

University of Prince Edward Island		Version No. 2
Procedure:	University Closure Procedures	
Policy:	University Closure Policy	
Effective Date:	November 14, 2023	Review Date: November 14, 2024
Authority:	President	
Responsibility:	Vice-President Administration and Finance	

University Closure Procedures

These procedures are issued by the Vice-President of Administration and Finance, as authorized under Section 5.3 of the University Closure Policy. They are addressed to all University members and provide instructions to follow in the case of any event that may require the delay or closure of the University.

1. Information Gathering

- 1.1. The Associate Vice-President, Facilities Management and Construction (or designate) is responsible for gathering all relevant information, monitoring the situation in advance (if applicable) and on an ongoing basis, and reporting to the Vice-President Administration and Finance (or designate) in a timely fashion.
- 1.2. The Associate Vice-President Facilities Management and Construction (or designate) will consult with the appropriate University key staff, depending on specific circumstances, before a recommendation is made to delay the opening, close, or resume normal operations.
- 1.3. The University relies on information, advice, and warnings from:
 - 1.3.1. Environment Canada
 - 1.3.2. PEI Department of Transportation and Infrastructure
 - 1.3.3. Charlottetown Police Services/Royal Canadian Mounted Police (RCMP)
 - 1.3.4. PEI Office of Public Safety
 - 1.3.5. Emergency measures organizations
 - 1.3.6. Maritime Electric
 - 1.3.7. Other public post-secondary institutions, schools, and organizations.
- 1.4. University key staff may include but is not limited to:
 - 1.4.1. Associate Vice-President, Facilities Management and Construction
 - 1.4.2. Manager of Health, Safety, and Environment
 - 1.4.3. Biosafety Officer

- 1.4.4. Emergency Risk Manager
- 1.4.5. Manager of Facilities Operations
- 1.4.6. Manager of Security Services
- 1.4.7. Director of Communications and University Relations
- 1.4.8. University Librarian
- 1.4.9. Director of Ancillary Services
- 1.4.10. Director of the AVC Veterinary Teaching Hospital
- 1.4.11. Director of AVC Diagnostic Services
- 1.4.12. Director of Athletics and Recreation
- 1.4.13. Associate Dean, School of Climate Change and Adaptation
- 1.4.14. Associate Vice-President, Students and Registrar

2. Consideration and Decision

- 2.1. The decision to delay opening, close or resume normal operations of the University rests with the President. Once information is gathered and consultation takes place, the Vice-President Administration and Finance (or designate) will recommend to the President (or designate) that the University should delay opening, close, or resume normal operations.
- 2.2. Once the recommendation is approved, the Vice-President Administration and Finance (or designate) will communicate the decision to the Director of Communications and University Relations. The Director of Communications and University Relations (or designate) will act as the official University spokesperson with media concerning the decision to delay, close, or resume normal operations.
- 2.3. The Director of Communications and University Relations (or designate) will communicate the delay, closure, or resumption of normal operations according to Section 3 via the communication channels set out in Section 3.7 and consistent with the University Closure Policy and Procedures provisions.

3. Communications Strategy

Timing

- 3.1. In accordance with Section 7 of the University Closure Policy, the University will communicate all delays, closures, and re-openings to the University community in a timely manner.
- 3.2. The decision to close the University during regular operating hours will be announced as soon as possible through the University's various communications channels, as set out in Section 3.7. If these channels are unavailable, departments and offices will be telephoned by the Department of Facilities Management to inform them of the decision.
 - 3.2.1. Regular operating hours are defined as 8:00 am until the end of the final class of the day.
- 3.3. When conditions develop outside of regular operating hours or overnight, and a decision to delay the opening of or to close the University is made, every attempt will be made to announce this decision through the University's various communications channels as set out in Section 3.7.
 - 3.3.1. When possible, the University shall follow the below schedule regarding

announcements. These times are subject to change at the discretion of the President (or designate).

6:30 am Announcement: The decision to delay the opening of or to close the University will be communicated at or before 6:30 am. In the event of a delay, the communication will include that a further announcement will be made at or before 10:00 am. During the weekend (Saturday and Sunday), this first announcement will be made by 7:00am.

10:00 am Announcement: The decision to open the University at 12:00 pm, or to announce a continued delay with a further announcement at 2:00 pm, or to close the University for the remainder of the day will be communicated at or before 10:00 am.

2:00 pm Announcement: The decision to open the University at 4:00 pm for evening classes or to close the University for the remainder of the day will be made at or before 2:00 pm.

- 3.3.2. If the President (or designate) decides to deviate from this schedule, they must allow for at least 90 minutes between the time of the announcement and the time the University will open.
- 3.4. When conditions warrant a delay or closure 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 3.7.

Message Content

- 3.5. Communication regarding delays and closures will include the following details, as appropriate:
 - 3.5.1. the time period covered;
 - 3.5.2. a statement that the entire University community should continue to check for status updates;
 - 3.5.3. when further update(s) will be provided, if applicable; and
 - 3.5.4. how the decision will affect classes, examinations, and University services.
- 3.6. Communication regarding the resumption of normal operations at the University will include the following details, as appropriate:
 - 3.6.1. the time of the re-opening;
 - 3.6.2. whether the re-opening is campus-wide or a limited re-opening as set out in Section 10 of the University Closure Policy;
 - 3.6.3. when a further announcement(s) will be made, if applicable;

3.6.4. how the decision will affect classes, examinations, and University services.

University Communications Channels

- 3.7. The announcement(s) and subsequent updates will be issued to and/or posted via the following communications channels:
- 3.7.1. University's main home page (www.upei.ca);
 - 3.7.2. local mass media outlets such as CBC; Radio-Canada; CTV Atlantic; MBS, Stingray, and other local private radio stations; and *The Guardian*;
 - 3.7.3. University's mobile device application, currently known as "UPEI SAFE" (status bar and push notifications);
 - 3.7.4. text messaging to UPEI SAFE subscribers;
 - 3.7.5. campus screen network;
 - 3.7.6. email lists for faculty and staff, and students;
 - 3.7.7. University's Twitter ("X") account @UPEI; and other social media accounts if deemed necessary;
 - 3.7.8. depending on the circumstances, additional external agencies may be contacted.
- 3.8. In certain emergencies, as set out in the University's Emergency Management Plan and associated procedures, the University may use the same channels for communication.
- 3.9. The Director of Communications and University Relations (or designate) is responsible for ensuring that the University's communications channels, as set out in section 3.7 are updated as required.

4. Procedural Responsibilities

- 4.1. The Associate Vice-President, Facilities Management and Construction (or designate) has the following responsibilities:
- 4.1.1. to communicate the closure or delay message to key University staff, as deemed necessary, which would include in the event of the failure of the communication channels set out in Section 3.7.
 - 4.1.2. to initiate closure or delay procedures with Security Services; and
 - 4.1.3. to initiate any snow removal or shutdown procedures with the maintenance division.
- 4.2. The Manager, Security Services (or designate) has the following responsibilities:
- 4.2.1. To secure buildings during a delay or closure.

- 4.2.2. If any professors have decided to allow students to finish a class, lab, or exam in progress according to Section 5.1.4, maintain a list of these activities as notified.
- 4.2.3. If the closure or delay takes place outside regular operating hours, phone and/or deliver notifications to a limited list, including essential services departments and facilities.
- 4.3. The University Librarian is responsible for communicating the delay, closure, and re-opening of the Robertson Library to staff, campus users, and the public through communication channels outside of regular University operating hours.
- 4.4. The Director of Athletics and Recreation is responsible for 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 public through communication channels outside of regular operating hours.
- 4.5. The Associate Dean of the School of Climate Change and Adaptation is responsible for communicating the delay, closure, and re-opening of the Canadian Centre of Climate Change and Adaptation (CCCCA) to users, any external organizations, and the public through communication channels outside of regular operating hours.
- 4.6. The Director of Ancillary Services is responsible for communicating the closure decision to the following:
 - 4.6.1. external organizations renting the University's conference or meeting facilities, and
 - 4.6.2. if necessary, third-party contractors reporting to Ancillary Services will be contacted and informed of the closure.
- 4.7. The Director of the Veterinary Teaching Hospital is responsible for the:
 - 4.7.1. Communication of the closure decision to external clients of the Veterinary Teaching Hospital; and
 - 4.7.2. making alternate arrangements for client service, as required.
- 4.8. The Administrative Head of each unit is responsible for notifying independent contractors engaged by their respective units.

5. Special Circumstances

- 5.1. Individual faculties or departments will only cancel or delay classes due to storms or severe weather after consultation with and approval by the Vice-President of Administration and Finance (or designate). There are, however, special circumstances that may require action on the part of faculties or departments.
 - 5.1.1. *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 of the decision of whether attendance at clinical placements is required.

- 5.1.2. *Faculty of Education:* In the event of a University closure or delay, pre-service teachers completing a 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.
- 5.1.3. *Canadian Centre for Climate Change and Adaptation ("CCCCA")* In the event of a university closure or delay, the CCCCCA will follow the guidance and direction of the main campus closures. If the main campus remains open while the CCCCCA is required to close, the Associate Dean of the School of Climate Change and Adaptation(or designate) will consult with the Associate Vice-President Facilities Management and Construction. If a closure is advisable, the Associate Vice President will advise the Vice-President Administration and Finance who will recommend its closure to the President.
- 5.1.4. *If classes, labs, or exams are already in progress* when the closure takes effect, allowing students to finish the class, lab, or exam will be at the professor/instructor's discretion. Security Services must be notified. Once the class, lab, or exam is over, the room is to be closed.
- 5.1.5. *The President (or designate) may require that classes, labs, or exams be cancelled while in progress* if it is determined that conditions require an immediate closure.

6. Designated Buildings

- 6.1. In accordance with Section 8.4 of the University Closure Policy, the University makes the following building designations with the accompanying restrictions:
 - 6.1.1. *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 with an area to seek refuge in the event of a closure occurring during regular hours.
 - (b) The Student Centre will only be permitted to remain open if the closure or delay occurs within regular operating hours and Facilities Management deems the conditions to be safe for the building to remain open.
 - 6.1.2. *Residences:*
 - (a) The University has four (4) residences on the Charlottetown campus: Bill and Denise Andrew Hall ("AH"), Bernardine Hall ("BEH"), Blanchard Hall ("BLH"), and the Performing Arts Centre and Residence building ("PAC")(collectively the "Residences"), which provide accommodation to University students. The University also has a residence within the Canadian Centre for Climate Change and Adaptation at the St. Peter's Bay campus.
 - (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.

6.1.3. *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.

6.1.4. *Central Utility Building*

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

6.1.5. *Designated Atlantic Veterinary College Units*

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

6.1.6. *Chi-Wan Young Sports Centre*

- (a) The President (or designate) may allow the Chi-Wan Young Sports Centre, to remain open if Facilities Management deems the conditions to be safe for the building to remain open.

7. Reopening/Resuming Normal Operations

- 7.1. 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 of Administration and Finance (or designate), in consultation with the Associate Vice-President Facilities and Construction, Facilities Management, may recommend to the President the reopening of all or parts of the University campus.
- 7.2. The University shall consider the following service units as priorities for reopening:
 - 7.2.1. Residences and Dining Hall (if applicable);
 - 7.2.2. Atlantic Veterinary College Veterinary Teaching Hospital, Animal Resources, and Diagnostic Services (if applicable);

7.2.3. any other essential services (if applicable);

7.2.4. Chi-Wan Young Sports Centre; and

7.2.5. Robertson Library.

8. Related Policies and Procedures

8.1. Snow Clearing

8.1.1. Snow clearing priorities shall be completed in accordance with the UPEI Snow Removal Procedure and Guidelines.

8.2. Emergency Management Plan

8.2.1. When conditions warrant, the UPEI Emergency Management Plan and its associated procedures may override the University Closure Procedures.