



City of Annapolis

Snow Emergency Response Plan

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City Manager Teresa Sutherland

October 2019



Purpose

- The purpose of this plan is to communicate the process and level of service for snow removal and ice control in the city of Annapolis.
- The City's streets are divided into snow emergency routes, collector routes, and all other residential streets. Emergency and collector streets receive de-icing and plowing priority. This assures residential areas are in close proximity to a plowed street and that emergency services can be provided.
- The goal is to remove snow and ice from the city's streets as rapidly and efficiently as possible while keeping roads open and essential traffic moving. Bare, dry pavement should not be expected after a snowstorm. The aim of snow and ice control operations is to return street surfaces to safe winter driving conditions as soon as feasible.
- With proper use of weather forecasts, personnel, equipment, and deicing materials, the desired result can usually be attained. In any case, flexibility is needed to adapt to the variety of circumstances and conditions during a snow or ice storm.



Proclaiming a Snow Emergency

A **Snow Emergency** may be proclaimed when hazardous street conditions are created by snow, sleet or freezing rain.

- **Phase I Snow Emergency** may be proclaimed by the Director of Public Works in consultation with the Chief of Police when the local forecast projects **up to 4"** of snow.
- **Phase II Snow Emergency** may be proclaimed by the Director of Public Works in consultation with the Chief of Police and Director of OEM when the local forecast projects **greater than 4" up to 8"** of snow.
- **Phase III Snow Emergency** may be proclaimed by the Mayor, in consultation with the Director of Public Works, Chief of Police and Director of OEM, when the local forecast projects **greater than 8"** 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 (except Recreation and Parks Department and Fire Department facilities).
- **Recreation and Parks Department**, after completion of snow removal responsibilities at their facilities, will provide snow removal assistance when requested by Public Works during a Snow Emergency.
- **Fire Department** is responsible for snow removal at their facilities for Phase I and II Snow Emergencies (forecasts of up to 8" of snow).



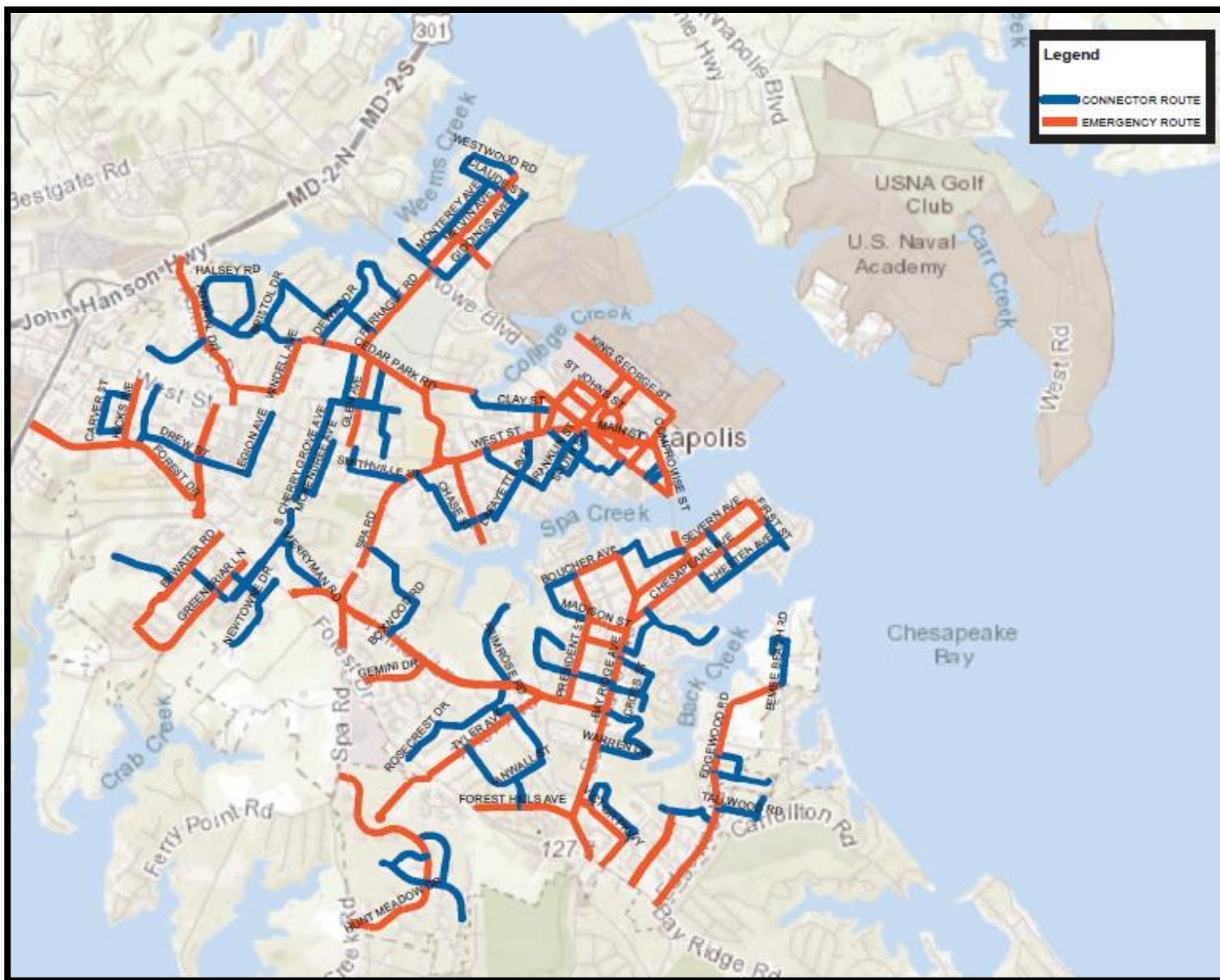
Snow Removal Priorities for City Right-of-Way

The City has developed a roadway classification system to ensure efficient snow removal from City right-of-way during a Snow Emergency. The system priorities are early clearing of the arterial and collector streets, high employment centers, schools, transit routes, and health and emergency services.

- **Snow Emergency Routes** are the first priority for salting and plowing. Snow Emergency Routes are the City's arterial and collector streets, and are marked with signs.
- **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

- o For a Phase I Snow Emergency (Up to 4” of snow):
 - 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.

- o For a Phase II Snow Emergency (Up to 8” of snow):
 - 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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- o For a Phase III Snow Emergency (Greater than 8” of snow):
 - 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.

- o If the City receives 15” or more of snow, 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 of Annapolis Snow Removal Expected Level of Service

Storm Intensity	Emergency & Collector Routes	Residential Streets
<p>Up to 4 inches of snow</p> <p>Slippery Roads</p>	<p>Continuous Plowing</p> <p>Emergency and Connector routes will be plowed within 24 hours after the end of the storm.</p>	<p>Residential streets will be plowed after emergency and collector roads are completed. Streets will be passable (may not be cleared to bare pavement, may be snow packed) within 36 hours after the end of the storm.</p>
<p>Greater than 4 inches up to 8 inches of snow</p> <p>Hazardous Roads</p>	<p>Continuous Plowing</p> <p>Emergency and Connector routes will be plowed within 36 hours after the end of the storm.</p>	<p>Residential streets will be plowed after emergency and collector roads are completed. Streets will be passable (may not be cleared to bare pavement, may be snow packed) within 60 hours after the end of the storm.</p>
<p>Greater than 8 inches up to 15 inches of snow</p> <p>Treacherous Roads</p>	<p>Continuous Plowing</p> <p>Emergency and Connector routes will be plowed within 120 hours after the end of the storm.</p> <p>Expect narrowed and/or blocked lanes due to accumulation.</p>	<p>Residential streets will be plowed after emergency and collector roads are completed. Streets will be passable (may not be cleared to bare pavement, may be snow packed) within 6 days after the end of the storm.</p>
<p>Greater than 15 inches of snow</p> <p>Emergency Travel Only</p>	<p>Continuous Plowing</p> <p>Emergency and Connector routes will be plowed as soon as possible after the end of the storm.</p> <p>Anticipated timelines will be announced.</p> <p>Expect narrowed and/or blocked lanes due to accumulation.</p>	<p>Residential streets will be plowed after emergency and collector roads are completed. The time required to make residential streets passable (may not be cleared to bare pavement, may be snow packed) will be announced and will be dependent on the extent of the storm and the weather conditions after the storm.</p>
<p>Freezing Rain or Ice</p> <p>Very Treacherous Roads</p>	<p>Continuous salting and/or sanding until road conditions improve.</p> <p>Bridges, ramps, underpasses freeze first. Possible traffic signal outages and tree limbs in roadway.</p>	<p>Sanding and/or salting will begin, as needed, up to 24 hours after the storm ends. Possible traffic signal outages and tree limbs in roadways.</p>



City Bus Routes

For all snow emergency phases, the City's Transportation Department will coordinate with Public Works to identify hazardous bus routes so that they can be plowed and reopened expeditiously.

The City's Public Information Officer and the Office of Emergency Management will be notified of any bus route alterations.



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





Operating Private Vehicles During a Snow Emergency

- o During a **Phase I Snow Emergency**, privately-owned vehicles (automobiles, vans and pickup trucks) operating on Snow Emergency Routes must be equipped with all-season radials, snow tires or chains.
- o During a **Phase II Snow Emergency**, privately-owned vehicles operating on Snow Emergency Routes must be equipped with all-season radials or snow tires, and must be either front-wheel, all-wheel or four-wheel drive vehicles. Commercial vehicles may operate on Snow Emergency Routes.
- o During a **Phase III Snow Emergency**, all 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

- o Parking along Snow Emergency Routes is prohibited during a Snow Emergency. Violators may cause delay in Public Works' ability to effectively perform snow removal.
- o 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 a towing company for towing and impound services.
- o In advance of a Snow Emergency, residents will be directed to move their vehicles off Snow Emergency Routes to avoid towing and impound.
- o The City may provide city residents with complimentary parking at City-owned parking garages and lots during a Snow Emergency.



How Residents & Motorists Can Help

- Clear snow from sidewalks as soon as possible, but not later than 24 hours after snow has stopped.
- Do not place snow removed from driveways or sidewalks onto the street.
- Remove snow from around fire hydrants and storm drain inlets near your home.
- Clear snow from around mailboxes.
- Safe Driving Habits for Motorists
 - Be visible - keep headlights on at all times when travelling.
 - Slow down and keep to the right. Snow plows in residential areas move at much slower speeds than other vehicles.
 - Be cautious when approaching a snow plow from behind - plows may cause snow clouds that reduce visibility.
 - Stay well back until the snowplow operator can safely pull over to let you pass. Drivers will turn off the de-icing spreader for passing vehicles whenever possible.
- Volunteer your services by shoveling snow for elderly or disabled residents. Snow removal from driveways and sidewalks allows these residents to leave their homes safely.



Logistical Considerations

- **Snow Disposal:** If necessary, the City will dispose of snow at its designated primary locations. If additional space is necessary, the City may use alternative areas including private land and lots.
- **Resource List:** Public Works has prepared a resource list that has detailed contact information for vendors who may be called upon during a Snow Emergency.
- **Salt Supply:** The City will maintain a ready supply of salt in storage, and use the Statewide salt contract to acquire additional quantities as required.
- **Lodging for Essential Employees:** The OEM will coordinate information regarding available lodging to other departments through the EOC.



Interagency Coordination

- o During a Snow Emergency, the Office of Emergency Management will coordinate interagency and inter-departmental response functions.

- o The following agencies will be kept abreast of weather events, Public Works' operational plans, and the status of road conditions:
 - Mayor and City Manager
 - Public Information Officer
 - 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.
- For **Phase I and II Snow Emergencies**, Public Works personnel will answer public inquiries during regular business hours (Monday through Friday, except holidays, from 8:30 to 4:30) at **410.263.7967**. At night and on weekends and holidays, Public Works personnel at the Water Treatment Plant will answer calls at **410.224.2140**.
- For **Phase III Snow Emergencies**, Emergency Operations Center personnel will be available to answer phones around the clock at **410.260.2211**.



City of Annapolis Telephone Numbers

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



Preparing for a Snow Emergency

- Minimize travel. Fill vehicles with gasoline before any storms. Keep a blanket, water, food, sand and shovel in your car.
- Ensure you have extras of essential items, including prescriptions, batteries, and first aid supplies.
- Purchase enough water, non-perishable food and pet food for at least one week.
- Charge cellular telephones.
- Keep a snow blower and snow shovel handy. Check for operability and gasoline in snow blower.
- If your home has a working fireplace or wood stove, purchase enough wood to last a week.



If the Power Goes Out

- Check your electrical panel or fuse box and contact neighbors to determine if the outage is limited to your home.
- Avoid opening refrigerator and freezer doors.
- If the outage is expected to last for several days or more, consider relocating to a shelter or a friend's home.
- Purchase/maintain a residential emergency generator. Check for operability and gasoline in emergency generators.
- Generators should be kept outdoors to ensure proper ventilation and to prevent carbon monoxide buildup in your home.