



WILLIAM & MARY

CHARTERED 1693

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DIRECTIVE 715

TITLE: Process for Campus Snow Removal

EFFECTIVE DATE: October 26, 2015

REVISION DATE: First Version

I. SCOPE:

The Snow Response Policy applies to all Facilities Management (FM) personnel in support of campus buildings and grounds owned, rented, or leased by the University. Responsibilities of other departments in support of this directive are also identified.

II. PURPOSE:

To delineate responsibilities and processes to make advance preparations for a snow event, execute recovery of the campus to allow for re-opening, and finalize clean up after the storm. It establishes a chain of command to oversee operations. It assigns the clearing of buildings/areas on campus to specific crews within Facilities Management during the storm. Overlap has been built into the plan to ensure that all areas required to open the College are addressed during a storm event.

III. POLICY:

Facilities Management is responsible for maintaining a safe campus before, during, and after a snow storm. All FM employees are designated as essential personnel in accordance with the William and Mary Emergency Closing Policy, dated August 7, 2014, as amended, and FM Directive 200, Essential Positions, Department of Facilities Management, dated April 21, 2015. Once snow/ice conditions exist, **all** Facilities Management essential personnel are on call and shall be prepared to respond unless given other direction by their respective supervisor or a member of the Snow Coordination Group.

