

**CITY OF BROOKINGS SNOW / ICE REMOVAL OPERATION PLAN**  
**Version: November 2019**

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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 Brookings's policies and procedures in all snow and ice operations.
2. Snow and Ice operations will be accomplished as expeditiously as possible in conjunction with the priorities outlined in this plan due to public safety and economic impact
3. The Snow and Ice season in Eastern South Dakota can begin as early as October and terminate as late as late-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 Brookings 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 through the use of equipment and applicable materials
2. Snow and Ice control operations on all roads will be prioritized based on immediate need for the public safety. Emergency snow routes will be given the first priority for plowing and de-icing during and after a storm. The intent is for all Emergency Snow Routes to be kept open when possible. Emergency routes are shown in **RED** on the Snow Removal Map.
  - a. No parking shall be permitted upon any portion of an Emergency Snow Route where two (2) or more inches of snow have fallen in any 24-hour period until such Emergency Snow Route has been cleaned of snow from curb to curb. Any vehicles parked upon an Emergency Snow Route shall be subject to ticketing and towing.

3. Snow removal and de-icing operations at the end of the storm, or during times deemed necessary will be shifted to non-emergency main arterials and collector roads within city limits. These are shown in **GREEN** and **BLUE** on the Snow Removal Map
4. At the end of the precipitation event, snow removal and de-icing operations will be shifted to all remaining residential streets, cul-de-sacs and alley ways within city limits.
5. The downtown core area will be cleared during or after emergency route removal operations are complete or as manpower and equipment resources become available. This is typically done between the early morning hours of 1:00am – 7:00am. It is important for sidewalk snow and ice removal operations be completed prior to street snow and ice removal operations. (see Sec. 74-2) This ensures that the work has to be done only one time per storm.
6. All other sidewalks are to be maintained by the adjacent property owners per City Code.
  - a. Sec. 74-211. Duty of owner or occupant. It shall be the duty of the owner or occupant or person in possession or in charge of any lot, parcel or plat of ground fronting or abutting any sidewalk, to keep such sidewalk free and clear from snow and ice at all times. When it is impossible to clear snow and ice from a sidewalk because it is frozen to the sidewalk, the owner, occupant, or person in possession or in charge of such lot shall sprinkle or spread some suitable material upon the same to prevent the walk from becoming slippery and dangerous to travel upon.
  - b. Sec. 74-2 Deposits in rights-of-way; exception for sidewalk snow removal in central business district. It is unlawful for any person to shovel or deposit snow, leaves, material or other substances of any kind and description from private property onto any public street, alley or public right of way. Such conduct or action is declared to be a nuisance. This section however, does not prohibit the placement of snow from a sidewalk in the central business district in the curb area of the street where no boulevard or other property exists to place snow from the sidewalk.
7. 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 Street Department staff.

8. A Winter Storm Alert can only be declared by the Street Superintendent, Acting Street Superintendent, or in their absence, the Chief of Police or the City Manager. Notice of a Winter Storm Alert will be given by posting on the City Cable Television Channel, and by issuance of a notification to the public via print, website, social media and other digital materials. In the event of a declaration of a Storm Alert, the Police will ticket or tow vehicles located on all Emergency Snow Routes as necessary to expedite the Snow and Ice removal operations.
9. 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.
10. The Street Superintendent 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. The City Snow Hotline, telephone number 696-7669, and may be called for updates on City Snow removal operations.

#### 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. This information will come from multiple weather sources including; NOAA, Keloland and the National Weather Service.

#### 2. Classes of Storms:

##### Class 1: 0" – 2"

- a. Class 1 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 applicable materials. All controls and reporting of when the decision is made to proceed with snow and ice removal operations will be managed by the Street Superintendent. During a Class 1 storm City crews will handle snow removal or deicing operations. Contractors will not be activated.

### Class 2 Storm: 2" - 6" Emergency Route Snow Advisory

- b. Class 2 is defined as a storm of moderate to heavy snowfall with estimated range of two - six inches. A Class 2 storm will cause an issuance of an emergency route snow advisory. During a Class 2 storm event there is no parking on Emergency snow routes. Those routes will be given the first priority for plowing and de-icing. The intent is for all Emergency Snow Routes to be kept open when possible. A Snow Alert is possible if the actual conditions warrant. All controls and reporting of when and what equipment will be implemented for snow and ice removal operations will be managed by the Street Superintendent. During a Class 2 Storm, the Street Superintendent may use City crews within all departments or decide to activate contractors to plow their designated areas.

### Class 3 Storm: 6"+ , Snow Alert

- c. Class 3 storm is defined as a storm of extremely heavy snow of six 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 3 storm is imminent all appropriate city equipment will be mobilized immediately. The Street Superintendent, Acting Street Superintendent, or in their absence, the Chief of Police or the City Manager, will declare a Snow Alert. At that time a Parking ban on all City streets will be implemented and enforced. The declaring official shall make the appropriate media notifications of the Snow Alert. Parking ban on all City streets will be enforced. A class 3 storm will activate all contractors to plow their designated areas.
- d. 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 will follow Class 1 procedures.

## D. IMPLEMENTATION PROCEDURES:

### 1. Weather/Storm Decisions:

- a. During normal duty and non-duty hours the key personnel (Street Superintendent or their designees) involved in Snow and Ice control will monitor forecast storms utilizing the National Weather Service, and local news outlets for updated weather information. If a Class 1 storm is predicted, the Street Superintendent will monitor conditions to verify equipment needs. During a Class 2 storm event, an Emergency Route Snow Advisory will be issued,

but a Snow Alert may or may not be activated. City crews will monitor conditions to determine the need for a Snow Alert. For Class 3 storms a Snow Alert will be issued by the Street Superintendent.

- 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 them of the storm conditions. The Street Superintendent will make the decision to dispatch the appropriate personnel and equipment for the conditions.

2. Personnel Notification/Recall:

- a. It is imperative that the Street Department and other city departments maintain a current and validated recall roster during the snow and ice season. Quick response is the key to successful implementation of this plan. The Street Superintendent will prepare an active recall roster.

3. Declaration of a Winter Emergency Route Snow Advisory / Snow Alert:

- a. Only the Street Superintendent or Acting Street Superintendent can declare a Snow Advisory or Alert. In their absence, this decision is delegated to the Chief of Police and/or the City Manager.
- b. Emergency Route Snow Advisory will be issued for a snow event that requires Emergency Routes be cleared. This is done to ensure that emergency services can access all quadrants of town. During a Emergency Route Snow Advisory, Emergency Snow Routes will be cleaned of snow from curb to curb. Any vehicles parked upon an Emergency Snow Route shall be subject to ticketing and towing.
  - 1) When an Emergency Route Snow Advisory has been declared, the declaring official will contact the media by posting or announcing that a Snow Advisory has been declared and all vehicles not removed from Emergency Routes will be subject to ticketing and towing.
- c. Snow Alerts will be issued for snow events that will require all available equipment and manpower to clear all City streets, alleys and cul-de-sacs. Emergency Routes will maintain a priority during Snow Alerts and may be cleared multiple times during the same event. The issuance of a Snow Alert will automatically implement a Parking Ban. This is done to ensure crews and their equipment can operate in a safe and efficient manner.

- 1) When a Snow Alert has been declared, the declaring official will contact the media by announcing that a Snow Alert has been declared and all vehicles not removed from all city streets will be subject to ticketing and towing.
- d. The declaring official will notify the City of Brookings key personnel. This includes the City Manager, Police Chief, Police Dispatch and the Fire Department.
- e. Ticketing and towing operations will be conducted by the City of Brookings Police Department. Section F.1 of this plan covers specifics for these procedures.

#### E. SNOW ROUTES, AREAS, PRIORITIES AND RESPONSIBILITIES:

##### 1. City of Brookings

- a. The priorities for Snow and Ice removal will be as follows: (note Priorities may be adjusted due to specific storm conditions):
  - 1) Emergency snow routes designated in **RED** on the Emergency Snow Route Map
  - 2) Major arterial and collector routes designated **GREEN** and **BLUE** on the Snow Removal Map
  - 3) Other through streets.
  - 4) Cul-de-sacs and other streets with no outlet.
  - 5) Alleys when snow accumulation greater than 4", or ice accumulation greater than ½" as confirmed by Street Superintendent.
    - A) Annex 1 is the emergency snow route map.
    - B) Annex 2 is the City/Contractor snow maps

##### 2. Contractors

- a. The City uses contractors to help assist in the snow removal process. Contractors are given a designated area of town, and they focus in that area only. This is done for consistency and effectiveness towards time. The Street Superintendent will provide them with maps of their area, and will also follow on contractor work quality and progress during snow removal operations.

## F. SNOW/ICE REMOVAL POLICIES AND PROCEDURES:

### 1. Emergency Snow Routes - Ticket/Towing Procedures.

- a. Whenever snow has accumulated or there is a possibility that snow will accumulate to such a depth of 2" or more, snow removal operations will be required on Emergency Snow Routes, the Street Superintendent, Acting Superintendent, or in their absences, the Chief of Police, or City Manager, may declare a Snow Advisory, 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.
  - 3) Improperly parked or stalled vehicles as noted in 1) and 2) shall be ticketed and towed at the owner's expense.
  - 4) The following Streets are Established Emergency Snow Routes: (as shown in Appendix 1)
    - 1st Avenue ... from 6th Street to Front Street
    - Front Street ... from 1st Avenue to 3rd Avenue
    - 3rd Street ... from 3rd Avenue to 22nd Avenue, excluding North side parking from 3rd Avenue to 5th Avenue
    - Medary Avenue ... from Highway 14 Bypass to 20th Street South, excluding West side parking from 8th Street to 9th Street

### 2. Snow Alert Parking Ban - Ticket/Towing Procedures.

- a. Whenever snow has accumulated or there is a possibility that snow will accumulate to 4+" and that snow removal operations will be required for the entire town, the Street Superintendent, Acting Superintendent, or in their absences, the Chief of Police, or City Manager, may declare a Snow Alert Parking Ban, and until such traffic emergency is terminated, it shall be unlawful:
  - 1) To park a vehicle on any street, cul-de-sac or alley.
  - 2) To operate a motor vehicle on any street within the city limits in such manner or condition that such motor vehicle stalls and is unable to proceed.
  - 3) Improperly parked or stalled vehicles as noted in 1) and 2) shall be ticketed and towed at the owner's expense.



- b. A minimum of a 4-hour notice must be provided to the public by the initiating official. This allows for citizens to move vehicles, trailers and equipment out of the roadways.
- c. Parking Ban Information
  - City of Brookings webpage
  - Notify Me text and email notification alert system
  - Social Media
  - "Snow Line": (605) 696-7669
  - Television: KDLT, KELO, KSFY, or Cable Channel 9
  - FM Radio: 93.7, 96.5, 102.3, 104.7, or 107.1
  - AM Radio: 910 or 1430
  - Other means deemed necessary due to changes of the above outlets.
- 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.

### 3. Media Interface:

- a. It is imperative that the general public be informed on a regular basis during Class 2 and 3 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 Street Superintendent, Acting Street Superintendent, Public Information Officer or other designated official.

### 4. 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 Street Superintendent.
  - 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.

- c) Claim filing procedure- Any claims for insurance purposes will be completed at the Street Department office at 125 7<sup>th</sup> Ave. or, the City Human Resource Department at 520 3<sup>rd</sup> St Suite 230. After completion the claimant paperwork will then be processed for approval.

#### G. STAFF AND EQUIPMENT ASSIGNMENTS:

1. At the beginning of a Class 2 or 3 Storm the Street Department will immediately commence operation.
2. The Street Department will be the primary staff and equipment resource for all snow and ice removal operations. However, during sustained snow and ice removal operations other departments may be asked by the Street Superintendent to provide both staff and equipment resources to support the in snow and ice removal operations.
3. Due to personnel and extent of winter weather events, it may not be 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 15 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 six (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 and their designated areas.
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, or his designee, 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:

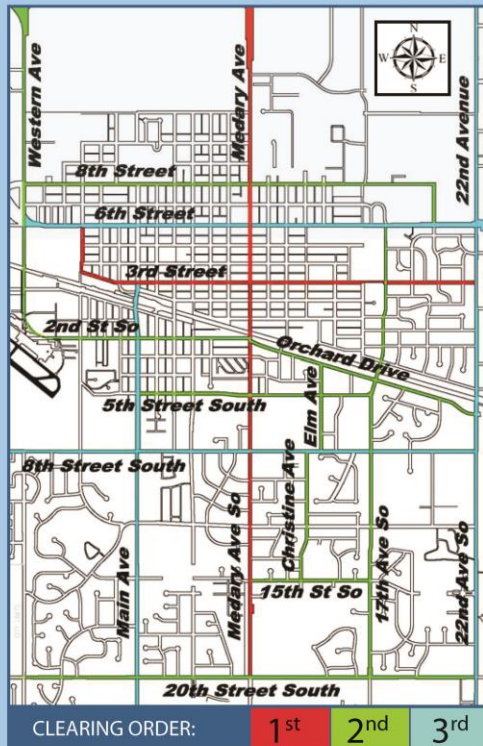
FILL FUEL TANKS CHECK  
LIGHTS CHECK ALL  
FLUIDS  
INSPECT FOR FLUID LEAKS

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. Vehicles will be washed. All known deficiencies will be reported to the Street Superintendent for immediate correction. Repairs of snow and ice removal equipment will be first priority during winter storm season.

## APPENDIX 1 – Emergency snow removal route map

### SNOW REMOVAL



ALL REMAINING STREETS ARE CLEARED AFTER

### PARKING BAN INFORMATION

(605) 696-7669



SIGN UP FOR ALERTS!

We Can Text Or Email You.

<http://www.cityofbrookings.org/>

STREET DEPARTMENT  
(605) 692-2016



### WINTER TIPS

#### SAFETY FIRST

PLOWS ARE BIG. THEY NEED SPACE.

IF YOU CAN'T SEE THROUGH IT,  
YOU CAN'T DRIVE THROUGH IT.

4-WHEEL DRIVE CAN GET YOU MOVING  
BUT ICE MAKES IT HARD TO STOP.

4 CAR LENGTHS IS A SAFE  
FOLLOWING DISTANCE.

#### DON'T HURRY, PLAN FOR DELAYS

PLOWS PUSH TONS OF SNOW.  
IT IS SLOW WORK.

CHECK THE FORECAST.

CALL AHEAD IF YOU WILL BE LATE.

#### HELP US KEEP YOU MOVING

IF SNOW IS FORECAST  
DON'T PARK ON CITY STREETS.

DON'T CROWD THE PLOWS.

DON'T PARK ON THE STREET UNTIL SNOW  
HAS BEEN CLEARED FROM CURB TO CURB.



### GOOD NEIGHBORS CLEAR SIDEWALKS

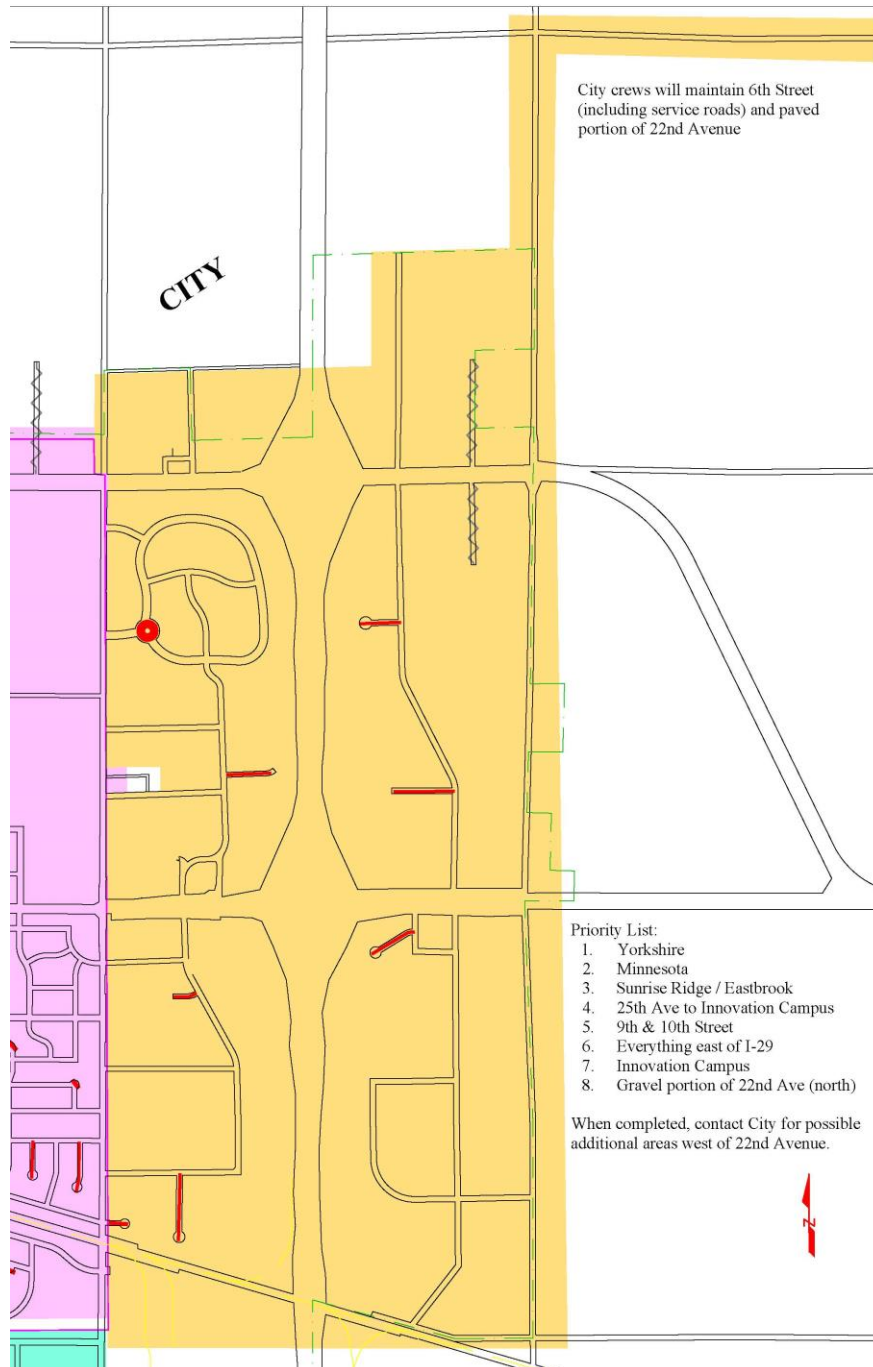
(IT'S ALSO THE LAW TO REMOVE SNOW & ICE WITHIN 48 HOURS)

The back breaking work of clearing your sidewalk can save someone else from breaking their back in a fall. Please remember those with disabilities when you clear your sidewalks and curb ramps.

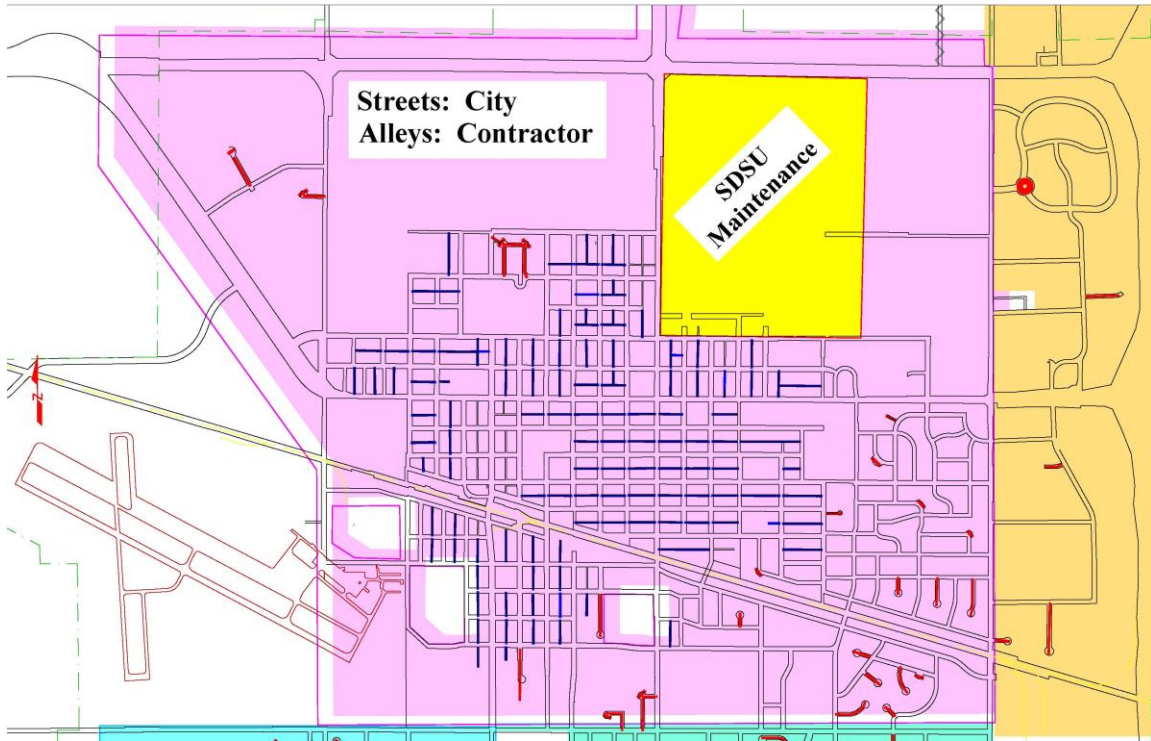
BROOKINGS COMMITTEE FOR PEOPLE WITH DISABILITIES

## APPENDIX 2 – City/Contractor snow removal maps

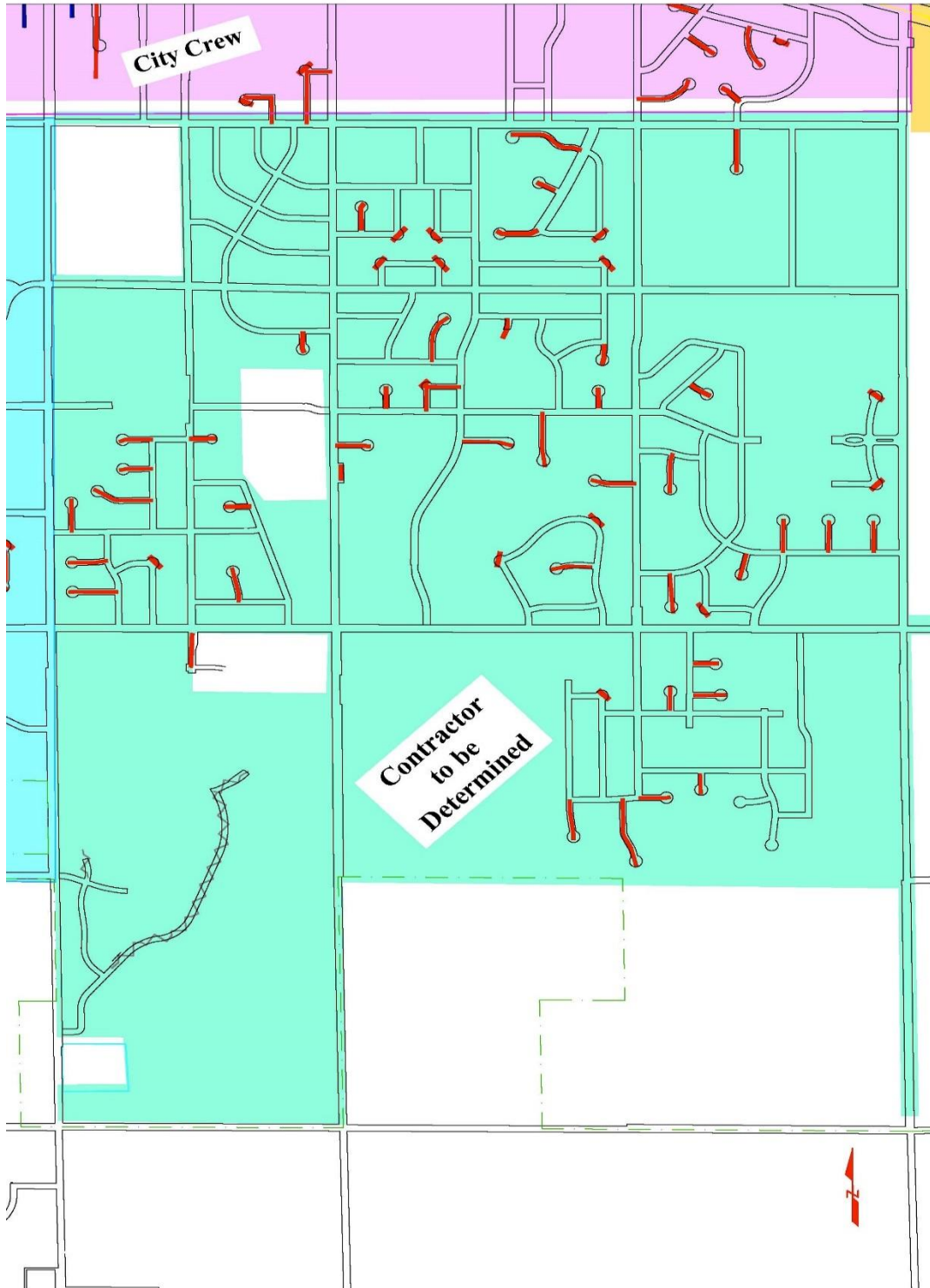
### NORTH EAST



# NORTH WEST



# SOUTH EAST





# SOUTH WEST

