

PROCEDURE FOR POLICY 1.14 – Emergency Service Reduction or Closure

I. APPLICATION

- 1.00 These procedures apply to Western's main campus, Ivey Spencer Leadership Centre and Continuing Studies.

Western's Research Parks will inform clients and tenants directly about their state of operations.

- 2.00 These procedures do not specifically apply to Western's Affiliated University Colleges, however, in most instances, the Affiliates follow the same course of action as Western.

- 3.00 If Western is closed or classes are suspended, Clerks, Residents, and Learners on

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VI. PREPAREDNESS

- 1.00 When circumstances warrant, a notice of closure, class cancellation or other change in operation status of the University will be issued in advance of conditions expected to have a significant impact on the University's normal operations.
- 2.00 When there is appropriate lead time and circumstances warrant, consideration will be given to issuing an advisory on the University home page regarding a "weather watch" (or other emergency situation) that is being monitored for impact on the University's normal operations.

VII. NON-CLOSURE

- 1.00 Weather conditions can sometimes be intimidating even though the University remains open. Employees who live at some distance from the University campus may be particularly affected. Consistent with any applicable collective agreement, time not worked due to weather conditions, but when the University is open, will be accounted for through vacation time, accumulated time, personal leave day, emergency unpaid leave or flexible working hours/arrangements.
- 2.00 When Western University does not close in severe weather, the University will strive to ensure the safety and accessibility of the campus. Entranceways to all buildings and all accessibility paths will be cleared on a priority basis. Please refer to: www.uwo.ca/fm for priority snow clearance paths. Individual circumstances vary widely and, when the University remains open during severe weather, those who judge that it may be unsafe to come to campus should discuss alternate work and study arrangements with their instructor or supervisor.
- 3.00 Faculty (instructors) who are not able to reach the campus to conduct their classes, or unable to continue with online classes, should inform their students as soon as possible by whatever means is appropriate (announcement on course homepage, email, etc.). In the event that students miss examinations or graded coursework due to severe weather, they may seek academic consideration through the Academic Counselling unit in their Home Faculty.
- 4.00 Graduate Teaching Assistants who are not able to reach the campus for their scheduled work must notify their course instructor and endeavor, whenever possible, to find a suitable replacement and determine how to make up missed hours.
- 5.00 Staff members will inform their Department Leader/Manager as soon as possible if they will not be present at work that day.

VIII. CLOSURE

- 1.00 The University will close when there is a situation that makes it extremely difficult or dangerous for students, faculty, or staff to inhabit University facilities, remain at, or travel to the University.
- 2.00 In addition to Section 1.00, the University will close when the President determines

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- 3.00 Service reductions on campus (i.e., of selected buildings or activities) may take place from time to time and may result in staff being moved to other facilities on campus.
 - 4.00 The University may close for part of the day to allow for the snow or ice removal of parking lots and to give individuals more time to reach the campus.
 - 5.00 When a decision to close has been made, such a decision will specify whether the closing is “immediate” or at a stated hour and will be posted to Western’s homepage. Local broadcast, web and social media can be expected to carry the announcement.
 - 6.00 At the hour designated for closing, employees (except those identified to provide services by their leader as outlined in Section IV 1.00 above) are entitled to leave without loss of pay (see section titled “Employee Compensation”). As seems reasonable, a Department Leader/Manager may give permission for employees to leave sooner.
 - 7.00 A class or examination taking place on campus that starts before the specified closing hour can continue no later than the specified closing time.
- IX. CLOSING OUTSIDE NORMAL BUSINESS HOURS of 8:00 a.m. – 6:00 p.m.
- 1.00 If weather conditions justify closing the campus during late evening, so that any night shift staff are not required to come to work, the decision will be made by the Vice-President, Operations & Finance, or designate, in collaboration with the Provost and Vice-President, Academic and the appropriate communication procedure will be initiated. Such a closing is effective until the next morning, by which time a decision

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XVII. LIMITATIONS

- 1.00 These procedures are not intended to cover all eventualities. It is assumed that the decision-making and relevant communications will be adapted, as appropriate, to suit the circumstances. Reasonable efforts will be made to communicate class cancellation or closure, but it is possible that not all individuals will receive notification despite these efforts.

XVIII. SOURCES OF INFORMATION

- 1.00 The Special Constable on-duty is responsible to gather all relevant information, monitor the situation on an ongoing basis, and report to the Director Western Special Constable Service, Vice President, Operations & Finance, AVP Facilities Management and Manager Landscape Services in a timely fashion.

- 2.00

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APPENDIX A – ELECTRONIC CLOSURE MESSAGES (EXAMPLES)

While difficult to predict the exact situation that may arise, the following messages illustrate the sequence of announcements that could be used in a weather-related University closing situation:

Sample Message 1 – No Closure/Cancellation

There are no closures or cancellations to report at this time.

Sample Message 2 – Classes are cancelled / University is open

The University is open; however, classes and examinations on campus are cancelled for (day/month/year). Online course activities may proceed at the discretion of the instructor. All employees are requested to report to work. This message will be updated by (time), if the situation changes. Students are advised to monitor the main Western website for updates. We remind members of the Western community and visitors to the University to exercise proper caution when traveling in winter conditions.

Sample Message 3 - University Has Delayed Opening

As of (time on date) (time) (city) has delayed opening until (time) due to (weather conditions). This message will be updated by (time) if the situation changes.