

## **CANCELLATION OF CLASSES AND/OR CLOSURE OF THE COLLEGE DUE TO SEVERE WEATHER CONDITIONS**

POLICY No.:	006
SCOPE:	All Employees (Full Time, Part-time, Sessional and Temporary) Students
EFFECTIVE DATE:	January 2009
LAST REVISION DATE:	November 2009
SCHEDULED REVISION DATE:	September 2010
CONTACT:	Director of Facilities Management

### **PURPOSE**

The purpose of this policy is to define the procedures to be followed for cancellation of classes and/or closure of the University due to severe weather conditions.

### **SCOPE**

This policy is applicable University-wide.

### **RESPONSIBILITY**

It is the responsibility of the Vice-President, Finance and Administration to ensure that the following procedures are observed.

### **CANCELLATION and CLOSURE**

The University will cancel classes and/or be closed as a result of severe weather conditions. When classes are cancelled but the University is not closed, offices and service areas will remain open provided that some staff is present.

### **PROCEDURES**

The Director of Facilities Management will be informed of severe weather warnings or conditions by Security (early in the morning), or through Environment Canada reports.

The Vice President Finance and Administration, or designate, will be notified of severe weather warnings by the Director of Facilities Management and will make a decision whether to (1) cancel classes held during the day and/or (2) declare closure of the University.

1. Before the Start of Normal Working Hours:

- a) The decision taken will be communicated immediately by the Director of Facilities Management to the Registrar and/or Assistant Registrar, the Communications representative in University Relations, and the Supervisor, Service Centre. An announcement will be relayed by the Communications representative in University Relations to CBC Radio 90.5 FM, for broadcast between 6:00 a.m. and 8:30 a.m. The information will be posted on the web site, and messages will be updated on the main switchboard, main phone line and Student Services Main line. All members of the University community are advised to listen for radio reports in the event of severe weather.
- b) Students of evening Extended Studies classes will be asked to call the University during the day to learn whether evening classes will be held as scheduled. The Director of Extended Studies will inform the Communications representative in University Relations, the Director of Facilities Management, and Security and Service Centre, of plans regarding scheduled Extended Studies classes. The Extended Studies main phone line will be updated with any cancellations.

2. During Normal Working Hours:

- a) If severe conditions develop during the day, the Director of Facilities Management will make a recommendation to the Vice President Finance and Administration will consult with the President, the Dean, the Vice President (Academic) and the Director of Facilities Management, and will make a decision whether to (1) cancel classes or (2) declare a closure of the University depending on the severity of the conditions. The decision will be communicated immediately by the Director of Facilities Management by telephone to the Communications Representative in University Relations, the Director of Human Resources, the Registrar and/or Assistant Registrar the Director of Extended Studies, Security and the Service Centre. The information will be posted on the web site, and messages will be updated on the main switchboard, main phone line and Student Services Main line.
- b) Extended Studies students should verify with that Department whether classes will be held as scheduled. The Department will keep Security and the Service Centre informed.

In both 1 and 2 above, students in evening credit classes should verify with the Office of Student and Academic Services whether evening classes will be held as scheduled.

**GUIDELINES**

- 1. When a University closure has been declared due to weather conditions, those functions which the Administration has designated as essential services (such as Security) will be staffed.

2. When classes have been cancelled but the University has not been closed, all staff will be expected to make every reasonable effort to reach the University, even though arrival may be delayed beyond the usual scheduled start of work. Services such as the Library, Multimedia, Service Centre, Art Supply Store, Metal Shop, Wood Shop, Design Print shop and Photography are expected to remain open for use, even if managed by a reduced staff.
3. In this case, those who feel it is hazardous or impossible to reach their place of work must contact their Director, Division Chair, or immediate Supervisor to explain their particular circumstances. Absences should be reported to the Administration in the normal way (i.e. via the Immediate Supervisor).
4. For weekend classes in the Extended Studies Education program – see the separate policy on Extended Studies cancellation and closure.