

Unscheduled Campus Closure Procedure

Version 03	Effective Date 85.01.28 Version Date 18.02.10	Administration Procedure #2-102
Revision Prepared by: Chris Varney X_____		Revision Approved by : Mary-Lynn West-Moynes X_____

1.0 Purpose

To provide guidelines for College administration when faced with circumstances that warrant closing a building, closing one or more campus locations, or suspension of a service operation (e.g. Employment Centers). The College will make every reasonable effort to be open and accessible to students and clients. However, certain conditions, may arise from time to time such as severe winter storms, or the loss of water, power or heating services, that may require cancellation of classes, suspension of operations in particular buildings, or closure of a campus or service location as a whole. It is not the intention of this procedure to define all causes or combination of causes that could lead to closure.

2.0 Scope

All College staff, students, clients and visitors. **Note: This procedure does not deal with individual class cancellation procedures**

3.0 Delegation of Responsibility

Where responsibilities have been assigned through this procedure to a particular position, that employee will be responsible to make arrangements for delegating this responsibility should the decision on closure be made during the individual's absence.

4.0 Definitions

Word/Term

Definition

Building Closure

In the event of a building closure, all individuals will be prevented from entering a specified building. No classroom activities or services will take place in the building. Both classroom and service activities will continue to operate in other buildings on the campus.

Campus Closure

In the event of a campus closure, all classroom and service operations, except those deemed essential activities, will be suspended at that location. Individuals will be prevented from entering the premises.

5.0 Implications

5.1 Student Implications

When a building or campus closure occurs, all formal classroom activities at the affected location will be cancelled. Any arrangements to the contrary must be approved by the Vice President Academic or designate if the Vice President Academic is not available. In instances where a campus is closed, or students are prevented from attending class due to inclement weather, faculty will determine an acceptable means of covering the course material and achieving the learning outcomes. In such circumstances, faculty may also agree to change deadlines for assignments and/or test dates. If a campus is closed on a scheduled exam date, the Registrar's office and the Academic area will re-schedule the exam to a suitable date and time.

The college understands that there may be times when a campus is open however, some students cannot attend due to concerns they may have for their safety. A student shall not be penalized if they have made a reasonable decision based on personal safety considerations as long as all course requirements are met to the satisfaction of the faculty. If a student cannot attend class for any reason, they shall consult the individual who has oversight of the course (i.e. faculty, technician, clinical placement staff) to discuss alternative arrangements. Georgian College understands that there may be circumstances which may create a safety concern to a student resulting in the student's decision to not attend a class or classes. This may include a situation where there is severe weather occurring at the point of departure or along the route leading to the campus. It is never the intention of the college to compromise students' safety in their effort to attend classes.

Staff Implications and Compensation

When a building is closed, staff will work with their supervisor to determine if their work might be conducted at another site on the campus, from home or by other appropriate arrangement.

In a building, campus or service operation closure, or other situations where employees are sent home, the employees will be treated as though they were actively working for pay purposes only. Employees who are assigned essential services after the campus has closed (e.g. which may include, but not limited to, Payroll staff, Physical Resources, Communications, Campus Safety and Security, Information Technology) will be entitled to additional time on an hour-for-hour basis for each hour worked while the campus/operation is closed.

The manager of each department will decide which elements of their operation are essential depending on the circumstances of the closure. When the building, campus or service operation site is open, staff are expected to attend work. Staff are asked to take every reasonable precaution while driving in inclement weather. It is not the intention of Georgian College that any employee risk their personal safety to attend work. If a staff member chooses not to travel to work and the campus/operation is open, they have a choice of requesting leave without pay for the day or taking a vacation day. Full-time support staff also have the option of using lieu time, consistent with provisions of lieu time as detailed in Article 6.2.4 of the Support Staff collective agreement. Staff who elect not to travel to the college/operation site, must inform their manager of their decision not to attend work.

Employees who are assigned essential services during a closure and who do report for work, will be entitled to additional time on an hour-for-hour basis for each hour worked while the operations would otherwise have been closed.

Note: no change will be made to an employee's status should they be on sick leave, vacation, leave of absence or other approved leave, in the event the College is closed, as per this procedure.

Master files are stored electronically. All printed copies are for reference only.

6.0 Process

6.1 Communication of Closures

In the event of a building, campus or service location closure, Communications will be advised and will be responsible for communicating to staff, students and clients through a variety of channels including Georgian web site, local radio etc.

6.2 College activity at Off-site Locations

College activity that takes place at locations that are owned and occupied by a third party (e.g. clinical nursing placements, students on work placements, off campus events) will be subject to the decisions of that entity irrespective of any decisions made regarding College closure. Employees are expected to report to the College at those times when a non-college facility has closed and the College remains open. Those employees placed at a non-college facility will remain on their assignments at those locations should the College make the decision to close.

6.3 Exceptional Circumstances or Events

Non-Academic college activity (i.e. The Last Class, Georgian Dining Room, Athletics Center, Conference Services, Corporate training events) will be subject to the decisions of senior leadership in consultation with the Director, Campus Safety and Security (or designate) notwithstanding of any decisions made regarding college or specific campus closure.

7.0 Procedure

7.1 Campus/Service Operation Closure

7.1.1 Who makes the decision?

Discussion of the situation will occur to determine if closure is the appropriate course of action. A designated Administrator will make a decision at each campus or service operation location.

They will consider:

- Safety of staff, students, clients and visitors
- Types of activities planned for the day
- The accessibility of the campus
- The operations status of public transit
- Road condition reports
- Weather condition reports
- The status of closure decisions at other nearby campuses, schools, business, etc.
- Highway closures

For closure during the business day, consideration will also be given to the safety of those leaving the campus/site and whether forecast changes in conditions may allow for a safer departure later in the day.

Input to the decision with a variety of individuals may be advisable but perhaps not possible given the urgency of the situation.

Units that have scheduled campus events or activities in the evening or on a weekend or holiday, or staff scheduled for duty overnight or on a weekend day or holiday, are responsible for having provided the name of an emergency contact person to the Office of Campus Safety and Security and the timing of the event.

If a decision to close for the evening or weekend is considered necessary, the appropriate staff from areas such as, but not limited to, Conference and Events Services, Continuing Education, The Last Class, the gym will be contacted by Campus Safety and Security.

7.1.2 When will the decision be made?

In the event that the College has made the decision to close a building, campus or location, or suspend a service operation in the morning, every effort will be made to make that decision by 6:00 a.m. and communicate it via the channels noted in 7.1.3 by 6:30 a.m. Decisions surrounding evening closures should be made by 2:30 p.m. to enable communication by 3:00 p.m. The decision to close may be made at any time during regular business hours should conditions exist to warrant closure.

In the event that factors indicate the college may re-open during the day or for evening classes this will be noted in the morning communications.

In the event that the College has closed a campus(s) or operation in the morning and expects to re-open by 12:00 noon this will be communicated in the announcement and staff/students should monitor the communication channels noted in paragraph 7.1.3. The decision will be made by 9:30 am and communicated via the channels noted in 7.1.3 by 10:00 a.m.

In the event the duration of the closure is expected to continue past 12:00 noon, the decision will be made by 9:30 a.m. and communicated via the channels noted in 7.1.3 by 10:00 a.m.

In the event that the College intends to re-open for evening classes that commence at 5 p.m. or later, the decision will be made by 2:30 p.m. and communicated by 3:00 p.m. In the event that the College decides not to re-open for evening classes, the decision will be made by 2:30 p.m. and communicated by 3:00 p.m.

In the event of a closure for less than a full academic/business day, only those events, or activities scheduled (including scheduled classes) to commence after the re-opening time will proceed as scheduled.

7.1.3 How will the decision be communicated?

Communications staff, and the official designated in 1.a above for the other locations will ensure closure information is available to students, clients, staff and the public. Notification may be made via:

- Georgian social media (Facebook, Twitter)
- Safe@Georgian app
- Georgian website
- Recorded message when you call into your campus
- Student or employee portal
- Georgian email account

You may also hear about closures on local radio. Please monitor more than one communication channel.

Communications (and local campus managers/principals for local media in concert with Communications) are the only staff authorized to contact the media about closings.

7.1.4 How will a campus or site be closed?

When a decision to close a campus or service operations site has been made, all College buildings will be secured. Staff, students, clients and visitors will be required to leave the premises as soon as it is safe to do so. Each location will designate a common waiting area for those who are unable to leave immediately. It may be necessary to close the location to vehicles to prevent individuals from encountering a dangerous situation, facilitate snow removal, etc.

Faculty and staff will take all reasonable efforts to ensure that students have evacuated classrooms, labs, etc. that are occupied at the time of closure. Security will ensure that affected buildings have been evacuated.

Staff, students, faculty or visitors who require special assistance or advice about transportation and accommodation during a campus closure are advised to contact Campus Safety and Security and/or the local campus manager/campus principal.

7.2 Campus Re-Opening

Any decision to re-open the campus for the balance of the day or the evening will be made in conjunction with the individuals noted in paragraph 7.1.1

Staff and students will be expected to monitor the College website and local media stations for messages regarding the decision to re-open for classes or services. If campuses or operations are re-opened, staff and students will be expected to attend and staff will complete the remainder of their normally scheduled shift/work day.

When the College locations are open, staff are expected to attend work. Staff are asked to take every reasonable precaution while driving in inclement weather. If however, a staff member chooses not to travel to work and the college/operation is open, they have a choice of requesting leave without pay or vacation for the portion of the day not worked. Full-time support staff also have the option of using lieu time, consistent with provisions of lieu time as detailed in Article 6.2.4 of the Support Staff collective agreement. Staff who elect not to travel to the college/operation site, must inform their manager of their decision not to attend work.