

VILLAGE OF NORTHBROOK

STANDARD OPERATING PROCEDURES

TITLE: Emergency Snow Clearance Plan

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Dept.: Public Works

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APPROVAL

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INDEX: **SOP
EMERGENCY SNOW CLEARANCE PLAN**

POLICY: Chapter 2, Article 5, Division 2 of the Northbrook Municipal Code assigns the responsibility and supervision of the Village's snow removal and ice control operations to the Director of Public Works. Consistent with the tenets of good emergency planning for unpredictable, but inevitable circumstances, is the need for a concise snow clearance plan to service as an operation guide during any severe winter storm, which has been designated as a local or regional emergency of disaster.

Occasionally, the Chicago metropolitan area is faced with a prolonged winter storm or blizzard of great intensity combined with high winds and drifting, or a rapid succession of smaller storms that overburden the department's manpower resources and severely limit the effectiveness of certain pieces of snow removal equipment. These emergencies or "disasters" have the capacity to virtually close down local transportation networks and have the potential for a profound affect on the health, life, safety and economic well being of the community.

The Public Works Department is charged with the responsibility to develop a snow clearance plan to be used as an operational guide during such winter snow emergencies.

The current Public Works snow plan assumes adequate manpower and equipment to mount a full-scale snow removal effort during a "typical" winter snowstorm not exceeding 8-inches of snow. Although all arterial, collectors and thoroughfare streets are plowed on a priority basis, the time consuming task of plowing cul-de-sacs and dead-ends with smaller equipment is also initiated at the start of the storm to ensure completion around the same time as residential streets.

PURPOSE: To establish an Emergency Snow Clearance Plan designed to prioritize and optimize the efforts of limited available staff and equipment during any severe winter storm which has been designated as a local or regional emergency or disaster. It is the intent of this SOP to reduce the magnitude of the adverse impact that such conditions will have upon the health, life, safety, travel, business and economic well being of this community to the extent practical by following a pre-approved plan. This SOP supersedes and cancels all applicable sections of Administrative Order No. 87 pertaining to the Emergency Snow Clearance Plan and Winter Service to Private Streets.

PROCEDURE: **A. Implementation**

Winter storms vary greatly in size, intensity, duration and timing. As a benchmark, when a single storm event with blizzard type conditions occurs resulting in excess of 8-inches of wet/dense snow combined with high winds and drifting, or when a series of snow storms occur in rapid succession prior to full recovery from the previous storm, it is anticipated that the physical conditions caused

by these uncontrollable natural events will exceed the capability of existing Public Works staff and equipment.

In such circumstances, the Director of Public Works will activate the Emergency Snow Clearance Plan in concurrence with the Village Manager or his designee. Under this plan, snowplowing services shall first be concentrated on opening Village owned/maintained arterial, collector and significant thoroughfares within the corporate limits. Large snow removal equipment will be staffed around the clock by re-assigning personnel to one of two twelve-hour shifts. During such emergency periods, the Department shall make provisions to meet basic nutritional needs of staff.

When plowing under adverse conditions, initial opening of heavily drifted areas may require a tractor mounted reversible plow, V-plow, high capacity snow blower. In certain extreme circumstances, contractual assistance may be necessary.

B. Priorities

Clearance of all streets is hereby designated on a priority basis as listed in the most recent Northbrook Public Works "Snow and Ice Control Policies" pamphlet.

C. Other Related Policy and Operational Issues

1. The priorities detailed above shall be construed as a practical operational guide applicable to most circumstances. However, the Village Manager shall retain the administrative authority to make modifications as deemed necessary in order to more effectively manage and adapt to the unpredictable variables of a given emergency situation. It should also be noted that Public Works operations staff will maintain communications with Police/Fire dispatch centers and will assist as necessary to insure timely access to "snowed in" locations for all public safety related calls.
2. This plan assumes that major arterial roadways under the jurisdiction of the State and County running through and around the Village will be plowed by those responsible agencies or their designated contractor(s). Village staff will only be authorized to plow and/or salt State or County thoroughfares upon direction of the Village Manager to a specific request by a ranking representative of the Illinois Department of Transportation or Cook County Highway Department.
3. The Public Works General Operations Superintendent shall have full responsibility and authority for planning, coordination, response, implementation, monitoring and managing of all snow and ice control efforts. During prolonged emergency situations, that assignment shall be shared by other supervisory and administrative staff as assigned.
4. Priority designation of all streets will be reviewed annually by Public Works supervisory staff. The Director will publish an informational pamphlet not later than November 1st annually, which includes pertinent snow and ice control policies, procedures, guidelines, assignments and related training information.