

CITY OF ALPENA, MICHIGAN
STANDARD OPERATING POLICY

SUBJECT: Storm Emergency Plan

SOP No.: 7

Date Issued: March 10, 1989

Effective Date: March 10, 1989

Copies to: Mayor, Council Members, City Attorney, Labor Attorney, and Affected Department Heads and Supervisors

PURPOSE: To identify responsibilities and procedures to be followed in response to major storms, particularly, but not limited to, Public Service/Public Works response to a major winter storm.

STATEMENT OF POLICY:

ROLE OF CITY OFFICIALS

CITY COUNCIL MEMBERS: Upon request, City Council members shall be briefed of the City's response progress by the City Manager. Any public questions regarding the City's efforts or requests for service received by a Council member shall be referred to the on-duty policy dispatcher for appropriate action.

CITY MANAGER: The City Manager is responsible for the performance and coordination of all City departments, and for the coordination between City departments and those of other units of government. The City Manager is also responsible for keeping the members of the City Council and the local news media informed of the status of events and progress.

ASSISTANT CITY MANAGER: The Assistant City Manager will act on behalf of the City Manager in his absence, and will assume other alternative assignments as necessary.

DIRECTOR OF PUBLIC SERVICES (DPS) AND DIRECTOR OF PUBLIC WORKS (DPW): The Directors shall act as Field Action Co-Directors. They shall assign their subordinate employees and equipment in a manner that most effectively responds to the situation and work load. The Directors shall prioritize tasks to prevent weather-related interruption of essential City services. Non-essential services shall be addressed after immediate threat to essential services and life-threatening situations are under control.

The Directors shall maintain current maps, instructions, and other information describing routes, patterns, snow haul/storage areas, etc., which shall be made available to service providers.

The Directors shall directly participate and assist in the operations of the DPS/DPW department as required. They shall keep the City Manager informed of the status of their departments' progress, and they shall request of the City Manager any additional personnel or equipment needed to assure adequate City response to the situation. If, in the City Manager's opinion, additional personnel and/or equipment is needed, the Directors shall advise him on potential sources.

The Directors shall maintain letters of intent from qualified service providers who would be available to assist in the City's response to a storm emergency. These letters of intent shall be updated annually, and shall be accompanied by evidence of appropriate insurance coverage as determined by the City Clerk. Each letter of intent shall identify appropriate contact persons, telephone numbers, estimated response time, number of personnel available, number and type of equipment available, unit costs, City responsibilities, and other appropriate information determined by the City Manager.

LIGHT SUPERVISOR: The Light Supervisor shall, upon being contacted by a Director, report for duty and perform appropriate duties as required. Routine light division operations shall be temporarily suspended during a major storm until there is no immediate threat to essential City services as determined by the City Manager.

CEMETERY SUPERVISOR: The Cemetery Supervisor shall, upon being contacted by a Director, report for duty and perform appropriate duties as required. Routine cemetery operations shall be temporarily suspended during a major storm until there is no immediate threat to essential City services as determined by the City Manager.

FIRE CHIEF: On-duty fire/ambulance personnel shall keep vehicle egresses from emergency fire and ambulance vehicle bays clear of snow and ice, in a manner that does not hinder public safety. When the amount of piled snow becomes large enough to encroach upon public alleys and streets, and is too large for on-duty fire/ambulance personnel to re-shape or relocate, then the Fire Chief shall notify the on-duty Director and request assistance for snow removal. In the event of an extremely serious storm, or a lack of available personnel or equipment, the Director may refer the Fire Chief to a private snow hauler/plower, of the Chief's choosing, to remedy the situation.

POLICE CHIEF: On-duty police personnel shall assist respective City personnel and supporting agencies/contractors to the best of their ability and in a manner that best protects the public and its property. In the event of a major storm, the Police Chief shall contact the City Manager to offer his assistance in response to the situation.

PUBLIC WORKS EMPLOYEES: Public works employees are required by their labor contract to work as required and assigned by their supervisor, in accordance with the

provisions of the labor agreement. Generally, employees shall be assigned to work no more than 16 consecutive hours and no more than 24 in any 36 hour period. Generally, assigned rest periods shall be of at least 4 hours duration. However, scheduling constraints may be waived as authorized by the City Manager. When possible, a Director shall alter work schedules with advance notice, so to allow for reasonable rest and meal periods.

ESSENTIAL SERVICES

- A. Several winter essential services of the City are prioritized as follows (This is not intended to be an all-inclusive list):

Priority 1: (Receives immediate attention)

Snow and ice removal operations should commence on all state trunklines immediately upon condition confirmation between the Alpena Police Department and the stand-by Field Acting Director. In conjunction with State trunklines, designated truck routes of the major street system should be cleared.

Priority 2: (Receives timely and routine attention, but temporarily curtailed during a priority 1 emergency.)

Second priority will be all remaining streets in the major street system, “local” streets as defined by the City’s Act 51 MDOT map, and public parking lots in the central business district (downtown). Downtown parking lots will generally be cleared of snow before the start of the business day when they are relatively clear of cars. Along with clearing snow from downtown parking lots, snow shall be removed from key City facilities according to their relative need as determined by the on-duty Director.

Priority 3: (Receives attention only when Priority 1 & 2 situations are under control)

Sidewalk and alley clearing operations should commence upon completion of the snow/ice removal from the local street system, or as manpower becomes available. First attention shall be given to sidewalks directly adjacent to City facilities and near schools.

Priority 4: (Receives attention only after Priority 1, 2, or 3 situations are under control)

Removal of snow accumulations from street intersections and on-street parking spaces in the central business district and other areas shall be addressed on an as needed basis.

Allan H. Green, City Manager