

FANSHAWE COLLEGE POLICY MANUAL

1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION F – PHYSICAL RESOURCES

TITLE: CANCELLATION OF CLASSES OR CLOSURE OF COLLEGE LOCATIONS

POLICY NUMBER:	1-F-10
EFFECTIVE:	January 9, 2013/SLC-12-06
APPROVAL/REVIEW MEETING:	1982 12 24/SA-82-08, 2007 04 04/AC-06-07, 2012 11 28/SLC-12-05, 2013 01 09/SLC-12-06
NEXT REVIEW:	2017 11 28
POLICY SPONSOR:	Executive Director, Facilities Management
REFERRAL COMMITTEE:	Senior Leadership Council

1. PURPOSE

The purpose of this policy is to provide decision-making processes for the cancellation of classes or activities, or closure of a College location.

2. DEFINITIONS

None

3. THE POLICY

3.1. Scope

This Policy applies to cancellations and closures initiated by College senior leadership.

3.2. Application

The decision to cancel College classes or activities, or to close in whole or in part any or all College locations due to a condition or situation where, upon assessment or review, such cancellation or closure is warranted, is made by the President (or designate). Examples of conditions or situations that may warrant such cancellation or closure include, but are not limited to:

- An Emergency Incident defined in College Policy 1-D-09: Emergency Preparedness and Response as: Any situation or impending situation, real or perceived, caused by a force of nature, infectious disease or other health risk, or human act, whether intentional or otherwise, that:

1) Results in or could result in serious harm to human health or life safety of Community Members, substantial damage to the College Campus or the environment, or significant, adverse impacts on critical College operations; or

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2) Threatens public safety, public health, property, critical infrastructure or operations on the College Campus, the environment, or the economic or reputational stability of the College.

An Emergency Incident normally requires preparedness, response or recovery efforts exceeding the College's normal day-to-day activities;

- Active or predicted severe weather that, while not posing a hazard to a College location at the time, (i.e., not an Emergency Incident) results in or could result in hazardous or treacherous conditions for vehicle or pedestrian traffic to or from a College location during peak travelling periods (e.g., heavy snowfall, blizzard or blowing snow, freezing rain, fog, severe thunderstorm, strong wind or tornado, flooding); or
- A non-crisis condition or situation, normally planned or coordinated in advance, that results or could result in the temporary disruption or interruption of operations at a College location, but which efforts remain within the College's normal day-to-day activities, or of vehicular or pedestrian traffic from or to that College location during peak periods (e.g., a planned municipal power outage affecting service delivery at a College location, municipal street closure restricting access to or from a College location, public transit interruption or cancellation of major transit service to a College location, a planned labour disruption).

The President delegates authority (under this policy and College policy 1-D-09: Emergency Preparedness and Response) to the Emergency Director (or designate) to cancel College classes or activities at or to close, in whole or in part, any or all College locations due to an Emergency Incident.

For any College location outside of the City of London, the President normally delegates authority to the Dean or Director (or designate) responsible for that College location, to cancel normally scheduled College classes or activities or to close, in whole or in part, that College location when normally open, only for active or predicted severe weather.

Where College activity occurs at a facility operated by a non-College organization (e.g., co-op placement, clinicals at hospitals, schools, agencies, etc.), the decision to cancel College activities or to close that facility is normally made by that organization in accordance with their protocol. However, in the absence of that organization's decision or where a cancellation by the College is considered advisable, the President (or designate) reserves the right to cancel such College activity.

The President further delegates authority to the Senior Vice-President, Academic to cancel normally scheduled College classes or activities at College locations on an incidental basis and to establish, as appropriate, policies and procedures for such cancellations.

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- 3.3. The College undertakes to provide primary cancellation or closure information on the College's website. Until a decision for cancellations of classes at or the closure of a College location is announced, the College location is to be considered as operating normally.
- 3.4. When a decision is made under this Policy concerning the cancellation of classes or activities at a College location:
- Students attending that College location and affected by the decision are excused from classes and activities at that College location for the period that the cancellation remains in effect. Such students are responsible for attending any rescheduled classes and activities, and for complying with any other arrangements deemed necessary by the College to complete their course learning outcomes;
 - Academic Managers appropriately reschedule classes and activities cancelled or make necessary arrangements to ensure the completion of course learning outcomes;
 - College operations at that College location are not affected by the decision and Budget Managers appropriately continue normal College operations; and
 - Employees required to attend for work at that College location are not affected by the decision and are required to attend for work. Non-attendance at work is managed in accordance with College Policy 1-B-34: Absence Management.
- 3.5. When a decision is made under this Policy concerning the closure, in whole or in part, of a College location:
- Students attending that College location who are affected by the decision are excused from classes and activities at that College location for the period that the closure remains in effect. Such students are responsible for attending any rescheduled classes and activities, and for complying with any other arrangements deemed necessary by the College to complete their course learning outcomes;
 - Academic Managers appropriately reschedule classes and activities cancelled or make necessary arrangements to ensure the completion of course learning outcomes;
 - College operations at that College location may be affected by the decision. Budget Managers, in consultation with their supervisors, appropriately review, assess and evaluate service delivery adjustments to College operations that continue for students, employees, research, contractors, safety and facilities despite the closure, such continuation may be at reduced service levels, including (but not limited to) campus security, emergency management office, environment, health and safety services, residence operations and related services, food services, information technology services, library and media services, and office of the registrar; and

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- Employees who normally work at that College location may be affected differently. A decision to close may result in the requirement for some Employees to attend for work to support College operations as may be adjusted or to perform their assigned duties at a College location that remains open despite the closure of another College location. Reporting and management of attendance or non-attendance at work is handled in accordance with College Policy 1-B-34: Absence Management.

4. REFERENCES

College Policy

1-B-34: Absence Management

1-D-09: Emergency Preparedness and Response

2-B-04: Incidental Cancellation of Classes

2-B-05: Academic Space Scheduling and Timetabling (**see Procedure B)

5. ATTACHMENTS

None

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