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## Response to Inclement Weather

Procedure No.:	7100-PR5
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2012 Mar 30

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### Objectives

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

BCIT 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.

The Institute takes into account 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 which may compromise safety at BCIT campuses or in travelling to them.

This procedure 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 This Procedure Applies To

This procedure applies to the following:

- The Safety, Security and Emergency Management Department
- The Director of Safety, Security and Emergency Management
- The Director of Marketing and Communications
- 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.

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 obtained 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

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Response Plan.

The Director of Marketing and Communications disseminates information about Institute closure, via Internet, news media, BCIT Alert, or direct communication by email or telephone to BCIT students, employees, visitors, and contractors.

### **B. Overnight Snowfall**

1. Each morning during severe weather, the Director of Safety, Security and Emergency Management obtains weather condition information from Environment Canada, road condition information from respective road maintenance operations, and campus conditions from personnel at each campus prior to deciding whether or not road safety hazards or current or expected conditions should result in closure of the Institute.

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 Response Plan.

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

### **C. Day-Time Snowfall**

1. Each afternoon during severe weather, the Director of Safety, Security and Emergency Management obtains weather condition information from Environment Canada, road condition information from respective road maintenance operations, and campus conditions from personnel at each campus prior to deciding whether or not road safety hazards or current or expected conditions should result in closure of the Institute. Final approval is made by the President or Vice President Education, Research and International.

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 Response Plan.

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

### **D. Crisis Communications Plan**

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

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follows:

1. Information on closure will be posted on the BCIT homepage, my.bcit.ca, BCIT ALERT via email notification to Institute employees, the staff intranet, 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 the main registration line (604-434-1610) for incoming calls to the Institute. Information will also be distributed to Lower Mainland media including CKWX News 1130, CKNW News Talk 980, CBC Radio AM 690, Global BC Morning News, CTV Vancouver's local newsbreaks, and City-TV.
2. The decision to close Institute operations will be communicated to the radio and TV stations as above 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.

## Amendment History

1. Created 2012 Mar 30

Policy 7510, Closure due to Inclement Weather, and Procedure 7510-PR1, Response to Inclement Weather, have been retired and replaced with this Procedure under Policy 7100, Safety and Security. The following table shows the amendment histories of the now-replaced policy and procedure.

7510	BCIT Policy on Closure Due to Snow	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
<i>Name changed</i>	Closure Due to Inclement Weather	7. Revision 6	2008 Oct 02
		8. Revision 7	2010 Aug 06
7510-PR1	BCIT Procedure on Closure Due to Snow	1. Created	2007 Dec 10
<i>Name changed</i>	Response to Inclement Weather	2. Revision 1	2008 Oct 02
		3. Revision 2	2010 Aug 06