



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER E-4

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INITIALS JK

TITLE: EMERGENCY CLOSING
EFFECTIVE DATE: March 1, 2000
(replaces the policy dated December 1, 1989)
AUTHORITY: President

Purpose

The purpose of this policy is to clearly define the procedures to be followed in the event that the University is forced either to close or to restrict its operations.

Scope

Closing the University shall be defined as the suspension of all activities with the exception of essential services. Since many facilities on campus are normally operational on weekends, this policy and the procedures outlined herein shall apply seven (7) days a week.

Responsibility

The decision to close the University or to restrict its operations shall be originated by the President or Acting President. The Vice-President (Finance and Administration) shall be responsible for collecting and providing information pertinent to the decision-making process to the President or designate. Such information may include weather reports, the physical state of the campus and access to it, road conditions and the status of the transit system, staffing problems, etc. Responsibility for disseminating the information once a decision has been made shall depend upon the individual circumstances and is described in more detail below.

Policy

Under severe weather conditions or in the case of an emergency, a decision may be made either to restrict operations (such as cancel classes or specific activities) or, under the most severe circumstances, to close the University except for certain essential services. Until a decision to close the University is announced through the procedures described below, the University shall be considered open.

Unless the entire University is closed, managers of units should be flexible in dealing with employees who are regularly scheduled to work but who cannot get to work due to their own personal emergency related circumstances -- such employees should be given the option either to make up the time or to deduct it from their vacation entitlement or banked time/overtime accumulations.



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Procedures

Once made, the decision to close the University or to cancel classes or other scheduled activities shall be disseminated through the following procedures:

- (1) The University Relations Office shall be responsible for notifying the various media of the decision; where a decision is made early in the morning, such notification should be done by 7:00 a.m. Members of the University community are advised to listen to radio stations for information about the University's operations. In particular, the campus radio station CKUW 95.9 FM will be advised of the most current situation affecting the campus.
- (2) During a regular working day, the decision shall be communicated through the normal reporting structures. Deans, Directors and Heads of Administrative Units shall then have the responsibility to inform, where possible, faculty, staff, students, and any other individuals and groups who may be on campus or planning to be on campus that day.
- (3) During a weekend or on a holiday, the President or designate shall notify the members of the Administrative Council of the decision. They shall then notify the appropriate Heads of Administrative Units who shall make reasonable efforts to notify the appropriate employees in their departments.
- (4) A broadcast message will be placed on the telephone system; those employees with voice mail should check their voice mailboxes regularly.

Additional Responsibilities

The Vice-President (Finance and Administration) shall be responsible for identifying which services are considered essential under the individual circumstances, and for ensuring that appropriate services are continued. Essential services may include such areas as Security Services, Physical Plant, University Relations, etc.

The Office of the Vice-President (Finance and Administration) shall be responsible for the development and communication of a series of procedures for dealing with individuals who may be stranded on campus during a severe storm.

Reopening the University

The decision to reopen the University shall be made and communicated in the same manner and following the same procedures described above.