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## **Response to Inclement Weather**

Procedure No:	7100-PR5
Version:	4
Policy Reference:	7100 – Safety and Security
Category:	Safety, Security and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 DEC 05

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### **Objectives**

This procedure applies directly to Policy 7100, Safety and Security.

BCIT classes, services, and business will proceed as scheduled unless weather conditions pose a hazard to public safety or adversely affect the Institute’s ability to continue to offer services.

The Institute assesses weather and road condition information in determining whether road hazards and public safety conditions should result in closure of the Institute. A decision to close the Institute will be made with as much notice as possible.

The objective of this procedure is to set out conditions for delivering a timely and coordinated response to snow or other weather conditions that could compromise safety at BCIT campuses or on travel routes to them.

This procedure describes the process for:

- Determining whether the Institute should close due to snow or other inclement weather.
- Communicating this decision to the BCIT community and the public at large.

### **Who This Procedure Applies To**

This procedure applies to:

- the President of BCIT
- the Senior Director of Safety, Security and Emergency Management
- the Department of Safety, Security and Emergency Management (“SSEM”)
- the Director of Marketing and Communications (“Director, MarCom”)
- BCIT students, employees, contractors, visitors, and tenants

### **Procedure**

#### **A. Overview**

BCIT responds to snow or other inclement weather by conducting a risk assessment on the weather and road conditions.

The Senior Director, SSEM determines whether to recommend closure, assessing risks against Environment Canada weather information, transit services, and road condition information obtained from relevant road maintenance operations.

If the Institute is to be closed, or inclement conditions warrant a campus status update, the Senior Director, SSEM notifies the Director, MarCom to implement the Crisis Communications Response Plan.

The Director, MarCom disseminates information about Institute closure or campus status to BCIT students, employees, visitors, contractors, and the media.

### **B. Overnight Snowfall**

1. Early each morning during predicted or ongoing inclement weather, the Senior Director, SSEM obtains weather information from Environment Canada, road condition information from relevant road maintenance operations, and specific campus conditions from personnel at each campus.

Next the Senior Director assesses road safety hazards, and current and expected conditions. If they conclude that weather conditions are likely to pose a hazard to BCIT community safety or adversely affect the Institute's ability to offer services, then the Senior Director will order the closure of the Institute.

If the Institute is closed, or inclement conditions warrant a campus status update, the Senior Director notifies the Director, MarCom by 5:00 a.m. to implement the Crisis Communications Response Plan.

2. The Director, MarCom (or designate) activates the Crisis Communications Response Plan for closure, by 5:30 a.m., as described in Part D.

Every effort is made to ensure that current information is communicated to the BCIT community by 5:30 a.m. and that information is updated as weather conditions change.

### **C. Daytime Snowfall**

1. Each afternoon during predicted or ongoing inclement weather, the Senior Director, SSEM obtains weather information from Environment Canada, road condition information from relevant road maintenance operations, and specific campus conditions from personnel at each campus.

Next, the Senior Director assesses road safety hazards and current and expected conditions. If they conclude that weather conditions are likely to pose a hazard to BCIT community safety or adversely affect the Institute's ability to offer services, then the Senior Director will recommend to the President (or designate) that the Institute should be closed.

The President (or designate) will then decide whether to close the Institute.

If the Institute is closed, or inclement conditions warrant a campus status update, the Senior Director, SSEM notifies the Director, MarCom by 1:30 p.m. to implement the Crisis Communications Response Plan.

2. The Director, MarCom (or designate) activates the Crisis Communications Response Plan on closure by 2:00 p.m., as described in Part D.

Every effort is made to ensure that current information is communicated to the BCIT community by 2:30 p.m., and that information is updated as weather conditions change.

#### D. Crisis Communications Plan

In the event of a campus closure the Institute will communicate the “Closed” message through the following channels:

- BCIT homepage
- SafetyWise App push notification
- BCIT Alert – including mobile phone, work phone, and work email
- my.bcit.ca student email
- all staff email
- social channels – Facebook, X (aka Twitter), and Instagram
- switchboard message
- direct email to local radio and TV media

In the event of inclement weather without campus closure, the Director, MarCom (or designate) in association with the Senior Director, SSEM will determine whether BCIT community communication is necessary. Should they determine that an “Open” message is appropriate, the Institute will communicate the notice through the following channels:

- BCIT homepage
- SafetyWise App alert (no push notification)
- my.bcit.ca student email
- all Staff email
- social channels – Facebook, X (aka Twitter), and Instagram

The decision to close Institute operations will be communicated by no later than 5:30 a.m. (overnight snowfall) or 2:30 p.m. (daytime snowfall).

#### Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR5 version 1	2012 Mar 30	Replaced
Revised:	Procedure 7100-PR5 version 2	2017 Dec 20	Replaced
Revised:	Procedure 7100-PR5 version 3	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR5 version 4	2023 Dec 05	In Force

Procedure 7100-PR2 replaced Policy 7510 and Procedure 7510-PR1, with the following amendment history:

			<u>Approval Date</u>	<u>Status</u>
Created:	Policy 7510	version 1	1994 Oct 19	Replaced
Revised:	Policy 7510	version 2	1996 Dec 05	Replaced
Revised:	Policy 7510	version 3	2002 May 09	Replaced
Revised:	Policy 7510	version 4	2003 Feb 11	Replaced
Revised:	Policy 7510	version 5	2005 Dec 02	Replaced
Revised:	Policy 7510	version 6	2006 Dec 22	Replaced
Revised:	Policy 7510	version 7	2008 Oct 02	Replaced
Revised:	Policy 7510	version 8	2010 Aug 06	Retired (2012 Mar 30)
Created:	Procedure 7510-PR1	version 1	2007 Dec 10	Replaced
Revised:	Procedure 7510-PR1	version 2	2008 Oct 02	Replaced
Revised:	Procedure 7510-PR1	version 3	2010 Aug 06	Retired (2012 Mar 30)

**Scheduled Review Date**

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or to relevant operational circumstances).