
Policy Title:	Closure Due to Inclement Weather	
Policy No:	2002	Approval date: September 21, 2011
Approval Body:	Academic Council	
Effective date:	September 21, 2011	Review date: September 2012

Policy Statement

The University will remain open during normally scheduled hours of operation unless climatic conditions pose a hazard to public safety or adversely affect UCW's ability to continue to offer services. It is the policy of UCW to respond to severe weather conditions (snow and ice) by conducting a risk assessment on the weather and road conditions, and determining whether or not to close campus operations.

- Generally, UCW campus operations and all scheduled classes proceed unless cancelled by notice of the Chief Administrative Officer (CAO).
- UCW will advise students, faculty and staff of campus closure by 8:00 AM in the morning (if possible) to limit issues related to early classes, or in the case of weather deteriorating during the day, sometime during the day, or before 9:00 PM if forecasted weather is deemed to be severe for the next day.
- Extra classes to make up for missed classes will be at the discretion of the Dean(s) and Program Chairs in consultation with the faculty.

Purpose

The purpose of this policy is to set out conditions for delivering a timely and coordinated response to snow or other weather conditions, which may compromise safety at UCW campuses, or in travelling to them. This policy takes into account weather and road condition information in determining whether road hazards and public safety conditions should result in closure. The decision to close UCW campus(es) will be made with as much notice as possible.

Scope

This policy applies to all persons who enter UCW campus(es), including UCW students, employees, contractors, and visitors.

UCW reserves the right to close the campus when necessary.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Hazard	A condition that could cause harm (e.g., road ice, wind, and severe snow conditions) to students, employees, contractors, and visitors
Risk Assessment	An assessment of the potential risk to students, employees, contractors and visitors given the findings and weather forecasts

Related legislation

Related policies

Responsibility

The Chief Administrative Officer in conjunction with the VP Academic have responsibility for decisions related to this policy.

In times of severe weather (i.e., considerable snowfall) and determining whether to close the campus(es), senior administration will scan Environment Canada weather information and road condition information to try to ascertain in advance the impact and best courses of action.

Once a decision has been made to cancel and/or re-schedule classes for UCW, Student Services and the Marketing Manager will be notified and have the responsibility to disseminate information about University closure, via Internet, news media, MyUCW, campus postings and/or direct communication (email or telephone) to UCW students, employees, visitors, and contractors.

Reception will be responsible for handling phone calls from students and faculty if onsite during the closure and leaving messages remotely on the answering machine at the front desk if they are unable to make it into work on the day(s) in questions. Reception will also be responsible for informing Eminata's Reception of the decision to ensure consistency in messaging regarding a closure situation. The CAO will be responsible for advising Eminata of the decision to close the campus.

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The Chief Administrative Officer in conjunction with the VP Academic and Student Services, conduct a scan and assessment of current and forecasted weather conditions and decide whether or not to close the campus(es).

Once a decision has been made, Student Services and the Marketing Manager will be advised of the decision and communication will occur to students, faculty, staff, contractors, and visitors.

If weather conditions are so severe that students, staff, and faculty are unable to attend the campus, Reception leaves a recorded message on the main switchboard at 604-915-9607 to alert all callers to the decision.

Chief Administrative Officer contacts reception to advise on the content of the message to be recorded.

VP Academic and Student Services contacts Student Services to alert students and faculty members through an email broadcast via MyUCW.

The Chief Administrative Officer contacts the Marketing Manager to alert students and other stakeholders through the website, social media, the Internet, and news media as appropriate.