

College Procedure

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| PROCEDURE TYPE: | Administrative |
| PROCEDURE TITLE: | Emergency Closure |
| PROCEDURE NO.: | ADMIN-211.1 |
| RESPONSIBILITY: | Vice-president, Student Affairs and Chief Administrative Officer |
| APPROVED BY: | Durham College Leadership Team (DCLT) |
| EFFECTIVE DATE: | December 2015 |
| REVISED DATE(S): | |
| REVIEW DATE: | November 2018 |

1. Introduction

- 1.1. As a general practice, Durham College makes every effort to maintain normal operations. However, there may be occasions where normal operations would pose a danger to students, staff, faculty and other members of the college community and a decision to close the institution must be made. A closure of the college, in whole or in part, may be prompted by inclement weather, a utilities failure or other emergency situations that place members of the community at significant risk.
- 1.2. If there is no specific announcement about a closure, Durham College will remain open.
- 1.3. The Emergency Preparedness policy and plan addresses the response and communication of emergencies. This procedure outlines the considerations relating to essential services, special assistance, academic and business activities, and compensation during college closures.

2. Procedure

2.1. Timing of closures

Every effort will be made to communicate a firm decision as early as possible, taking into consideration that some staff work evening, night, or weekend/holiday shifts.

2.1.1. Morning closure

When a decision is made to close the college in the early morning, every effort will be made to confirm a closing by 5:30 a.m. and where possible the duration of the closing will be specified. In the event that the duration of the closure is only until 12:30 p.m. any subsequent decisions to extend

the closure will be made and communicated by 11 a.m. In the event of a closure for less than a full academic/business day, only those events, shifts, or activities scheduled to commence after the reopening time will proceed as scheduled.

2.1.2. Daytime closure

When a decision is made to close the college after classes and business hours have started for the day, the closing will specify whether the closing is immediate or at a stated hour. Unless otherwise specified, the closing continues from that hour until the beginning of work on the next possible day. An activity (class, lab, or examination) that would continue past the specified closing hour is cancelled or rescheduled in its entirety. The closing will be effective until the next morning, by which time a decision will be made whether the college will be closed for any portion of the following day.

2.1.3. Weekend and/or holiday closure

When a decision is made to close the college on a Saturday, Sunday or holiday, the Emergency Management Response Team (EMRT), if activated, or the Office of Campus Safety will notify a designated person in each department that has identified themselves to Security, as having activities scheduled or staff on duty.

2.2. Essential services

2.2.1. The operations deemed to be 'essential services' that must be partially or fully kept in operation when the college is closed are as follows:

- Communications and Marketing;
- Emergency repair and maintenance;
- Food service in residence;
- HVAC and electrical service;
- Information Technology Services;
- Labs that require continued operation, including animal care;
- Residence and Conference Centre;
- Security;
- Parking services; and
- Snow removal (grounds crew), if required.

2.2.2. The specific staff members responsible for maintaining the above essential services will be designated by the dean or director responsible for those services.

2.3. Academic and business activities

2.3.1. When the college is closed:

- a) All classes, laboratories, tutorials and other scheduled instructional activities shall be cancelled and plans for completion of the learning outcomes will be announced via the learning management system;
- b) Assignments and other submissions due on the day of the closure that can be submitted through the learning management system will adhere to the normal due dates for the course, unless otherwise indicated. Assignments and other submissions that are due the day of the closure that cannot be submitted through the learning management system shall be due at the same hour on the next working day when the college is not closed;
- c) Mid-term examinations and/or in-term tests shall be cancelled and will be rescheduled as appropriate;
- d) Final examinations shall be cancelled and will normally be rescheduled on the alternate examination date at the end of the examination period. Final examinations in progress at the time of the closure will be rescheduled on the alternate examination date at the end of the examination period;
- e) Every effort will be made to post notices through a variety of methods with information about alternative services or facilities to meet the needs of persons with disabilities;
- f) Meetings and other scheduled events shall be cancelled;
- g) All areas and operations not defined as essential services shall be closed;
- h) Deadlines for job applications and other requirements shall be postponed to the same time on the next business day on which the College is not closed; and
- i) Staff other than those employed in essential services, are not expected to be at work while the college is closed. Staff for the purposes of this policy includes all employees of the college scheduled to work at a time when it is closed.

2.3.2. If only part of the college (i.e., a specific campus location) is to be closed, the above measures shall apply only to the activities that take place at that location.

2.3.3. This procedure applies to all locations owned and/or occupied by Durham College for the purposes of carrying out its mission and mandate. This procedure also applies to any organizations or institutions federated or affiliated with the college, where such inclusion has been agreed upon by the college and the federated or affiliated institution, with

respect to the premises, facilities, equipment, services, activities, students and other members of the federated or affiliated institution.

2.3.4. College-related activity that takes place at locations that are owned and occupied by a third party (e.g., practicum placements, off campus events) shall be governed by the decisions made by that entity.

2.3.5. During times of inclement weather, individuals should assess their own personal safety in deciding whether to attend an off-site activity.

2.4. Weekend or evening events

Units that have scheduled campus events or activities overnight or on a weekend or holiday, or staff scheduled for duty overnight or on a weekend day or holiday, are responsible for having provided the name of an emergency contact person to Security prior to the event.

2.5. Accessibility

Students, staff and faculty who require a disability-related accommodation or advice about transportation and accommodation during a campus closure are advised to contact Security.

2.6. Employee compensation

2.6.1. Employees are paid for scheduled time during which the college is closed, regardless of whether they are at work or not. Employees who are required to work providing essential services during a closed period will be granted equivalent time off at a later date at straight time rates. An employee who is on vacation, sick leave, or any other type of leave, will be recorded as vacation, sick leave, or leave of absence, as appropriate, and will not be granted equivalent time off at a later date. An employee who is not scheduled to work on a day when the college is closed will not be paid and will not be granted equivalent time off later.

2.6.2. When an employee is unable to report to work or will be late to work because of inclement weather conditions, the employee shall contact his or her department head/designate as soon as possible to advise them of their absence or delay.

2.6.3. Normally, the employee will be given the option of:

- a) Using annual vacation leave (if absence is one half or a whole day);
- b) Making up the time;
- c) Using lieu time (when applicable); or

d) Taking leave without pay.

3. Roles and responsibilities

- 3.1. A decision to close the college, or any college campus location, shall be made by the EMRT on behalf of the president of Durham College. Such decision will only be made after a careful assessment of conditions that place, or are likely to place, members of the campus community in danger or that may have a substantial adverse effect on normal campus operations.
- 3.2. Deans and directors are responsible for assigning duties to be carried out and for making reasonable arrangements for the protection of essential staff. Deans and directors will take into account individual needs in assigning duties for essential services.
- 3.3. Anyone with direct reports is responsible for ensuring that his or her direct report is informed of the news affecting the college from her or him. If directed to share information with their teams, managers must do this in a timely manner.
- 3.4. The executive director, Communications and Marketing is responsible for communications as per the Emergency Communications Procedure ADMIN-220.7 and Emergency Preparedness Plan

4. Related policies, procedures and directives

- Joint DC-UOIT Emergency Preparedness Plan and Policy ADMIN-221
- Durham College Internal Communications Policy ADMIN-220
- Durham College Emergency Communications Procedure ADMIN-220.7