



# Dorset Highways

## Winter Service Policy and Operational Plan

**2022/23**





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## **Part 1 - Winter Service Policy:**

### **1. Winter Service – Statutory Duty**

Dorset Council, in its capacity as the local highway authority for Dorset, has a statutory responsibility in respect of Winter Service which is set out Section 41 Highways Act 1980 - Duty to maintain highways maintainable at public expense.

In particular, Section 41(1)(A) details that a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.

The Council's Winter Service is essential in aiding the safe movement of highway users, maintaining communications, reducing delays, and enabling everyday life to continue. The Council must prioritise its response to winter weather whilst exercising due regard to logistics and available resources.

### **2. Winter Service – Standards**

Dorset Council's Winter Service policy follows the recommendations issued by the UK Roads Liaison Group in its document "Well-Managed Highway Infrastructure" and the National Winter Service Research Group's "Practical Guide for Winter Service".

These documents are reviewed annually, and any recommendations are included within our policy where practical.

Consistency with the policies of neighbouring authorities is considered and applied when reasonably practicable.

Dorset Council provides a Winter Service which, as far as is reasonably practicable, will:

- Minimise the risk of loss of life and injury to highway users, including pedestrians; and prevent damage to vehicles and other property.
- Keep the highway free from obstruction, thereby avoiding unnecessary delay to passage.

Part 1 of this document sets out the policies and standards for each of the winter service activities which enable the Council to respond as quickly and efficiently as possible in meeting its Winter Service responsibilities.

The operational details for the Council's Winter Service activities are set out in Part 2 of this document.

The Council's Winter Service forms part of Dorset Highways Adverse Weather Plan (See Appendix 1), which sets out Dorset Council's arrangements for managing the impact of adverse weather on the highway network.

### **3. Winter Service Season**

The Winter Service season will run for a prescribed period from 1<sup>st</sup> October to 30<sup>th</sup> April.

#### 4. **Winter Service – Scope of Application**

Dorset Council's Winter Service applies to roads that are classified as highway maintainable at public expense, within the administrative area of Dorset Council.

The Department for Transport (DfT) is the highway authority for trunk roads, and National Highways are the government company charged with operating, maintaining, and improving trunk roads on behalf of the DfT. This responsibility includes Winter Service and as such, Dorset Council has no statutory responsibility for winter service activities on these roads.

Dorset Highways and National Highways liaise closely during the winter service operational period.

#### 5. **Winter Service Objectives**

- Precautionary Salting: To prevent the formation of ice on carriageways.
- Post Salting: To facilitate the removal of ice and snow from carriageways.
- Snow Clearance:
  - To prevent injury or damage caused by snow.
  - To remove obstructions caused by the accumulation of snow (section 150 Highways Act 1980).
  - To reduce delays and inconvenience caused by snow.

#### 6. **Winter Service Networks**

##### 6.1 Precautionary Salting Network:

The precautionary salting network comprises those lengths of highway that qualify for treatment whenever ice, frost or snowfall is forecast.

Roads to be included within the precautionary salting network include:

- All roads defined as having the following Network Classes:
  - Network Class 2 – Strategic Roads
  - Network Class 3 – Main Distributor Roads
  - Network Class 4 – Secondary Distributor Roads
  - All A, B and well-used C class roads
- Links to hospitals, large industrial estates, transport interchanges, emergency service stations and identified critical infrastructure (including manned Coastguard and RNLI).
- Routes to all urban schools with more than 500 pupils.
- Routes to all rural schools with more than 350 pupils.
- Primary bus routes with a substantial frequency (not including school bus routes).
- Main routes through towns and villages with populations of more than 750 that do not meet any of the criteria set out above.

Each precautionary route will have an assigned Winter Service vehicle which is capable of having a snow plough fitted when required.

Consideration will be given to salting diversion routes where interruptions to the precautionary network have occurred.

The aim of this criteria is to treat those roads used by the majority of the travelling public. The precautionary salting network extends to 1100km – which is approximately 28% of Dorset's overall road network.

A plan of the Precautionary Salting Network is contained in Appendix 2.

#### 6.2 Community Links Network:

The Community Links Network is a secondary network that serves the smaller villages and hamlets as defined by the Network Operations Service Manager. These routes will be treated where temperatures remain at or below freezing for prolonged periods, and pre-treated following a snow forecast.

Following snowfall the Community Links Network will be ploughed and salted as resources allow.

A plan of the Community Links Network is contained in Appendix 3.

#### 6.3 Footways:

The Council's policy is not to treat any of the footway network unless in extreme conditions and then only when resources are available.

It would be impractical and financially draining to carry out precautionary salting of footways, pedestrian precincts, or cycleways and therefore no provision has been made. However, there will be a certain amount of salt overspill onto footways and cycleways when precautionary salting is being carried out on adjacent carriageways.

Post salting of footways and cycleways will be carried out on a priority basis during severe weather as resources permit.

#### 6.4 Priority Ploughing Network:

During heavy and prolonged snowfall, the Priority Snow Ploughing Network will be cleared and treated.

A plan of the Priority Ploughing Network is contained in Appendix 4.

Snow clearance of some additional minor routes may be carried out by local farmers and contractors under agreement with the Council.

Snow clearance on other minor routes will be carried out as resources permit and some routes and cul-de-sacs will be left to thaw naturally.

Snow clearance on footways and cycleways will only be carried out by Dorset Highways if resources are available. Some towns and parishes will carry out clearing of priority footways when and as their resources become available.

## **7. Winter Service Updates**

The Council's online Winter Service pages includes updates on roads which are currently being treated, those which will be treated soon and those treated within the last 7 days.

All Dorset Council Winter Service information can be accessed via this link:

<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/gritting>

Salting updates can be accessed via this link:

<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/gritting/gritting-updates>

## **8. Winter Service Preparation**

Before 1 November each year the following operations shall be completed:

- Ensure salt stocks have been replenished.
- All salt bins filled.
- Bulk salt supplies and dumpy bags delivered to Town and parish Councils.
- Service Level Agreements are in place with snow ploughing contractors.
- Training days are arranged and delivered for all staff involved in implementing the winter service.
- All gritters are serviced and calibrated.
- All operatives are trained, competent and are working towards or have achieved appropriate accreditation.
- Moisture content of salt is tested and recorded.
- Liaise with neighbouring authorities to identify best practise.

## **9. Weather Information Systems**

An effective and efficient Winter Service is only possible with reliable and accurate information about weather conditions. Without this information it is not possible to make effective and appropriate decisions on the winter service operations.

Dorset Highways utilises weather forecast information provided by DTN to ensure that decisions are based on the most accurate data available.

## **10. Weather Reports**

During the Winter Service period Dorset Highways receives detailed weather forecasts and reports specifically dedicated to the highway network and based upon 4 weather domains, and the 22 salting routes within Dorset. This data is based upon both national weather forecasts and data collected from 11 roadside weather stations positioned across the County.

## **11. Winter Service Duty Engineers**

Experienced members of staff from Dorset Highways will act as Duty Engineers throughout the Winter Service Period on a 7-day rota basis.

The Duty Engineer is responsible for:

- Receiving forecast information from the forecast provider.
- Monitoring current weather conditions.
- Issuing salting instructions for the precautionary network based on the and the 22 precautionary salting routes.
- Posting the forecast decision on the Icelert Bureau and on the DTN system.
- Assisting and advising during snow events and severe weather events.
- Convening the “Incident Management Team” as required in an extreme weather event scenario (See 13.3).
- Establishing liaison/contact with Dorset Police Control Room.
- Participating in any teleconferences convened

## **12. Salting**

### **12.1 Precautionary Salting:**

Precautionary salting will take place on the Precautionary Salting Network on a pre-planned basis to help prevent the formation of ice, frost and/or the accumulation of snow on carriageway surfaces.

### **12.2 Post Salting:**

Post salting will normally take place on the Precautionary Salting Network to treat ice, frost and snow that has already formed on carriageways.

Post salting may, in exceptional circumstances, also be carried out on roads or sections of roads beyond the scheduled precautionary salting routes.

### **12.3 Spot / Ad-Hoc Salting:**

Spot salting may take place on parts or sections of the scheduled salting routes either to help prevent formation of ice, frost and / or accumulations of snow or as a treatment to ice, frost and the accumulation of snow that has already formed on the carriageway.

The Highway Duty Engineer will evaluate and consider if spot treatment is suitable and reasonably practicable, using the following criteria below:

- Has the request come from the emergency services?
- Is there an ongoing emergency at the location?
- Do we have multiple reports of hazardous conditions at the location?
- What are the prevailing and forecast weather conditions at this location based on the latest forecast from the weather forecast provider?

Spot salting will only take place beyond the scheduled salting routes in exceptional circumstances.

Depending on the situation and widespread weather conditions we may choose to deploy signs or close the road rather than salting the area.

The Duty Engineer will evaluate and consider what treatment is suitable and reasonably practicable, using the following criteria below:

- Has the request come from the emergency services and is it relating to an ongoing emergency at the location?

- Has there been a report of an accident at the location and does the risk exist for further serious accidents?
- Any action taken must not affect the treatment of the scheduled salting routes.
- What are the prevailing and forecast weather conditions at this location based on the latest forecast from the weather forecast provider?

#### 12.4 Instructions to Salt the Precautionary Salting Network:

Instructions for precautionary salting of the network will be issued if road surface temperatures are expected to fall below 1°C unless:

- Road surfaces are expected to be dry, and frost is not expected to form on the road surface.
- Residual salt on the road surface is expected to provide adequate protection against ice or frost forming.

Instructions for salting of the precautionary network will also be issued if snowfall is expected.

The Duty Engineer will issue the instructions for precautionary salting of the network for each of the 22 precautionary routes. These decisions will be posted on the Icelert Bureau and on the DTN system.

The Duty Engineer may issue instructions for post and spot salting and will log these decisions on the Icelert Bureau and on the DTN system.

#### 12.5 Instructions to Salt the Community Links Network:

The Duty Engineer will issue instructions to pre-salt the Community Links Network if snow is forecast, or if temperatures are expected to fall below freezing for a prolonged period.

These decisions will also be posted on the Icelert Bureau and on the DTN system.

There is an expectation that pre-salt action on the Community Links Network would be completed within 6 hours of the action being called.

#### 12.6 Salt:

6mm dry rock salt is used across the County for precautionary and post event salting.

Where heavy snowfall has occurred grit sand will be added to the salt and/or spread on its own to aid traffic movement.

The moisture content of salt plays a major part in the spread rate decision making process.

For optimum performance rock salt should have moisture content of between 2 – 4%.

Moisture contents more than 1% outside of this range **must** be reported to the Duty Engineer.

Potential actions when salt is outside optimum moisture content range include:

##### **Wet (> 4.5%):**

- Review spread rates and increase to account for poorer distribution

- Consider moving wet salt away from the stockpile to dry (in a suitably contained area to minimise environmental impact)
- When the moisture content reaches the optimum range, the salt can be mixed with drier salt in the stockpile or from new deliveries
- Samples should be checked after mixing to confirm that the moisture content is in the optimum range

**Wet (< 4.5%):**

- Review spread rates and increase to account for poorer distribution
- Consider mixing with drier salt in the stockpile or from new deliveries
- Samples should be checked after mixing to confirm that the moisture content is in the optimum range

**Dry:**

- For dry salting, assume high losses after spreading
- Consider mixing with salt of higher moisture content in the stockpile or from new deliveries

The moisture content of the salt at each of the storage points will be tested as follows:

- On delivery;
- Before calibration of spreaders;
- Once per month through the winter season at all covered depots; and
- Ad-hoc testing following any specific issues relating to spread rates.

12.7 **Calibration of Spreaders:**

All spreaders are to be calibrated as follows:

- before the start of each Winter Service season;
- Mid-season - One vehicle from each depot to be checked and calibrated at 25 run intervals; and
- following incidents or conditions that may require recalibration.

Should appropriate calibration settings not be met, the Duty Engineer must be contacted so route specific spread rate(s) can be adjusted.

Calibration procedures are to be in accordance with Well Managed Highway Infrastructure and NWSRG guidance.

12.8 **Salt Stocks:**

<b>Depot</b>	<b>Capacity</b>	<b>Minimum Stock</b>
Blandford	1,300	850
Ferndown	2,900	900
Wareham	1,400	920
Charminster	4,500	1,080
Gibbs Marsh	2,600	930
<b>TOTAL</b>	<b>12,700</b>	<b>5,800</b>

Salt stocks will be replenished before 1 November each year.

Minimum stock levels are maintained for the core winter service period.

Dorset Highways will arrange for the Stock Control Spreadsheet, held within the Winter Service and Emergency folder on the highways computer server to be updated following each treatment of the network.

Dependent on usage, salt stock levels will be replenished as required to ensure minimum stocks are held. This will be subject to the control of the Government's 'Salt Cell'.

12.9 Route Treatment Times:

For spread rates of 20g per m<sup>2</sup> or less, the Precautionary Salting Network will be fully treated within 2.5 hours of instructed commencement time.

12.10 Emergency Treatment Times:

When an urgent instruction to treat the Precautionary Salting Network is issued by the Duty Engineer, the treatment of the network will commence within 1.5 hours.

12.11 Level Crossings:

Salting will not take place across level crossings as this can adversely affect track side communications.

**13. Severe Weather Conditions**

13.1 Persistent Ice on Minor Roads:

During longer periods of cold weather, the Duty Engineer may instruct salting to deal with persistent ice on minor roads which are not included within the Precautionary Salting Network or Community Links Network, and invoke arrangements with Town and Parish councils to take action in their area.

13.2 Ice and Snow Emergencies:

During the winter months the likelihood of an extreme weather event increases, and it is essential that a clear management process is in place to ensure that the necessary resources are effectively deployed, and all internal and external stakeholders are involved and informed as necessary.

The weather forecast provider (DTN) will inform Dorset Highways well in advance of any severe or extreme weather event, and on receipt of this information a meeting of the "Incident Management Team" will be convened.

The Incident Management Team will consist of:

- Corporate Director – Economic Growth and Infrastructure (Chair)
- Head of Highways
- Network Operations Service Manager
- Community Highways Manager
- Senior Site Agents
- Emergency Planning Representative
- Traffic Team Leader
- Duty Engineer

- Communications Officer
- Duty Gold Officer
- Duty Silver Officer
- Adult Services Representative
- Children Services Representative
- Dorset Direct Representative

At this meeting all operational arrangements and procedures will be agreed and implemented (See paragraph 19), and necessary press releases issued. Contact details are contained within the LICOS system.

## 14. Snow Clearance

### 14.1 Instructions for Snow Clearance:

Snow clearance will initially take place on the Precautionary Salting Network when snowfall is light.

During heavy and prolonged snowfall, instructions may be issued to clear and treat the Priority Snow Ploughing Network as detailed below and in the Operational Plan.

Once this network is clear resources will be directed to clear the rest of the precautionary salting network.

### 14.2 Priority Ploughing Network:

Roads to be included within the priority ploughing network include:

Road	Description
A37*	A31 Monkeys Jump to Somerset Boundary (*)
A30	Shaftesbury to Yeovil, Somerset Boundary
A35	Bere Regis to Holes Bay Roundabout
A354	Portland, Easton Square to A35, Tesco Roundabout
A354	Junction A35 to Blandford
A354/A350	Blandford Bypass
A354**	Blandford to Wiltshire Boundary (**)
A350	A35 Bakers Arms to A31 Roundabout
A350	A31 Roundabout to A354 Blandford
A350	Blandford to Shaftesbury to Wiltshire Boundary
B3073	A35 to Blackwater Junction
B3073	Blackwater Junction to A31 Canford Bottom Roundabout
A348	A31 Tricketts Cross to Bear Cross Roundabout
A352/A351	Dorchester to Wareham to A35 Bakers Arms Roundabout
A353	A352 Warmwell r/bout to Weymouth
A3066	Bridport to Somerset Boundary, Misterton
A356	Junction A37 to Somerset Boundary, Misterton
A352	A37 Charminster to A30 Sherborne
A3030	A352 Sherborne – A357 Lydlinch
A351	Swanage to Wareham
A357	Blandford to Henstridge
B3081	Shaftesbury to Gillingham to A303

\* & \*\* Extra resources may be required to clear these roads.

As and when resources become available instructions will be issued to plough and treat the Community Link Network.

Snow ploughing will not take place on carriageways where there are physical restrictions due to traffic calming measures unless it has been deemed safe to do so following a formal risk assessment and a safe method of operation documented.

**14.3 Snow Clearing of Footways:**

The clearance of footways will take place as and when resources become available, some of the towns and parishes have arrangements in place to clear shopping areas and other well used public accesses.

**14.4 Farmers and Contractors Snow Ploughs:**

Some Parish and Town councils have their own arrangements in place to plough and treat the network within their boundaries.

The Council has a database of farmers who will assist in clearing certain roads on the remainder of the network that compliments both the precautionary salting and community link networks.

Dorset Council will engage farmers / contractors directly to clear specific routes such as the precautionary salting network, priority ploughing network, community link network and other roads designated by the Duty Engineer as conditions dictate.

**15. Roadside Salt Bins**

The Council does not provide salt bins and it is the Town and Parish Council's choice, should they require a salt bin(s) within their community, to purchase and place the bins following consultation with the Council.

Roadside salt bins can be sited at potentially hazardous locations for use by the public to treat ice and snow over small areas of the carriageway.

The Council has classified all salt bins on its network as either a 'strategic' or 'community' bin.

At the start of each winter all salt bins will be filled with salt, the cost of which will be borne by the Council.

Following this initial fill, only those bins classified as 'strategic' will be refilled during the winter by the Council at its own cost.

In the event of severe weather, further refills will be carried out as time and resources permit.

Community bins are the responsibility of the Town or Parish councils to refill. If councils require Dorset Council to fill these bins, this will be subject to a charge as agreed by Dorset Council members.

Town and Parish Councils can purchase 1 tonne dumpy bags of salt from the Council and, as with Community bins, a charge will be made for this service.

No salt bins will be located on the precautionary salting network.

A specific salt bin policy and assessment sheet for the categorising of salt bins is available from the Council upon request.

## **16. Budgets**

### **16.1 Winter Service Budget:**

The budget allocated for the delivery of the Winter Service is reviewed annually and is managed by the Service Manager for Network Operations within the Highways Service.

### **16.2 Sever Ice and Snow Events:**

There is no specific budget allocation to respond to severe ice and snow events.

The cost of dealing with the events will be met by virement of budgets from other planned programmes of work , or from special contingency funds for emergencies.

## **17. Public & Media Communications**

### **17.1 Neighbouring Authorities and other Agencies:**

Dorset Highways will notify neighbouring highway authorities and other appropriate agencies of its intended Winter Service action for Dorset on a daily basis during the Winter Service Period so that activities can be co-ordinated regionally.

### **17.2 The Media:**

Communication with communities, businesses and emergency services during the Winter Service Period is essential to delivering an effective service.

Local media organisations will be informed when instructions for salting the precautionary network are issued.

The Dorset Council website will be updated regularly and salting updates can be accessed via this link:

<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/gritting/gritting-updates>

Dorset Highways also uses social media to communicate decisions and actions taken.

### **17.3 Pre-Season Publicity:**

It is important that the public are aware of, and understand, the Council's approach to delivering its Winter Service. This will be done via a pre-season press release with all relevant information made available on the Council's website.

## Part 2 - Winter Service Operational Plan:

### 18. Introduction

The operations of the Council's winter service are managed by Dorset Highways, operating a fleet of 26 gritters and ploughs across 5 depots within the County. Some 12700 tonnes of de-icing salt is stored in these depots.

The winter period runs from 1 October to 30 April and Dorset Highways run a 24-hour, 7 day on call rota from 1 November to 31 March each year.

A weather forecasting service is provided by DTN, which includes:

- Morning, lunchtime, afternoon and evening updates.
- 22 precautionary route forecasts
- County and Domain forecasts (covering 4 weather domains).
- Site specific forecast graphs.
- 2-8 day forecasts.
- Satellite images and radar precipitation data.
- 24/7 consultation with forecasters.

In addition to the forecast data the Council has 11 roadside weather stations across the County which enables the collection of local weather data to assist the forecast provider in compiling the domain forecasts. These are located at:

- A30 Sherborne
- C12 Black Hill Cross
- B3143 Buckland Newton
- A354 Blandford By pass
- A30 Shaftesbury
- A356 Tollerdown
- B3165 Birdsmoorgate
- A354 Weymouth Relief Road
- B3153 Wyke Road Weymouth
- A354 Sixpenny Handley
- A35 Organford

Dorset has 4 weather domains, and 22 precautionary salting routes. Independent forecasts are provided for each of these domains and routes. Action decisions are based on these forecasts.

The weather domains are:

- Weymouth (coastal)
- Tollerdown
- Sherborne
- Wimborne

The Duty Engineer is responsible for:

- Taking the action decision and for entering the details into the Icelert system.
- Entering the action onto the telephone announcement system.
- Informing Dorset Highway Duty Supervisors of the action to be taken.
- Responding to updated weather forecasts and arranging actions.
- Recording of daily decision-making process in the Meteo Group Roadmaster website.

#### **19. Actions Following Forecast**

Following receipt of the forecast the Duty Engineer will assess the risk across the network, referring to the decision matrix and instruct any action on a route-by-route basis. Other factors that may be considered include the residual salt level and the local effects of known frost hollows, bridge decks etc. on the road surface.

Precautionary salting for ice and frost will be instructed on a route basis and be carried out at a rate detailed in paragraph 25.

The timing of precautionary salting is dependent upon the prevailing weather conditions and will be arranged to ensure the network is treated prior to the formation of ice and frost.

#### **20. Extreme Weather Event – Snow**

##### **Deploying the necessary Management and Operational Resources**

##### **(i) Council Emergency Centre**

Should the Extreme Weather Event Board decide to open the Emergency Centre this will be manned as follows -

- ITS Engineer
- Highways Operations representative
- Duty Engineer
- Communication Officer (between 6am and 6pm)
- Appropriate number of support staff

##### **(ii) Dorset Direct Call Centre**

During normal working hours an experienced highway officer will establish a link with Dorset Direct to offer the necessary specialist operational advice and guidance.

##### **(iii) Operational Depots**

Operational management will be located within three “control depots” under the direction of a Duty Supervisor.

These depots will be Gibbs Marsh, Charminster and Ferndown and each will be staffed over 12-hour shifts by a Duty Supervisor and a highway support officer.

In addition, a team of “spotters” will be deployed from within the Community Highways teams to patrol the network and provide condition reports directly to the Duty Supervisor within the control depot.

**(iv) Drivers and Associated Operatives**

Prior to any extreme weather event, the Service Manager for Network Operations will convene a meeting with operational managers to compile the necessary staffing rotas to ensure a 24 hour resource plan is in place.

These rotas should be published 24 hours before any event to ensure those involved have sufficient notice and any necessary personal arrangements can be made.

**21. Clearance of Snow – Precautionary Salting Network**

Ploughing is the most effective method of dealing with snow and ploughing should aim to completely clear the snow from the road surface.

Before snowfall a 40g/m<sup>2</sup> pre-treatment will take place across the entire precautionary salting network. This will provide a de-bonding coat of salt which should assist future ploughing operations.

Ploughing should commence as soon as is practical on the network, where conditions allow. Each pass should be supplemented by salt or salt / grit mix with a spread rate as shown in paragraph 25.

In urban areas, where ploughing is impractical, repeated applications of salt / grit mix can be used to remove heavy accumulations of snow. This practice should not be used where ploughing is possible.

During repeat actions the salt may be supplemented by grit – see paragraph 25.

During prolonged snowfall it may be necessary to plough continuously to prevent build up and compaction of the snow by traffic. However, once the depth of snow exceeds 100 – 120mm, or on steep gradients, it may be necessary to plough without salting to aid traction.

**22. Clearance of Snow – Community Links Network**

Following a forecast of settling snow the community link network will be pre-salted at 20-40g/m<sup>2</sup> dry salt.

After snow, the network will be ploughed and salted as soon as resources become available, either by Dorset Highways or by nominated contractors. Repeated ploughing and salting will take place when resources are available.

**23. Clearance of Snow Following Heavy and Prolonged Snowfall**

**23.1 Priority Ploughing Routes:**

During very heavy, prolonged, and county wide snowfall it is not normally possible to keep all the precautionary salting routes free from accumulations of snow. It is therefore necessary to focus resources on key routes. The need to run two vehicles on these routes, one to clear snow and the other to treat by spreading salt/grit, reduces our capacity to treat the entire network. The aim should be to keep these priority routes clear and once achieved to move onto clearing the rest of the precautionary network.

Extra resources, such as ploughing contractors, should be deployed at the earliest opportunity to assist in clearing these routes.

It is accepted that, at times, some of the precautionary network may become impassable but by concentrating on principal routes some traffic movement can be maintained.

**23.2 Other Routes:**

Other routes will be ploughed and treated as directed by the Duty Engineer.

**24. Control and Information during Severe Conditions**

When heavy snowfall is expected to affect the County the Extreme Weather Event Board will establish a Control Centre in the Emergency Centre at County Hall.

The Control Centre Team will liaise with the Operational Teams, Traffic Team Leader, Emergency Services, Dorset Direct, Communications Team, Duty Engineer and other officers as required.

The Control Centre Team will be responsible for:

- Maintaining a diary record of the event.
- Entering road closures / reopening information on Travel Dorset.
- Issuing condition reports to media via Communications Team.
- Issue direction regarding snow clearance priorities.
- Liaise with adjacent Authorities to co-ordinate cross boundary clearance.
- Liaise with Dorset Council Emergency Planning regarding stranded drivers, local emergencies, requests from emergency services.

In the case of widespread disruption, the Dorset Highways ‘Emergency Planning Liaison Officers’ will act in a co-ordinating role with Dorset Council Emergency Planning.

**25. Winter Service Decision Making Procedure**

The decision-making process used by Dorset Council follows recommendations issued by the NWSRG.

**25.1 Road Surface Wetness:**

For the purpose of allocating treatments, a distinction is made between dry, damp and wet road surfaces. The following definitions should be used when making the treatment decision:

<b>Dry Road</b>	A road that shows no signs of water or dampness at the surface but maybe just detectably darker (however it may have moisture contained in pores below the surface that is not “pumped” to the surface by traffic).
<b>Damp Road</b>	A road that is clearly dark but traffic does not generate any spray. This would be typical of a well-drained road when there has been no rainfall after 6 hours before the treatment time.
<b>Wet Road</b>	A road on which traffic produces spray but not small water droplets. This would be typical of a well-drained road when there has been rainfall up to 3 hours before the treatment time.

**Table 1: Road Surface Wetness**

25.2 Precautionary Treatment Decision Matrix:

A decision matrix for precautionary treatments based on road surface conditions and predicted weather conditions is given in the tables below.

Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet/Damp	Wet Patches	Dry
May fall below 1°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog	Salt before frost	Salt before frost (see note (a))	No action likely, monitor weather (see note (a))
Expected to fall below 1°C	<u>Expected</u> hoar frost <u>Expected</u> fog			
	<u>Expected</u> rain <u>BEFORE</u> freezing	Salt after rain stops (see note (c))		
	<u>Expected</u> rain <u>DURING</u> freezing	Salt before frost, as required during rain and after rain stops (see note (d))		
	<u>Possible</u> rain <u>Possible</u> hoar frost <u>Possible</u> fog	Salt before frost	Monitor weather conditions	
	Expected snow (see section 25.5)	Salt before snowfall		
The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture.				
All decisions should be evidence based, recorded and require continuous monitoring and review.				

**Table 2 – Precautionary Treatment Decision Matrix**

**Notes:**

- (a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rain, washing off salt previously deposited.
- (b) When a weather warning contains reference to expected hoar frost, considerable deposits of frost are likely to occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoar frost is forming. Such action is usually not practicable, and salt may have to be deposited on a dry road prior to and as close as possible to the expected formation of frost. Hoar frost may be forecast at other times in which case the timing of the salting operation should be adjusted accordingly.
- (c) If, under these conditions, rain has not ceased by early morning the action should be initiated as rain ceases.

- (d) Under these circumstances rain will freeze on contact with the running surfaces and full precautionary treatment should be provided, even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.
- (e) Weather warnings are often qualified by altitudes in which case differing action may be required for each route or from each depot.
- (f) Where there is a hint of moisture being present a pessimistic view of the forecast should be taken when considering treatment to negatively textured surfaces.

25.3 Traffic Levels:

For the purpose of allocating treatments four levels of traffic flow are defined.

Level	Vehicles Per Lane Per Hour
Heavy	250 or more
Medium	20- 250
Low	Less than 20
Congested	250 or more moving slowly

**Table 3 – Traffic Levels**

Spread rates in the provided matrices assume heavy or medium traffic.

If the traffic level rate is known to be low or congested, then rates should be increased by 25%.

Congestion should be expected when spreading between 07:30-09:30 and 15:30-18:30.

25.4 Determining Salt Coverage / Spreader Capabilities:

For the purposes of decision-making, and when using table 4 below to determine spread rates, Dorset’s gritting fleet is generally regarded as having ‘Good’ coverage.

Where salt is taken from uncovered stockpiles, then ‘Fair’ coverage should be selected in determining spread rates for the routes affected.

25.5 Salt Loss:

Wind speed and direction can affect the spreading of salt and, in dry conditions, also affect the length of time that the salt will remain on the road surface. When practical, it is therefore recommended that we avoid spreading during the predicted high wind period, i.e. periods when mean wind speeds are predicted to be 20mph or more.

This issue is likely to affect some locations on the salted network more than others, and the precise effects of high winds are difficult to quantify due to the nature of the wind field close to the road surface and the number of variables involved which include, amongst other factors, the direction of the wind field relative to the salting vehicle and the grain size of the salt etc.

It should be taken into account that forecast mean wind speeds typically relate to those at a height of 10 metres above the ground and these are not likely to be the same as those closer to the ground and care should be taken when comparing wind data from Road Weather Information Systems (RWIS) to forecasts.

When treatments are carried out during high wind conditions, Duty Engineers will monitor residual salt levels and carry out re-treatments if and where necessary. If this issue is considered to pose a significant risk, spread rates should be increased by 25% when carrying out precautionary salting operations during periods when forecast mean wind speeds are 20mph or higher and roads surfaces are predicted to be dry.

25.6 Spread Rates for Precautionary Treatments:

25.6.1 Forecast Frost Conditions:

The following points must be considered when using the spread rate matrix:

- a) The given rates are for sections of well drained roads without ponding or runoff from adjacent areas.
- b) The rates may be adjusted to take account of variations occurring along routes such as temperature, surface moisture, road alignment and traffic density.
- c) The rates may be adjusted to take account of residual salt levels. However, residual salt levels will tend to be lower if lower spread rates are introduced. Residual salt levels are most likely to be significant on marginal nights after treatments on two or three successive days without precipitation in the intervening period.
- d) All decisions should be evidence based, recorded, and require appropriate monitoring and review.
- e) During periods of sustained freezing, if surfaces are well drained and if there is neither seepage (from melt water) nor ice present, rates of spread for treatments carried out within six hours of previous treatments may be 50% of the rates stated in the matrix.

Road Surface Temperature (RST) When Frost / Ice is expected	Spreader Capability Fair	Spreader Capability Fair	Spreader Capability Good	Spreader Capability Good
	Dry/Damp Road	Wet Road	Dry/Damp Road	Wet Road
At or above -1.0 °c	8	8	8	8
-1.1°C to -2.0°C	8	11	8	8
-2.1°C to -3.0°C	9	17	8	13
-3.1°C to -4.0°C	12	23	9	17
-4.1°C to -5.0°C	14	28	11	21
-5.1°C to -7.0°C	20	39	15	30
-7.1°C to -10.0°C	27	54	20	40
-10.1°C to -15.0 °c	38	75	28	56

Important note: When using salt from uncovered stock-piles the minimum spread rate must be 15g/m<sup>2</sup>

**Table 4 – Recommended Spread Rates – Dry Salting (g/m<sup>2</sup>)**

#### 25.6.2 Treatments for Snow, Ice and Freezing Rain:

- It is impractical to spread sufficient salt to melt anything other than very thin layers of ice or snow.
- Ploughing is the only economical, effective and environmentally acceptable way to deal with all but very light snow.
- Ploughing down to the road surface is preferred. However, snow ploughs should be set to avoid risk of damage to the plough, the road surface, street furniture and level crossings.
- Ploughing to the road surface minimises salt usage and makes salt treatments more effective.
- Drainage should not be obstructed when ploughing. Windrows or piles of snow should be removed or be positioned to allow melt water to reach the drains. If necessary, piles of snow should be removed so that melted snow does not overload the drainage system or run back onto the road.
- Windrows should be removed or ploughed back when further periods of snow are anticipated. This will provide space to plough further snowfalls.

#### 25.6.3 Preparation Before Ice and Snow:

To prepare for and facilitate ice and snow treatments the following should be considered:

- When snow is forecast, ploughs should be prepared, and contractors placed on stand-by in order that snow clearance can start without delay as and when required.
- To facilitate the breakup and dispersal of ice and snow by traffic, treatments must be made before snowfall and freezing rain so that sufficient de-icer is present on the surface to provide a debonding layer.
- Although it will increase salt usage before snowfall and where practicable, consideration should be given to spreading salt on as much of the network as possible (i.e. beyond the precautionary and community networks). This will provide a debonding layer and facilitate the breakup and dispersal of snow by traffic in areas where subsequent treatments may not take place for some considerable time or at all.

#### 25.6.4 Depths of Snow:

This guidance defines two main snowfall categories – light snow and moderate / heavy snow.

The highest practicable spread rates are considered to be 40 g/m<sup>2</sup> of dry salt. When combined with the action of traffic this is sufficient de-icer to melt snow depths which are equivalent to 1mm of water at temperatures down to -2°C. Generally, there is approximately 1mm of water in 5mm depth of wet snow, 10mm depth of 'normal' snow and 15mm depth of dry, powdery snow.

In this guidance 'light' snow is taken to be snow equivalent to 1mm water (or less) while snowfalls equivalent to more than 1mm are considered to be moderate / heavy, as shown in the diagram in Table 5.

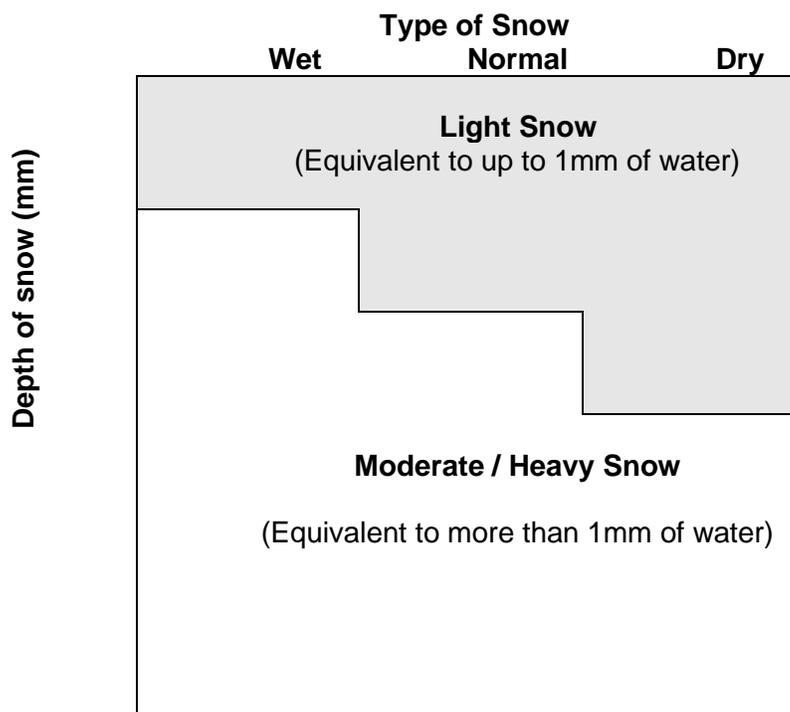


Table 5 - Snow Type

Table 6 - Precautionary Treatments before Snow or Freezing Rain

Weather Conditions	Medium Traffic	Heavy Traffic
Light snow forecast	Spread: 40g/m <sup>2</sup> of dry salt	Spread: 40g/m <sup>2</sup> of dry salt
Moderate / Heavy snow forecast	Spread: 20-40g/m <sup>2</sup> dry salt (See note 1)	Spread: 20-40g/m <sup>2</sup> of dry salt (See note 1)
Freezing Rain	Spread: 40 or 2 x 20g/m <sup>2</sup> of dry salt	

**Note 1:** Were time constraints dictate, a treatment of 20g/m<sup>2</sup> across the whole of the scheduled network before the commencement of snow or freezing rain is more advantageous than 40g/m<sup>2</sup> on only part of the network.

25.6.4 Treatment During Snowfall:

Ploughing should start and, where practicable, be continuous to prevent a build-up of snow.

On roads with heavy traffic, it is preferable to prevent a build-up of more than 10mm depth of snow, whereas the build-up should be no more than 50mm depth where there is a risk of compaction by traffic.

**Table 7 - Treatment during Snowfall**

Plough to remove as much material as possible (e.g. slush, snow and compacted snow). Ploughing should be as near as possible to the level of the road surface.		
<b>No ice or compacted snow on surface</b>	<b>Ice or compacted snow on surface (see Note 2)</b>	
To provide a debonding layer spread:  20g/m <sup>2</sup> dry salt (see Note 1)	<b>Is traffic likely to compact subsequent snowfall before further ploughing is possible?</b>	
	<b>Yes</b>	<b>No</b>
	To provide a debonding layer, spread: <ul style="list-style-type: none"> <li>• 20g/m<sup>2</sup> dry salt (see Note 1)</li> </ul>	No de-icer should be spread

**Note 1:** During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly.

**Note 2:** A de-icer should not be spread alone without abrasives to anything other than a thin layer of ice or compacted snow when snowfall has ceased, or future snowfall will be less than 10mm. Applying salt alone to compacted snow and ice can produce dangerously slippery conditions if a weak brine film is formed on top of the ice/snow layer.

25.6.5 Treatment when Slush is on the Road (and May Refreeze):

It is important to remove as much slush as possible by ploughing to reduce the amount of material available to form ice when temperatures drop, as well as to reduce the amount of salt required for subsequent treatments.

**Table 8 - Treatment when slush present**

Plough to remove as much slush as possible. Ploughing should be as near as possible to the level of the road surface.
After removing slush, spread: 40 g/m <sup>2</sup> of dry salt (See Note 1)
<b>Note 1:</b> After snowfall, and when there will be no further ploughing but some slush remains on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

25.6.6 Treatment when Thin Layers of Ice (Up To 1mm) Have Formed:

When a thin layer of ice has formed, including freezing rain the following treatment should be made:

**Table 9 - Treatment for Thin Ice**

Forecast weather and surface conditions	Medium Traffic	Heavy Traffic
Lowering of air or road surface temperature <b>(Higher than -5°C)</b>	Spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> dry salt</li> <li>• 40g/m<sup>2</sup> of salt / abrasive mix (see Notes 1 &amp; 2)</li> </ul>	Spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> dry salt</li> <li>• 40g/m<sup>2</sup> of salt / abrasive mix (see Notes 1 &amp; 2)</li> </ul>
Lowering of air or road surface temperature <b>(Less than -5°C)</b>	Spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> of salt/abrasive mix (50:50) (see Notes 1 &amp; 2)</li> </ul>	Spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> of salt/abrasive mix (50:50) (see Notes 1 &amp; 2)</li> </ul>

**Note 1:** Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

**Note 2:** Care is needed when salt is mixed with abrasives with high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

25.6.7 Treatment for Thicker Layers of Ice or Compacted Snow:

When thicker layers of ice have formed, including freezing rain, the treatment should be as follows:

**Table 10 - Treatment for Thicker Layers of Ice and Compacted Snow**

Plough to remove as much material (e.g. slush, snow and compacted snow) as possible from the top of the compacted layer.	
Medium Layer Thickness (1 to 5mm)	High Layer Thickness (greater than 5mm)
For initial treatment, spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> of salt/abrasive mix (50:50) (see Notes 1.3.4 &amp; 5)</li> </ul> For successive treatments, spread: <ul style="list-style-type: none"> <li>• 20g/m<sup>2</sup> of salt/abrasive mix (50:50) (see Notes 1,3,4 &amp; 5)</li> </ul>	For initial treatment, spread: <ul style="list-style-type: none"> <li>• 40g/m<sup>2</sup> of abrasives only (see Notes 2,3,5 &amp; 6)</li> </ul> For successive treatments, spread: <ul style="list-style-type: none"> <li>• 20g/m<sup>2</sup> of abrasives only (see Notes 2,3,5 &amp; 6)</li> </ul> After traffic has started breaking up the layer, spread:

	<ul style="list-style-type: none"> <li>• 20g/m<sup>2</sup> of salt/abrasive mix (50:50) so salt can penetrate the layer and reach the road surface (see Notes 1,3,4 and 5)</li> </ul>
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**Note 1:** For medium thicknesses of compacted snow and ice, treatments without abrasives should only be used when earlier precautionary treatments have successfully established a debonding layer, and there is sufficient traffic to break up the layer of ice quickly.

**Note 2:** For high thickness of compacted snow and ice (greater than 5mm) treatments with a significant amount of salt should not be considered because they may leave the surface uneven. Any brine formed on the surface may collect in hollows and deepen them further, which can lead to a very uneven surface.

**Note 3:** Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

**Note 4:** Care is needed when salt is mixed with abrasives with a high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

**Note 5:** When there are layers of snow, compacted snow, or ice of medium or high thickness on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

**Note 6:** A small amount of salt should be added to the abrasive to prevent freezing of the water within it. If the moisture content of the abrasive is 7%, 25g per tonne of abrasive is sufficient to prevent freezing if thoroughly mixed.

## 26. Performance Monitoring

### 26.1 Salt Stock Control:

Throughout the winter period the salt stock control spreadsheet (located on the Winter Service and Emergency folder on the highways computer server) is to be updated daily following an action.

### 26.2 Forecast Monitoring:

Throughout the winter period the minimum forecast surface temperatures for each domain, route and the actual minimum temperatures recorded by the 11 weather stations are to be recorded daily this information will be held by are forecast provider on their systems. Due notice is to be given to any revision in forecast. This information will

be used by the forecast provider to assist any future modelling of the weather domains and route optimisation.

Regular meetings are to be held with the forecast provider throughout the winter season to monitor the forecast performance.

26.3 Decision Monitoring:

The Action Decision made by the Duty Engineers will be monitored independently against each of the route forecasts (This work to be carried out by Forecast Provider).

26.4 Route Compliance Audit:

The Senior Agent will audit routes utilising our vehicle telematics software throughout the winter season. This will be logged on the Highways Computer Server or SharePoint.

**27. Training**

27.1 Operational Staff:

All operational drivers will hold City and Guilds Unit 6159 Winter Maintenance Operations and will receive refresher training on a five-year frequency. Those drivers in the process of training towards the City and Guilds qualification will be assessed for competency based on the criteria of Unit 6159 by a competent person. All those involved in the winter maintenance service will attend part or all of the Dorset Highway winter service dry run induction day.

New operational drivers will be shadowed by an experienced driver until such time as they are deemed competent and are confident to carry out treatment routes unaided.

27.2 Duty Engineers:

Duty Engineers will receive training in basic winter road forecasting and advanced winter road forecasting by the current winter forecasting provider, prior to first carrying out winter service duties. One to one mentoring of new Duty Engineers will be carried out until they are sufficiently competent to carry out the decision-making duties on their own. The Duty Engineers will receive refresher training in advanced winter road forecasting on a five-year basis unless specific training need is identified. Duty Engineers will undertake the IHE winter decision maker accreditation within a reasonable period.

## Appendix 1 –Dorset Highways Adverse Weather Plan

### 1. Introduction

1.1 Following the release of the Code of Practice “Well-Managed Highways Infrastructure” our adverse weather plan now covers all weather impacts on the highway network and does not just concentrate on snow and ice. Sections include:

- Flooding
- High winds
- Heat
- Cold temperature and snow

This document describes Dorset Council’s arrangements for dealing with adverse weather on the highway. It also provides contact information for key personnel.

1.2 The plan covers arrangements for roads and structure in Dorset that are the responsibility of Dorset Council. It excludes arrangements for roads that are the responsibility of the National Highways, i.e.

- A35 Bere Regis to Lyme Regis
- A31 Bere Regis to Ringwood
- A303 at Bourton

### 1.3 General description of service

Dorset Council (DC) is committed to providing a robust adverse weather service including responding to winter and other adverse weather conditions. The adverse weather service is provided internally by DC through Dorset Highways. The extent of the service provided will vary depending upon the severity and nature of adverse weather conditions and resources availability.

### 1.4 Objectives

DC aims to safeguard the travelling public from the hazardous effects of snow or ice or other adverse weather conditions so far as it is practicably able to with the resources available. Proactive winter maintenance and other emergency operations will normally be undertaken based upon available weather forecast information, knowledge of prevailing local weather conditions and resource availability.

### 1.5 Reaction to weather warnings

The following matrix identifies how Dorset Highways will strategically react to weather warnings or evidence of severe weather. For such events Dorset Highways and Dorset Council will partake in the Local Resilience Forum (LRF) Tactical Coordination Group (TCG) and Strategic Coordination Group (SCG) via teleconference. Acting as part of this will ensure a coordinated multiagency response is given to severe weather conditions.

Figure 1, Highways strategic response to severe weather conditions

Information Source	Highway Response				Lead for activation
	Normal Operation	TCG Telecon	Stand up highway control room and liaise with TCG	Highway Control Room & TCG & SCG Telecon	
<b>Flood guidance statement</b>					Environment Agency / MET Office
<b>Flood warnings pluvial, fluvial, tidal</b>	 Possible	 Flooding Expected	 Severe		Environment Agency
<b>Met Office Severe Weather Warning</b>					MET Office NSWWS
<b>Typical conditions</b>	Trees blown over Highway Flooding Roads Fattening up	Widespread traffic disruption Property Flooding	Severe impact on infrastructure, significant property flooding		

*Key: Green – No severe weather, Yellow – Low Impact, Amber – Widespread Disruption, Red – High Risk to Life*

## 2. Flooding

2.1 Dorset has experienced a number of flood events over recent years and these fit under three headings, either fluvial, pluvial or tidal flooding. Working closely with the Environmental Agency and our internal Flood Risk Management team we have a good understanding of the impact of river levels on the county and the impact of intensive rain on surface water runoff.

2.2 Response to minor carriageway flooding will be through our standard business as usual operations reacting to in hours and out of hours call outs. This provides a 24-hour response to highway flooding issues.

2.3 For more severe weather warnings we will consider standing up a control room to strategically manage the response and work with the LRF if the TCG or SCG meet.

## 3. High Winds

3.1 Dorset Council manages the impact of high winds on the highway and associated emergency responses. The extent of the service provided will vary depending upon the severity and nature of high wind conditions and resources availability. During normal working hours the response will be made by the Arboricultural team. Outside of working hours the response will be made by Dorset Highways

3.2 Dorset Council will have in house resources available and access to their supply chain to react to emergency situations.

3.3 Dorset Council has a tree policy [Dorset Council online tree information](#) which states the inspection period for the highway trees. These are the trees which DC are responsible for.

#### 4. Heat

4.1 Dorset Highways monitors the weather throughout the year especially in times of prolonged periods of high temperatures when our carriageway surfacing could be affected as well as the delivery of our capital structural maintenance schemes.

4.2 Dorset Council's Emergency Planning team has access to the Met Office to provide weather warnings in period of high temperatures as this has an impact on other services provided by the Council. These weather warnings are circulated to Dorset Highways.

4.3 An extended period of elevated temperatures can have a detrimental effect on the highway network.

#### *Carriageway melting*

Bitumen within the surfacing material can begin to melt, this can in extreme circumstances result in a reduction of skid resistance. The micro texture of the material becomes saturated.

Remedial measures – Sites identified as becoming “soft” should be monitored throughout the period of elevated temperature. If the surface starts to appear “fatty” or polished the site should be dusted with 3mm to dust aggregate. This will restore skid resistance by both binding with the bitumen and aiding removal through abrasion. This process needs to be repeated until skid resistance is satisfactory.

#### *Cracking due to shrinkage*

Prolonged heat can cause rapid drying of subsoil leading to contraction, if the contraction is significant it can result in surface cracking and failure.

Remedial measures - Make safe and repair with safety defect procedure.

## Appendix 2 – Precautionary Salting Network



### Appendix 3 – Community Links Network



### Appendix 4 – Priority Ploughing Network



## **Appendix 5 – Covid-19 - Safe Working Practices**

### The Virtual Bunker

#### **Introduction**

This document has been prepared to facilitate the Covid-safe management of a snow event. The winter service policy requires a physical emergency centre to be stood up if the necessary triggers are met. In the event that social distancing requirements are in place; this document will supersede relevant parts of the winter service policy and enable a virtual control centre to be formed using Microsoft Teams.

#### **Incident Management Team**

To meet the requirement of item 13.2 of the Winter Service Policy, the Extreme Weather Event Board will sit as a MS Teams Meeting.

Jack Wiltshire (or Neil Turner in the event he is unable) to be responsible for setting up the meeting and inviting representatives holding the following positions:

- Corporate Director – Economic Growth and Infrastructure (Chair)
- Head of Highways
- Network Operations Service Manager
- Community Highways Manager
- Senior Site Agents
- Emergency Planning Representative
- Traffic Team Leader
- Duty Engineer
- Communications Officer
- Duty Gold Officer
- Duty Silver Officer
- Adult Services Representative
- Children Services Representative
- Dorset Direct Representative

#### **Council Emergency Centre**

To amend paragraph 19 of the Winter Service Policy, should the Incident Management Team decide to open the Emergency Centre, this will be operated as an ongoing MS Teams meeting.

Jack Wiltshire (or Neil Turner in the event he is unable) to be responsible for setting up the meeting and inviting representatives holding the following positions:

- Head of Highways or Network Operations Service Manager to lead as Bronze Incident Commander
- ITS Engineer
- Duty Engineer
- Communication Officer (between 6am and 6pm)
- Appropriate number of Support Staff
- Duty Gold, Duty Silver and guests to attend as appropriate

To amend paragraph 24, the location of the emergency control centre will not be County Hall, it will be virtual.

The Control Centre Team will be responsible for:

- Maintaining a diary record of the event (MS Teams meeting to be recorded and hourly sit reps to be recorded on in the MS Team file).
- Entering road closures / reopening information on Travel Dorset.
- Issuing condition reports to media via Communications Team.
- Issue direction regarding snow clearance priorities.
- Liaise with adjacent Authorities to co-ordinate cross boundary clearance.
- Liaise with Dorset Council Emergency Planning regarding stranded drivers, local emergencies, requests from emergency services.
- Inform Duty Silver & Gold
- Participate in multiagency TCG & SCG conference calls at a Bronze Level