

HS 07

Emergency Campus Closures and Class Cancellations

Classification:	Health, Safety & Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996.04.22
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PURPOSE

To outline the process for a campus closure or cancellation of classes due to weather conditions or other emergencies.

SCOPE

This policy applies to all campuses.

DEFINITIONS

Word/Term	Definition
Emergencies	Unanticipated situations that pose a significant risk to the safety of the College community or cause a major disruption in the ability of the College to operate (i.e. unusually severe weather conditions, other climatic or geological events, facilities degradation or building systems failures).
College Community	All College students, employees, clients served by the College, and visitors to the College
Class Cancellation	The cancellation of academic activity (i.e. classes, labs, learning activities, tests, examinations). NOTE: Class cancellations due to non-emergency circumstances are managed in accordance with Policy AA41 Cancellation of Classes.
Campus Closure	The cancellation of academic activity (i.e. classes, labs, learning activities, tests, examinations) and the suspension of all scheduled events and business operations.
Essential Employees	For the purpose of a campus closure, all Risk Management and Facilities Management staff are considered essential employees, unless they are specifically released, based on College needs to effectively respond to an emergency. Essential employees may include any other employees

designated by the Algonquin College Executive Team at the time. Essential employees for campuses outside of Ottawa are designated by the Dean of the affected satellite campus at the time of the campus closure. Essential employees may be required to remain at work after a campus is closed or to report to work during a campus closure.

Note: During a class cancellation employees are to attend / remain at work, unless otherwise directed by their Managers. During a campus closure employees will await direction that they are permitted to leave work or not attend the campus for scheduled work.

POLICY

1. Algonquin College will provide a safe learning and working environment for the College Community.
2. With the exception of the December holidays, which are identified annually, the College remains open every day.
3. On occasion, emergencies may require class cancellations or a campus closure in the interest of safety. Recognizing that conditions can change rapidly, the following guidelines will apply in making the decision to cancel a class or close a campus:
 - a. If emergency circumstances arise during the hours (07:00 – 17:00 Mon – Fri), every effort will be made to reach a decision regarding class cancellation or campus closure by 15:30 to provide reasonable notice for evening activity.
 - b. If emergency circumstances arise during the hours outside of the hours noted above, every effort will be made to reach a decision regarding class cancellation or campus closure by 05:00 of the next day.
4. The authority to cancel classes rests with the Senior Vice President Academic, on the recommendation of:
 - a) the Vice President, Finance & Administration or Campus Dean in accordance with procedures 2, 3.
5. The authority to close a campus rests with the President on the recommendation of:
 - a) the Senior Vice President Academic and the Vice President, Finance & Administration, following consultation with the Executive Director, Facilities Management and the Director, Risk Management, and the Dean of a satellite campus.
 - b) During a broader community emergency, employees and students located at facilities that are not fully owned and operated by the College, such as hospitals, clinics, agencies or other employers, will be subject to the decision of those institutions, municipal and emergency

services officials and building management personnel concerning closure of facilities, independent of any decision made by the College.

- c) All communications made regarding class cancellations or campus closures will clearly identify the difference for internal and external audiences and will provide a clear time frame regarding the period the cancellation or closure applies to. Should a clear time frame not be possible, a clear time frame for further communications will be provided.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. In the event of an emergency, assess the College's ability to maintain safe campus operations free from perils that pose a significant risk to the safety of the College community.	Executive Director, Facilities Management and Director, Risk Management or Campus Dean
2. Advise the Vice President, Finance & Administration if it is recommended that classes be cancelled or a campus be closed.	Executive Director, Facilities Management and Director, Risk Management or Campus Dean
3. Advise the Senior Vice President Academic if it is recommended that classes be cancelled.	Vice-President, Finance & Administration or Campus Dean
4. Advise the President if the recommendation to cancel classes is made or seek the approval of the President to close a campus.	Senior Vice-President Academic
5. Authorize the closure of a campus.	President
6. Inform the College Administration of the decision to cancel classes or close the campus by email to: <ul style="list-style-type: none"> • the Algonquin College Executive Team • the Algonquin College Leadership Team • all Chairs and Managers • the General Manager, Students' Association 	Senior Vice-President Academic OR Vice-President Finance & Administration
7. Consult with Communications prior to notifying the College Community of class cancellations or campus closures and provide suitable updates regarding the ongoing status of the cancellations or closure using appropriate communication channels as identified in the AC ALERT protocol.	Senior Vice-President Academic OR Vice-President Finance & Administration AND Director, President's Office

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| 8. | Advise all external media organizations such as Radio, TV, and newspaper of the situation, as appropriate, clearly identifying class cancellations versus campus closure. | Director, President's Office |
| 9. | In consultation with the Director, President's Office, the Dean / Designate of a regional campus will ensure all campus administrators, the College community and the local media are advised of the campus closure. | Campus Dean/Designate |

Return to Normal Operations

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| 1. | Maintain ongoing updates to the Senior Vice President, Academic regarding the conditions that required the cancellation of classes and make recommendations regarding the resumption of normal activity. | Vice-President, Finance & Administration or Campus Dean |
| 2. | Approve the resumption of normal activity following class cancellations. | Senior Vice-President Academic |
| 3. | Maintain ongoing updates to the President regarding the conditions that required the campus closure and make recommendations regarding the resumption of normal activity. | Senior Vice-President Academic |
| 4. | Approve the resumption of normal activity following a campus closure. | President |
| 5. | Consult with Communications prior to notifying the College Community of resumption of normal activities regarding class cancellations or campus closures. | President, Senior Vice-President Academic, Vice-President, Finance & Administration or Campus Dean |

Note: A resumption of normal activity may be phased, based on the nature of the circumstances at the time. Under these circumstances the College community will be informed accordingly.

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA41 Cancellation of Classes

RELATED MATERIALS

None