

SUBJECT: SEVERE WEATHER CONDITIONS/STATE OF EMERGENCY**1. Purpose:**

The purpose of this policy is to define the procedures to be followed for cancellation of classes due to severe weather conditions or closure of the University due to severe weather conditions or state of emergency.

2. Authority:

The Director of Facilities is directly responsible to the Vice-President (Business & Finance) for the administration of this policy and these procedures.

3. Responsibility:

It is the responsibility of the Dean or Director to ensure that correct procedures are observed in their own colleges/departments.

3.1 Storm Warning

3.1.1 The Director of Facilities is responsible for establishing and maintaining a liaison with the Meteorological Office of Environment Canada to ensure early warning of impending storm conditions is received.

3.1.2 The President will act on the advice of the Director of Facilities and the Meteorological Office to cancel classes before travel is unreasonably hazardous.

3.2 Cancellation of Classes

3.2.1 Notification of a decision by the President, or his/her delegate to cancel classes will be conveyed to University departments and the news media by the Department of Communications.

3.2.2 Every reasonable effort will be made to notify employees, students and users of facilities, in advance over the local radio stations such as CKPG and CJCI in Prince George.

3.3 All personnel will be expected to report for scheduled duty even though travel to and from the University may be difficult. Those who feel it is unsafe to reach their place of employment must advise their Dean, Director, or Department Head.

3.4 Arrangements to make up cancelled lectures and/or laboratory classes will vary because of the different needs of the colleges. All such arrangements will therefore involve consultation between the appropriate Deans and the Registrar.

3.5 Closure of the University

3.5.1 The University will close when a State of Emergency is proclaimed in Prince George or if storm conditions are so severe that the President determines that closure is appropriate in the circumstances.

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- 3.5.2 During a proclaimed State of Emergency, or when the University has been otherwise closed, the University must ensure that essential services are maintained.
 - 3.5.3 Essential service employees, such as Vice-Presidents (Business & Finance) or designate(s), Director of Facilities, Health & Safety Coordinator, Shift Engineer and Maintenance Assistants may be required to remain on the job. The Vice-President (Business & Finance) is responsible for determining the essential services required and the employees who will remain on the job, based on the scope and nature of the emergency situation.
 - 3.5.4 The policies set forth in the Collective Agreements and Handbooks covering the majority of the non-academic staff will be applied where the University is closed for causes beyond its control.