



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 78.07: Tower Icing

DATE: September 5, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to identify hazards associated with icing of university towers and guy-wires/cables and to standardize procedures concerning property protection and life safety arising from the hazard of falling ice.

REVIEW: This OP will be reviewed in March of every fourth year by the Managing Director of the Texas Tech University System Office of Risk Management and the Senior Managing Director of Transportation & Parking Services and Grounds Maintenance for Operations with substantive revisions forwarded to the Senior Vice Chancellor and Chief Financial Officer.

POLICY/PROCEDURE

1. Locations around campus shall be identified as “hazardous” in areas where heavy ice buildup on towers and guy-wires or cables is possible. Currently, three areas are identified:
 - a. C-14 parking lot northeast of the KTTZ-TV tower
 - b. C-16/R30 parking lot south and west of the KTTZ-TV tower
 - c. C-15 parking lot southeast of the KTTZ-TV tower
2. This OP shall be activated when the Chief of Police activates [OP 10.03, Severe Weather, Energy Curtailment, or Other Emergency Situations](#), section 1, “Severe Weather Conditions,” or when the Senior Managing Director of Transportation & Parking Services determines icing hazards may exist as follows:

When weather conditions and/or reports indicate icing or snow, the senior police officer on duty will notify the Chief of Police, and the Chief of Police will notify the Senior Managing Director of Transportation & Parking Services and Grounds Maintenance at home or at the office. The Senior Managing Director of Transportation & Parking Services and Grounds Maintenance will be responsible for determining the need for blocking access to those areas, time permitting.

3. If de-icing develops during the daytime hours, the Transportation & Parking Services Enforcement Manager, upon consultation with the Senior Managing Director, shall contact Grounds Maintenance to request that barricades and “Falling Ice” hazard signs be dropped at all entrances to parking lots C-14 and C-16, time permitting. The Transportation & Parking Services Enforcement Manager will also be responsible for notifying the Transportation Demand Management Supervisor who will notify Citibus of any such changes so their routes can be adjusted.

4. Users of the affected commuter parking lots shall be made aware of the potential hazards of falling ice as soon as possible. Notification methods may include, but are not limited to:
 - a. Email notice to permit holders at the beginning of the season for potential icing hazards;
 - b. Email messages to permit holders when icing hazards exist;
 - c. Text message notice to permit holders when icing hazards exist;
 - d. Notification to radio stations; and
 - e. Placement of “Falling Ice” hazard signs and vehicle barricades at potential vehicle and pedestrian access ways to the dangerous areas.
5. When icing conditions exist, Grounds Maintenance shall endeavor to emplace signs, barricades, and message boards prior to 7:00 a.m., or as soon as possible after the activation of this OP.
6. The Transportation & Parking Services enforcement field supervisor shall be responsible for monitoring the barricades and signs set up throughout the day(s) to keep people/vehicles from parking in designated hazardous areas.
7. The Transportation & Parking Services enforcement field supervisor shall also keep the Enforcement Manager informed as to tower icing conditions including falling ice, ice melt off, etc. No barriers shall be removed or the affected lots reopened until weather conditions conducive to ice melt have been observed and documented and no falling ice, or evidence thereof, has been observed in the previous four-hour period.
8. The Enforcement Manager should bring any cause for concern to the immediate attention of the Senior Managing Director of Transportation & Parking Services and Grounds Maintenance or the Associate Director of Transportation & Parking Services.