

Genesee Joint School District 282
Snow and Ice Removal Plan

Individuals authorized to initiate winter weather alerts (in order):

1. Wendy Moore, Superintendent
2. Todd Dahmen, Maintenance Supervisor
3. Lezah Shinkle, Clerk of the Board

The following procedure will be in place to determine when school will be delayed or called off:

- *Todd Dahmen will make visual inspection of bus routes prior to 6:00 AM*
- *Telephone call by transportation supervisor to South and North Latah Highway Districts to determine road clearing timeline and feasibility of running bus routes*
- *Telephone call to Superintendent who makes final determination*
- *Superintendent notifies staff through calling tree, contacts local media, places message on dialer and District web-site*

Individual authorized to coordinate snow and ice removal in the parking lots, sidewalks and exterior stairs:

1. Todd Dahmen, Maintenance Supervisor
2. Wendy Moore, Superintendent
3. Kelly Caldwell, MS/HS Principal

The following procedure will be utilized to remove snow and ice:

1. *Plow snow away from north loading dock, north parking lot access, and main parking lot prior to 5:00 AM when possible*
2. *Clear walkways of snow and ice by 6:00 AM when school is in session*
3. *Clear stairs of snow and ice by 6:15 AM when school is in session*
4. *Plow snow from front of building by 6:30 AM*
5. *Plow snow from rear parking lot and Tamarack Street Parking by 7:00 AM*
6. *Additional snowfall after initial clearing – as needed*
7. *Saturday activities – snow and ice cleared in morning by maintenance department; additional walkway snow and/or ice removal to be determined/completed by athletic director or game management personnel.*

Individual responsible for monitoring snow depth on roofs and removal thereof:

1. Todd Dahmen, Maintenance Supervisor

Contractor who will be utilized if snow removal requires additional machinery:

Roach Construction, 285-1411

Individual responsible for inspection and maintenance of snow removal equipment and machinery:

1. Todd Dahmen, Maintenance Supervisor

Individuals responsible for insuring an adequate supply of snow shovels and ice melt on school property, maintaining non-slip floor mats at all entrances, and insuring adequate mops and wet vacuums for interior snow melt cleanup:

1. Tad Candler, Head Custodian
2. Todd Dahmen, Maintenance Supervisor

Individuals responsible to insure proper working order of exterior lighting of walkways, parking lot and building entrances:

1. Todd Dahmen, Maintenance Supervisor
2. Wendy Moore, Superintendent
3. Kelly Caldwell, MS/HS Principal

Designated areas for piling snow:

1. Southwest portion of main parking lot
2. On abandoned drive northeast of shop building
3. Northeast portion of Tamarack Street parking above alley
4. Southeast portion of Tamarack Street parking near corner of Tamarack and Ash
5. City park to south of Ash Street

Individual responsible to inspect fire hydrants, valves and fire department connections are clear of snow and easily visible and accessible:

1. Todd Dahmen, Maintenance Supervisor

Individual responsible for self-inspection and monitoring of buildings heating system during periods unoccupied times, especially weekends and during holiday periods:

1. Todd Dahmen, Maintenance Supervisor
2. Tad Candler, Head Custodian

Individual responsible to remind staff and students to wear appropriate winter footwear:

1. Kelly Caldwell, MS/HS Principal
2. Shannon Schacher, School secretary
3. Wendy Moore, Elementary Principal/ Supt.