

**CITY OF RAWLINS
PUBLIC WORKS DEPARTMENT
RAWLINS, WYOMING 82301**

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

SNOW REMOVAL OPERATIONS

1. General: This CEMP defines the responsibility for effective control during snow removal operations. The Rawlins Public Works Department will provide a safe winter environment for community members and visitors in an efficient and effective manner.

2. Responsibility: The Rawlins Public Works Department is responsible for and performs the snow removal in the city of Rawlins. The objective of this policy is to make certain that the primary access roadways and residential streets are ready for vehicular flow. Public Works is the authority having jurisdiction (AHJ) during all snow removal events.

3. Overview: The goal of the Rawlins Public Works Department is to provide roadways that are passable and safe for vehicular and pedestrian traffic within the limitations imposed by weather conditions and the availability of equipment, material, and personnel. It is recognized that due to weather conditions, pavement surfaces will be snow covered and/or slippery some of the time. Those traveling must exercise caution and navigate the roadways appropriately in those situations. Many of the situations faced by the Public Works Department are influenced by the time of day that the storm begins and ends, the day of the week and the time of the year. Depending on the amount of snowfall, the Public Works Department may request operational support from Rawlins PD, Rawlins FD, Community Development, Parks and Recreation, City Hall, and contractors if needed.

4. Snow Removal Street Priorities:

4.1. The Public Works Director directs crews and operations during normal and emergency snow removal incidents.

4.2. Priorities have been assigned to the 85 miles of roads in the City of Rawlins. There are three priorities based on facility priorities, i.e., city hall and emergency services. In addition, traffic routes and volume, ability to negotiate terrain, school routes, access to businesses and low-volume residential streets. **See Attachment 1, City of Rawlins Snow Removal Road Priority.**

4.2.1. Priority I - (Highest Level): All main arterials considered the minimum network, which must be kept open to provide for transportation system connecting the hospital, fire station, police station, city hall and other essential services. These streets include Higley, 3rd, 4th, 5th, 6th, Cedar west to 6th Street, Spruce, Elm, Walnut (in front of fire station 1), and 23rd Street.

4.2.2. Priority II - (Mid/Upper- Level): All remaining arterials, selected collectors and bus routes, roads surrounding schools. These include Darnley, Inverness, Pettigrew, Aberdeen, Brooks, Harshman, Murray, Airport, Colorado/Washington, High, 11th, 15th, Davis, and State.

4.2.3. Priority III - (Mid - Level): All other selectors completing the network covering major traffic volume streets, selected "hot-spots" such as intersections, hills, and streets that drift under windy

conditions. These streets include Scarlet, Edinburgh, Larsen, Rodeo, Walnut (East of Fire Station 1), Cedar (West from 7th), Alder, and La Paloma.

4.2.4. Priority IV - (Lowest Level): All remaining residential and local streets. These streets may not receive regular winter maintenance.

4.3. Street priorities have the ability to change for situations requiring immediate access. Police, Fire or Medical emergencies needing access to certain areas will be given priority. Plows will be dispatched to provide passage to first responders.

4.4. The snow emergency route was planned so a low number of residents would have to travel more than a few blocks to find a plowed street.

5. Snow Removal Operational Tiers:

5.1. The City Manager has the authority to declare a snow emergency when conditions exist that normal snow operations are unable to keep the streets clear. These include no necessary travel and a no travel authorization.

5.2. An operational tier system has been established to designate the severity of snow removal. There are three tiers that outline what actions shall be taken to ensure first-class removal operations are completed.

5.2.1. Tier I: 0” - 6” of snow. The actions taken during this tier is to clear, plow, sand or de-ice Priority I and II, school routes, and public transit routes. The code name delegated for this operation is “CODE GREEN”. The Streets Department crews will be dispatched.

5.2.2. Tier II: 6” – 12” of snow. This is an intermediate response to snow removal. The code name delegated for this operation is “CODE YELLOW”. The Streets Department crews with assistance from Utilities crews will be dispatched.

5.3.3. Tier III: 12” and above. This is considered a severe snow emergency. The code name delegated for this emergency is “CODE RED”. The Streets Department, Utilities Department and Public works will all be dispatched. In addition, community relations will be activated to provide updates to the Rawlins community. Additional agencies may be requested to support removal operations.

5.3.3.1. During a Tier III emergency, the Priority I route has a “No Parking” ban to better assist the snow removal process.

5.3.3.2. In accordance with Rawlins Municipal Code, Chapter 10, 10.81, enforcement of vehicles that obstruct or interfere with free movement of vehicular traffic may be implemented. This may include tickets, towing, or impoundment.

5.3.3.3. Consideration in Tier III should be given to limit travel for the citizens of Rawlins unless necessary and urgent.

6. Personnel and Equipment:

6.1. Public Works has specifically trained personnel and specialized equipment for snow removal operations. **See Attachment 2, Public Works Personnel and Equipment.**

6.2. Additional city assets and personnel may be reassigned to assist with a snow emergency.

6.2.1. Parks and Recreation has a list of personnel and equipment that can be utilized during snow removal operations. **See Attachment 3, Parks and Recreation Personnel and Equipment.**

6.2.2. The fire department has individuals with Class A or B CDL licenses required to operate certain snow removal equipment. In addition, the fire department has a front-end loader that can be used at the discretion of the Public Works Department. **See Attachment 4, Fire Department Personnel and Equipment.**

7. Establishing City Hall Command Center:

7.1. At the discretion of the City Manager, City Hall may act as a command center for snow emergencies.

7.2. The basement area will staff individuals to receive phone calls, track snow removal equipment and personnel, and maintain the status on road clearing status.

7.3. The Public Works Director or designated individual shall produce a Plan of Action for each day of the snow emergency. This plan will update personnel involved in mitigating the emergency. Updates will include available personnel and equipment, street clearing priority, equipment placed out-of-service, and personnel assignments.

7.4. A mechanism, i.e., laptop or whiteboard, for tracking road progress, personnel, and equipment shall be placed in the command center.

7.5. Two telephones with operators shall be re-routed to the command center. These phones will allow residents to call in and find out specific information on the snow removal progress.

7.6. One individual with incident command experience shall be at the command center and act as a liaison to the overall incident commander (The senior Public Works individual).

8. Snow Removal Areas of Responsibility:

8.1. Specific areas of responsibility will be identified by Public Works. This will ensure that personnel and equipment from different city departments are dispatched without overlapping efforts.

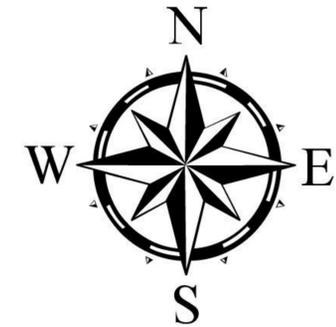
8.2. Roads: Snow removal Priority I roads will be cleared by the Public Works Department and with requested support teams from Utilities, Rawlins FD, and Parks and Recreation.

8.3. City Hall/Police Department: Parks and Recreation

8.4. Cemetery: Community Development, Parks and Recreation, Public Works, and additional agencies as requested.

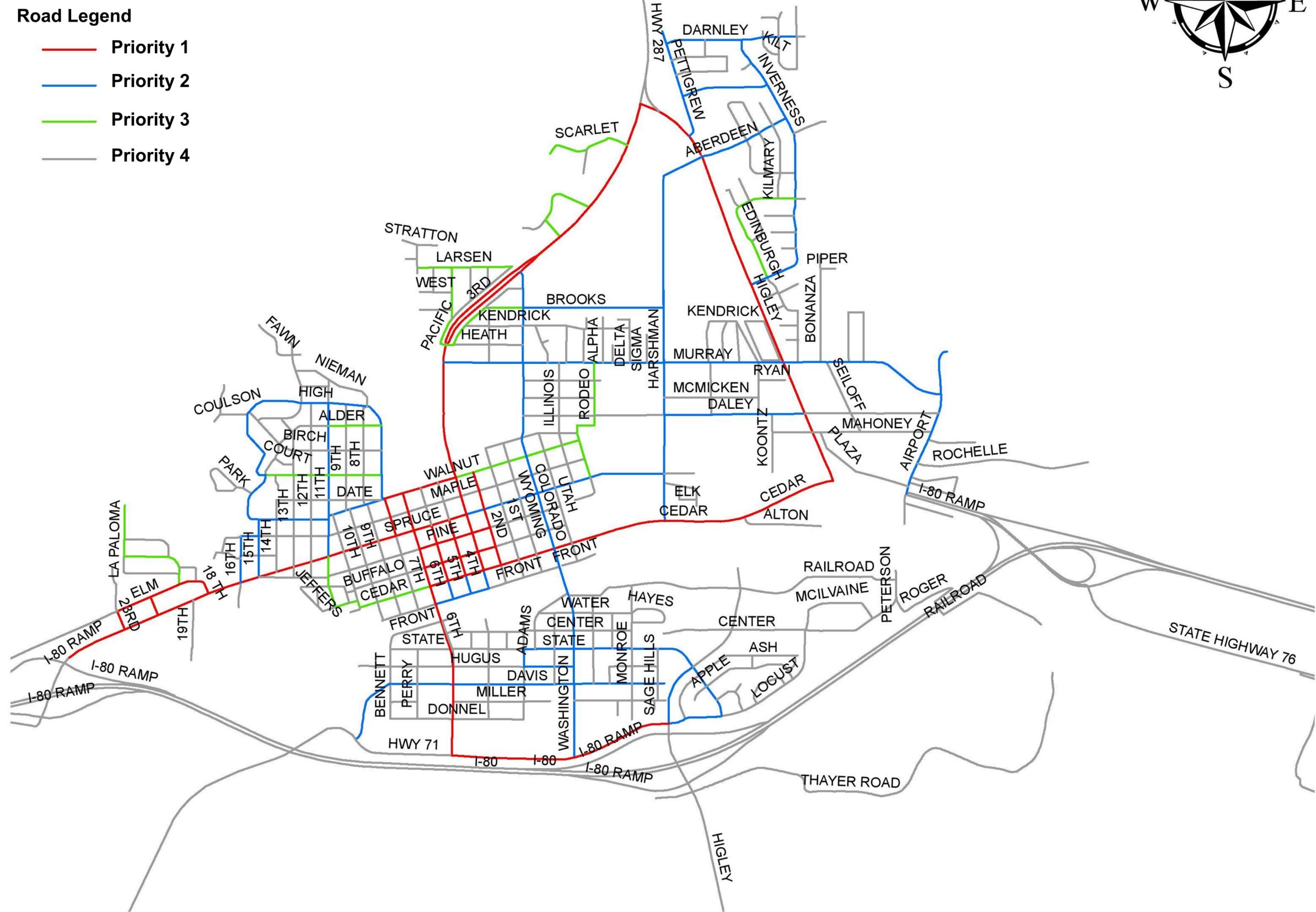
8.5. The Depot: Facilities Department

City of Rawlins Snow Removal Plan



Road Legend

- Priority 1 (Red line)
- Priority 2 (Blue line)
- Priority 3 (Green line)
- Priority 4 (Grey line)



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ATTACHMENT 2: PUBLIC WORKS PERSONNEL AND EQUIPMENT

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

SNOW REMOVAL OPERATIONS

1. General: This is the CEMP list from Public Works defining the personnel and equipment available for deployment during snow removal operations. The determination for deploying assets will be decided by the Public Works Director or his/her representative.

2. Public Works Staffing:

2.1. The following is a list of personnel available for deployment during snow removal operations:

- a. 3 employees with CDL Class A.
- b. 2 employees with CDL Class B.

2.2. Staffing numbers are current and may change due to personnel availability. An update to this list shall occur when personnel or certification levels change.

3. Fire Department Equipment:

3.1. The following is a list of equipment available for deployment during snow removal operations:

- a. (3) Plow Trucks with Sanding capability
- b. (2) Front-end Loaders
- c. (2) Side Dump Semi-Trucks
- d. (1) Grader
- e. (1) Pacman Snow Elevator for a CAT Loader
- f. (1) Snow Blower attachment for a CAT Loader
- g. (1) Tandem Axle Dump Truck

3.2. Equipment numbers are current and may change due to service availability. An update to this list shall occur when equipment levels change.

4. Snow Removal Priorities:

4.1. Public works have a priority listing for snow removal operations. The list of priorities is available in the Snow Removal CEMP.

4.2. The aforementioned lists are fluid depending on emergency situations. The Public Works Director or his/her representative is the authority having jurisdiction (AHJ) to adjust this list as operational necessity dictates.

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ATTACHMENT 3: PARKS AND RECREATION

PERSONNEL AND EQUIPMENT

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

SNOW REMOVAL OPERATIONS

1. General: This is the CEMP list from Parks and Recreation defining the personnel and equipment available for deployment during snow removal operations. The determination for deploying assets will be decided by the Parks and Recreation Director or his/her representative.

2. Parks and Recreation Staffing:

2.1. The following is a list of personnel available for deployment during snow removal operations:

- a. Parks Staff (3 employees, 1 with CDL Class B).
- b. Golf Staff (4 employees, no current CDL Class B).
- c. Shooting Range Staff (1 employee, no current CDL Class B).

2.2. Staffing numbers are current and may change due to personnel availability. An update to this list shall occur when personnel or certification levels change.

3. Parks and Recreation Equipment:

3.1. The following is a list of equipment available for deployment during snow removal operations:

- a. (1) 2007 GMC 2500
- b. (1) Dodge Ram with Plow
- c. (3) General Purpose Vehicles
- d. (1) Dump truck
- e. (1) Backhoe
- f. (1) 1 ¾ Ton Truck with Plow

3.2. Equipment numbers are current and may change due to service availability. An update to this list shall occur when equipment levels change.

4. Snow Removal Priorities:

4.1. Parks and recreation have an internal priority listing for snow removal operations. The list in order of priority is:

- a. City Hall
- b. Police Station
- c. Recreation Center
- d. Animal Shelter
- e. Key Club Park
- f. Walking Path
- g. Cemetery Streets

4.2. The Golf Staff has an additional priority list during snow removal operations. That list is as follows:

- a. Golf course entrance road
- b. Cart paths for water truck

4.3. The aforementioned lists are fluid depending on emergency situations. The Parks and Recreation Director or his/her representative is the authority having jurisdiction (AHJ) to adjust these lists as operational necessity dictates.

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ATTACHMENT 4: FIRE DEPARTMENT PERSONNEL AND EQUIPMENT

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

SNOW REMOVAL OPERATIONS

1. General: This is the CEMP list from Rawlins Fire Department defining the personnel and equipment available for deployment during snow removal operations. The determination for deploying assets will be decided by the Public Works Director or his/her representative.

2. Fire Department Staffing:

2.1. The following is a list of personnel available for deployment during snow removal operations:

- a. 6 employees with CDL Class A.
- b. 2 employees with CDL Class B.

2.2. Staffing numbers are current and may change due to personnel availability. An update to this list shall occur when personnel or certification levels change.

3. Fire Department Equipment:

3.1. The following is a list of equipment available for deployment during snow removal operations:

- a. (1) Front-end Loaders/Backhoe
- b. (1) Support 4X4 with plow

3.2. Equipment numbers are current and may change due to service availability. An update to this list shall occur when equipment levels change.

4. Snow Removal Priorities:

4.1. Public works have a priority listing for snow removal operations. The list of priorities is available in the Snow Removal CEMP.

4.2. The aforementioned lists are fluid depending on emergency situations. The Fire Chief or his/her representative is the authority having jurisdiction (AHJ) to adjust this list as operational necessity dictates.