

Policy Title: Closure due to Inclement Weather Policy

Approved by: Campus Director

Executive(s) Responsible: Campus Director

Administrator(s) Responsible: Operations and Communications Manager and Student Services Officer

Revision Date: N/A

Effective Date: May 5, 2023

Next Review Date: May 5, 2024

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) will remain open during normally scheduled hours of operation unless climatic conditions pose a hazard to public safety or adversely affect CCTB's ability to continue to offer services. It is the policy of CCTB to respond to severe weather conditions (snow and ice) by conducting a risk assessment on the weather and road conditions and determining whether or not to close campus operations.

This policy applies to all persons who enter CCTB campus, including CCTB students, employees, contractors, and visitors. CCTB reserves the right to close the campus when necessary.

Purpose of the Policy

The purpose of this policy is to set out the conditions for delivering a timely and coordinated response to snow or other weather conditions, which may compromise safety at CCTB campus or while travelling to it. This policy takes into account weather and road condition information in determining whether road hazards and public safety conditions should result in closure. The decision to close CCTB campus will be made with as much notice as possible.

Policy Statement

Generally, CCTB campus operations and all scheduled classes proceed unless cancelled by notice of the Student Services Department.

CCTB will advise students, faculty, and staff of campus closure by 8:00 AM to limit issues related to early classes, or in the case of weather deteriorating during the day, sometime during the day, or before 9:00 PM if forecasted weather is deemed to be severe for the next day.

Extra classes to make up for missed classes will be at the discretion of the Academic Director (or designate) and President, in consultation with the faculty.

1. Responsibilities

The Operations and Communications Manager, in conjunction with the Campus Director, will conduct a Risk Assessment. In times of severe weather (i.e., considerable snowfall) the Operations and Communications Manager will scan Environment Canada weather information and road condition information to try to ascertain in advance the impact and best courses of action. The Campus Director has final authority on deciding a campus closure due to inclement weather.

Once a decision has been made to cancel and/or re-schedule classes for CCTB, the Student Services and Academic Departments have the responsibility to disseminate information about school closure, via Internet, social media, campus postings, and/or direct communication (email) to CCTB students, employees, and any expected visitors and contractors.

Definitions

Hazard: A condition that could cause harm (e.g., road ice, wind, and severe snow conditions) to students, employees, contractors, and visitors.

Risk Assessment: An assessment of the potential risk to students, employees, contractors, and visitors given the findings and weather forecasts. The Risk Assessment process consists of reviewing Environment Canada weather warnings and the closure updates of the Downtown Vancouver campuses of BCIT, UCW, and SFU.

Document History

Date	Approval/Review/Key Change(s)