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|---|----------------------|-----------------|---|
|  | Policy No.           | Replaces        | Policy                                  |
|   | <b>E.412</b>         | <b>ARM 7001</b> | <b>Executive</b>                        |
|   | Policy Name          |                 |   |
| <b>EMERGENCY UNIVERSITY CLOSURE POLICY</b>  |                      |                 |   |
| Approved by   | Responsibility       |                 | Category                                |
| <b>Executive</b>  | <b>President</b>     |                 | <b>Health, Safety &amp; Environment</b> |
| Date Issued   | Date Revised         | Revision        | Related Policies, Reference             |
| <b>April 1, 1998</b>  | <b>Nov. 17, 2010</b> | <b>2</b>        | <b>E.403</b>                            |

## PURPOSE

The purpose of this policy is to set out conditions for delivering a timely and coordinated response to weather (usually snow) or other conditions which may compromise safety at Capilano University campuses, or in travelling to them.

This policy takes into account weather and road conditions plus transit information in determining whether road hazards and public safety conditions should result in cancellation of classes or all cancellation and closure of University operations.

The decision to close the University will be made with as much notice as possible.

## POLICY

The University will remain open during normal scheduled operations unless climatic conditions or other conditions pose a hazard to public safety or adversely affects the University's ability to continue to offer services. It is the policy of Capilano University to respond to weather or other conditions by conducting a risk assessment to determine whether or not to cancel and/or close some or all of the University's services and operations.

This policy applies to all persons who enter Capilano University campuses, including students, employees, contractors and visitors.

## EXPLANATION

There are instances, usually related to weather conditions, which require the University to consider two possible actions:

1. Closing the University completely.
2. Keeping the University open but cancelling classes (generally services will also be cancelled).

The assumption to be made, for employees' purposes, is that the University is open unless information is posted on the University's website. Updates will be made as conditions change.

In the event of the University not being closed completely, the employee will determine if he/she is able to get safely to the workplace. If the employee feels it is unsafe to attempt the trip, time off will

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be granted for the day. Such time is to be made up at a time arranged with the employee's administrator.

The employee may request to take this time as a vacation day and, where the administrator determines that the work missed can be made up without overtime, the employee may take the day as a vacation day.

If the University is completely closed, employees should not come to work. Essential personnel will be identified and are expected to come to work provided it is safe for them to do so. Essential personnel will be compensated by taking another day as a vacation day.

## **PROCEDURES**

Employee determines that it is not safe to attempt to come into work.

Employee telephones the University to advise the administrator or immediate supervisor that she/he will not be attending work that day.

The arrangements to have the time made up must be put in writing and forwarded to the administrator unless a vacation day is taken, in which case a time sheet will be submitted in the usual manner.