



City of Annapolis

Snow Emergency Response Plan

Mayor Joshua J. Cohen

City Manager Michael Mallinoff

Public Works Director David A. Jarrell, P.E.



Declaring a Snow Emergency

A **Snow Emergency** is declared when hazardous street conditions are created by snow, sleet or freezing rain.

- A **Phase I** Snow Emergency is declared by the Director of Public Works in consultation with the Chief of Police when the local forecast projects **1” to 4”** of snow.
- A **Phase II** Snow Emergency is declared by the Director of Public Works in consultation with the Chief of Police when the local forecast projects **5” to 8”** of snow.
- A **Phase III** Snow Emergency is declared by the Director of Public Works in consultation with the Chief of Police when the local forecast projects **9” or more** of snow.



Responsibility for Snow Removal

- **Public Works Department** is responsible for coordinating and performing snow removal from City right-of-way and City owned and leased facilities.
- **Recreation and Parks Department**, after completion of the responsibilities at their facilities, will provide snow removal assistance when requested by Public Works during a Snow Emergency.



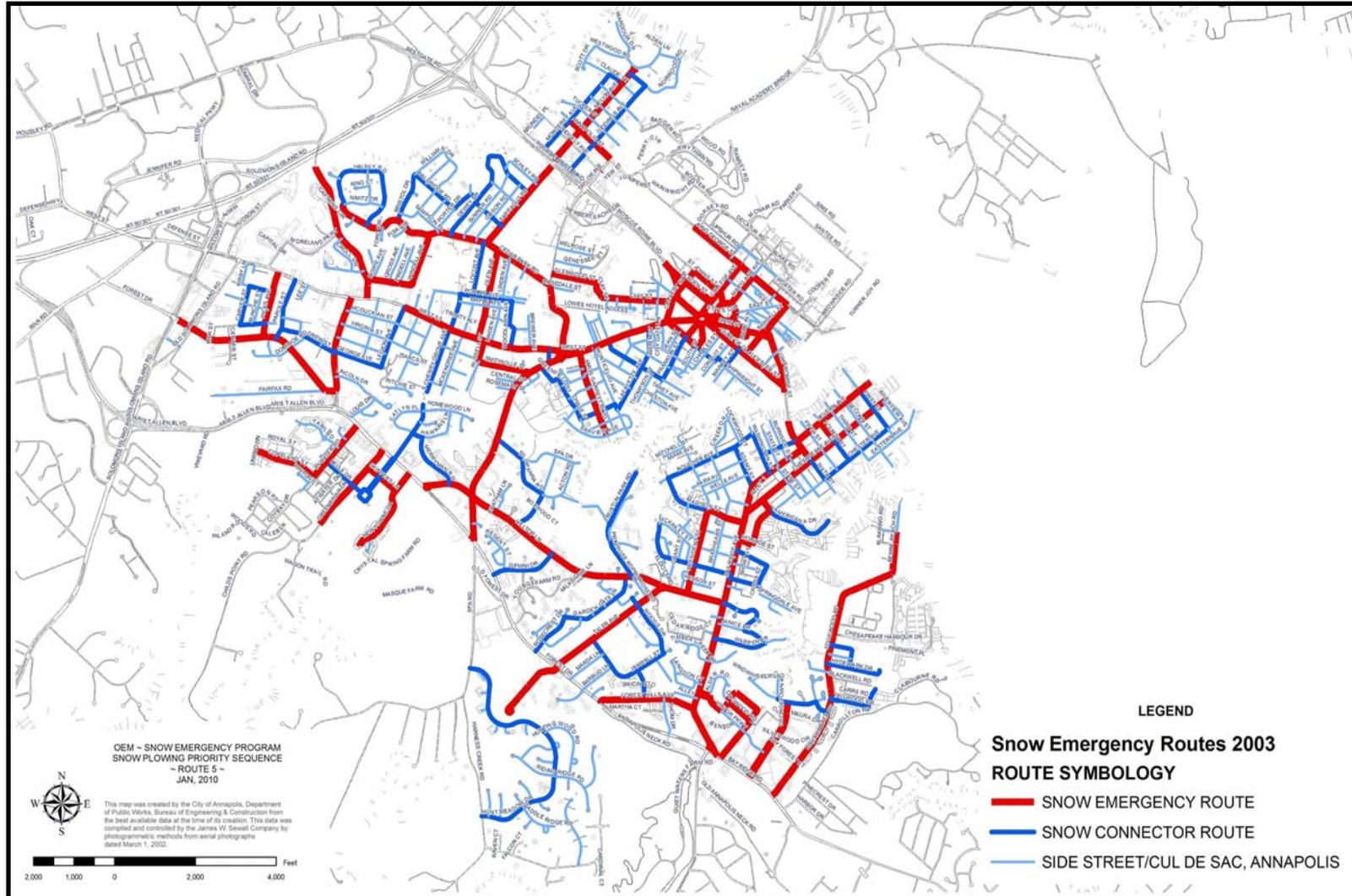
Snow Removal Priorities for City Right-of-Way

Public Works has developed a roadway classification system to ensure efficient snow removal from City right-of-way during a snow emergency:

- **Snow Emergency Routes** are the first priority for salting and plowing. Snow Emergency Routes are determined by the Public Works Director and are so marked.
- **Snow Connector Routes** are the second priority for salting and plowing. Snow Connector Routes correspond with Annapolis City Public School bus routes and Annapolis Department of Transportation bus routes.
- **All Other Routes**, including side streets, dead-end streets and cul-de-sacs, are addressed after Snow Emergency Routes and Snow Connector Routes are passable and safe.



City of Annapolis Roadway Classification Chart





Guidelines for making roadways passable during a Snow Emergency

- For a Phase I Snow Emergency (1” to 4” of snow), the City will operate at a **Level I Winter Storm Response**:
 - Snow Emergency Routes will be made passable within 12 hours of the end of the snow.
 - Snow Connector Routes will be made passable within 24 hours of the end of the snow.
 - All other routes will be made passable within 36 hours of the end of the snow fall.
- For a Phase II Snow Emergency (5” to 8” of snow), the City will operate at a **Level II Winter Storm Response**:
 - Snow Emergency Routes will be made passable within 24 hours of the end of the snow fall.
 - Snow Connector Routes will be made passable within 36 hours of the end of the snow fall.
 - All other routes will be made passable within 60 hours of the end of the snow fall.



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- For a Phase III Snow Emergency (9” to 14” of snow), the City expects to operate at a **Level III Winter Storm Response**.
 - Snow Emergency Routes will be made passable within 96 hours of the end of the snow fall.
 - Snow Connector Routes will be made passable within 120 hours of the end of the snow fall.
 - All other routes will be made passable within 144 hours of the end of the snow fall.
- If the City receives 15” or more of snow (Phase III Snow Emergency), the City expects to operate at a **Level IV Winter Storm Response**. The City’s Public Information Officer, via the City’s website and other media outlets, will advise the public of the sections of the City which Public Works crews are servicing and their approximate completion times.



City Bus Routes

At all Winter Storm Response levels, the Transportation Department will coordinate with Public Works to identify hazardous bus routes so that they can be plowed and reopened expeditiously.



Examples of City Right-of-Way Made Passable after a Snow Emergency





Operating Vehicles During a Snow Emergency

- During a **Phase I Snow Emergency**, vehicles operating on Snow Emergency Routes must be equipped with all-season radials, snow tires or chains.
- During a **Phase II Snow Emergency**, vehicles operating on Snow Emergency Routes must be equipped with all-season radials or snow tires, and must be either front-wheel or four-wheel-drive vehicles.
- During a **Phase III Snow Emergency**, vehicles are prohibited from operating on Snow Emergency Routes (except for snow equipment, emergency vehicles and other vehicles authorized by the Mayor).



Vehicles Parked or Stalled on Snow Emergency Routes

- Parking along Snow Emergency Routes is prohibited during a Snow Emergency. Violations may cause delay in Public Works' ability to effectively perform snow removal.
- During Phase II and III Snow Emergencies, the Police Department may exercise its authority to tow and impound vehicles parked or stalled along Snow Emergency Routes.
 - Public Works will notify the Police Department of Snow Emergency Routes which need to be cleared.
 - The Police Department will contract with Mason's and/or JP for towing and impound.
- In advance of a Snow Emergency, residents will be directed to move their vehicles off Snow Emergency Routes to avoid towing and impound.
- The City may provide complimentary parking at City-owned lots during a Snow Emergency.



Logistical Considerations

- **Snow Disposal:** If necessary, the City will dispose of snow at Ego Alley and Truxtun Park. If additional space is necessary, the City may utilize vendor space.
- **Resource List:** Public Works has prepared a resource list which has detailed information for vendors who may be called upon during a Snow Emergency.
- **Salt Supply:** The City has a ready supply of salt in storage.
- **Lodging for Essential Employees:** The Police Department will communicate information regarding available lodging to other Departments through the Office of Emergency Management.



Interagency Coordination

- During a Snow Emergency, the Office of Emergency Management will coordinate interagency and inter-departmental response functions.
- The following agencies will be kept abreast of weather events, Public Works' operational plan and the status of road conditions:
 - Mayor and City Manager
 - Public Information Office
 - Police
 - Fire
 - Finance
 - Recreation and Parks
 - Transportation



Communications with City Residents

- The Mayor's Office will be responsible for communicating information to media outlets before, during and after any anticipated Snow Emergency. Information regarding winter weather events may be found on the City's website, www.annapolis.gov.
- At **Level I and II Winter Storm Response**, Public Works personnel will answer public inquiries during regular business hours (Monday through Friday from 8:30 to 4:30, except holidays) at **410.263.7967**.
- At **Level III and IV Winter Storm Response**, Emergency Operations Center personnel will be available to answer phones around the clock at **410.260.2211**.



City of Annapolis Telephone Numbers

- Mayor's Office: 410.263.7997
- Public Information Officer: 410.263.1183
- Emergency Management Office: 410.216.9167
- Emergency Operations Center: 410.260.2211
- Public Works Operations Center: 410.263.7967
- Police Department: 410.268.9000
- Fire Department: 410.263.7975
- Transportation Department: 410.263.7964



Preparing for a Snow Emergency

- Purchase enough water, non-perishable food and pet food for at least one week.
- Fill vehicles with gasoline.
- Keep a blanket, water, food, sand and shovel in your car.
- Charge cellular telephones.
- Keep a snow blower or snow shovel handy. Check for operability and gasoline in snow blower.
- Purchase emergency generators and firewood. Check for operability and gasoline in emergency generators.