

Emergency Modified Operations Procedure

Introduction

The University of Regina's highest priority is the safety and well-being of those who live, study, and work within the university community. Although the University will make every effort to remain open, the University may reschedule classes on a university-wide basis, curtail non-essential services or institute other modified operations in response to emergencies caused by natural, human-made or technological hazards.

The authority and responsibility for modifying operations, for rescheduling classes on a university-wide basis, and for curtailing non-essential services rests with the Director of Emergency Operations (DEO) or designate in consultation with the President.

The purpose of this procedure is to define the process to be followed for modifying operations of the University due to emergency situations, re-opening and rescheduling of examinations, classes, and research spaces on a university-wide basis, and curtailing non-essential services.

Note – Units outside the main and CAC campus will follow closure procedures as set out by the applicable landlord or property management corporation.

Emergency Operations Modification Procedures

With the exception of those essential services listed in the Essential Services section of this procedure, any modifications of operations will be final and will not be left to the discretion of individuals or units unless special arrangements are made with the Director of Emergency Operations (DEO) or the University Emergency Operations Center. Only those employees who are identified as essential services employees are expected to report to work or remain at work if safe to do so.

a) Modifying operations during business hours:

Before the DEO reaches a decision to modify operations at the University during normal business hours, the DEO can consult the Emergency Management Committee to identify situations and concerns that could be caused by the modification (i.e. ability to communicate decision, closed roads or highways). This decision should also include an initial assessment of when the University will resume normal operations.

Once the decision is made to modify operations at the University, the Director of Communications and Marketing (University Advancement & Communications) is responsible for notifying the University community and general public.

Note: When a decision is made to modify operations at the University of Regina for an emergency, it is recommended that, if conditions are safe and appropriate, the University will provide access to anyone requiring shelter.

b) After-hours operations modification:

If an emergency situation occurs after normal operating hours (10:30 p.m. to 7:00 a.m.) and a decision to modify operations is required, Campus Security will consult with applicable stakeholders to gather information and prepare advice as to whether University operations should be curtailed due to emergency conditions. They will provide a recommendation to the DEO, who will make the decision. The DEO will contact the Director of Communications and Marketing (University Advancement & Communications) who is responsible for notifying the University community and general public.

If a modification of operations decision is to be made after normal operating hours, every effort is to be made to render a judgment on the matter prior to 6:30 a.m. to allow timely public communication of the decision through the news media.

Resuming normal operations and rescheduling missed examinations, classes and labs:

The DEO in consultation with applicable stakeholders will monitor all conditions during an emergency necessitating modified operations and, when appropriate, make the decision to resume normal operations. Once the decision is made by the DEO to resume normal operations, the Director of Communications and Marketing (University Advancement & Communications) is responsible for notifying the University community and general public

Cancelled examinations will be rescheduled or alternative arrangements made by the Provost/Vice-President (Academic) (in consultation with the Associate Vice-President (Student Affairs)). Classes and labs will be rescheduled in consultation with academic units.

Time off for hazardous weather/emergency during modified operations:

Time-off procedures for all employees due to hazardous weather or when the university modifies operations are outlined in this procedure.

Responsibilities

The Vice-President (Administration) (DEO) will:

- gather information and in consultation with the President decide whether University operations should be modified due to hazards or other emergency conditions. This duty will be carried out in conjunction with applicable stakeholders if possible, given the time of day and particular circumstances;
- monitor conditions during an emergency necessitating modified operations together with applicable stakeholders and, when appropriate, make the decision to resume normal operations;
- contact the Director of Communications and Marketing (University Advancement & Communications) with the decision to modify operations or resume normal operations so that an appropriate message can be developed and emergency communications can be implemented; and,
- where possible, consult members of the Emergency Management Committee before reaching a decision in order to identify situations and concerns that could be caused by modifying operations (i.e. ability to communicate decision, closed roads or highways). This decision should also include an indication when the University will resume normal operations.

The Director, Communications & Marketing (University Advancement & Communications) will:

- work with the DEO to prepare an appropriate message to communicate a decision to modify or resume normal operations. Notify the University community and general public about any modifications or when resuming normal operations.

The Associate Vice-Presidents, Deans and Directors will:

- ensure that appropriate levels of service are continued. They will enact their business or academic continuity plan which will include identification of essential services personnel, and they will notify these individuals in advance (see Essential Services below) that they are essential services personnel and maintain an updated list in the Faculty/Department/Unit Emergency Preparedness Plan.

Essential Services

Essential Services Personnel (ESP) are University of Regina employees who are necessary to provide services to enable the University to prevent danger to life, health or safety; the destruction or serious deterioration of machinery, equipment or premises; or serious environmental damage.

Facilities Management ESP:

- Maintenance
- Heating Plant
- Campus Security
- Operations

Student Services ESP:

- Housing and Hospitality Services
- University Food Services
- Student Mental Health Services

Faculties ESP:

- Associate Vice-Presidents, Deans and Directors are responsible for ensuring that appropriate levels of service are continued if safe to do so. They will develop Business/Academic Continuity Plans which will include identification of essential services personnel.

Information Services ESP:

- IT Support Centre
- Communications and Communications Support
- Network Services
- Server Support

Advancement & Communications ESP:

- Director, Communications and Marketing
- Associate Director, Communications and Public Relations

Human Resources Department ESP:

- Health, Safety & Wellness

Time-off for Hazardous Weather / Emergency Operations Modification

The University expects employees to report for work on their normal workdays if safe to do so. Under severe weather conditions it may be impossible for all employees to fulfill this obligation without exposing themselves to undue hazard. Employees who are unable to report for work, and are unable to work remotely, may charge their absences to available vacation credit, available float days, available banked lieu time or absence without pay.

The University urges employees to make every effort to report for work during inclement weather if safe to do so, and in recognition of this, urge supervisory or management personnel to use discretion in recording latecomers who were delayed due to weather conditions.

From time to time the University considers it appropriate to allow certain employees to leave work earlier than normal, such as for severe ice or snowstorm conditions. When a faculty/department provides early departure, based on consultation with Human Resources or if the University modifies operations as per University Emergency Modified Operations Procedure, the time off is granted with pay and the following will apply:

Employees who are granted time off for early departure will receive straight time pay for time for the remainder of their scheduled shift. The granting of time off will not affect vacation or sick leave entitlement.

Natural Hazards Closure Criteria

Below are some guidelines that could contribute to modifying operations of the University of Regina.

For the purposes of this policy, natural hazards are defined as:

- Floods
- Hail/severe rain
- Snowstorms/blizzards
- Thunderstorms
- Tornados/severe winds

Human-made hazards are defined as, but not limited to:

- Power outages
- Terrorist attacks
- Armed intruder
- Floods
- Chemical spill
- Political unrest