A. Background and Definitions

Niagara College will make every effort to maintain scheduled services despite severe weather, however, in the interest of students, college personnel and public safety, the College may suspend normal operations at any or all campuses/sites.

**Incident Management Team (IMT):** A group of identified college personnel that convene at the direction of the Senior Vice President, College Operations to assist with the response to emergency situations. The IMT supports campus/site operations, emergency communications and business continuity.

**Work Integrated Learning:** A formal program or arrangement between partners to enable students to learn while working on the job.

B. Purpose

The intent of this policy is to identify the main principles and key responsibilities for determining and communicating, whether and when a closure is required due to severe weather, and when operations resume following a closure.

The primary consideration for when a closure is contemplated is the safety of college students, personnel and members of the general public.

C. Policy Statements and Key Responsibilities

1. The Senior Vice President, College Operations or designate, will make closure decisions, as appropriate, in consultation with the Manager, Campus Safety and Parking Services, and the Director, Facilities Management Services, or their respective designates.

2. College buildings will remain open with only Security services in place. Deans and/or Directors are responsible to determine if special events will continue, in collaboration with the Senior Vice President, College Operations or designate.
3. Decisions to close before the start of the business day will be made as early as practicable; with the intent to make the decision by 6:00 a.m. with the intent that notifications will be posted on the College’s website, social media channels and through media channels by 6:30 a.m. A decision will include the expected duration of the closure (i.e. partial day or all day).

4. For closure decisions after the start of the business day, the IMT will be consulted to assist in understanding and scheduling closure activities, for example, safe transportation or alternate accommodation for employees and students so that this can be included in notifications.

5. In the event that College campuses are closed due to severe weather, employees working remotely or delivering academic programming online, will continue to perform their responsibilities. All online courses will continue as scheduled.

6. Students scheduled to attend in-person at other sites for Work Integrated Learning (WIL), are to follow the protocols of the WIL host. Students are to advise their WIL host and their college contact if they are unable to attend their scheduled shift for any reason.

7. When the College is open but weather events prevent some employees from safely attending, and it results in cancellation of some classes, services, or activities, the appropriate department will communicate directly with impacted students or the public affected by the cancellation.

8. Deans/Directors are to anticipate the impact that a weather closure may have on their programs/services and proactively reach out to the Manager, Corporate Communications or designate regarding specific messaging required, if any.

9. Deans/Directors are responsible for developing applicable contingency plans related to their respective areas.

D. Related Documents

Procedure: NC100 Severe Weather – Staff Attendance-Absence
POLICY GROUP: NC100 – General Administrative

POLICY TITLE: Severe Weather Closures

E. Document History

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<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tr>
<td>December 5, 2018</td>
<td>Separation of policy and procedure and complete revision</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td>Removal of references to duration of closure and time of reopening</td>
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<tr>
<td>December 18, 2020</td>
<td>Updates of titles and Divisions</td>
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