

COLUMBIA COLLEGE
SONORA, CA

Facilities Operations

SNOW PLAN

EXTERNAL DOCUMENT

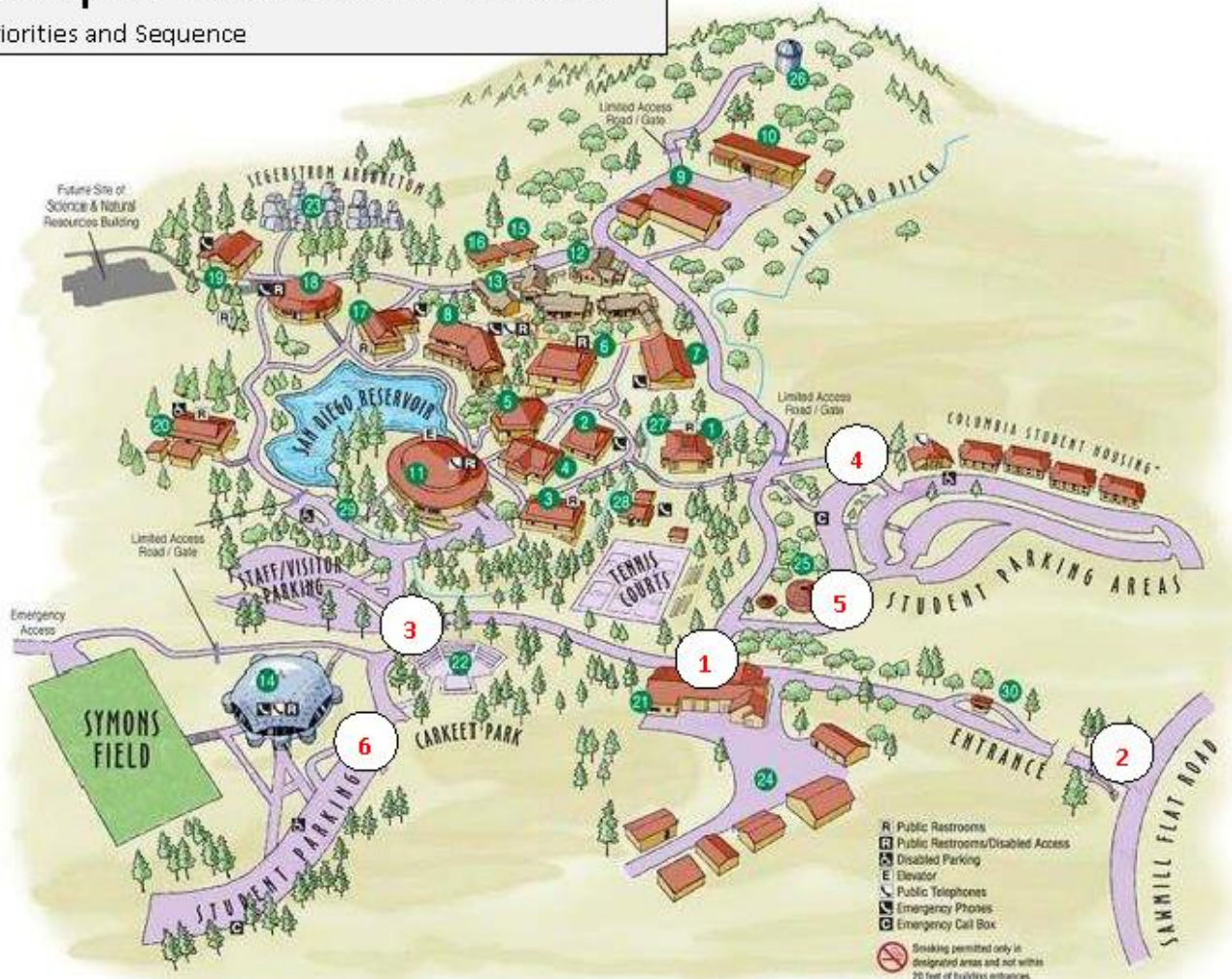
Updated August 20, 2018

Campus Operations Manager

Columbia College

Campus Evacuation Process

Priorities and Sequence



- R Public Restrooms
- ♿ Public Restrooms/Disabled Access
- ♿ Disabled Parking
- E Elevator
- ☎ Public Telephones
- ☎ Emergency Phones
- ☎ Emergency Call Box
- 🚭 Smoking permitted only in designated areas and not within 20 feet of building entrances.

* Privately owned and operated by Fogacar Properties

- | | | | |
|---------------------------|--|--|--|
| 1 Alder | 10 Mahogany | 16 Ponderosa | 24 Warehouse, Shipping/Receiving, Transportation & Maintenance |
| 2 Aspen | 11 Manzanita (Administration, Student Services, Instruction Office, Bookstore, Celler, Restaurant & Cafeteria) | 17 Redbud | 25 Mo-Wuk Cultural Center |
| 3 Buckeye | 12 Laurel (Child Care Center) | 18 Sequoia | 26 Observatory |
| 4 Cedar | 13 Maple | 19 Toyon | 27 Start Point, Fitness Jogging Trail |
| 5 Dogwood (Forum Bldg.) | 14 Oak Pavilion | 20 Willow | 28 Davis Cabin |
| 6 Fir | 15 Pinyon | 21 Public Safety Center / Firehouse | 29 Transit Stop |
| 7 Juniper (College Nurse) | | 22 Charles Segerstrom, Jr. Memorial Amphitheater | 30 Information/Toll Booth |
| 8 Tamarack Hall (Library) | | 23 Segerstrom Arboretum Nature Trail | |

In the case a campus closure and evacuation is called:

1. College or Fire Station personnel will be placed at the locations above in the priority order numbered.
2. Zone page will be done with appropriate pre-recorded or live message.
3. After parking lots have been cleared, and personnel become available, check buildings for any remaining students/staff.

Notes (additional information is available in the CEOP):

The highest priority is to keep Columbia College Drive clear. (In snow, plow and sand the road before allowing any two-wheel drive vehicles without chains to leave.) Departure from the main intersection will be controlled by allowing no more than five vehicles at a time to depart. In snow, priority departures will be given to student vehicles with four-wheel or all-wheel drive and two-wheel drive vehicles with chains. Last to go will be two-wheel drive vehicles without chains. Once most students have left, staff and faculty without assignments will depart. Special arrangements will need to be made for disabled students and those without transportation. Individuals coming to pick up students/staff will be allowed on campus after the road has been sanded. Child Development will be a pick up point for children enrolled in the program and the Manzanita Rotunda will be a pick up point for all others. During a power outage, the generator operates the Manzanita Rotunda.

OVERVIEW

The purpose of this document is to provide information on the policies and procedures that the Facilities Operations Department will follow to respond to a snow event at Columbia College. It is the Department’s charge to provide safe access to, and egress from, Columbia in the safest, most efficient and environmentally responsible manner possible.

Throughout the winter season, the Campus Operations Manager will monitor the weather in order to prepare for a snow event. A snow event will be declared when the snow begins to accumulate and remedial action is necessary to prevent hazardous road and sidewalk conditions.

Normal working hours for the Facilities Operations staff is Monday through Friday from 6:00 am until 2:30 pm. Campus Safety/Security will contact the Campus Operations Manager from 5:30 pm to 6:00 am Monday through Friday as well as weekends and holidays to communicate campus snowfall and ice conditions during off-hours.

Snow will be cleared in a prioritized manner. Emergency access routes are the first priority, followed by primary pedestrian routes, vehicular drives and parking lots. A snow melting agent and sand will be applied as deemed necessary by the Campus Operations Manager.

Occasionally, if weather conditions are severe enough to prevent the campus from opening or to remain open, the President may declare a “Snow Closure” at Columbia College. The College President is the only person that may authorize the closure of the campus.

SNOW RESPONSE CONTACT LIST

If the Campus Safety/Security Department encounters any hazardous conditions during normal working hours, (7:30 am to 5:00 pm), please contact the Facilities Operations Office at 209-588-5366.

Campus Safety/Security will discuss local conditions with the Campus Operations Manager outside of normal working hours. The Campus Operations Manager will take the appropriate remedial action necessary.

Contact person:	Campus Operations Manager -	Jake Radetich
	Office Phone -	209-588-5059
	Cell Phone -	209-352-3945

If Security is unable to contact the Campus Operations Manager, they will contact the following people in order.

Director, Facilities Planning & Operations	-	Judy Lanchester
Office Phone	-	209-575-6512
Cell Phone	-	209-380-8106

Assistant Director, Facilities Planning & Op.	-	Yolanda Perregil
Office Phone	-	209-575-6574
Cell Phone	-	209-605-3011

Executive Secretary, Facilities Planning & Op.	-	Samantha McCarty
Office Phone	-	209-575-6540
Cell Phone	-	209-613-1780
Campus Operations Manager, MJC	-	Trevor Carter
Office Phone	-	209-575-7723
Cell Phone	-	209- 844-6282

TRAINING & SAFETY

The safety of the campus community and of the Facilities Operations' employees is of the utmost importance. Training of all employees involved in snow and ice removal operations will occur prior to every winter season. Depending on experience, employees will be trained on the safe operation of the types of equipment they will be operating and on tasks to be performed. Equipment may include tractors, utility vehicles and trucks with implements such as plows. This also includes hand held equipment. Winter equipment operation and tasks to be performed will be evaluated to determine the personal protective equipment (PPE) that is needed to ensure safety. Once the PPE is identified and purchased, employees will be trained how to use the PPE while operating equipment or performing tasks. All training will be conducted as per current OSHA standards and requirements.

Employee Safety Checklist

As described above, employees will receive training and information with regard to PPE items and other general safety guidelines below. For additional clarification, if needed, employees are instructed to contact the Campus Operations Manager.

- Wear proper clothing and utilize proper personal protective equipment
- Wear boots that provide good traction and proper insulation
- Use proper lifting techniques when loading and unloading snow and ice melt materials
- Do not operate equipment without proper training and approval
- Take breaks from equipment operation a minimum of 15 minutes every 3 hours
- Protect exposed skin
- Change clothes that become wet as soon as possible
- Warm cold body parts immediately – do not let body parts become numb
- Change socks frequently
- Report all suspected cold weather injuries to a manager immediately

EQUIPMENT, PARTS AND SUPPLIES

The Facilities Operations Department will inventory all related snow equipment, parts, and materials by **October 1**, each year. All equipment will be started, tested, tuned up, and checked for faulty parts and repairs. All equipment will be routinely tested from **October 1**, throughout the snow season. Any essential backup and replacement inventory will be ordered by **May 1**. These materials will be received and accounted for by **June 30**. All items will be stored at the Facilities yard.

PRE-SEASON PREPARATION CHECKLIST

The pre-season preparation checklist will be completed before **October 1** by the Campus Operations Manager and Transportation.

- ❑ Update snow response plan to reflect the addition or deletion of properties, changes in staffing, changes with equipment and usage, budgeting constraints, and all other information that is necessary to keep the response plan up-to-date.
- ❑ Train employees in the safe operation of snow removal equipment and in handling snow and ice melting materials.
- ❑ Review notification process for employee call-ins and issue a memorandum indicating responsibilities and guidelines for individuals involved in snow and ice removal.
- ❑ Perform inventory and inspection of equipment, parts, and materials to ensure that they are in proper working condition and/or stocked in appropriate quantities. Some examples include: shovels, scrapers, spreaders, tractors, trucks, boots, gloves, rain gear, goggles, anti-freeze, hydraulic oil, hoses, belts, chains, gear boxes, ice melting agents and abrasives, winter windshield wiper blades, and snow fencing.
- ❑ Attach snow removal implements to equipment.
- ❑ Arrange for mechanical services to address major breakdowns beyond in-house capabilities.
- ❑ Ensure adequate stock of snow and ice melt materials.
- ❑ Locate hand tools and ice melt for easy access.
- ❑ Identify areas where snow can be disposed of. Include areas that are accessible to large vehicles



Inclement Weather – Campus Closure Check List

Administrators and Managers – We Need You!!

Inclement weather closure information

Only the college president, or the president’s designee can make the call for a late start or a campus closure. The YCCD Chancellor must be consulted/notified before announcement is made to the campus community.

Administrator in Charge - Sequence of Authority & Responsibility (after hours - refer to the evening administrator assignment):

- a. Santanu Bandyopadhyay, College President
- b. Brian Sanders, Vice President of Instruction
- c. Melissa Raby, Vice President of Student Services
- d. Trevor Stewart, Vice President of College and Administrative Services
- e. Brandon Price, Dean of Student Services
- f. Klaus Tenbergen, Dean of Instructional Services, Career Technical Education
- g. Raelene Juarez, Dean of Instructional Services, Arts, Sciences, and Human Performance

NOTE: Help keep students and staff calm. As administrators and managers, we need to provide a consistent message concerning what steps are taken in the event of a campus closure.

Once the determination has been made to close the campus - the following actions occur:

1. Campus/Community Alerts:
 - Phone Zoning Page Alert is activated for faculty/staff and students - Fred (backup Trevor or Terri)
 - CCAAlert is activated - Trevor (backup Terri or Greg)
 - Website Alert is activated, MyMotherLode.com is notified, Tuolumne and Calaveras Transit are notified (with specific instruction of where to meet students) - Cari (backup Terri)
2. Students are released from campus – students waiting for transportation should gather in the Rotunda.
3. Managers, Faculty and Staff report to the Rotunda.
4. Administrator in charge (after hours – Evening Admin) reports to the Rotunda (with radio in hand)
 - Managers (with radios in hand) are assigned to duties as needed (by the Administrator in charge)
 - Campus Closure Assignments
 - DSPTS Tram Driver is assigned (tram is equipped with chains or stud tires) students are to be dropped off at the Manzanita Bldg – upper level – Rotunda
 - Traffic assistance is assigned (if needed): reflective vests are located in the VP of College & Admin Services office (vests are large enough to fit over jackets and are used to identify folks who are assisting with vehicle and pedestrian traffic)
 - Bldg monitors are assigned (vests provided) to:

Once a monitor has cleared a building – contact the “Administrator in Charge”

 - ✓ Alder
 - ✓ Aspen, Buckeye, Cedar
 - ✓ Dogwood, Fir
 - ✓ Laurel/ Maple
 - ✓ Madrone/Mahogany
 - ✓ Manzanita (upper/lower levels)
 - ✓ Oak Pavilion
 - ✓ Ponderosa/Pinyon

- ✓ Redbud, Tamarack
- ✓ Sequoia – Toyon – Sugar Pine
- ✓ Willow

5. Administrators, and staff (including support staff) located in the administrative wing are to remain on campus until everyone else has been released.

NOTE: For the most current and accurate closing and reopening information, members of the Columbia College community and visitors should rely on these official sources of information:

- CCAAlert notification by phone, text message, and email [Registering for CCAAlert](#).
- Call 209-588-5100 for recorded information
- MyMotherLode.com

Visit the [homepage](#) of the Columbia College website



Inclement Weather Campus Closure Guide

Administrators, Faculty, Staff, and Students:

- A. If the assessment is made to close campus - a decision will be made as early as possible, and will be communicated by 6:30 a.m. (if feasible) to local radio and MyMotherLode.com**
- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#))
 - Call 209-588-5100 for recorded information
 - Visit MyMotherLode.com
 - Visit the homepage of the College website – www.gocolumbia.edu
- B. If the decision is made for a delayed start or an early close**

Delayed Start:

- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#)).
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu
- Students should attend their classes that are taking place during open times.
 - For example, if the College opens at 10 a.m., all classes scheduled to start before 10 a.m. would be cancelled.
 - Students should also check their usual methods of communication with their instructors (Canvas, class webpage, email) for any course-specific instructions. Some faculty members live at higher altitudes and may be unable to get to campus even when the college is open.

NOTE: Facilities and Campus Safety personnel work hard to make the campus safe to open. Additional traffic and requests to open buildings inhibit the ability to prepare the campus for a safe opening. Please do not arrive to campus much before the scheduled opening time. ***Only you can decide if the weather and road conditions around where you live and along your commute are within your comfort zone for safe travel to the campus.***

Early Close:

- Phone Zone Paging will be activated (alerts are broadcast over the phones on campus)
- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#)).
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu
- Students will be given instructions for a safe dismissal from campus.
 - Students should also check their usual methods of communication with their instructors (Canvas, class webpage, email) for any course-specific instructions. Some faculty members live at higher altitudes and may be unable to get to campus even when the college is open.

- Students first! – All students (except those waiting for transportation) are released from campus.
- Students waiting for transportation should gather at the Rotunda.
- Administrators, Faculty, and Staff report to the Rotunda and wait to be released. Please note – your help may be needed for communication and to assist students.

Inclement Weather and Campus Closure Information

Website Information

Sign up for [CCAlert](#), an emergency text-messaging system for alerts on campus emergencies and weather related campus closures.

Weather-related closings

In the event of inclement weather, Columbia College administrators consider multiple factors when deciding on a weather delay or closing, including conditions on our campus and on area roads, as well as the most recent weather projections. If Columbia College is open, classes will be held and no special announcement will be made. All employees should report to work or request appropriate leave, and all classes should meet.

For the most reliable closing and reopening information, members of the Columbia College community and visitors should refer to these official sources of information:

- “CCAlert” will be activated (notification by phone, text message, and email) [Registering for CCAAlert](#)
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu

Weather and road conditions are not the same in every area where students, faculty, and staff live, so the decision as to whether it is safe to travel must ultimately rest with each individual. Faculty are encouraged to arrange a system for communicating to their students should it be necessary to cancel class, and to be mindful that not all students will attend class based on conditions in their home areas. If the situation appears to be unacceptably hazardous in an employee’s home area, and they are unable to come in while the college remains open, the employee should use accrued annual, personal, or compensatory leave to cover lost time.

When the College opens late or closes early, students should attend their classes that are taking place during open times.

- For example, if the College opens at 10 a.m., all classes scheduled to start before 10 a.m. would be cancelled.
- Students should always check with their instructor and are encouraged to use the established class communication method.

Exam schedules - In the event of a closing during a scheduled exam week - detailed information on revised exam times will be provided by the college as soon as possible after the weather disruption.

Access to the Columbia College Campus will be restricted prior to the announced opening time. Facilities and Campus Safety personnel work hard to make the campus safe to open. Additional traffic and requests to open buildings inhibit the ability to clear roads and prepare the campus for a safe opening. Please do not arrive until just before the scheduled opening time as access to buildings may not be available.

If you have questions during regular business hours, please contact (209) 588-5100. After hours, please contact (209) 588-5157