

Policy No.	A.3.5
Title	<b>UNSCHEDULED COLLEGE CLOSURES POLICY</b>
Approving Jurisdiction	President
Policy Sponsor	Vice President, Finance & Administration
Last Revised/Replaces	January, 2011/August 12, 1997
Effective Date	March 14, 2011
Signed by	President: Kathy Kinloch

### CONTEXT AND PURPOSE

*The purpose of this policy is to establish the principles and procedures that will govern the actions of the College in the event of an unscheduled College closure.*

*As a publically funded, service organization, the operating norm for the College is to be open for the conduct of classes, for other academic activities as well as the ongoing support and business activities of the College. The safety and security of the College's students, employees, visitors, contractors and facilities will always be at the forefront of the College's concerns.*

*If, for any reason, the safety and security of the College's students, employees, visitors, contractors or facilities are threatened, the College must consider the need to close all or part of its operations.*

### DEFINITIONS

For thorough understanding, please refer to the related procedures document for defined terms, in concert with this Policy.

### SCOPE AND LIMITS

*This policy applies to all of the College's facilities and operations, whether owned or leased. This policy governs the activities of all students, employees, visitors and contractors.*

### STATEMENT OF POLICY PRINCIPLES

1. The College is open for the conduct of academic, support and business activities unless there is a threat to the safety and security of the College's students, employees, visitors, contractors and facilities.

2. The closure of all or part of the College's facilities may be due to difficult weather conditions, safety issues or the serious breakdown of a building's systems.

The College ensures that there is a plan and procedures in place to deal with conditions that may lead to the closure of all or part of the College's facilities, including a plan to communicate information to the College's Board, students, employees, visitors, contractors as well as the general public.

3. The College will ensure that a complete or partial College closure will not have a negative impact on the academic activities and achievements of students.
4. The College's human resource practices and collective agreements will address any impact on employees affected by a complete or partial College closure
5. Once the cause for the closure has been resolved, the College will take all reasonable measures to ensure that full College operations are restored as quickly as possible.

#### **RELATED POLICIES & LEGISLATION**

Workers Compensation Act (B.C.)

A.3.8 Violence Prevention Policy

A.3.11 Emergency Management Policy

#### **RELATED PROCEDURES**

Refer to Unscheduled College Closures Procedures A.3.5