

Fleming College

Class Cancellation & Campus Closure Protocol

PURPOSE & SCOPE

This purpose of this protocol is to outline the principles and processes related the cancelation 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 as long as 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.

Students and employees should exercise their own judgement regarding whether or not it is safe to travel to campus during inclement weather based on their personal travel circumstances and as outlined in the Principles of this protocol.

PRINCIPLES

While an emergency situation is a possibility the most common situation that is likely to require the activation of this protocol is a weather related event. No protocol or procedure can possibly provide clear or accurate direction for every potential situation or specific circumstance.

Therefore 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 Facilities Staff may be required to come to work even when other employees are directed to avoid coming to campus.

DEFINITIONS

Emergency

A situation that could involve a lengthy power interruption, heating or cooling failure, fire, threat of violence or another situation that requires immediate action to protect persons or property.

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 are as scheduled.

Classes Cancelled/Services Open

All academic delivery is cancelled but services remain open.

College Closed

All buildings and services are closed and all classes are cancelled.

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 he/she deems necessary.

Secondary Authority

The Vice-President, Finance & Administration and the Vice-President, Academic are delegated with the authority to cancel classes or close a campus.

Alternate Authority

The Principals and Facility Managers at each campus as well as the Manager, Public Safety & Parking are delegated with the authority to cancel classes or close a campus if a situation occurs that only affects a single campus.

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 E.

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 should exercise their own judgement regarding whether or not it is safe to travel to campus during inclement weather based on their personal travel circumstances and as outlined in the Principles of this protocol.

During inclement weather all members of the College Community are expected to listen to the radio, check the College website and Social Media Sites or College voicemail for cancellation and closure notices before leaving home to come to class or work.

Students and Employees are also encouraged to download the ***Fleming Safe App*** and turn on the notifications as another method of receiving notices.

Timing of Closure/Cancellation Notice

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

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

Messages

Once the 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:

College Open

“Fleming College (Insert Campus if required) is open today; services are open and classes are as scheduled.”

Classes Cancelled / Services Open

“Fleming College (Insert Campus if required) has cancelled classes today; services are 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 Director of Marketing is responsible for the creation and dissemination of all messages.

APPENDIX 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.

The decision will have two levels:

The first level will be a colour coded system from facilities. The colours will represent the operational readiness of each campus location. The standard colour convention of green, yellow, red shall be used. Each colour may have commentary as well that identifies location specific details.

For example, if Frost Campus will not be ready for classes until 10:00 am due to snow removal work, the flag will be Yellow- with a comment.

Sutherland	Frost	Cobourg	Haliburton
	Delay opening until 10:00 AM due to snow removal		

This simple colour coding will allow the Academic division sufficient information for further decisions.

The above readiness table will be present on the Facilities web page at all times, and shall be kept current.

The second level of decisions will be made by the VP Finance & Admin and the VP Academic. This decision will govern whether the campus is “*College Open*”, “*Classes Cancelled / Services Open*” or “*College Closed*”

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.

APPENDIX
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 and employees should exercise their own judgement regarding whether or not it is safe to travel to campus during inclement weather based on their personal travel circumstances and as outlined in the Principles of this protocol.

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.

Student Responsibility

During inclement weather students 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 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>

Students and Employees are also encouraged to download the ***Fleming Safe App*** and turn on the notifications as another method of receiving notices.

Tests & Assignments

When a class is cancelled or a campus is closed all assignment and testing due dates will be postponed until the next business day.

APPENDIX
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.

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Students and employees should exercise their own judgement regarding whether or not it is safe to travel to campus during inclement weather based on their personal travel circumstances and as outlined in the Principles of this protocol.

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 and Social Media Sites for cancellation and closure notices before leaving home to travel to campus. Employees are also encouraged to download the ***Fleming Safe App*** and turn on the notifications as another method of receiving notices.

Administrators that decide it is not safe to travel to campus are required to notify their immediate supervisor of their decision (voicemail/email). Administrators are also required to update their College voicemail and to be available throughout the day by phone to respond to urgent requests for information or direction from their direct reports.

Support Staff that decide it is not safe to travel to campus are required to notify their direct supervisor of that decision (voicemail/email). Support Staff are also required to update their College voicemail to inform callers that they are away for the day.

Faculty that decide it is not safe to travel to campus due to weather or have a personal circumstance (illness, car trouble etc.) that prevent them from teaching are required to notify their direct supervisor of that decision.

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. If unable to access the portal due to internet problems Faculty should update their College voicemail with the cancellation.

Remuneration

Employees that decide not to come to work shall be subject to the conditions of the Memorandum on Employee Remuneration available on the Human Resources website.