

**BLACK HILLS STATE UNIVERSITY**  
**Policy & Procedure Manual**

SUBJECT: Snow & Ice Removal  
NUMBER: 6:6

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Office: Facilities Services  
Source: [BHSU Policy 6:12](#); [SDBOR Policy 4:40](#)

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1. Purpose

This policy sets forth the process for snow/ice safety at BHSU.

2. Policy

- a. Conditions vary greatly from one storm to another and from day to day. A key element in implementing an efficient snow and ice removal program is receiving timely and accurate weather information. Facilities Services monitors local weather forecasts [NOAA Weather](#), [The Weather Channel](#) and draws from the NOAA National Weather Service Forecast Office in Rapid City.
- b. The Grounds Manager is appointed to act as the lead for all snow and ice removal efforts.
- c. The university recognizes that conditions may be so unusual or unexpected that a departure from snow and ice removal procedures is warranted. When needed, the Grounds Manager in consultation with the Associate VP for Facilities & Sustainability will approve such action.

3. Procedures

- a. Event Procedures by Snowfall Amounts
  - i. Trace amounts to 1” of snowfall accumulations: Crews may apply pre and post treatments of a minimum amount of deicer to slippery walkways.
  - ii. 1” to 2” of snowfall accumulations: Crews will power sweep, plow, and shovel as necessary. Crews will apply pre and post treatments of deicer treatment to walkways, building entryways, steps and ramps.

- iii. 2” to 6”+ of snowfall accumulations: Crews will power sweep, plow, and shovel to keep lots and sidewalks open. Refer to the prioritized listing for sequence for snow removal.
- b. The Grounds Manager monitors campus conditions by conversing with the night shift custodial staff. The Grounds Manager will determine start time for the grounds crew by 3:00AM.
- c. In practice, many of these areas may have snow removed simultaneously to best utilize resources. In general, snow removal is prioritized in the following areas:
  - i. Larger plows will be used at:
    - 1. Donald Young Center parking area
    - 2. Faculty, staff and student parking areas
    - 3. Campus streets
  - ii. Smaller plows will be used at:
    - 1. Donald Young Center walkways
    - 2. Resident Halls walkways
    - 3. Core campus pedestrian walkways
    - 4. Student Union walkways
  - iii. Outer campus pedestrian walkways
- d. Our goal is to have campus parking areas and walkways to buildings plowed prior to 8:00 AM the morning following the end of the storm, if weather conditions permit.
- e. Parking areas are designed to incorporate landscaping in adjacent areas. This occasionally necessitates the storage of snow in the parking lots and the loss of some parking spaces until the snow can be hauled away or melted. Every reasonable effort will be made to open parking lanes to allow traffic flow in parking lots.
- f. Weather and ground conditions can lead to melting snow and re-freezing problems on walkways and parking areas. Please use caution and wear appropriate footwear.
- g. If snow removal operations cause damage to property owned by another person, the individual should report the damage to BHSU Public Safety.

- h. Any personal injuries should be reported via the [First Report of Injury Form](#) to Human Resources.
  - i. Facilities Services is committed to maintaining a safe and comfortable place to learn and work. Please report any hazardous conditions to the Facilities Services office at 605-642-6244.
4. Responsible Administrator

The Associate VP for Facilities & Sustainability, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 10/11/2021. Reviewed 2023/01/30