



City of Everett  
2018/2019

# ICE and SNOW CONTROL PLAN

Revised: November 5, 2018

**CITY OF EVERETT  
SNOW AND ICE CONTROL PLAN  
Suggested operation procedures (SOP)**

**TABLE of CONTENTS**

<b>Contents</b>	<b>Page</b>
Policy Statement .....	1
Street Work Group Winter Policy .....	2
Definition of Street Conditions .....	3
Public Works Department Responsibilities.....	4
Shift Supervisor Responsibilities.....	4
Traction Sanding .....	5
Street Snow Plowing .....	6
Ice and Snow Control in the Central Business District and other Congested Areas.....	6
Sidewalk Maintenance - Ordinance and Regulation Enforcement Procedures .....	7
Safety and Accident Procedures .....	8
Phone List.....	10
Equipment List .....	11
Routing by Streets.....	12-14
Emergency Contact Phone List (do not circulate) .....	15

## POLICY STATEMENT

The primary responsibility for coordination of ice and snow control on city streets rests with Public Works.

**Any time there are no street crews on shift**, the **Everett Police Department** will act as the monitor, who will then call the Water Filtration Plant Dispatch (425-257-8821), who will call the street supervisor on call. The Water Filtration Plant Dispatch will request additional dispatch assistance as needed.

When a situation occurs which is outlined in this policy for ice and snow, the following procedures should be implemented.

The work groups within the Public Works Department that may be responding are as follows:

1. Street Division
2. Water Filtration Plant Dispatch
3. Utilities Dispatch
4. Motor Vehicle Maintenance Division
5. Other Personnel supplied by the Utilities Division as conditions warrant.

Snow and ice control is an emergency situation which may require all Street Division personnel to be called in for snow and ice control duties at any time. Scheduled vacation and regular days off are subject to cancellation at the Public Works Director's discretion.

## STREET WORK GROUP WINTER POLICY

The primary responsibility for the coordination of ice and snow control activities on city streets rest with the Streets Work group.

Normally during the winter season, November through January, the Street work group will provide a night shift from 11:00 pm to 7:30 am that will consist of:

1 - Heavy Equipment Operator

1 - Equipment Operator

2 - Utility Laborer

The night shift will begin at 11:00 pm Sunday evening and end at 7:30 am Friday. The night shift will work as assigned per the night shift schedule, and will respond to police calls as needed. When the night crew is on duty they will respond to these ice and snow conditions in accordance with the SOP.

On Friday through Sunday nights or any time there are no street crews on shift, the **Everett Police Department** will act as the monitor, who will then call the Water Filtration Plant Dispatch (425-257-8821), who will call the street supervisor on call.

## DEFINITION OF STREET CONDITIONS

When the temperatures drop to freezing, the night crew will switch to the sanding trucks and check the bridges and high hills as time allows.

At the sign of ice forming on the streets, the Heavy Equipment Operator ( or other crew members) will call the Water Filtration Plant dispatch, who will then call the night shift street supervisor. If conditions warrant more personnel, the supervisor will call in additional personnel.

When it starts to snow, the night crew will switch to the sanding trucks and monitor the street conditions in various areas. When the snow starts to stick to any surfaces the night shift street supervisor will be called. If conditions warrant more personnel, the supervisor will call in additional personnel.

Snow plowing operations will be initiated when snow depth on street surfaces reaches two inches, unless it is readily apparent that this action will not be warranted due to changing weather conditions.

The decision to plow streets rests with the supervisor on shift at the time of occurrence. The decision on termination of plowing efforts shall be that of the supervisor on shift at the time of occurrence.

If snow or ice needs to be picked up and removed from streets, it will be done so at the discretion of the Street M&O supervisor.

The snow or ice will be picked up and hauled to the nearest dump site where it can melt and the run off will not damage the surrounding area.

Some DUMP SITES:

1. 4015 Railway Ave Yard
2. Fire training site
3. Silver Lake sand pile area

## **PUBLIC WORKS DEPARTMENT RESPONSIBILITIES**

### **RESPONSIBILITIES:**

1. Implement a snow and ice SOP that will direct snow and ice condition activities on the City's transportation system. The primary responsibility rest with the Public Works Department.
2. The Public Works Department may meet and make arrangements with other public agencies, to coordinate the snow and ice procedures for the City of Everett area.

### **SNOW AND ICE SHIFT SUPERVISOR**

The supervisor will be organizing shift personnel to carry out the snow and ice SOP.

The supervisor assigns work areas and equipment to be used. The supervisor assigns equipment needed to carry out the SOPs. The supervisor will be the contact point for incoming calls from Police, Filter Plant and Utilities Dispatch. He will then dispatch the crews to the areas with the highest priorities. The supervisor will notify the Public Information Specialist when snow and ice equipment is deployed.

Supervisors work with Motor Vehicle Division to help keep equipment maintained in a ready status or schedule repairs as soon as possible.

Supervisors work with Everett Police Department to prioritize flow of traffic as requested.

Supervisors work with Everett Transit Supervisors to priorities the operation of the Everett Transit system snow routes.

Supervisors coordinate with the next snow and ice shift supervisor so the shift change will be smooth and orderly.

Supervisors keep the Public Works Department informed of street conditions. They evaluate the sand stock piles and order new supplies so the snow and ice procedures can be carried out with minimal interruptions.

## TRACTION SANDING

1. The sanding trucks may be filled at one of the following stock piles.
  - a) 4015 Railway Ave yard
  - b) Fire training site

**NOTE:** *The City of Everett, Washington State Department of Transportation and the Snohomish County Road Department have agreed to let each agency use their sand stock piles to speed coverage by sanding crews.*

- a) The State stock pile at 8<sup>th</sup> and Broadway
  - b) The State stock pile at Everett Mall Way and Interstate 5
2. Each sanding crew work area is given to them by their supervisor, keeping track of miles sanded or plowed and loads of sand used.
3. Sanding trucks or snow plows will normally be staffed by a driver. A second person may be assigned as a safety person. Due to the number of hills, dead ends and blind corners it may be necessary for the sanding/plowing trucks to back up hills or come down hills when no outlets are available. The safety person may assist the driver in the following areas:
  - a) Loading trucks
  - b) Watching traffic at intersections
  - c) When backing up hills
  - d) When coming down hills, as flagger

**NOTE(s):**

1. *Emergency vehicles, fire trucks, ambulances, buses, para-transit vans and police calls receive priority assistance.*
2. *Traction sanding routes do not include parking lots or alleys.*

## **STREET SNOW PLOWING**

1. Plowing operations will be initiated when snow depth on streets reaches two inches, unless it is readily apparent that this action will not be warranted by changing weather conditions.

The decision on each situation, to start plowing operations or to terminate plowing operations will be that of the supervisor on shift at occurrence.

### ***NOTE(s):***

- 1. Emergency vehicles responding to calls, fire trucks, ambulances, buses and para-transit vans and police calls receive priority assistance.*
  - 2. Snow plowing routes do not include parking lots or driveways.*
2. Snow will not be plowed from alleys at any time.
  3. Plow operators try to avoid filling driveway entrances during plowing operations. Plowing streets, limited visibility conditions or heavy snow events may make it impossible to avoid driveway entrances. Once an operator has inadvertently filled an access, it is not practical to return to correct the situation; it shall become the resident's responsibility.

## **ICE AND SNOW CONTROL IN THE CENTRAL BUSINESS DISTRICT AND OTHER CONGESTED AREAS**

1. Central business district will be sanded as a priority street.
2. The snow will be plowed from the central business district as a priority street.
3. It may be necessary to load and haul snow from the central business district to allow parking and traffic flow in this area.
4. To load and haul snow from the central business district is subject to the Public Works Director discretion.

## SIDEWALK MAINTENANCE

### CHAPTER 13.08

#### Section

13.08.010 Maintenance of sidewalks-Duty of abutting property owners.

13.08.020 Snow or ice – To be removed by noon.

13.08.010 Maintenance of sidewalks – Duty of abutting property owners.

When any street, lane square, place or alley in the city has been improved by the construction of sidewalk or sidewalks along either or both sides thereof, the duty, burden and expense of repair, renewal, maintenance, and removal of obstructions and snow from such sidewalk or sidewalks shall be to the property owner directly abutting upon that side of such street along which the said sidewalk has been constructed. (Ord.. 322074 1, 1974)

13.08.020 Snow or ice – To be removed by noon.

The owner, agent, occupant or person in charge of each and every tenement, building or vacant property fronting upon or adjoining any street on which sidewalks exist shall clean by noon the sidewalk in front of or adjoining such building, or unoccupied lot or building, as the case may be, of snow or ice to the width of said sidewalk and cause the same to be kept clean from snow or ice. (Ord. 322-74 2, 1974.)

## **SAFETY AND ACCIDENT PROCEDURES**

### **1. Safety Meetings**

The street work group supervisors will be responsible to ensure that safety meetings are held weekly. The winter safety meetings will include snow and ice control activities.

### **2. Accident Procedures**

In the event of a vehicular accident, the following procedures will be followed by City personnel.

- A. Ensure persons injured in accident receive immediate care.
- B. Notify 401 (or 310 after normal working hours).
- C. 401 or 310 will notify the supervisor, and City of Everett police.
- D. Do not move vehicles until police officer directs you to.
- E. The supervisor will ensure photographs are taken of the accident if possible.
- F. Driver will complete the police report as soon as possible.
- G. Driver will complete the online Safety Division reports as soon as possible.

If any of the conditions below are present as determined by the supervisor at the accident scene, the driver will be subject to a drug/alcohol test. The driver must remain at the accident scene except for medical treatment as directed by medical personnel at the scene and/or until released by the investigating police officer.

- 1. The driver is operating equipment that requires a CDL license.
- 2. A fatality
- 3. Injuries requiring transportation to a medical facility, or
- 4. One or more vehicle incurs disabling damage that requires towing from the site

### **3. Employee Injury on the Job**

In the event that a City employee is injured on the job, the employee's immediate supervisor will be notified. If said injury requires medical attention by a physician, the following forms must be filled out as soon after the medical attention is completed:

- 1. Self-Insurer Accident Report (SIF-2) (Completed by employee/claims dept) (Note 1)
- 2. Physical Capacities Evaluation (Completed by physician)

3. Accident Investigation Report (Completed by employee/supervisor) (Note 2)
4. City Vehicle Accident Report (if applicable) (Note 2)

**NOTE(S):**

1. Step 1 and 2 are only if medical treatment is needed.
2. Step 3 and 4 are completed for all accidents

If an injured worker requires immediate attention, the employee's immediate supervisor will notify the Safety Division. The employee or supervisor will complete the online Safety Division Report.

Any on-the-job injury, no matter how minor, requiring medical treatment, requires a written release to return to work. The City "Physical Capacities Evaluation Form", found in the accident packet and filled out by the attending physician, is preferred documentation for returning to work.

## EQUIPMENT LIST

<b>Equipment Number</b>	<b>Equipment Type</b>	<b>Sander</b>	<b>Sander Number</b>	<b>Plow</b>	<b>Plow Number</b>
J0038	1 ½Ton Ford	Yes	N0029	No	
J0063UT	6 yd	Yes	N0008	Yes	N0030
J0072	Flatbed	Yes	N0018	Yes	N0002
J0093	6 yd	Yes	N0017	Yes	N0011
J0126	8 yd	Yes	N0032	Yes	N0031
J0127	8 yd	Yes	N0034	Yes	N0033
J0130	8 yd	Yes	N0037	Yes	N0038
J0131	8 yd	Yes	N0039	Yes	N0036
J0141	8 yd	Yes	N0041	Yes	N0040
J0139	Patch Truck	Yes	M0081	Yes	N0042
H0025	JD Backhoe				
H0037	JD Backhoe				
H0056	JD Loader				
H0068	JD Loader				
H0029	JD Grader				
3803	JD Grader				
J0090	Tanker				

## **EMERGENCY CONDITIONS NORTH END AREAS**

**NOTE:** *Major arterials are alphabetically listed and are No. 1 priority. Secondary streets and collector streets are listed by number and are No. 2 priority.*

### **Major Arterials:**

- A. Hewitt Avenue – Highway 2 Bridge to Waterfront (be careful of planters)
- B. Wall Street – Hoyt to Rucker
- C. California – Federal to Broadway
- D. Pacific – Eclipse Mill Road to Gedney

### **Secondary Streets:**

- 1. 37<sup>th</sup> Street – Broadway to Rucker
- 2. 35<sup>th</sup> Street – Rucker to Federal
- 3. Federal – 35<sup>th</sup> Street to Mukilteo Boulevard
- 4. Smith Street – 41<sup>st</sup> to Pacific
- 5. 41<sup>st</sup> Street – Rucker Ave to Riverfront Blvd

### **Major Arterials:**

- E. Everett Avenue – West Marine View Drive to East Grand
- F. Broadway – North City limits to 41<sup>st</sup>/Also Interchange legs off Walnut and Snohomish River Bridges
- G. West Marine View Drive – Pacific to Alverson Boulevard
- H. Colby – 41<sup>st</sup> to Alverson Boulevard
- I. Rucker – 19<sup>th</sup> Street to 41<sup>st</sup> Street
- J. 19<sup>th</sup> Street – Walnut to Grand
- K. Grand – 19<sup>th</sup> Street to 21<sup>st</sup> Street
- L. 21<sup>st</sup> Street – Grand to Marine View Drive
- M. Walnut – East Marine View Drive to Everett Avenue
- N. East Marine View Drive – Walnut to I-5 Ramp

### **Secondary Streets:**

- 6. 16<sup>th</sup> Street – Walnut to Grand
- 7. 10<sup>th</sup> Street – US 99 North to Rucker/Poplar to Walnut
- 8. 12<sup>th</sup> Street – Broadway to Walnut
- 9. 23<sup>rd</sup> Street – East Grand to Grand
- 10. Smith Island paved road

## EMERGENCY CONDITIONS SOUTH END AREAS

**NOTE:** *Major arterials are alphabetically listed and are No. 1 priority. Secondary streets and collector streets are listed by number and are No. 2 priority.*

- A. 41<sup>st</sup> to I-5 Mukilteo Boulevard via Smith Street
  
- B. Mukilteo Boulevard – Friday Avenue to South City limits
  - 1. Forest Park – through to park to the pool and exit
  - 2. Seaview
  - 3. Sound Avenue
  - 4. Ocean Avenue
  - 5. 23<sup>rd</sup> Avenue
  - 6. 27<sup>th</sup> Avenue
  - 7. Glenhaven
  - 8. Madrona
  - 9. Lynnwood Drive
  - 10. Harborview LaneAlso other streets on the hillside area.
  
- C. Glenwood – Beverly Lane to Mukilteo Boulevard  
Madison – Beverly Lane to Evergreen Way
  - 11. Seahurst
  - 12. Upper Ridge Road
  - 13. 73<sup>rd</sup> through Veralene Estates
  - 14. Lower Ridge Road
  - 15. 76<sup>th</sup> Street – Lower to Upper Ridge Road
  - 16. 74<sup>th</sup> Street – Beverly Lane to Lower Ridge Road
  
- D. Beverly Lane/Dogwood – Mukilteo Boulevard to Evergreen Way
  - 17. Pecks Drive
  - 18. 47<sup>th</sup> – Evergreen Way to College
  - 19. 75<sup>th</sup> Street – Beverly Lane to Evergreen Way
  - 20. Barbara Lane – Beverly Lane West
  
- E. West Casino Road – Evergreen Way to Airport Way
  
- F. Seaway Boulevard to Intermec
  - 21. Hardeson Road
  - 22. 75<sup>th</sup> Street – 20<sup>th</sup> West to Hardeson
  - 23. 80<sup>th</sup> Street West off Hardeson Road
  - 24. 16<sup>th</sup> Avenue West – 75<sup>th</sup> to 80<sup>th</sup>

- G. Evergreen Way – 41<sup>st</sup> to South city limits
  - 25. Holly Drive – Corbin to 100<sup>th</sup> Street
  - 26. 100<sup>th</sup> Street – Holly Drive to Evergreen Way
  - 27. 9<sup>th</sup> Avenue West – Evergreen Way to 100<sup>th</sup> Street
  - 28. Emander Road – Holly Drive to South city limits
  - 29. Intercity Avenue – Evergreen Way to Everett Mall Way
  
- H. 19<sup>th</sup> Avenue SE – Broadway/Eastmont Interchange to 124<sup>th</sup>
  - 30. 30. 110<sup>th</sup> – 19<sup>th</sup> Avenue SE to 23<sup>rd</sup> Avenue SE
  
- I. 112<sup>th</sup> Street – 19<sup>th</sup> Avenue SE to 3<sup>rd</sup> Avenue SE (city limits)
  - 31. Silver Lake Road – South city limits to 14<sup>th</sup> Street
  - 32. 100<sup>th</sup> – 19<sup>th</sup> Avenue SE to 25<sup>th</sup> Avenue South
  - 33. 7<sup>th</sup> Avenue SE – 112<sup>th</sup> Street to Everett Mall Way
  - 34. 100<sup>th</sup> Street SE – 7<sup>th</sup> Avenue SE to Everett Country Club Estates Road
  
- J. Everett Mall Way – Eastmont Interchange to Evergreen Way
  
- K. Broadway – 41<sup>st</sup> to Eastmont Interchange
  - 35. 75<sup>th</sup> Street – Broadway East to Valley View – follow bus route
  - 36. Sylvan Crest area east of I-5
  - 37. 52<sup>nd</sup> Street – Broadway to Colby
  - 38. Lowell Road – Broadway to Colby
  - 39. 55<sup>th</sup> Street – Colby to Commercial
  
- L. Beverly Boulevard/Colby Avenue – 41<sup>st</sup> to Eastmont Interchange
  - 40. 52<sup>nd</sup> Street – Colby to Evergreen Way
  - 41. 47<sup>th</sup> Street – Evergreen Way to Fowler
  - 42. 50<sup>th</sup> Street – Evergreen Way to Colby
  - 43. 63<sup>rd</sup> Street – Beverly Boulevard to Evergreen Way
  - 44. 75<sup>th</sup> Street – Beverly Boulevard to Evergreen Way
  
- M. East Casino Road – Beverly Boulevard to Evergreen Way
  
- N. Lowell-Larimer Road/South 2<sup>nd</sup>/South 3<sup>rd</sup>
  - 45. Lenora
  - 46. Lincoln
  
- O. Commercial-Larimer Road to Madison
  - 47. 55<sup>th</sup> – Colby to Lowell Road