

BLIZZARD PLAN CORK BOARD SET-UP

CORK BOARD IS TO BE MAINTAINED BY THE MAIN DISPATCHER ONLY. NO ONE IS ALLOWED TO CHANGE INFORMATION UNLESS CLEARED BY THE DISPATCHER FIRST. **NO EXCEPTIONS!**

1. Cork board will be prepared with 11"x17" Master Plow Check-List with time notations along side jobs.
2. Master Plow List will be updated with all Priority 1, Priority 2, and Priority 3 jobs so noted, and subs' phone #'s should be listed as well.
3. Push pins in different colors will be utilized to keep track of plow trucks, pay loaders, shovelers and snow blower operators:
 - a. Plow Drivers: white pins with truck numbers
 - b. Pay Loaders: yellow pins with drivers initials
 - c. Shovelers: green pins with shovelers initials
 - d. Snow Blower Operators: red pins with operator's initials
4. Shovelers list will be normal size on a smaller cork board. Times will be noted on these as well.
5. All dispatchers logs must be dated and stored in a safe (and sane) place in case they're needed for verification later on. AM and PM must also be noted.
6. Several copies of enlarged master lists should be prepared and kept within dispatcher's reach during storm.