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## MEMORANDUM

**To:** OA Carpool Users  
**From:** Cindy Dixon, State Fleet Manager  
**Date:** October 30, 2012  
**Re:** **OA Carpool Inclement Weather Plan**

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This memo outlines the OA pool inclement weather plan. This document is intended to document how snow and ice removal on pool vehicles will be handled. Please keep in mind that each weather event is unique and circumstances may dictate changes to this plan.

All OA Carpool vehicles are equipped with snow/ice removal brushes and De-icer. These items are stored in the trunk. Extra supplies of these items are also stored at each pool location. If doors are frozen shut or you find that the items are missing from the pool vehicle, please request additional supplies from the dispatcher at your pool location.

Carpool users should monitor weather forecasts and make appropriate preparations. Please wear appropriate footwear to the carpool lot and allow extra time to pick up your vehicle if the weather circumstances dictate.

**In the event of overnight/weekend ice accumulation or two or more inches of snow, OA Carpool staff will report to the following locations by 6:30 a.m., Monday – Friday to begin snow and/or ice removal.** Decisions to clean vehicles will be dependent upon current and forecasted weather conditions. These locations will open at their normal times.

- Mental Health at 1706 East Elm Street (open at 7:30 a.m.)
- DHSS at 920 Wildwood (open at 8:00 a.m.)

If you have an early departure the morning after a forecasted heavy overnight snow and wish to have a cleaned vehicle, you might consider pick up from one of the above locations. Contact OA Carpool staff to discuss availability and arrangements.

**If a light snow is forecasted, employees that must make early departures on inclement weather days can most likely still utilize the MSP location. Please note that FMDC will not plow the MSP lot until all state parking lots and sidewalks are clear.**

Please contact the OA Carpool at 751-4534 with any questions. Thank you.