



SNOW EMERGENCIES

A Stations' "Snow Emergency" is declared for any condition that may require the calling of Plans I-V (i.e., extreme cold, wintry mix, snow accumulations, etc.) or when the Chief Stations Officer declares it.

1. Reporting Guidelines and Procedures

- A. All Managers, Supervisors, and Cleaners on duty will be held over, as required (i.e., up to 4 hours maximum for Cleaners and Operating Supervisors). **DO NOT TO GO OFF DUTY UNLESS AUTHORIZED.**
- B. Station Maintenance Personnel/Maintainers on duty will be held over, as required (i.e., up to 8 hours maximum for Station Maintenance Personnel/Maintainers). **DO NOT TO GO OFF DUTY UNLESS AUTHORIZED.**
- C. Supervisors will not go off duty until authorized by district Snow Centers.
- D. Supervisors will notify Cleaners and Maintainers (when possible) up to two hours before their tour ends that they are being held for a snow emergency.
- E. Managers and Supervisors, Level I and II, must report to work on both of their RDOs at their regularly scheduled reporting time or as assigned. Assignments are subject to the needs of the Division. In the event that their work location is not open, they must call their respective Snow Centers. All RDOs are cancelled. All AVA, PLD, OTO, and Single Vacation Days are cancelled unless approved one week (7 days) prior to the snow emergency.

Managers and Supervisors reporting on their RDOs:

- *Supervisors and Managers must call their respective District Snow Centers.*
 - *Office Supervisors must report to their assigned snow reporting location.*
- F. Specialized Cleaning Supervisors and Station Cleaners assigned to 1) Refuse Collection Trains, 2) Track Tile-Enhanced Cleaning Teams, or 3) Mobile Wash Teams: must report to their regular reporting locations at their regularly scheduled reporting time on their first RDO. The same instructions apply if they are required to work on their second RDO.
 - G. Cleaners and Maintainers must NOT GO OFF DUTY UNLESS AUTHORIZED, or as instructed by Supervision.

- H. **Station Cleaners** must report to their selected snow emergency reporting location at their regularly scheduled reporting time on their first RDO. Assignments are subject to the needs of the Division and may require holding Cleaners over for a maximum of four hours on their RDO. If required, they may be called in on their second RDO and held over for a maximum of four hours or until the snow emergency has been lifted.
- I. **Station Maintenance Personnel/Maintainers** must report to their pick location at their regularly scheduled reporting time or the time designated by management on their first RDO. Assignments are subject to the needs of the Division and may require holding Station Maintenance personnel over for a maximum of eight hours on their first RDO. If required, they may be called in on their second RDO and be held over for a maximum of eight hours or until the snow emergency has been lifted. All RDO, AVA, PLD, and single vacation days are cancelled.
- J. All scheduled training is cancelled for Cleaners, Maintainers, Supervisors, and Managers unless notified otherwise.

2. Snow Centers

Once a "Snow Emergency" is declared, the Sub-divisions will activate their Snow Centers, which are responsible for updating the snow removal status in the database so that it is available as needed to the Superintendent on duty at the Stations Desk at the Rail Control Center.

STATION ENVIRONMENT & OPERATIONS SNOW CENTERS		
DIVISION/ SUBDIVISION	LOCATION	TELEPHONE #s
Sup't. Desk – Stations (Division)	RCC	(212) 712-5277 Fax: (212) 712-4754
District 1 Field Office - Bronx & Upper Manhattan (Sub-Division)	125 th St. / Lexington Ave.	(646) 896-0312 (646) 896-0434 Fax: (718) 430-8465
District 2 Field Office – Midtown & Lower Manhattan (Sub-Division)	42 nd St. / 8 th Ave.	(212) 424-5408 (212) 424-5043 Fax: (212) 424-5786
District 3 Field Office – Brooklyn (Sub-Division)	7 th Ave.	(718) 243-3905 (718) 243-3906 Fax: (718) 499-7347
District 4 Field Office – Queens (Sub-Division)	Parson-Archer	(718) 334-8106 (718) 334-8107 Fax: (718) 803-5921

The District Offices will coordinate Terminal Car Cleaners removing snow from the terminal stations and/or select designated stations. (MOW Track and Infrastructure personnel may be contacted for additional support).