


ADMINISTRATIVE POLICY: 99-02

SUBJECT: WINTER STORM EVENT RESPONSE

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APPROVED: 
Janice B. Vassar, City Manager

SECTION ONE: PURPOSE

It is the general policy of the City of Lewiston to maintain City-owned roads and properties in as safe a condition as possible during winter months, depending upon winter storm response priorities and available resources. The City shall have a written winter snow response plan that will be used as a guideline as to how the City typically responds to winter storm events.

The goal of the City's winter storm response plan is to maintain, open to traffic, a network of pre-selected routes that provide reasonable access to most areas of the City during winter storm events and to make all City roads and properties accessible as quickly as possible while working within the parameters of available resources.

SECTION TWO: OBJECTIVES OF PLAN

The specific objectives of the snow plan are to:

- Establish priorities for winter storm event response on City roads and properties.
- Coordinate winter storm event response by the appropriate City departments and divisions.
- Provide information to the public regarding winter storm events and the condition of City roads and properties.
- Establish a committee to help develop, coordinate and evaluate City response to winter storm events. The committee would:

- ◆ Review current and future updated City departmental and divisional winter storm event procedures.
 - ◆ Be the mechanism for integration of City departmental and divisional procedures into a comprehensive City procedure that will provide unified response to winter storm events.
 - ◆ Facilitate communication and coordination between City departments, other agencies and contractors.
 - ◆ Establish and review City procedure for timely distribution of winter storm event information to City residents.
- Each City department will have a departmental response plan that outlines the role of that department during a winter storm event.
 - All City department and division heads shall be familiar with the City winter storm response plan and all departmental response plans.

SECTION THREE: RESPONSIBILITIES

City winter storm event response will normally be initiated by authorized City of Lewiston Public Works Department and/or Police Department staff on City-owned roads or properties that they have determined to present a significant hazard to the public.

SECTION FOUR: PRIORITIES

The following priorities will guide City staff with making appropriate response decisions for City roads, as follows:

1st Priority: Heaviest traffic routes, steep grades and sharp curves with significant traffic levels, busy intersections, bridges, arterials and approaches to arterials. All roads listed in this category can be designated as Emergency Snow Routes. Roads providing travel routes to and from hospitals, medical clinics and extended care facilities will be designated as Emergency Snow Routes. Any road made impossible for travel by emergency services as a result of localized heavy accumulations of snow can be temporarily categorized as 1st Priority. Primary routes traveled by school buses may also be placed in this category. 1st Priority roads will be identified on the current City of Lewiston Public Works Winter Storm Event map (attached).

2nd Priority: Medium to heavily traveled sections of arterial and collector systems that are not classified as 1st Priority, and sections of residential roads that have unusually steep grades. Arterial and collector roads listed as 2nd Priority will normally be designated as

City Primary Snow Routes. 2nd Priority roads will be identified on the current City of Lewiston Public Works Winter Storm Event map (attached).

3rd Priority: Lighter traveled roads and intersections that are not classified as 1st or 2nd Priority. The specific method of response for individual winter storm events will be determined by the City Public Works Director or by designated Public Works staff. The method of response will be dependent upon response needs specific to each winter snow and ice event. Generally, initial response and emphasis will be conducted upon the steep arterial and collector roads through the use of deicers and abrasives.

SECTION FIVE: RESPONSE PROCEDURES

If an accumulation of snow on City roads has been determined by authorized personnel to be of sufficient depth to require removal, snowplowing operations will be conducted on 1st, 2nd and 3rd priority roads. Snow will be plowed either to the center or sides of the roads. The placement and location of snow berms on City roads shall be determined by authorized City Public Works staff, based upon public safety and expedience. To the extent possible, plowed snow berms will not obscure traffic control signage, intersection sight lines or fire hydrants. As conditions warrant, parking may be restricted or eliminated from one or both sides of any City road to allow for placement of snow berms. As conditions warrant, the closure of one or more travel lanes of any City road may be required. When plowing snow, the City will place primary effort on clearing travel ways and will not be responsible for the berm of snow left in driveways due to the action of a snow blade. Whenever possible, snowplow crews will attempt to minimize the negative impact of snow berms on City residents.

The City of Lewiston reserves the right to make changes in priorities and levels of service based upon weather and road conditions, as well as resources available for response. Some storm events, because of their timing or severity, can simply exceed City resource capabilities. In these cases, the use of in-house manpower, equipment and materials can only minimize the inevitable disruption of traffic flow. If City staff determines that City crews need assistance to respond to a specific winter storm event, qualified contractors can be hired to assist with portions of the response work. If the severity of the storm event(s) exceeds funding allocated for winter storm event response, the City Manager is authorized to approve expenditure of non-allocated funding for winter storm event response.

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