



Response to Inclement Weather

Policy No.:	7510-PR1
Policy Reference:	7510
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2010 Aug 06

Objectives

This procedure applies directly to Policy 7510, Closure Due to Inclement Weather. It describes the process for:

- Determining whether or not the Institute should be closed due to snow or other inclement weather
- Communicating this decision to the BCIT community and the public at large

Who Does This Procedure Apply To?

This procedure applies to the Safety, Security and Emergency Management Department, the Director of Safety, Security and Emergency Management, and the Director of Marketing and Communications.

Other Information

None

Procedure

A. Overnight Snowfall

1. Each morning following a considerable snowfall, the Director of Safety, Security and Emergency Management obtains weather condition information (from Environment Canada) and road condition information (from respective road maintenance operations), prior to deciding whether or not road safety hazards should result in closure of Institute operations.

If there is a closure of the Institute, the Director of Safety, Security and Emergency Management notifies the Director of Marketing and Communications to implement the Crisis Communications Plan.

2. The Director of Marketing and Communications communicates the decision on closure, by 5:30 AM, to the parties (described in Part C) who will disseminate the information.

Every effort is made to ensure that current information is communicated to its intended audience by 6:00 AM or earlier during severe weather, and information is updated as the situation changes.

Procedure

B. Day-Time Snowfall

1. Following a considerable daytime snowfall, the Director of Safety, Security and Emergency Management obtains weather condition information (from Environment Canada) and road condition information (from respective road maintenance operations), prior to deciding whether or not road safety hazards should result in closure of Institute operations. Final approval is made by the President or Vice President of Education.

If there is a closure of the Institute, the Director of Safety, Security and Emergency Management notifies the Director of Marketing and Communications to implement the Crisis Communications Plan.

2. The Director of Marketing and Communications communicates the decision on closure, by 2:30 PM, to the parties (described in Part C) who will disseminate the information.

Every effort is made to ensure that current information is communicated to the intended audience by 3:00 PM or earlier during severe weather, and information is updated as the situation changes.

C. Crisis Communications Plan

The Director of Marketing and Communications will communicate the decision on closure as follows:

3. Information on closure will be posted on the BCIT homepage; my.bcit.ca; BCIT ALERT; via Lotus Notes; the staff intranet (All Notes announcements); and in some cases a voicemail broadcast message may be sent via the campus telephone system. Messages will also be recorded on the main switchboard and at 604.434.1610, the main registration line, for incoming calls to the Institute. Information will also be distributed to Lower Mainland media. We recommend tuning to CKWX News 1130, CKNW News Talk 980, or CBC Radio AM 690. If a closure is in effect in the morning, please watch for information on the Global BC Morning News, CTV Vancouver's local newsbreaks, and City-TV.
4. The decision to close Institute operations will be communicated to the radio and TV stations as above, and no later than 5:30 AM or 2:30 PM to enable the 6:00 AM or 3:00 PM news broadcast to confirm cancellations of day or evening classes.

Forms Associated With This Procedures

None

Amendment History

1. Created 2007 Dec 10
2. Revision 1 2008 Oct 02
3. Revision 2 2010 Aug 06