

CITY OF WOBURN DEPARTMENT OF PUBLIC WORKS SNOW AND ICE REMOVAL POLICY

The City of Woburn Department of Public Works has full responsibility for snow and ice removal on city streets, roadways and sidewalks, city school roadways, driveways and parking areas and any public parking lots within the City of Woburn. The School Department Facilities group has responsibility for snow and ice removal on school sidewalks.

Snow and ice control and removal operations are emergency in nature. Therefore, advanced planning and organization are critical and should be completed prior to the beginning of a storm.

- When the storm prediction is made, an Emergency Operations Planning Center is established with representatives of all City and School public safety groups involved.
- The City and School public safety group representatives include:
 1. Mayor or designee
 2. Department of Public Works Superintendent, Deputy Superintendent, Highway Foreman or designees
 3. Police Chief, Police Traffic Officer, Police Communications Specialist or designees
 4. Fire Chief, Personnel Officer or designees
 5. Health Department Agent or designee
 6. School Superintendent or designee
 7. School Facilities Manager or designee
- Plans are established, responsibilities assigned and clearly documented.
- Key individuals return to departments to oversee carrying out of assigned responsibilities.
- Emergency Operations Center with key communications personnel continues to serve as a central point of contact.

The Department of Public Works is assigned the major snow and ice removal responsibility. As the overseer of this responsibility, many factors are considered in deployment of personnel and equipment, such as:

- Rate of accumulation of snow and ice
- Moisture content
- Temperature
- Time of day or night
- Wind velocity
- Duration
- Other factors, such as traffic volume due to commuting times, etc.

Additionally, the Department of Public Works must be prepared for equipment breakdowns, repairs, employee issues, related emergencies, e.g. water & sewer emergencies.

While snow or ice is falling, the overall objective of the City of Woburn's policy is to maintain streets in a passable condition with special emphasis placed on difficult areas, such as hills.

After precipitation ends or abates, streets are completed and removal efforts are shifted to clearing sidewalks and public lots.

The overall goal of the City policy is to clear all streets of obstructive snow and ice within eight (8) hours of the end of precipitation. The goal for sidewalks is three days or less on long standing established routes.