

# Facilities Ancillary Services Best Practice

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## Regional Campus - Weather Closure Procedures

### **INTRODUCTION** (Purpose and Importance)

Weather conditions in the winter can be such that snow and ice can develop throughout a campus in a manner that makes site access potentially hazardous. High winds can also develop any time of year that could potentially lead to hazards.

Daily localized weather reports commencing November 1<sup>st</sup> from NW Weathernet are received and reviewed by the Facilities Services and Campus Development (FSCD) Director and Managers These reports will be used to inform and arrange for staff coverage if required. (These reports are forwarded as “Alerts” on the VIU Safety App for all to see.) Internet weather reports may also be a good source of information on snow conditions for your particular site.

***Note:** Milner Gardens, Deep Bay, Cowichan Campus and CTC, Parksville-Qualicum, and Powell River are included in this best practice. The G.R. Paine Horticultural Centre will be considered as part of the Nanaimo Campus and covered under that best practice. Parksville-Qualicum typically follow the recommendations of the City of Parksville who is operating this facility.*

### **Campus Administrators/Designates Responsibilities**

- Campus Administrators are responsible for recommending closures or class cancellations at their specific campus. For the purposes of this best practice, Campus Administrators need to ensure the Director, FSCD is aware of the contact information of their backups when they may be unavailable.
- Around 5:30 am check with local RCMP, highways, municipality, local taxi, transit and local school districts as applicable for your particular site. (This list of contact numbers should be prepared in advance) Obtain as much information as possible for the conditions on the local roadways. Internet roadway cameras may also be of assistance.
- Around 6:00 am determine whether in the best interests of safety of students and staff, you recommend the campus should be closed for the day. Text message the Director, FSCD (or designate) at 250-667-5813 (alternate phone numbers are on your Mass Notification Emergency Contact card) **before 6:15am**. Be prepared to expand on your recommendation to close, reasons why, and events impacted at your campus.

***Note:** Should the Director, FSCD be looking at the closure of other campuses, you may receive a “proactive” phone call asking for a recommendation.*

## Other Responsibilities

- The Director, FSCD (or designate) will gather the information from all the campuses and will contact the VIU President or designate to recommend which campuses be closed.
- Once the VIU President (or designate) gives approval to close for the day, the Director, FSCD immediately issues an alert and notification on the VIU Safety App which informs the AVP MARCOMM and allows them to communicate the campus closures. The Director, FSCD will monitor that the Mass Notification systems, VIU Safety App, Alertus and the Communications Web Management System are updated. The VIU Safety App will normally be the initial notification of campus closure approval.
- The Director, FSCD may then call/text back the campus administrators to confirm direction.
- The AVP MARCOMM will communicate the closures to the VIU community via website, email and Facebook, as well as the media.
- The Director, IT will revise the VIU switchboard automated message.
- The Director, FSCD or designate will update the safety app and notify Security and Facilities staff.

***In the case of extreme weather conditions, if possible, a decision will be made by:***

- ***6:30 am - if a campus will be closed for morning classes***
- ***10:30 am – if a campus will be closed for afternoon classes***
- ***2:30 pm – if a campus will be closed for evening classes***

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Revised: Burke Gulbranson, Interim Associate Director, FS – November 2, 2020

<b>Director, FSCD Checklist</b>		
1	Receive call/text from Campuses:  Nanaimo	Details
	Cowichan/CTC	
	Parksville – Qualicum	
	Deep Bay	
	Milner Gardens	
	Powell River	
2	Approximately 6:15am call VIU President with recommendation to close one or more campuses (If approved, follow the next steps)	
3	Send Notification on VIU Safety App to inform Campus Administrator and AVP Marcomm, etc.	
4	Connect with AVP Marcomm to ensure awareness	
5	Send notice on Alertus	
6	Ensure notice is on Communications Web Management System	

<b>Campus Administrator Checklist</b>		
1	Monitor localized weather reports	
2	Alert staff on possibility of upcoming snow/ice issues	
3	At approximately 5:30 am where applicable, check internet cameras, monitor taxi, municipality, transit and local school districts to obtain information as to local road conditions. Look outside.	
4	At 6:00 am determine safety of site and local roadways. Make determination whether to recommend to close.	
5	If need to close, call/text the Director, FSCD <b>prior to 6:15 am</b> with reasons and recommendation	
6	Monitor VIU Safety App to receive notice from Director, FSCD regarding President's decision.	
7	Notify local staff of decision.	

<b>Director IT Checklist</b>		
1	Monitor localized weather reports	
2	Alert staff on possibility of upcoming snow/ice issues	
3	Monitor VIU Safety App to receive notice from Director, FSCD regarding President's decision.	
4	If applicable, arrange for update of Nanaimo campus main switchboard	
5	Notify local staff of decision	

<b>AVP MARCOMM Checklist</b>		
1	Monitor localized weather reports	
2	Alert staff on possibility of upcoming snow/ice issues	
3	Monitor VIU Safety App about impacted campuses:	Nanaimo
		Cowichan/CTC
		Parksville – Qualicum
		Deep Bay
		Milner Gardens
		Powell River
4	Arrange for notification of media	
5	Arrange for updating of website	
6	Arrange for email to staff and students	
7	Arrange for update of social media such as Twitter and Facebook	