORITY 1a]

When storm conditions allow, priority 2 emergency snow routes as shown on the Emergency Snow Route Map will be kept open. [PRIORITY 2]

Concurrently with clearing the Emergency Snow Routes, City personnel will plow and de-ice essential City facilities (ACTIVITY CENTER, OTHER CITY PARKING LOTS not listed above in priority 1a). [PRIORITY 2a]

3. Snow removal and de-icing operations at the end of the storm, or as resources become available, will be shifted to non-emergency through residential roads within city limits. [PRIORITY 3]
4. Snow removal and de-icing operation for cul-de-sacs and streets with no outlet will be undertaken after the through residential roads are cleared. [PRIORITY 4]
5. City responsibility trails and sidewalks, as identified on the Emergency Snow Route Map (Annex 2), will be cleared after all removal operations on City streets and roadways are complete or as manpower and equipment resources become available. (Sidewalks associated with City buildings are the responsibility of building maintenance personnel and are not covered by this policy.) On Main St. it will be important to be certain that KDOT snow and ice removal operations are complete so that the work has to be done only one time per storm. All other sidewalks are to be maintained by the adjacent property owners per City Code. [PRIORITY 5]
6. Snow removal and de-icing operations will not be undertaken in alleys unless there are snow accumulations in excess of 4" or ice accumulations in excess of ½" as verified by Public Works staff. [PRIORITY 6]
7. A Winter Storm Traffic Emergency can only be declared by the Mayor, City Administrator, or in their absence, the Chief of Police or Public Works Director. Notice of a Winter Storm Traffic Emergency will be given by posting on the City Cable Television Channel, and by issuance of a Press Release. In the event of a declaration of a traffic emergency, the Police will ticket or tow vehicles located on all Emergency Snow Routes as necessary to expedite the Snow and Ice removal operations. Additional officers may be required to accomplish this in an effective manner that will assist with the snow and ice removal operation.
8. City personnel will not clear plowed-in driveways. Clearing driveways is the citizens' responsibility. The plowing operation produces a continuous windrow of snow, and by its nature is expected to block some citizens' cleared driveways when there is significant snow accumulated in the street.

9. Citizens are required as outlined by code of the City of Lansing, Article 1, Section 14-110, to clear snow and or apply abrasives or de-icers after ice storms to sidewalks adjacent to their property within the time limit stated in the City Code. Per City Code, snow and ice removed from driveways and sidewalks shall not be placed in the street.
10. The City Snow and Ice Command Center is the Public Works Office, telephone number 727-2400, and may be relocated after hours and in the absence of the Director of Public Works to the City Service Center, telephone number 727-1700. The Director of Public Works may provide the media with Snow/Ice removal updates during and after storm operations to keep the public informed of the conditions of the roads.

C. STORM CLASSIFICATIONS:

1. Each Snow or Ice storm will be unique and vary in intensity, duration and total precipitation. This section will apply a basic classification system to assist in establishment of priorities of equipment, material manpower, and a management system for implementation in all Snow and Ice removal operations. The storm classification system will utilize an estimated total expected snowfall for snow and total ice glazing for ice storms.

2. Classes of Storms:

- a. Snowstorms. Class 1 defined as a storm of extremely heavy snow of eight inches or more occurring in a period of 24 hours or less. This type of storm will cause life threatening conditions to occur. When weather forecasts indicate that a Class 1 storm is imminent, the City Snow and Ice Command Center will be immediately activated by Director of Public Works. All appropriate city equipment will be mobilized immediately. The Mayor, City Administrator or in their absence, the Chief of Police or Public Works Director, may declare a Traffic Emergency. The declaring official shall make the media notification of the Traffic Emergency. City Snow and Ice Command Center may make other media notifications.

Class 2 is defined as a storm of moderate to heavy snowfall with estimated range of two -eight inches. This type of storm can pose the same threats to the public safety that the Class 1 does. A Class 2 storm may or may not require the declaration of a Traffic Emergency, and a declaration of a Traffic Emergency as noted above may be made as actual conditions warrant. City Snow and Ice Command Center will be activated at such time as the storm develops sufficiently to meet the Class 2 criteria.

Class 3 storm is defined as a storm with accumulations of two inches or less, which in most cases will only require light plowing and treating of pavement with salt-sand and magnesium chloride. Snow and Ice Command Center will not be activated. All controls and reporting will be managed by City Service Center. City Administrator and Public Works Director will be notified when the decision is made to proceed with snow and ice removal operations.

- b. Ice Storms. All Ice Storms will be rated as a Class 1 type storm. Ice Storms will cause an immediate threat to the public safety. If an Ice Storm is forecast as imminent or otherwise develops, the City Snow and Ice Command Center will be activated immediately by the Director of Public Works and a Traffic Emergency declaration shall be issued.

D. IMPLEMENTATION PROCEDURES:

1. Weather/Storm Decisions:

- a. During normal duty and non-duty hours the key personnel (Director of Public Works and Street Superintendent or their designees) involved in Snow and Ice control will monitor forecast storms utilizing the National Weather Service, Time Warner Cable, the Weather Channel, and local KDOT weather information. If a Class 1 storm is predicted, the Director of Public Works will activate the City Snow and Ice Command Center. The City Snow and Ice Command Center will be activated for Class 2 storms at such time as the storm develops sufficiently to meet the Class 2 criteria. When the City Snow and Ice Command Center is activated the Public Works Director, Street Superintendent, or their designee will serve as Incident Commander for the event. For Class 3 storms no activation of the City Snow and Ice Command Center will be required.
- b. In the event of a surprise storm outside normal work hours, the police dispatcher will, based on police observations, call the Street Superintendent, alerting him of the storm conditions. The Superintendent will in turn call the Director of Public Works to make the decision to activate the Snow and Ice Control Center in the event of a Class 1 or 2 storm. Public Works personnel will be dispatched to assess the extent of any snow/ice problem reported to help determine if the City Snow and Ice Command Center should be activated, and to determine what resources need to be mobilized for response to the storm.

2. Personnel Notification/Recall:

- a. It is imperative that each division within the Public Works Department and other city departments maintain a current and validated recall roster during the snow and ice season. Every City employee is eligible to be assigned snow and ice control duties by the City Administrator depending on the storm conditions. Quick response is the key to successful implementation of this plan. The Street Superintendent will prepare an active recall roster. This roster will become a part of this plan. Rosters will be updated yearly. Upon activation of City Snow and Ice Command Center (Class 1 and 2 Storms) the recall roster for the city operations will be activated. The recall/implementation procedures for recall will be as follows:

Class 1 or 2 Storms

Director of Public Works

Street Superintendent

Street Foreman

The rest of recall roster will be called as needed by the Street Superintendent or the designated foreman.

3. Declaration of Traffic Emergency: Only the Mayor or City Administrator can declare a traffic emergency. In their absence, this decision is delegated to the Chief of Police and/or Public Works Director.
 - a. When a traffic emergency has been declared, the declaring official will contact the media by posting on the City Cable Television Channel, and by issuance of a Press Release announcing that a traffic emergency has been declared and all vehicles not removed from Emergency Snow Routes will be subject to ticketing and towing.
 - b. The declaring official will notify the City of Leavenworth by calling the Leavenworth Municipal Service Center (682-0650).
 - c. Ticketing and towing operations will be conducted by the City of Lansing Police Department. Section F.1 of this plan covers specifics for these procedures.
4. When the forecast is likely, but not imminent, for snow and ice outside normal working hours, the Director of Public Works and/or the Street Superintendent may place all or a portion of the roster on a stand-by status for recall.

E. SNOW ROUTES, AREAS, PRIORITIES AND RESPONSIBILITIES:

1. City of Lansing

- a. The priorities for Snow and Ice removal will be as follows: (note Priorities may be adjusted due to specific storm conditions):
 - 1) Major arterial and collector routes designated Priority 1 on the Emergency Snow Route Map.
 - a) Public safety facilities (FIRE STATIONS, PUBLIC WORKS FACILITIES, WASTEWATER TREATMENT FACILITIES, CITY HALL.)
 - 2) Emergency snow routes designated Priority 2 on the Emergency Snow Route Map.
 - a) Other City parking lots and facilities (ACTIVITY CENTER, PARKING LOTS.)
 - 3) Other through streets.
 - 4) Cul-de-sacs and other streets with no outlet.
 - 5) City responsibility trails and sidewalks designated on the Emergency Snow Route Map.
 - 6) Alleys when snow accumulation greater than 4", or ice accumulation greater than ½" as confirmed by Public Works personnel exists.
 - a) Annex 2 to this plan is the emergency snow route map.
 - b) Annex 3 to this plan outlines the specific actions required by the Wastewater Operations Department for Snow and Ice removal.
- b. NOTE: When parked vehicles or other obstructions left in the street make the plowing or abrasive application unsafe, risky, or unproductive to the detriment of operations on other streets, the area in question will be skipped until such time as removal activities may be done safely and efficiently.

2. City of Leavenworth responsible for:

- a. Eisenhower Road West of Main to 20th Street

3. Leavenworth County responsible for:

- a. Eisenhower Road West of 20th Street to Tonganoxie Road

4. Kansas Department of Transportation responsible for:

- a. Main Street within the Lansing City Limits, and K-5 within the Lansing City Limits.

5. Notation:

- a. The following roads partially or wholly in the County will be handled as if they were City of Lansing Streets:

- 1) East Mary Street from City Limits to K-5
- 2) 147th Street from City Limits to Dempsey Road
- 3) 166th Street in Whispering Winds Subdivision
- 4) Sunset Court in Whispering Winds Subdivision
- 5) Knight Court in Whispering Winds Subdivision

- b. There will be occasions that the City of Lansing will clear and/or apply chemicals or abrasive materials on the following streets in the interest of public safety:

- 1) Eisenhower Road - West of Main Street
- 2) Main Street - South of Eisenhower Road to city limits

F. SNOW/ICE REMOVAL POLICIES AND PROCEDURES:

1. Emergency Snow Routes - Ticket/Towing Procedures.

Article 4 Sec. 15-401 Declaration of Traffic Emergency.

- a. Whenever snow has accumulated or there is a possibility that snow will accumulate to such a depth that snow removal operations will be required, the Mayor, City Administrator, or in their absences, the Chief of Police, or Public Works Director, may declare a Traffic Emergency, and until such traffic emergency is terminated, it shall be unlawful:

- 1) To park a vehicle on any street designated as an Emergency Snow Route.
- 2) To operate a motor vehicle on any Emergency Snow Route in such manner or condition that such motor vehicle stalls and is unable to proceed by reasons of the fact that the driving wheels are not equipped with tire chains or adequate all-weather tires.
- 3) Improperly parked or stalled vehicles as noted in 1) and 2) shall be ticketed and towed at the owner's expense.
- 4) The Chief of Police, during a Traffic Emergency, is empowered to waive or suspend enforcement of parking regulations. (Ordinance 391, sec.1)

2. De-Icer And Abrasive Application Guidelines:

- a. The primary chemical de-icers utilized by the City of Lansing will be salt and sand, in some cases sprayed with Magnesium Chloride.

The purpose of these chemicals is to function as de-icers for roadway surfaces. Salt will be the primary de-icer of choice when temperatures remain above 20 degrees F. When temperatures fall below 20 degrees F, the salt will be mixed with magnesium chloride.

- b. The primary abrasive utilized by the City of Lansing will be sand. Sand will be mixed with salt with a mixing ratio of 1 part salt and 1 part sand. Abrasive application is usually applied to hazardous locations such as curves, intersections, hills, bridges, and Emergency Snow Routes, and to other streets and parking lots as deemed appropriate by the Department of Public Works.
 - 1) Annex 4 details in matrix format de-icer and/or abrasive applications.

3. Snow/Ice Control Center:

- a. Upon the determination of a class 1 or 2 storm, the City Snow and Ice Command Center will be immediately activated at the Public Works Office and may be moved to the Public Works Service Center as needed outside normal working hours and in the absence of the Public Works Director.
- b. The Director of Public Works is the senior city staff member who will direct and coordinate all Snow and Ice removal operations. In his absence the Street Superintendent of the City or a designee will assume this position.
- c. The Street Superintendent will be responsible to the Director of Public Works for the initiation and synchronization of all Snow and Ice removal operations in the Snow and Ice removal plan. The Street Superintendent will be the major coordinator and synchronizer and be the lead supervisor of the Snow Ice Control Center, and will develop supporting plans to execute the Snow and Ice plan and operation of the Snow and Ice Control Center.
- d. The following city departments will provide representatives to the Snow Ice Control Center, who will provide liaison and/or support to the Street Superintendent as required. Conflict resolution will be at the Department Director levels.
 - 1) Police - one representative to assist in problem areas.
 - 2) Parks and Recreation – assignment will be determined by severity of the storm.

3) Wastewater Operations Department - assignment will be determined by severity of the storm.

4. Media Interface:

- a. It is imperative that the general public be informed on a regular basis during Class 1 and 2 storms of the city's efforts both successful and not so successful in all aspects of Snow and Ice removal operations.
- b. All media releases will be by the City Administrator, the Director of Public Works, the Chief of Police, or the Public Information Officer.

5. Accidents:

- a. All accidents involving city vehicles occurring during Snow and Ice removal operations will be reported immediately by cell phone from snow equipment to the Snow Ice Control Center.

1) Accidents are to be reported as follows.

- a) Vehicular Damage - An accident report will be filled out at the scene of the accident in addition to the radio report. Standard accident procedures and forms will be utilized. Additionally, a law enforcement officer will investigate the accident at the scene prior to resumption of Snow and Ice removal operations by the city vehicle involved.
- b) Private Property Damage - (Mail Boxes, sprinkler systems, and other private improvements) - Your mailbox and the access to it for the U.S. Postal Service is the responsibility of the resident. Again, because the crews have no place to put the snow, curbside mailboxes may become blocked and in those cases it is the responsibility of the resident to move that snow beyond the street so that the postal service may access the mailbox. Heavy snow pushed or thrown by the plow may damage mailboxes. This is not intentional, but does occasionally happen. The City is not responsible for damage to mailboxes or other private improvements placed within the road rights-of-way of its roads that occurs as a result of snow and ice removal operations.

G. MANPOWER AND EQUIPMENT ASSIGNMENTS:

- 1. At the beginning of a Class 1 or 2 Storm the Street Division will immediately commence operation.

2. The Street Division will be the primary manpower and equipment resource for all snow and ice removal operations. However, during sustained snow and ice removal operations, the Parks Department and the Wastewater Operations Department may be asked by the Director of Public Works or the Street Superintendent to provide both manpower and equipment resources to support the Street Division in snow and ice removal operations.
3. Manpower and equipment are detailed in Annex 5. This annex will be kept current at all times during snow and ice removal season.
4. Due to limited personnel resources it is not feasible to work shifts during extended storm events. For safe operations, every effort will be made to have as many streets in serviceable condition as possible in accordance with the storm route priorities in as short a time as feasible. If operations are not complete prior to personnel working for 18 continuous hours beginning when they reported to work, whether for their regular shift or specifically for emergency call out, operations will cease and personnel will be sent home to rest and sleep. Employees will report back to work no sooner than 6 hours from the time operations ceased.

H. PRE-WINTER SEASON PREPARATION:

1. Safety Training: Commencing in October and continuing through the fall and winter seasons, the Street Superintendent will schedule recurring training that will focus on snow and ice control issues.
 - a. City operations personnel will hold meetings to discuss known strengths and weaknesses in preparation for the snow and ice season. These meetings will be conducted by the Street Superintendent.
 - b. Practice runs of the routes will be driven by all operators prior to mid-November to ensure all are familiar with the Emergency Snow Routes.
2. Operator Training/Certification: New operators will be assigned to an experienced operator to receive training on all phases of snow and ice control. New operators will receive this training in pre-season and during the actual snow and ice control season. The trainer of the new operator will at the time of the new operator proficiency, certify to the Street Superintendent of City Operations that the new operator is cleared for individual (solo) operation. Operators will not be assigned to equipment that they are not qualified to operate under any circumstance.

3. Equipment Pre-Inspection and Calibration: Commencing in October, the Street Division will prepare and ensure all snow and ice removal equipment is prepared and operational for mounting to its assigned piece of equipment.
 - a. All salt/sand spreaders will be calibrated and certified by the Street Superintendent to ensure maximum efficiency.
 - b. Salt and sand spreaders will be mounted on the assigned truck after the end of the annual construction season or at such time as directed by the Street Superintendent.

I. POST OPERATIONS PROCEDURES:

1. During storms, and after each shift, the operator will perform the required maintenance and services on his assigned equipment. These services include the following:

TOP OFF FUEL TANKS
CHECK LIGHTS
CHECK ALL FLUIDS
INSPECT FOR FLUID LEAKS
FILL WINDSHIELD WASHER FLUID
CHECK TIRE PRESSURE
CHECK TENSION ON CHAINS (TIRE AND SPREADER)
FILL SALT/SAND HOPPER WITH MATERIAL
CHECK CUTTING EDGES ON EQUIPMENT

2. After storms, all equipment will receive a thorough inspection by the operators. Salt/sand hoppers will be emptied and washed out to prevent corrosion. Vehicles will be washed. All known deficiencies will be reported to the superintendent for immediate correction. Repairs of snow and ice removal equipment will be first priority during winter storm season.