



CLASS CANCELLATION & CAMPUS CLOSURE PROTOCOL

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PURPOSE & SCOPE

This purpose of this protocol is to outline the principles and processes related the cancellation of classes and/or the closure of one or more of the College's campuses.

This protocol applies to all members of the College Community including students, staff, faculty, administrators, and third-party vendors.

INTRODUCTION

Fleming College is committed to the safety of all members of the College Community as well as visitors and guests to our campuses.

The College is also committed to maintaining the integrity of our academic programs and work environment and will endeavour to maintain operations if doing so does not pose an unreasonable risk to the safety of our students or employees.

To those ends, this protocol is a guide for the College Community when making business related or personal decisions about cancelling classes, closing a campus, or traveling to campus during an emergency or weather event.

PRINCIPLES

While an emergency is a possibility, the most common situation that is likely to require the activation of this protocol is a weather-related event.

When making decisions, all members of the College Community will be guided by the following principles:

1. **Safety** is the first priority for everyone when making decisions about cancelling classes, closing a campus or travelling to a campus.
2. **Reasonableness** in determining when and how to activate and apply this protocol.
3. **Responsibility** must be taken by each person for individual decisions about their safety and by supervisors and managers as required under the Occupational Health & Safety Act.

With these principles in mind, College Management has the right to designate some employees as required to report for work to assist in the response to a specific situation. For example, during a power outage some Physical Resources Staff may be required to come to work even when other employees are directed to avoid coming to campus.

DEFINITIONS

Emergency

In the Province of Ontario's Emergency Management and Civil Protection Act, R.S.O. 1990, c.E9, an emergency is defined as:

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

Weather Event

A situation where an above average amount of precipitation is forecast in a short period of time which may cause traffic or transit delays.

Severe Weather Event

A situation that involves extreme weather such as a tornado, flood, record breaking precipitation or other weather condition that may endanger individuals as they travel to or from a college campus.

College Open

All buildings and services are open, classes continue as scheduled.

Classes Cancelled/Services Open

All on-campus academic delivery is cancelled, but the campuses and related services remain open.

College Closed

All buildings and services are closed, and all classes are cancelled. Only identified employees that are required to be on-site for safety related reasons are to attend campus.

No protocol or procedure can possibly cover every potential situation or specific circumstance. There may be circumstances that cause a portion of a building or an individual campus to close or only some classes to be cancelled.

For example, a sudden change in weather may cause classes to be cancelled mid-day so that additional people don't travel to the College, but buildings and services will be open so students, and employees can remain on site until travel conditions improve.

DECISION MAKING AUTHORITIES

Primary Authority

The President is the person with the authority to cancel classes or close a campus for any reason that they deem necessary.

Secondary Authority

The Director of Corporate Services is delegated with the authority to cancel classes or close a campus.

Alternate Authority

The Director of Facilities is delegated with the authority to cancel classes or close a campus if a situation occurs that only affects a single campus and is directly safety related.

Faculty Members

Faculty members are delegated with the authority to cancel individual classes if a personal circumstance prevents them from reporting to work. See Appendix D.

COMMUNICATIONS

Message Delivery Methods

There are many reasons or circumstances that may cause the cancellation of classes or the closure of a campus. The most common reason for cancelling classes or closing a campus is a weather event.

Students and employees are to exercise their own judgement regarding whether or not it is safe for them to travel to campus during inclement weather as outlined in the principles of this protocol.

During inclement weather, all members of the College Community are expected to check the College website, Social Media Sites, the Fleming Safe app, and College email for cancellation and closure notices before departing to attend a campus.

Timing of Closure/Cancellation Notice

For weather event related closures/cancellations, the College will make every effort to have announcements made by 6:15am for daytime classes, and by 3:00pm for evening classes.

For closures/cancellation related to other types of emergencies the College will decide in a timely manner dependent on the type and nature of the emergency.

Messages

Once a cancellation/closure decision has been made, the following messages will be sent to local radio stations for broadcast and shall be posted on the College website, portal, social media, text message system and voicemail:

Classes Cancelled / Services Open

"Fleming College (Insert Campus if required) has cancelled classes today; the building remains open.

College Closed

"Fleming College (Insert Campus if required) is closed today; students and employees are not to come to the (Insert Campus)."

While these are the two most common messages that will be disseminated, specific circumstances may require specialized messaging. The Associate Vice President Marketing and Advancement is responsible for the creation and dissemination of all messages.

APPENDIX A

Decision Making Process

The following process details the responsibilities of key personnel and actions required within an approximate timeline to make the decision to remain open or close.

No procedure can possibly cover every circumstance. Emergency situations and Weather Events can happen suddenly and therefore this timeline is a guideline that may require adjustment based on the situation.

<u>Time</u>	<u>Responsible Person</u>	<u>Action Required</u>
24 hrs. / day	Director of Facilities, Director Corporate Services, Facilities Directors	Overall responsibility for monitoring campus related safety related matters and pass on alerts to SMT members as required.
8:00 pm	Facilities on-call manager	Checks weather forecast, notify Director of Facilities and Facilities Leaders of the possibility of a weather-related event for the next morning
5:00-5:30 am	Facilities on-call manager, Campus Security	Check conditions at each main campus regarding roads, walkways, utilities, or other potential hazards
5:30-5:40 am	Facilities on-call manager, Director of Facilities, EVP Corporate Services, Facilities Managers	Meet on Teams to discuss campus conditions, possible impacts and determine the status of each campus
5:45 am	Director of Facilities, EVP Corporate Services	Meet on Teams to discuss campus status and determine next steps, if any
5:55-6:10 am	Director of Facilities, EVP Corporate Services	If required, connect with the President and SMT to make final determination on class cancellation/campus closure
6:15 am	EVP Corporate Services	Directs communication efforts, social media, website etc.

APPENDIX B

Communications Plan

Once the decision to cancel classes or close a facility has been made by the appropriate authority, the following Communication Plan will be implemented.

Primary Notifications

Director of Facilities

- Will immediately send out a notification message to the following distribution list:
 - a. Senior Leaders Team
 - b. All facilities Leaders
 - c. Security Management, Food Service Management, Contract Cleaning Management
- Send out a message through Fleming Safe

EVP Corporate Services

- Will immediately contact the AVP Marketing & Advancement to provide direction on dissemination of public notifications by 6:15am as follows:
 - a. Fleming College website
 - b. Student Portal
 - c. Social Media- College Facebook Page, College Twitter Account
 - d. Local radio stations in Peterborough, Lindsay, Haliburton, and Cobourg
 - e. All staff/all student email

Executive Vice President Academic Experience

- Will contact academic leaders affected.

SMT Members

- To contact leaders in their areas

Secondary Notifications

Facility Managers

- If necessary, will contact direct reports already at work or designate required staff.
- If necessary, will contact response services to ensure required action.

Executive Vice President, Human Resources and Organizational Development

- Will contact both OPSEU Local Presidents and inform them of the decision.

Other Administrators

- May choose to contact their direct reports at their discretion.

APPENDIX C

Class Cancellation & Campus Closure Student Information Sheet

Overview

While an emergency situation is a possibility, the most common situation that is likely to cause class cancellations or a campus closure is a weather-related event.

No protocol or procedure can possibly provide clear or accurate direction for every potential situation or specific circumstance.

Students are to exercise their own judgement regarding whether or not it is safe for them to travel to campus during inclement weather.

Timing of Closure/Cancellation Notice

For weather related closures/cancellations the College will make every effort to have announcements made by 6:15am for day classes and by 3:00pm for evening classes.

Student Responsibility

During inclement weather students are expected to check the College website, Social Media Sites and other media formats for cancellation and closure notices before leaving home to come to class.

Students should also be aware that instructors may have a personal circumstance (illness, car trouble etc.) that could cause them to cancel specific individual class.

Students should check the Class Cancellation link on the My Fleming Portal as part of their decision-making process when deciding to travel to campus.

College Website:

www.flemingcollege.ca

College Facebook Site:

<https://www.facebook.com/flemingcollege>

College Twitter Site:

<https://twitter.com/FlemingCollege>

Tests & Assignments

When a class is cancelled or a campus is closed, all assignment and testing due dates will be rescheduled.

APPENDIX D

Class Cancellation & Campus Closure Employee Information Sheet

Overview

While an emergency situation is a possibility, the most common situation that is likely to cause a class cancellation or campus closure is a weather related event.

No protocol or procedure can possibly provide clear or accurate direction for every potential situation or specific circumstance.

Employees are to exercise their own judgement regarding whether or not it is safe for them to travel to campus during inclement weather.

Timing of Closure/Cancellation Notice

For weather related closures/cancellations the College will make every effort to have announcements made by 6:30am for day classes and by 3:00pm for evening classes.

Employee Responsibility

During inclement weather all employees are expected to listen to local radio, check the College website, Social Media Sites and College Voicemail for cancellation and closure notices before leaving home to travel to campus.

Administrators that decide it is not safe to travel to campus are required to notify their immediate supervisor of their decision. Administrators are also required to update their college voicemail and to work remotely for the day.

Support Staff that decide it is not safe to travel to campus are required to notify their direct supervisor of that decision. Support Staff are also required to work remotely and will connect with their supervisor to determine suitable work for the day.

Faculty that decide it is not safe to travel to campus due to weather are required to notify their direct supervisor of that decision. Faculty may also be required to work remotely and will connect with their supervisor to determine suitable work for the day.

Faculty are also required to post that their class is cancelled on the My Fleming Portal. During weather events Faculty should wait to hear the College's status announcement at 6:30am before posting individual cancellations.

Remuneration

Employees that decide it is not safe to travel to campus due to weather shall be subject to the conditions of the Memorandum on Employee Remuneration available on the Human Resources website.