

Administration

Procedure #2-102

Effective Date: 85.01.28

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Unscheduled Campus Closure Procedure

PURPOSE: To provide guidelines for College administration when faced with circumstances that warrant closing a building, closing one or more campus locations or a service operation (e.g. Employment Centres).

SCOPE: All College staff, students, clients and visitors.

DEFINITIONS: There is a distinction between building closure and campus closure. In 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. In 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.

This procedure does not deal with individual class cancellation procedures.

RATIONALE: The College will normally 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 service 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 the causes or combination of causes that could lead to closure.

A. Delegation of Responsibility

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

B. Students 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.

C. 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. 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.

Note that 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.

D. Kempenfelt Conference Centre

This operation will remain open and accessible as long as guests are residing in the building(s). The General Manager will determine if the operation would otherwise be closed for safety reasons. If staff are required to maintain essential services for clients on-site, essential staff will be encouraged to work their scheduled shifts as long as it is safe for them to work and safe for them to travel to work. Other staff will be asked to work if scheduled staff are unable to attend at work. Safety will remain the highest priority when considering the nature of the work and ability to travel. Maintenance staff will make every reasonable effort to ensure that building services remain in place.

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.

E. Communications 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.

F. 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.

PROCEDURE:

1. Campus/Service Operation Closure

a. 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.

b. When will the decision be made?

A decision to close a building, campus or service operation should be made before 6:00 a.m. to allow contact with the media prior to 6:30 a.m. The decision to close should be made by 2:30 p.m. for evening closures 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

c. 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 will be made via:

- College web site
- Radio and television announcements through local and regional media
- College telephone system automated message
- Staff News
- Blackboard
- All staff email
- All student email to college accounts
- Georgian College Facebook site
- Georgian College Twitter feed

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

d. 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.

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 same individuals in 1. a. above.

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.

Timing of Closures:

In the event that the College has made the decision to close a campus or location in the morning, every effort will be made to make that decision by 6:00 a.m. and communicate it via the channels noted above by 6:30 a.m.

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. The decision will be made by 9:30 am and communicated via the channels noted above 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 above by 10:00 a.m.

In the event that the College intends to re-open for evening classes which commence at 5 p.m. or later, the decision will be made by 2:30 p.m. and communicated by 3:00 p.m. via the channels noted above. 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. via the channels noted above.

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.

GEORGIAN COLLEGE OPERATING PROCEDURES & PRACTICES

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UNSCHEDULED CAMPUS CLOSURE PRACTICE AND PROCEDURE

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