

<b>Policy Name:</b>	Cancellation of Classes and Storm Closure Policy		
<b>Policy No:</b>	8.2	<b>Approval Authority:</b>	Senior Management Team
<b>Volume</b>	8, Facilities Management Office	<b>Responsible Party:</b>	Director of Facilities
<b>Chapter</b>	2, Cancellation of Classes and Storm Closure Policy	<b>Responsible Office:</b>	Facilities Management Office
<b>Originally issued:</b>	January 2009	<b>Revisions:</b>	October 2015

### Policy Statement

NSCAD may change its operating status when faced with inclement weather and recognizes the need to make timely, informed decisions on school closure due to inclement weather which could put staff, faculty and students at risk.

### Reason for Policy

The University wishes to protect the safety of its community members, research, and facilities in periods of inclement weather. Toward that end, the University is committed to operational consistency and efficiency when a change in operating status is warranted.

### Policy Applies to

- All Departments and Divisions of the University

### Who Should Read this Policy

- All members of the University community
- Chairs, Directors and Supervisors
- Students

### Contacts

The meaning and application of this policy: Director of Facilities Management, 902-494-8215, rturple@nscad.ca

### Definitions

**Curtail:** To terminate or put restrictions on classes or the work day early based on the weather conditions or forecast.

**Essential services:** Those services that have been specifically and formally identified as essential to the ongoing operation of the University and its facilities and which are required during

curtailment of operations or closure of the University. These include Security and some functions of Facilities Management.

**Reasonable effort:** To try to the best of their ability, using the resources available to them, to get into work safely based on the weather conditions.

**Severe weather conditions:** Intense or extremely poor weather conditions including but not limited to heavy blowing snow and wind, ice and freezing rain, blizzard-like conditions, and conditions for which police are recommending people stay off the roads and highways.

## The Policy

### 1. Principles

- 1.1. The University will curtail/cancel classes and/or curtail operations or close the University as a result of severe weather conditions.
- 1.2. When classes are cancelled but the University is not closed, offices and service areas will remain open provided some staff members are present and provided all emergency exits from the buildings can be maintained in a safe manner.
- 1.3. As much notice as possible will be given regarding a closure. Closure includes cancellation of all classes, studio and facilities closures including all operations, supply store, library, extended studies classes and all operational administrative offices also defined in section 6.2.

### 2. Responsibilities

- 2.1. The Vice-President, Finance and Administration in consultation with the Director of Facilities Management, is responsible to ensure the policy and processes described herein are observed.
- 2.2. The Vice-President, Finance and Administration and the President under advisement by the Director of Facilities Management, are responsible to decide whether to curtail or cancel classes, and curtail operations or close the University.
- 2.3. The Director of Facilities Management is responsible to:
  - 2.3.1. Monitor weather conditions via Environment Canada and similar reports and communicate regularly with other Halifax Universities on potential plans for closure or curtailment.
  - 2.3.2. Notify the Vice-President, Finance and Administration, President, and Vice-President, Academic and Research or designate of any potential weather issues;
  - 2.3.3. Communicate curtailment/closure quickly including prompt linkage with the Office of University Relations
- 2.4. The Office of University Relations is responsible to:
  - 2.4.1. Communicate curtailment/closure quickly via radio and online methods such as the NSCAD website, Facebook and Twitter and other social media as deemed appropriate.

2.5. Members of the University community are responsible to monitor at least one of the following platforms for curtailment/closure notices: CBC Radio, Facebook, Twitter, the AppArmour mobile app and the NSCAD website.

### 3. Authority for curtailment or cancellation

3.1. Individual campuses and departments cannot override a decision of the Vice-President, Administration and Finance and President to curtail operations or close the University (i.e., Departments and Divisions may not stay open if it is declared that the University is closed; similarly, Departments and Divisions may not declare themselves closed unless the University is closed).

3.2. Faculty shall not cancel daytime or evening classes unless prior official notice has been given by the University that classes have been cancelled and/or the University is closed.

### 4. General

4.1. In some cases, if the Director of Facilities Management determines, along with the other Halifax Universities and the Vice President Finance and Administration, in consultation with the President, that expected weather conditions will or could be severe, the decision could be made the night before to curtail or close the University for part or all of the next day. This would be re-evaluated by 6:00am.

4.2. If severe weather conditions are such that drifting snow cannot be kept clear from emergency exits and sidewalks leading away from the exits, then the school may be closed until exits can be properly maintained. This would result in full lock down of the campuses so that only security and maintenance staff could gain access.

4.3. If severe conditions develop during the day, a decision will be made whether to curtail/cancel classes and/or curtail operations or fully close the University. The decision will be communicated immediately by the Director of Facilities Management to the Vice-President, Academic and Research, Office of Student Services, the Office of University Relations, and the Director of Human Resources, Security, and the Service Centre. The information will be posted on the web site and transmitted via Facebook, Twitter and the NSCAD Mobile App. Messages will be updated on the main switchboard and Student and Academic Services main line.

4.4. Students in evening credit classes should verify with the Office of Student and Academic Services whether evening classes will be held as scheduled.

4.5. If there is no announcement concerning NSCAD, members of the University are to assume that the University will be open and operating as usual.

### 5. Essential Services

5.1. When a University closure has been declared due to severe weather conditions, those functions which the Senior Management Team has formally designated as essential services (including but not limited to Security and some areas of Facilities Management) will be staffed.

- 5.2. Essential employees are those needed on campus to meet the needs of students, or general operations when the University and/or the local roads are closed.
- 5.3. A supervisor or manager in an area where essential employees must report to, or remain at work even when the University is closed must do the following prior to winter weather:
  - 5.3.1. Ensure that these staff members are identified as essential employees and that they are aware of their status;
  - 5.3.2. Verify that each essential employee who will be needed to report to work during a University and/or road closure understands the timing of his or her shift and has an opportunity to discuss any issues or concerns.
6. Attendance during inclement weather
  - 6.1. When classes have been cancelled but the University has not been closed, all staff are expected to make every reasonable effort to reach the University, even though arrival may be delayed beyond the usual scheduled start of work.
  - 6.2. Services such as the Library, Student Services, Student Accounts, Multimedia, Service Centre, Art Supply Store, Metal Shop, Wood Shop, Design Print Shop, and Photography, Film are expected to remain open for use, even if managed by reduced staff.
  - 6.3. Supervisors should be reasonably understanding and flexible regarding a staff member's individual needs during inclement weather, especially if the employee has a long commute to and from work.
  - 6.4. A faculty or staff member who believes that it is unsafe to travel should use his or her judgment and remain at home if that is the most prudent action. These individuals must contact their immediate supervisor to explain their particular circumstances. Absences should be reported in the normal way (i.e. via the Immediate Supervisor).
  - 6.5. Faculty or staff absences from work when the University is open are to be managed as dictated by the prevailing collective agreement or University policy.
7. Processes
  - 7.1. Communications of curtailment or closure
    - 7.1.1. The Office of University Relations will relay the information to CBC Radio 90.5 FM, for broadcast between 6:00 a.m. and 8:30 a.m and will update the NSCAD web site, post notices via Facebook and Twitter and make a push notification on the NSCAD mobile app, AppArmor.
    - 7.1.2. Outgoing messages will be updated on the main switchboard and the main phone line of Student and Academic Services.
8. Compliance
  - 8.1. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the relevant collective agreement or employment guidelines. NSCAD also retains the right to

pursue any action, including criminal prosecution and civil remedies, when misuse of its information or resources is suspected either during the course of employment or after the termination of employment.

- 8.2. This policy is intended to be complementary to other policies and collective agreements governing the conduct of faculty and staff. In situations where this policy may be in conflict with Collective Agreements, the Collective Agreements shall prevail.

#### **Forms and Tools**

N/A