

Campus Closure - Policy: G29

Revised/Reviewed: January 27, 2020 - Facilities

The safety and well-being of Assiniboine Community College students, staff and visitors are always of paramount concern. At the same time, the college has an obligation to maintain the integrity of its study and work environment, and will endeavour to maintain operations wherever possible. A college/campus closure will occur when carrying on normal operations would pose a danger to students, staff and visitors or when conditions would prevent significant numbers of students and staff from coming to campus or returning to their homes.

1. Policy Statement:

When any emergency threatens to harm members of the college community, college property, and/or college services, Assiniboine Community College is committed to mitigating risk. This policy will apply whenever extreme weather conditions and other emergency situations are present, including but not limited to severe storms.

The college acknowledges the unique situations that may occur in our community based program campuses and the various factors that may influence the application of this policy within those communities. Please reference Section 5.4 for clarification on application of this policy in community-based program campuses.

2. Definitions:

- 2.1 Adverse weather:** Severe weather that has the ability to impact the safety and mobility of travellers.
- 2.2 Other emergency situations:** Situations that could involve prolonged power failure, major heating/cooling breakdowns, severe flooding, fire, threats of violence, bomb threats and other situations with potential serious consequences for safety and/or security.
- 2.3 College closure:** The closure of college buildings and property in which there is cessation of classroom instruction and support services (except those designated by the college), and students and staff (except those designated as core) are excused from attendance.

- 2.4 Class cancellation:** Cessation of classroom instruction for scheduled day, evening, or weekend classes, at any or all campuses, and cessation of provision of support services except those designated by the college.
- 2.5 Campus designate:** An employee of the college, with assigned responsibility to make decisions that effect the college community at a specific campus or regional location.
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3. Application – Weather:

The Director, Capital Projects or campus designate will monitor conditions. The Director, Capital Projects will consult with the President or campus designate with accurate and timely information regarding the situation.

Brandon campuses

During or in anticipation of extreme adverse weather conditions, the President or campus designate is responsible for decisions related to Brandon campus closure, based on recommendations by the Director, Capital Projects or campus designate.

Regional campuses

In situations affecting regional campuses and program sites, the campus designate on site may interpret weather conditions and utility disruptions in their area and may decide to close a campus and/or program site. Upon making the decision to close a regional campus and/or program site, the campus designate will advise the President, VP Academic and the Director, Capital Projects.

Community campuses

In situations affecting community program sites, the campus designate on site may (in consultation with community partners) interpret weather conditions and utility disruptions in their area and may decide to close a campus and/or program site. Upon making the decision to close a community program site, the campus designate will advise their program Chairperson and Dean, or for Continuing Studies programs, the Director, Continuing Studies. The program Chairperson or Director, Continuing Studies, will also notify the Director, Public Affairs for information purposes.

Class cancellation related to extreme adverse weather conditions or other situations:

Class cancellation decisions may be made, prior to or in the absence of a campus closure, when alerts of impending extreme adverse weather (weather watches) are issued. The President or campus designate may decide to cancel classroom instruction for scheduled day, evening or weekend classes. The provision of support services may continue as determined by the President or campus designate.

3.1 Deciding factors

There are a number of factors that need to be considered in making a recommendation for campus closures, not limited to:

- workplace safety and health issues
- highway and road conditions
- weather warnings/advisories
- natural disasters such as forest fires and floods
- other factors particular to the community
- ability to clear roadways and parking lots on college grounds

3.1.1 Cold weather: If three or more of the following cold weather conditions exist for a sustained period during core operating hours (7:00 a.m. – 5:00 p.m.), the Director, Capital Projects or campus designate may recommend closure of affected campuses when:

Temperature: - 40C or lower
Wind Chill Factor: - 60C or lower
Visibility: 1 km or less
Winds: 35 km or greater

3.1.2 Accumulated snowfall: Accumulated snowfall of 15 cm or greater, 6 hours prior to the start of morning classes (8:00 a.m.) or 15 cm of snow accumulated during core operating hours (7:00 a.m. – 5:00 p.m.) may result in college closure or class cancellation.

3.1.3 Ice storms: Adverse conditions because of freezing rain may result in campus closure(s), delays of service or class cancellation.

3.1.4 Excessive rain: Rainfall in the amount of 50 mm or more within a 1-hour period during operating hours (7:00 a.m. – 5:00 p.m.) if persistent rainfall that could lead to flooding could result in campus closure(s), delays in service or class cancellation.

3.1.5 Excessive wind including tornados: Sustained winds in excess of 90 km per hour. Wind conditions that may contribute to a tornado warning by Environment Canada will prompt a recommendation to remain on campus and to seek shelter in safe areas of buildings. Occupants of buildings in these conditions are advised to avoid outside walls, elevators and windows and should not use vehicles for shelter.

Application – Utility Interruptions:

In the event of interruptions due to loss of electricity, gas, or water, the Director, Capital Projects or campus designate will monitor the duration and impact of the loss of service(s) and provide timely status reports to the President or campus designate. A decision to close a campus due to an interruption in service(s) will be dependent on external climate conditions and the ability to provide essential services and meet required health code and safety regulations.

Information on the cause and duration of any utility interruption will be made available to the President or campus delegate as it becomes available. If the interruption is electricity-related, it will take additional time to bring all college systems back up to full capacity. Electrical outages at Victoria Avenue East Campus could also impact regional and program campuses by disrupting email, phone and computer services.

Any interruption in service that could potentially impact the health and safety of the occupants of the college will be immediately brought to the attention of the President or campus designate by the Director, Capital Projects or campus designate regarding the continued operation of the facility.

4. Employees designated as performing essential services:

College administrators will designate and determine those employees performing essential services during any interruption to the normal business operation. Such services are contingent upon the nature of the interruption and the employees required to secure and ensure the safety and well-being of persons within college buildings and on college property, as well as the safety of the college property itself. If travel permits, the so-designated employees are required to report for work even if the closure of the college is announced prior to the start of a scheduled day or shift. Examples of employees performing essential services may include, but are not limited to the following:

- Facilities management
- Site building maintenance
- Security services

4.1 Employees providing essential services will be required to complete their normal shift. In instances where employees are required to return to work, or have to work beyond the end of their scheduled shift, compensation will be based on the applicable provisions of the Collective Agreement.

4.2 Employees not required to attend work or sent home due to an official call to close the college will be paid in accordance with Policy HRP-3 Absence Due to Adverse Weather Conditions.

5. Communication:

5.1 Timing of campus closure/class cancellation decisions

For adverse weather-related emergencies, whenever possible, daytime closure decisions will be made by 5:30 a.m. and evening closure decisions by 3:00 p.m. Communications will commence at 6:00 a.m. and continue as required throughout the closure/cancellation.

5.2 Notification for Brandon campuses

The Director, Capital Projects or campus designate will notify the Director, Public Affairs who in turn is responsible for communicating the campus closures.

5.3 Notification for regional campuses

The campus college designate will notify the Director, Public Affairs who in turn is responsible for communicating the campus closures.

5.4 Notification for community based programs

The Assiniboine College community-based designate will be predetermined in the contract training report and will be supplied with the college closure policy.

The Assiniboine College community-based campus designate will notify their Chairperson. The college campus designate and chairperson will ensure a message is scripted and communication is sent via the most efficient communication channels unique to that community and available to reach students. This could be via email, community radio or social media pages. For information purposes, the chairperson will notify the Director, Public Affairs. In the case of Continuing Studies programs, the designate will notify the Director, Continuing Studies.

Whenever possible, daytime closure decisions will be made by 5:30 a.m. and communications will commence at 6:00 a.m. and continue as required throughout the closure/cancellation. For evening closure decisions, communications will commence by 3:00 pm.

6. Building Lockup:

Upon official closure of the college or a campus as the result of weather conditions, where possible, staff and students are encouraged to leave the building within one (1) hour after which time the college/campus will be secured and locked. Students and staff who choose to remain in the building must inform Security, where present, of their whereabouts and sign out through Security when they leave the building. If the official closure is non-weather related or if an emergency situation warrants, the college/campus will be evacuated; all staff and students must leave the building and the appropriate communication will take place. Refer to Procedure for Emergency Evacuation for more information.

Feb 17, 21
Date


President

CONTACT INFORMATION

For extension, dial 204-725-8700 then Ext # OR 800-862-6307 then Ext #

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Parkland Kids Daycare	Ext 6557	
Director ,Parkland Campus	Ext 6595	204.648.3440
Dean of Health, Winnipeg Training Centre	Ext 6264	204.391.5328
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