

University of Prince Edward Island		Version No. 1
Procedure:	University Closure Procedures	
Policy:	University Closure Policy	
Effective Date:	January 9, 2020	Review Date: January 9, 2021
Authority:	Vice-President Administration and Finance	
Responsibility:	Vice-President Administration and Finance	

University Closure Procedures

This procedure is approved by the Vice-President Administration and Finance, as authorized under Section 4.3 of the University Closure Policy.

1. Information Gathering

- 1.1. The Director, Facilities Management, or designate, is responsible to gather all relevant information, monitor the situation on an ongoing basis, and report to the Vice-President, Administration and Finance in a timely fashion.
- 1.2. While every effort will be made to conduct thorough consultations before a closure, delay or resuming normal operations decision is made, consultations may be limited in the interest of a speedy and efficient decision.
- 1.3. The University relies on the information, advice and warnings of:
 - 1.3.1. Environment Canada
 - 1.3.2. PEI Department of Transportation, Infrastructure and Energy
 - 1.3.3. Charlottetown Police Services/RCMP
 - 1.3.4. PEI Office of Public Safety
 - 1.3.5. Emergency Measures Organizations
 - 1.3.6. Maritime Electric
 - 1.3.7. The closure of other schools, universities and colleges will also be taken into consideration.

2. Communications

- 2.1. In accordance with Section 6 of the University Closure Policy, the University will communicate all closures, delays, and re-openings to the University community in a timely manner.

Timing

- 2.2. The decision to close the University during the University's normal operating hours will be announced as soon as possible through the University's various communications channels, as set out in Section 2.8. If these channels are not available, departments and offices will be telephoned by the Facilities Management Department to inform them of the decision.
 - 2.2.1. Normal operating hours are defined as 8:00 am until the final class of the day.
- 2.3. When conditions develop outside of normal operating hours or overnight, and a decision is made to close or delay opening the University, every attempt will be made to announce this decision through the University's various communications channels. The University shall follow the below schedule in regards to announcements:
 - 2.3.1. **6:30 a.m. Announcement (Morning):** The decision to delay opening or close the University will be made on or before 6:30 a.m., with further announcement at 10:00 a.m. in the event of a delay
 - 2.3.2. **10:00 a.m. Announcement (Afternoon):** The decision to open the University at 12:00 p.m. or again delay opening with further announcement at 2:00 p.m.
 - 2.3.3. **2:00 p.m. Announcement (Evening):** The decision to open the University at 4:00 p.m. for evening classes or close the University for the remainder of the school day.
- 2.4. When conditions warrant a closure or delay on a Saturday, Sunday, or holiday, the decision will be announced as soon as possible through the University's various communications channels, as set out in Section 2.8.
- 2.5. When the conditions causing the University closure improve, and a decision is made to resume normal operations at the University, the change in status will be announced as soon as possible through the University's various communications channels as set out in Section 2.8.

Message Content

- 2.6. Communication regarding closures and delays will include the following details, as appropriate:
 - 2.6.1. the time period covered;
 - 2.6.2. that members of the University community should continue to check for status updates;
 - 2.6.3. when further update(s) will be provided; and
 - 2.6.4. how the decision will affect classes, examinations, and University services.
- 2.7. Communication regarding re-opening the University will include the following details, as appropriate:
 - 2.7.1. the time of the re-opening;

- 2.7.2. whether the re-opening is campus-wide or a limited re-opening as set out in Section 10 of the University Closure Policy;
- 2.7.3. when a further announcement(s) will be made, if applicable;
- 2.7.4. how the decision will affect classes, examinations and University services.

University Communications Channels

- 2.8. The announcement(s) and subsequent updates will be issued and/or posted via the following communications channels:
 - 2.8.1. University's main home page (www.upei.ca);
 - 2.8.2. local mass media outlets such as CBC; Radio-Canada; MBS, Newcap, and other private radio stations; and *The Guardian*;
 - 2.8.3. University's mobile device application, currently known as "UPEI SAFE" (status bar and push notifications);
 - 2.8.4. text messaging, to subscribers;
 - 2.8.5. campus screen network;
 - 2.8.6. email lists for faculty, staff and students;
 - 2.8.7. University's Twitter account @UPEI; and other social media accounts if deemed necessary;
 - 2.8.8. depending on the circumstances, additional external agencies may be contacted.
- 2.9. In certain emergency situations, as set out in the University's Emergency Management Plan and associated procedures, the University's may use the same communication channels.

3. Procedural Responsibilities

- 3.1. Once a decision is made, the designated member of the senior management group is responsible for the coordination of communications concerning closure, delay or re-opening of the University. The Director, Marketing and Communications (or designate) will act as the official University spokesperson with media concerning the closure.
- 3.2. The Director, Marketing and Communications, (or designate) will undertake the communication of the closure or delay via the communication channels set out in Section 2.8 in a timely manner and consistent with the provisions of the University Closure Policy and Procedures. UPEISU Vice-President Communications
- 3.3. The Director, Marketing and Communications, (or designate) is responsible for ensuring that the University's communications channels are updated as required, and that updated closure, delay or re-opening messages are communicated in accordance with Section 2.8.
- 3.4. The Director, Facilities Management, (or designate) has the following responsibilities:

- 3.4.1. to communicate the closure or delay message to the following departments or department representatives, as deemed necessary, which would include in the event of the failure of the communication channels set out in Sections 2.8.3, 2.8.4, and 2.8.6:
 - (a) Security Services;
 - (b) Director, Athletics and Recreation (or designate);
 - (c) Director, Ancillary Services (or designate);
 - (d) University Librarian (or designate);
 - (e) Atlantic Veterinary College, depending on the time and day of the closure or delay, either:
 - i. Dean's Office of the Atlantic Veterinary College (*if closure or delay occurs Monday to Friday between 8am to 4pm*); or
 - ii. Atlantic Veterinary College Teaching Hospital (*if closure or delay occurs outside the hours indicated in Section 3.4.1(e)i*).
- 3.4.2. to initiate closure or delay procedures with Security Services; and
- 3.4.3. to initiate any snow removal or shutdown procedures with the maintenance division.
- 3.5. The Manager, Security Services, or designate, has the following responsibilities:
 - 3.5.1. To secure buildings during a delay or closure.
 - 3.5.2. If any professors have made the decision to allow students to finish a class, lab or exam in progress pursuant to Section 4.1.3, maintain a list of these activities as notified.
 - 3.5.3. If the closure or delay takes place outside normal operating hours, phone and deliver "in-person" notification to limited list including essential services departments and facilities.
- 3.6. The Director, Athletics and Recreation, is responsible for keeping apprised of the Bell Aliant Centre's delay or closure status and communicating the delay, closure and re-opening of the Chi-Wan Young Sports Centre to users, any external organizations renting the University's athletic facilities, and the general public through communication channels listed in Section 5.1.6(c).
- 3.7. The Director, Ancillary Services, is responsible for communicating the closure decision to the following:
 - 3.7.1. external organizations renting the University's conference or meeting facilities, and
 - 3.7.2. if necessary, third party contractors reporting to Ancillary Services will be contacted and informed of the closure.

- 3.8. The Director, Veterinary Teaching Hospital, is responsible for:
 - 3.8.1. communicating the closure decision to external clients of the Veterinary Teaching Hospital; and
 - 3.8.2. making alternate arrangements for client service, as required.
- 3.9. The Administrative Head of each unit is responsible for notifying independent contractors engaged by their respective units.

4. Special Circumstances

- 4.1. No individual department or faculty will cancel or delay classes due to storms or severe weather, or communicate with media, without prior consultation with the Vice-President Administration and Finance (or designate). There are, however, special circumstances that may require action on the part of faculties or departments.
 - 4.1.1. *Faculty of Nursing:* In the event of a closure or delay, the decision as to whether Nursing students should attend clinical placements is at the discretion of the individual Clinical Instructor. The Course Coordinator/Clinical Instructors shall notify students who are working at clinical sites off-campus the decision of whether attendance at clinical placements is required.
 - 4.1.2. *Faculty of Education:* In the event of a University closure or delay, pre-service teachers completing practicum at off-campus locations shall follow the school closure policy of the school in which their practicum occurs. Pre-service teachers should listen to the local radio station(s) and check school board websites for announcements regarding possible weather-related school delays or closures related to their work placement school.

Classrooms, Labs & Exams in Progress:

- 4.1.3. If classes, labs or exams are already in progress when a closure will take effect, the decision to allow students to finish the class, lab, or exam will be at the discretion of the professor. Security Services must be notified. Once the class, lab, or exam is over, the room is to be closed.
- 4.1.4. The President (or designate) may require that classes, labs, or exams be cancelled while in progress if it is determined conditions require an immediate early cancellation.

5. Designated Buildings

- 5.1. In accordance with Section 8.4 of the University Closure Policy, the University makes the following building designations with the accompanying restrictions:
 - 5.1.1. *W.A. Murphy Student Centre* (“Student Centre”):
 - (a) The Student Centre is designated to remain open for regular operating hours to provide students, staff, and faculty an area to seek refuge in the event of a closure occurring during regular hours.

- (b) The Student Centre will not be permitted to open if the closure or delay occurs outside regular operating hours, or if Facilities Management deems the conditions make it unsafe for the building to remain open.

5.1.2. *Residences:*

- (a) The University has three (3) residences: Bill and Denise Andrew Hall (“AH”), Bernardine Hall (“BEH”), and Blanchard Hall (“BLH”) (collectively the “Residences”), which provide accommodation to University students.
- (b) The Residences shall remain open and occupied as usual during a closure or delay, unless conditions make it unsafe for the building to remain open.
- (c) The closure of the Residences shall trigger the University’s Emergency Management Plan.

5.1.3. *Wanda Wyatt Dining Hall (“Dining Hall”):*

- (a) The Dining Hall shall remain open for the residential dining program during a closure or delay, except as approved by the Director of Ancillary Services in consultation with the Vice-President Administration and Finance (or designate).
- (b) The closure of the Dining Hall **may** trigger the University’s Emergency Management Plan.

5.1.4. *Central Utility Building*

- (a) The Central Utility Building shall remain open for the essential services delivered during a campus closure.

5.1.5. *Designated Atlantic Veterinary College Units*

- (a) *Veterinary Teaching Hospital (“VTH”)* - The VTH shall remain open for emergencies only at the discretion of the Director, Veterinary Teaching Hospital. All non-emergency appointments or activities shall be cancelled or postponed until the University has re-opened or the VTH has re-opened in accordance with Section 6 below.

5.1.6. *Chi-Wan Young Sports Centre*

- (a) The Chi-Wan Young Sports Centre shall remain open, except where the Bell Aliant Centre delays or closes; in such cases, the Chi-Wan Young Sports Centre shall follow the decision of the Bell Aliant Centre.
- (b) The President (or designate) may require the delay or closure of the Chi-Wan Young Sports Centre, in their absolute discretion, which will override Section 5.1.6 (a).

- (c) Notification regarding closures shall be made by the Director, Athletics and Recreation on the www.gopanthersgo.ca website and via the Department of Athletics and Recreation Twitter account, currently @UPEIPanthers.

6. Reopening/Resuming Normal Operations

- 6.1. When the conditions causing the University closure change and the conditions no longer pose a danger or hazard to the University community or prevent the normal operation of the campus, the Vice-President Administration and Finance (or designate), in consultation with the Director, Facilities Management, may reopen all or parts of the University campus.
- 6.2. The University shall consider the following service units as priorities for reopening:
 - 6.2.1. Residences and Dining Hall (if applicable);
 - 6.2.2. Atlantic Veterinary College Veterinary Teaching Hospital, Animal Resources, and Diagnostic Services (if applicable);
 - 6.2.3. any other essential services (if applicable);
 - 6.2.4. Chi-Wan Young Sports Centre; and
 - 6.2.5. Robertson Library.

7. Related Policies and Procedures

- 7.1. **Snow Clearing**
 - 7.1.1. Snow clearing priorities shall be completed in accordance with the [UPEI Snow Removal Procedures](#).
- 7.2. **Emergency Response Plan**
 - 7.2.1. When conditions warrant, the University Closure Procedures may be overridden by the UPEI Emergency Management Plan and its associated procedures.