POLICY 1.14 – Emergency Service Reduction and Closing

Policy Category: General
Subject: Emergency Service Reduction and Closing
Approving Authority: President
Responsible Officer: Vice-President (Operations & Finance)
Responsible Office: Facilities Management
Related Procedures: Procedures for Policy 1.14 Emergency Service Reduction and Closing

Related University Policies:
Effective Date: November 25, 2019
Supersedes: December 1, 2011; December 11, 2000; June 22, 1979

I. PURPOSE
1.0 The purpose of this policy is:
   (a) to identify the decision-making process that may lead to an emergency service reduction and closure of the University;
   (b) to establish procedures for communicating a closure decision to the University community once a decision is made;
   (c) to establish procedures to be followed after a decision is made.

II. DEFINITIONS
1.0 To close the University – means the suspension of classes, examinations and/or all other activities with the exception of critical operations necessary to mitigate risk and support:
   (i) the safety of faculty, staff, students and visitors
   (ii) the continuance of research, and
   (iii) the University infrastructure.

III. POLICY
1.00 University operations and activities will continue as scheduled until such time as a decision is made to close the University.
2.00 A decision to close the University may result from hazardous weather conditions or any other circumstances that reasonably justify a decision to close the University.
3.00 The decision to close the University is the responsibility of the Vice-President (Operations and Finance), or designate, in collaboration with the Provost and Vice-President, Academic.

4.00 Responsible authorities mentioned in this document may name a delegate or alternate to take action. When a decision by the Provost is required and the Provost is not available, the decision shall be made by the President or Acting President.

5.00 When a decision is made to close the University, the following apply:

(i) classes are not held;
(ii) meetings and other scheduled events are cancelled;
(iii) tests and examinations (including on line) are cancelled and rescheduled;
(iv) deadlines for student assignments and other submissions due are postponed until the same hour on the next academic day on which the University is not closed;
(v) deadlines for job applications and other employment requirements are postponed to the same time on the next business day on which the University is not closed.