

Closure Due To Inclement Weather Policy

Policy Statement

The Toronto School of Management ("TSoM") will remain open during normally scheduled hours of operation unless climatic conditions pose a hazard to public safety or adversely affect TSoM's ability to continue to offer services. It is the policy of TSoM 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, TSoM campus operations and all scheduled classes proceed unless cancelled by notice of the Student Services Manager.

TSoM 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 Student Services Manager and the Program Leader 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 TSoM campus 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 TSoM campus will be made with as much notice as possible.

This policy applies to all persons who enter TSoM campus, including TSoM students, employees, contractors, and visitors. TSoM reserves the right to close the campus when necessary.

Definitions

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

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

Responsibility

The Managing Director in conjunction with the Student Services Manager have responsibility for decisions related to this policy.

In times of severe weather (i.e., considerable snowfall) and determining whether to close the campus, Student Service officer 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 TSoM, Student Services Manger has the responsibility to disseminate information about school closure, via Internet, news media, campus postings and/or direct communication (email or telephone) to TSoM students, employees, visitors, and contractors.

Last Updated: October 3rd, 2017