

Policy No.	A.3.5
Title	UNSCHEDULED COLLEGE CLOSURES PROCEDURES
Approving Jurisdiction	President
Policy Sponsor	Vice President, Finance & Administration
Last Revised/Replaces	January, 2011/December 8, 1997
Effective Date	March 14, 2011
Signed by	Kathy Kinloch, President

DEFINITIONS

College Closure: College Closure refers to a situation where, owing to weather, safety or other factors, the College closes all or a portion of its facilities completely to students, employees, visitors and contractors.

PROCEDURES

Preamble

Matters of safety and security must be addressed without delay. It is understood that, while specific College positions are identified below, the persons occupying those positions are responsible for identifying a delegate to act in their absence.

1. The decision for closure of all or part of the College's facilities will be based on information as follows:
 - (a) Weather and safety issues – monitored by the Director of Safety and Security
 - (b) Building and building systems issues – monitored by the Director of Facilities

2. While the Director of Safety and Security and the Director of Facilities have specific responsibilities with regard to this policy, all members of the College community have a responsibility to report any matters which might impact on safety and security to the Director of Safety and Security.

3. The decision to close all or part of the College facilities, including decisions related to building system issues, will be based on the recommendation of either the Director, Safety and Security (or delegate) and/ or Director, Facilities (or delegate), dependent on the nature of the closure. The decision will be made in concurrence with the Vice-President Finance and Administration; Vice President Education and Student Support Services, and Executive Director Human Resources. The President or designate will make the final decision following consultation with the Vice Presidents.

4. In the event that the closure is of an emergency nature, but not if it is weather-related, a notice will be sent to the Board of Governors for their information.
5. The timing of closures related to weather conditions will be made with consideration to the timing of potentially threatening weather conditions and the timing of academic activities, both day and evening, so as to minimize disruption to students and their academic progress.
6. In the event of an incident where the College's Emergency Operations Centre (EOC) is activated, the requirements of the EOC take precedence over this Policy.
7. When a decision has been made to close all or a portion of the College facilities, the Director of Safety and Security (Director of Facilities) will take immediate action to address the situation and then notify the Director of Marketing and Communication and the Director of Facilities (Director of Safety and Security).
8. The Director of Communications and Marketing will implement a Communication Plan (maintained by the Office of the Director of Marketing and Communication) to alert students, employees, visitors, contractors and the general public about the closure, using both internal and external communications media.
9. The Communication Plan will be updated as required and, in any event, no less frequently than once each year.
10. Decisions about the completion of all course requirements affected by the closure will be made by the Vice-President Education and Student Services.

RELATED POLICY

Refer to [Unscheduled College Closures Policy A.3.5](#)