

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>		
Policy No.		Officer Responsible		
<b>OP.423</b>		<b>Vice President Finance and Administration</b>		
Policy Name				
<b>Emergency University Closure</b>				
Approved by	Replaces		Category	Next Review
<b>SLC</b>	<b>ARM 7001, E.412 Emergency University Closure Policy</b>		<b>Safety</b>	<b>June 2030</b>
Date Issued	Date Revised	Date in effect	Related Policies	
<b>April 1, 1998</b>	<b>June 27, 2025</b>	<b>June 27, 2025</b>		

## 1. PURPOSE

- 1.1 Capilano University (the “University”) is committed to providing a safe and healthy environment for all individuals who use University Property or Premises or participate in University-related Activities. The purpose of this policy is to set out conditions for delivering a timely and coordinated response to Severe Weather environmental conditions, infrastructure and/or utility disruptions or other emergent conditions which may compromise health, safety and/or security on University Premises or Property, during activities on- or off campus or in travelling to them.
- 1.2 The University considers regional conditions, including severe weather, road conditions and transit information in determining whether road hazards and public safety conditions should result in:
  - a) modification or cancellation of classes, learning activities, services, operations and other University-related Activities;
  - b) movement to off-site classes learning activities, services and operations where possible and/or
  - c) closure of some or all University Property and Premises.
- 1.3 This policy does not apply to conditions resulting from a labour dispute, as defined under the BC Labour Relations Code.

## 2. DEFINITIONS

**“Emergency”** a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature and requires prompt coordination of action to protect the health, safety or welfare of a person or to limit damage to property

**“Employee”** any person employed by the University.

**“Designated Response Personnel”** an Employee that has been pre-determined by their manager as having a required skillset, or responsibility in their job description, to remedy priority operational activities.

**“Hazard”** a thing or condition that may expose a person to a risk of injury or occupational disease.

**“Member of the University Community”** Employees, Students, board members and volunteers.

**“Severe Weather”** climatic conditions that include snowfall, windstorm, rainstorm (including atmospheric river) or heat event (including heat dome).

**“Student”** an individual enrolled in any course (credit or non-credit) at the University.

**“Supervisory Authority”** a person who instructs, directs and controls Employees and/or Students in the performance of their duties; this person does not necessarily have the word “supervisor” in their job title.

**“University Premises or Property”** any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

**“University-related Activity”** includes an activity or event conducted under the authority of the University at any location, on- or off-campus. All activities on the University’s campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from the University.

**“Visitor or Guest”** non-University community members (including alumni and donors) visiting any University Property or Premises or participating in a University-event.

### **3. SCOPE**

- 3.1 This policy applies to all Members of the University Community and to all contractors and subcontractors of the University, Visitors and Guests.

### **4. POLICY STATEMENT**

- 4.1 The University’s Premises and Property will remain open unless Severe Weather or other emergent conditions pose a Hazard to public safety or adversely affect the University’s ability to continue to offer on-site classes and/or services.
- 4.2 The University will respond to Severe Weather or other emergent conditions that may pose a public safety hazard by conducting a risk assessment to determine whether or not to:
- a) modify or cancel some or all of the University’s on-site learning, services, operations and/or other University-related Activities;
  - b) close or partially close University Premises or Property; and/or
  - c) evacuate or impose other emergency restrictions on some or all Premises or Property.

- 4.3 The decision to close the University will be made by the President, or designate, with as much notice as possible and will be communicated on official University-wide channels (including the university website and the CapUSafe app).
- 4.4 If one or all University Premises or Properties are closed students, volunteers, board members, Visitors and Guests must not enter those Premises or Properties. Some contractors and subcontractors of the University may be asked to come on site to support operations that will enable the University to safely re-open.
- 4.5 All Members of the University Community, Visitors and Guests, contractors and subcontractors or anyone else on University Property or Premises must evacuate or follow other instructions from university authorities in emergency situations.

### **Employees**

- 4.6 Unless otherwise stated on official University-wide channels all University Property and Premises shall be considered open and accessible to Employees. Updates will be made as conditions change. Employees, who are not Designated Response Personnel, who can continue to complete their work off-site, are expected to do so; otherwise, they will arrange time-off with their supervisor as follows:
  - a) The Employee may request this time as a vacation day.
  - b) With the supervisor's approval, and where the supervisor determines that the missed work can be made up without incurring overtime, the Employee may reschedule the time at a mutually agreed-upon date.
- 4.7 All make-up time arrangements must be put in writing and forwarded to the Employee's supervisor. If a vacation is taken for this time, then a time sheet will be submitted in the usual manner.
- 4.8 If the University is completely closed, Employees who are not Designated Response Personnel should not come to work.
- 4.9 Employees, who are not Designated Response Personnel, will receive salary maintenance if their normal work location is closed to on-site learning, services or operations and after consultation with their supervisor it is determined that they are unable to find alternate work arrangements.

### **Designated Response Personnel**

- 4.10 If one or all University Premises or Property are closed to on-site learning, services or operations, Designated Response Personnel may still be asked to come on site to support operations that will enable the University to safely re-open.
- 4.11 Designated Response Personnel are expected to come to work on site, provided it is safe for them to do so; and will be compensated with the equivalent time off.
  - a) Should Designated Response Personnel be required to attend and/or remain outside normal hours of work, the usual provisions for overtime will apply.

- b) Designated Response Personnel who are requested to report for work on an unscheduled afternoon or night shift which commences during a closure of some or all of University Property or Premises shall receive equivalent time off for all hours worked on the shift, with such time to be taken off within the following calendar month.
- 4.12 Designated Response Personnel will let their supervisor know, in a timely manner, if they are able to safely travel to the campus. If it is deemed unsafe to go to the campus, provisions in section 4.8 apply.

## **5. DESIGNATED OFFICER**

- 5.1 The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director of Safety & Emergency Services.

## **6. RELATED POLICIES AND PROCEDURES**

OP.420 Safety & Emergency Services Policy

OP.422 Facilities Access Policy

## **7. REFERENCES**

*BC Workers' Compensation Act*

*BC Occupational Health and Safety Regulation*

*BC Emergency and Disaster Management Act*

*BC Labour Relations Code*

*LOU2 MoveUp Collective Agreement*