

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> C1
	<b>ORIGINATOR</b> Vice President, Finance & Admin.	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>EMERGENCY CAMPUS CLOSING</b>	<b>EFFECTIVE DATE</b> 2002.08.28	<b>REPLACES</b> 2001.08.24

## **MANAGEMENT POLICY**

Campuses may not be opened or may have to be closed early because of emergencies due to hazardous situations, failure of building services, excessive heat/cold, or unusually severe adverse weather conditions.

### **1. Procedure - Ottawa Area Campuses**

#### **1.1 Unusually severe adverse weather conditions affecting all Ottawa Campuses**

Campuses will not normally be closed during inclement weather. However, in the event of unusually severe adverse weather conditions, the Director of Physical Resources will assess the continuing ability to keep the campus roads and parking lots clear of snow, and advise the Vice President, Finance and Administration if campuses should not be opened, if early closing is warranted, or if evening classes should be cancelled.

Recognizing that conditions can change quite suddenly, the following guidelines will apply:

- if the decision is made to cancel evening classes, every effort will be made to reach this decision by 3:30 p.m. (15h30);
- if the decision is made not to open the College for classes, every effort will be made to reach this decision by 5:00 a.m. (05h00).

#### **1.2 Informing the Community**

The Vice President, Finance and Administration will inform the appropriate College officials of the decided course of action.

### 1.3 Closing during the Day

1.3.1 The Vice President, Finance and Administration will advise the following College officials by E-Mail:

- the President;
- the Vice President, Academic;
- the Vice President, Student Life and Human Resources;
- the Director of Public Relations;
- the Registrar
- the Deans and Executive Deans;
- the Directors
- the Chairs and Managers;
- the General Manager, Students' Association.

### 1.4 Not Opening - Day or Evening

1.4.1 The Vice President, Finance and Administration will advise the President, Vice President, Academic and Vice President, Student Life and Human Resources.

1.4.2 The Director of Physical Resources will advise all local radio stations and newspaper.

1.4.3 The Director of Physical Resources will advise both the Manager of Food and Beverage Operations and the General Manager of the Students' Association.

## 2. **Information Releases**

When it is deemed advisable that a general public notice be initiated through all Ottawa/Hull Radio Stations to indicate that day or evening classes have been cancelled, the Director of Physical Resources will be responsible for its release.

## 3. **Procedure - Outside Ottawa Campuses**

### 3.1 Local Emergency Conditions

The Deans of campuses outside the Ottawa area will be responsible for making and implementing their own decisions concerning closings due to local emergency conditions. They will inform the Vice President, Finance and Administration, who will inform the appropriate College officials.

The following communication chain will be activated:

3.1.1 The Dean will advise local media, all Chairs (on campus), and the Vice President, Finance and Administration.

3.1.2 The Vice President, Finance and Administration will advise the other Vice Presidents and the President.

4. **Notes on Communication Protocol**

- 4.1 Any designate (substitute) for the purposes of this procedure will follow the same communication Protocol as the officer he/she is replacing. There will be a substitute designated for each position on the communication hierarchy and the substitute will be used if the appropriate officer is not available.

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*(original signed by)*  
Vice President  
Finance and Administration