



Closure Due to Inclement Weather	Policy No.:	7510
	Category:	Safety, Security and Emergency Management
	Approving Body:	Leadership Team
	Executive Division:	Human Resources
	Department Responsible:	Safety, Security and Emergency Management
	Current Approved Date:	2010 Aug 06

Policy Statement

The Institute will remain open during normal scheduled operations unless climatic conditions pose a hazard to public safety or adversely affect the Institute's ability to continue to offer services. It is the policy of BCIT to respond to snow conditions by conducting a risk assessment on the weather and road conditions, and determining whether or not to close the Institute.

Purpose of This Policy

The purpose of this policy is to set out conditions for delivering a timely and coordinated response to snow or other weather conditions which may compromise safety at BCIT campuses, or in travelling to them.

This policy takes into account weather and road condition information in determining whether road hazards and public safety conditions should result in closure of the Institute operations.

The decision to close the Institute will be made with as much notice as possible.

Application of This Policy

This policy applies to all persons who enter BCIT campuses, including BCIT students, employees, contractors, and visitors.

Related Documents and Legislation

Policy 7512, Occupational Health and Safety
Workers Compensation Act (B.C.)

Definitions

None

Other Information

None

Duties and Responsibilities

Safety, Security and Emergency Management Department

The Safety, Security and Emergency Management Department is responsible for the physical security of BCIT facilities, and the safety of all persons present on the premises.

The Director of Safety, Security and Emergency Management

Following a considerable snowfall, the Director of Safety, Security and Emergency Management determines whether to recommend closure, taking into account Environment Canada weather information and road condition information (from respective road maintenance operations).

If the Institute is to be closed, the Director of Safety, Security and Emergency Management notifies the Director of Marketing and Communications to implement the Crisis Communications Plan (see Procedure 7510-PR1, Closure Due to Snow).

Director of Marketing and Communications

The Director of Marketing and Communications has the responsibility to disseminate information about Institute closure, via Internet, news media, BCIT Alert, or direct communication (email, telephone) to BCIT students, employees, visitors, and contractors.

Procedures and Guidelines Associated With This Policy

Procedure 7510, Response to Inclement Weather

Forms Associated With This Policy

None

Special Situations

None

Amendment History

- | | |
|---------------|-------------|
| 1. Created | 1994 Oct 19 |
| 2. Revision 1 | 1996 Dec 05 |
| 3. Revision 2 | 2002 May 09 |
| 4. Revision 3 | 2003 Feb 11 |
| 5. Revision 4 | 2005 Dec 02 |
| 6. Revision 5 | 2006 Dec 22 |
| 7. Revision 6 | 2008 Oct 02 |
| 8. Revision 7 | 2010 Aug 06 |

Scheduled Review Date

2015 Aug 31