

## **REGULATION #5207.2**

### **CLOSURE OF SCHOOLS UNDER EMERGENT CONDITIONS – SNOW REMOVAL PROCEDURES**

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When any part of the School District No. 36 (Surrey) experiences a snowfall of varying depths, one or all of the following snow removal procedures will be put into effect:

#### **1. MAINTENANCE CREWS** (Snowfall of any depth – hand and/or power shoveling)

- 1.1. The district will be divided into six zones and maintenance crews will be assigned to each zone.
- 1.2. Maintenance crews will hand or power shovel snow as follows:
  - a) Clear a three foot wide path (where possible) from the school main entrance out to the street sidewalk.
  - b) Clear entrance and exterior exit steps or stairs.
  - c) Clear path to portables.
  - d) Clear path to parking lot, if time permits.
  - e) Spread sand, salt and/or de-icer pellets on steps, stairs, landings, sidewalks, etc., as required.
- 1.3. Using a hand-controlled snow blower, crews will clear paths and sidewalks.
- 1.4. Schools with handicapped students and/or no daytime janitorial staff will receive priority. Generally, unless snowfall is above 12 -15 cm (5-6 inches), snow on parking lots will be not be removed (as per Section C, Outside Contractors).
- 1.5. Whenever possible, all work shall be done during normal working hours. However, shift changes may be necessary and crews may be called upon to work overtime as the situation dictates. All overtime must be approved by the employee's immediate manager.

#### **2. SERVICE OPERATION STAFF** (Snowfall of any depth – hand shoveling)

- 2.1. This section applies to schools that have split-shift janitors and day custodians. These janitors will assist with the removal of snow from areas outlined in A.2 (a to e).

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- 2.2. If snowfall occurs during afternoon and/or evening hours, afternoon shift janitors will be required to perform snow removal before the end of their shift.
  - 2.3. All snow removal work performed by janitorial staff shall be as directed by the Service Operations Department and/or are requested by the principal.
  - 2.4. Due to snow removal activity, other normal janitorial functions during a period of snowfall may either be reduced, delayed or omitted.
  - 2.5. Whenever possible, all work shall be done during normal working hours. However, shift changes may be necessary and janitorial staff may be called upon to work overtime as the situation dictates. All overtime must be approved by the Service Operations Department.
- 3. OUTSIDE CONTRACTORS** [Snowfall of approximately 12 -15 cm (5-6 inches) or more]
- 3.1. The Physical Plant and Transportation Services Department has overall responsibility for the coordination of all outside contractor snow removal work.
  - 3.2. The district will be divided into 12 to 16 zones, depending on available snow removal contractors, and contractors will be assigned to each zone. Contractors will be contacted to confirm hourly rate(s) and availability.
  - 3.3. Contractors with heavy equipment will clear snow from parking lots and/or city sidewalks only.
  - 3.4. The Manager, Grounds & Transportation Services, and the Assistant Director, Administration, Operations, Grounds & Transportation Services, will monitor the weather office reports. When it is anticipated that the accumulated snowfall will be approximately 12 – 15 cm (5 -6 inches) or more, the Assistant Director, Administration, Operations, Grounds & Transportation Services, will consult with the Director, Physical Plant and Transportation Services, the Secretary-Treasurer (or the Deputy-Secretary-Treasurer) and the Superintendent of Schools (or the Deputy Superintendent of Schools). The Superintendent of School or Deputy Superintendent of Schools and the Secretary-Treasurer or Deputy Secretary-Treasurer will decide on the appropriate action.

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- 3.5. The Grounds Foreman and the Civil Technologist will, when notified by the Manager, Grounds & Transportation Services, or the Assistant Director, Administration, Operations, Grounds & Transportation Services, call all snow removal contractors and instruct them to commence snow removal operations in accordance with district specifications.
- 3.6. It shall be the responsibility of the Grounds Foreman and the Civil Technologist to monitor and direct snow removal contractors, keeping in contact with them by means of regular phone, radio phone, cellular phone, pagers, visiting each site, etc. The Grounds Foreman and the Civil Technologist will provide daily progress reports to the Manager, Grounds & Transportation Services, and the Assistant Director, Administration, Operations, Grounds & Transportation Services.

#### **4. SAFETY CONCERNS**

The safety of students and staff is of prime concern at all times, but particularly during inclement weather conditions. If a Principal or On-Site Maintenance Coordinator has a concern or would like to discuss a particular unsafe condition on their site during the winter season, please contact the Manager, Grounds & Transportation Services, or the Assistant director, Administration, Operations, Grounds & Transportation Services, via either e-mail, fax at 597-7386 or telephone 572-0500.

#### **5. MISCELLANEOUS**

- 5.1. Schools or district officer, wishing to make other snow removal arrangements will be responsible for the related costs and ensuring the contractor has the appropriate insurance and liability coverage.
- 5.2. Snow shovels and deicer pellets, for school/district use only, will be stored in a janitors storage room at each school/district facility.
- 5.3. Deicer pellets are to be used on steps, stairs, and sidewalks only. They are not be used for parking lots.

*Approved:* 1997-10-20