

**POLICY 1.14 – Emergency Service Reduction and Closing Policy and Procedures**

**Policy Category:** General

**Effective Date:** December 1, 2011

**Supersedes:** December 1, 2011; December 11, 2000; June 22, 1979

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**POLICY**

1.00 Until a decision "to close" is announced, the University will be considered open. Closing the University is defined as a suspension of classes, examinations and all other activities with the exception of critical operations necessary to mitigate risk and support the continuance of research, personal safety, and University infrastructure.

The decision for reduction of services or closure of the University is delegated by the President to the Vice President, Operations and Finance and the Provost and Vice President, Academic.

**PROCEDURE**

2.00 A reduction in University services may be considered in times of severe weather or other critical situation that threatens the effective operation of the University. Operations during such period may be reduced but services will be maintained, as applicable, for students, research, campus safety, and facilities. These include but are not limited to:

- Facilities Management
- Campus Police
- Power Plant
- Residences
- Libraries
- Animal Care

3.00 The Vice President, Operations and Finance, or designate, will collaborate with the Emergency Operations Control Group (EOCG), as appropriate in the circumstances, and direct the Department of Communications and Public Affairs to inform the media of the specifics of such a decision.

4.00 The Vice-Presidents will convey the decision for reduction in service or closure to their respective jurisdictions. The various Deans, Directors, and Budget Heads will be responsible for notifying staff in their areas. Deans, Directors and Budget Heads will have predetermined which staff are essential for emergency operations and ensure that they are contacted accordingly.

5.00 When it is considered appropriate to restore service to normal levels or reopen the University, the same communications process outlined for reduction in service or closure will be followed.

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- 6.00 In instances where the University is closed, or there is a reduction in services under this policy, regular full-time administrative staff will not suffer a reduction in salary for lost time incurred. Those who are required to work to maintain services during any period of closure will be paid in accordance with their collective agreement.
- 7.00 The University undertakes to provide Closing or Service Reduction information on the Western web site as soon as such decisions are taken, and at or before 5:30 a.m. if overnight conditions cause such concerns.