



Type:	C—Institutional (Board)	Last Approved:	Sept. 22, 2011
Executive Responsibility:	President and Vice-Chancellor	Next Review:	June 2012
Administrative Responsibility:	Executive Director, Infrastructure and Ancillary Services; Executive Director, Communications & Public Relations	Policy:	11.19

STATEMENT:

1. ~~Nanaimo Campus~~

~~The following procedures are to be used in the event that the Nanaimo campus must be closed or classes and activities cancelled, due to severe weather conditions.~~

- ~~a. Before a decision is made to cancel classes and or activities due to snow or severe weather conditions, the Executive Director, Infrastructure and Ancillary Services, or designate, will have monitored local weather stations, RCMP advisories and other weather and road information sources for reports.~~
- ~~b. The decision to close the campus or cancel classes and activities is that of the President, or designate, in consultation with the Executive Director, Infrastructure and Ancillary Services, or designate, and will be communicated to the Executive Director of Communications and Public Relations or designate. The Executive Director of Communications and Public Relations or designate will then implement VIU's communication protocols to the broader internal and external communities.~~
- ~~c. In situations where the Nanaimo campus is closed for snow or other severe weather conditions, campus closure will be considered in the following blocks:
 - ~~i. Daytime Classes and Activities—decision made by 6:00 am—employees working on the Nanaimo Campus will not be required to report to work.

“Daytime” refers to any class or activity ending by 6:00 pm.~~
 - ~~ii. Evening Classes and Activities—decision made by 2:00 pm.

“Evening” refers to any class or activity starting at or after 6:00 pm.~~~~
- ~~d. If evening classes and activities are taking place on a day that daytime classes have been cancelled, these evening classes and activities will operate without support~~

~~services. These service areas include the Library, Cafeteria, Student Services and other service and support units. Security will be on campus during snow or other severe weather closures.~~

- ~~e. The Library Commons and Cafeteria seating will remain open during snow or severe weather closures.~~

~~Once a decision has been made to close the Nanaimo Campus the Director of the Development and Alumni Office and the Deans responsible for offsite Nanaimo programs (HEO, Paine Centre etc.) and the Director of Milner Gardens and Woodlands, will be responsible for the closure of those facilities and communicating the closure to their employees and to the Executive Director of Communications and Public Relations or designate.~~

~~1.2. Media and Employee Notification~~

- ~~a. When possible, once the decision is made to close the campus and cancel classes and activities, the Executive Director of Communications and Public Relations, or designate, will be notified, before 6:00 am, and will call all primary media outlets in the Region. These outlets include, but are not limited to:~~

~~Radio WAVE 102.3 FM – Nanaimo
Radio WOLF 106.9 FM – Nanaimo
Radio BEACH 88.5 FM – Parksville
Radio CHLY 101.7 FM – Nanaimo
Radio SUN 89.7 FM – Duncan
Radio – The Peak 93.3 FM – Port Alberni
Radio SUN 95.7 – Powell River
A-Channel – Nanaimo
CH TV News – Nanaimo
CBC Radio – Victoria
CBC Radio – Vancouver
This list will be reviewed annually.~~

- ~~b. The Executive Director of Communications and Public Relations or designate will place a notice on the website and send an e-mail message to all employees and all those registered on the VIU emergency email listing.~~

- ~~c. A message communicating the closure will be placed on the Nanaimo switchboard.~~

~~There will be times when weather conditions change quickly and VIU’s ability to notify employees and students by 6:00 am will be impacted.~~

~~There will also be unforeseen circumstances when individual employees may not be able to commute to the campus due to weather conditions in the area in~~

~~which they reside. In these circumstances, employees must work through their Dean or Director, to make alternative arrangements if required.~~

~~1.3. On-Campus Notification of Cancellation of Classes and/or Activities~~

- ~~a. Facilities Services will arrange to have signs posted on entrances to the Library, Bookstore, Theatre, and Welcome Centre advising the public that classes and services are closed.~~
- ~~b. All Deans and Directors will arrange to pass on information as quickly as possible to all classes and activities under their direction. Deans and Directors will also attempt to ensure that those employees scheduled to work in the evening are informed.~~
- ~~c. A pre-recorded message will be left on the switchboard communicating the closure.~~
- ~~d. The closure procedures will be promoted clearly and frequently by the Executive Director of Communications and Public Relations.~~

~~2. Regional Campuses and Centres~~

- ~~a. The Regional Campus Principals and the Dean, Adult and Continuing Education or designate are responsible for deciding on closures or class cancellations on their own campuses. They will coordinate radio announcements through the Executive Director of Communications and Public Relations. All classes will be notified as to the situation and the Principals will also try to ensure that faculty and staff who are due to travel to their campuses are informed. The President or designate, and Facilities Services will be notified of all campus closures.~~

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