

**CITY OF WEST LINN
PUBLIC WORKS DEPARTMENT**

POLICY NO. 88-5

EMERGENCY RESPONSE PLAN

**SNOW, ICE, AND
EMERGENCY ROAD CLOSURE PROCEDURES**

Adopted: November 28, 1988

Revised: March 16, 1998

Revised: November 7, 2001

Revised: January 13, 2003

SCOPE: The scope of this policy is to outline the Department response plan for hazardous roadway conditions created by snow and ice storms or frosting conditions. The Department's efforts are directed to provide the most effective and consistent response plan, using all Department resources and those resources available from outside agencies.

The following procedures outline a systematic approach to providing this service to the public, emergency services, and other user needs during inclement and unusual situations.

Due to its very nature, this plan is designed as a guide that will steer the Department through difficult and varying conditions and circumstances.

DECLARATION OF EMERGENCY: The West Linn Police Department, through its Senior Shift Supervisor or designee, will be the agency that declares the need for emergency road closures, sanding, plowing, or other remedial action. The Police Department will work through LOCOM or the Police Department Office to contact the Transportation Operations Supervisor, or during after hour responses, the designated call out person.

The Police Department shall decide what streets, etc. shall be signed and or closed. The Police Department shall inform Public Works of general conditions and response needed in the various sectors of the city. If, during the night the Police Department determines that sanding/snow-plowing services will be needed, it is requested they notify dispatch no later than 4:00 a.m. so Public Works crews can be called out and in operation with adequate time to complete routes before traffic becomes a problem.

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The Police Department shall be responsible for activating the flashers and permanent sign systems located at:

- 1) Sunset Avenue at Norfolk Street
- 2) Summit Street at Rosemont Road
- 3) Pimlico Drive at Palomino Way
- 4) Hidden Springs Road at Bluegrass Way
- 5) Hillcrest Drive at Sylvan Way
- 6) Marylhurst Drive at Hillcrest Drive
- 7) Skye Parkway at Skye Court

The Police Department shall also be responsible for determining when closed streets may be reopened to the public. Upon reopening the Police Department shall be responsible for removing all temporary signs and markings and setting them on the road shoulder to be picked up by Public Works. The Police Department shall inform Public works of these locations and decisions to reopen.

PUBLIC WORKS RESPONSE: Upon notification, Public Works will first close, sign or mark designated street sections per Police Department requests.

Second, begin sanding/plowing operations. Unless extremely isolated problem areas exist, the Department response will be two sander/plow units and follow the predetermined routes as mapped in the appendix. The Transportation Operations Supervisor or senior Public Works personnel present will evaluate the effectiveness of this plan, and will use their discretion on committing the Department's third sander/plow unit.

Upon completion of their designated routes, sander/plow operators will check in with the Transportation Operations Supervisor or senior member to determine reassignment or routing.

The 4x4 unit with slide-in sander shall be used for isolated sanding or when light freeze is affecting a limited area. One person may operate it.

ROUTE DETERMINATION: Routes shown on maps designated Snow Routes North, South, and East are color-coded and have been assembled in an effort to provide maximum coverage of the City's primary road system. These routes include consideration of:

- a) Emergency services (Police and Fire stations, etc.)
- b) Schools and institutions
- c) Bridges and overpasses
- d) School bus special problems
- e) Commercial/business centers

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Priority of routes is given to arterials, collectors, hills, and residential streets that provide best available access to major highways. Upon completion of sanding and plowing operations and based on the availability of equipment and manpower, the Department will respond to neighborhoods, call-in requests, etc.

COMMUNICATIONS: Public Works will communicate solely on the designated Public Works radio frequency to allow both Dispatch and Police Department to monitor progress. During after-hours responses when two or more sander/plows are in the field, Public works will make every effort to man the Public Works base station and have it serve as a “center” to coordinate requests, dispatches and information. When the Public Works base is operating, Police Department and LOCOM are requested to forego direct radio communications with the sander fleet and work through Public Works base.

SANDER/PLOW OPERATIONS: Public Works shall have all sanding/plowing equipment serviced, repaired, and mounted on trucks by November 20. One truck shall be designated “ready”, chained, and parked under cover from November 20 through March 15. Vehicle Maintenance shall maintain this “ready” truck in place during this time period. Adequate spare chains, hoses, etc. shall be stocked to insure minimal down time.

Operations of the sander/plows shall be either one or two person crews depending upon safety and operational conditions. The Transportation Operations supervisor will be responsible for determining if one or two member crews will be utilized. Factors in determining crew size will include driver ability, snow conditions, visibility, and traffic/pedestrian conditions. If using a two-person crew, when possible one shall be a Transportation Division employee backed up by other Public Works and Parks personnel. Operations shall use all available safety equipment and procedures and be conscientious of avoiding damage to parked vehicles and personal property while sanding.

Sanders, plows, and sign trucks shall operate only when tire chains are mounted on vehicles when responding to ice and snow conditions. The 4x4 unit shall be driven with studded tires during frost and light ice. Only the Transportation Operations Supervisor and Public Works Director can authorize exceptions to this policy.

Overhead wires must be watched due to added weight from ice and snow build up.

Most routes have been designed for sanding routes and depend on sanding both lanes in one pass. Adapting these routes to plowing will necessitate doubling the total miles traveled.

Application rates are left to the judgment of the operators. This will be governed by sanding material available, actual conditions encountered, and anticipated duration of the inclement conditions.

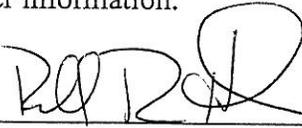
Entering the dump box while it is in an elevated position, or attempting to clean or clear a plugged sander while it is functioning is strictly forbidden.

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Upon completion of sanding operations, all trucks and all sanders shall be cleaned and serviced. All tire chains, lights, and etc. shall be inspected by the operator teams.

MATERIALS AND SUPPLIES: Employees shall refer to the emergency operations telephone list for supplier information.

Signed: _____



Ronald R. Hudson, Public Works Director

attachments: Snow Route Map
policy04/mr