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 close in response to emergencies caused by natural, man-made or technological hazards (see Emergency Management Plan Appendix 1 for Hazards Assessment Factors).

The authority and responsibility for closure, for rescheduling classes on a university-wide basis, and for curtailing non-essential services rests with the President.

The purpose of this procedure is to define the process to be followed for:

1. closure of the University due to emergency situations;
2. re-opening and rescheduling of examinations, classes, and labs on a university-wide basis, and,
3. curtailing non-essential services due to a closure.

Note – Students, faculty and staff conducting activities outside the main campus and College Avenue Campus should be familiar with and follow local emergency procedures.

Definitions

Core Service: Activity or process that cannot be interrupted or unavailable for several business days without having a significant negative impact on the organization.

Mission Critical Service: Core service(s) that, if they are not performed, could lead to loss of life or constitute a risk to personal safety.

Emergency Closure Procedures

1. Emergency Closure of the University of Regina

   With the exception of those emergency services listed in the Mission Critical section of this document, any closure will be final and will not be left to the discretion of individuals or units unless special arrangements are made with the Director Emergency Operations (DEO). Only those employees who provide mission critical services are expected to report to work or remain at work if safe to do so.

   a) Closure during business hours:

      Before the President reaches a decision to close the University during normal business hours, the DEO may consult the Emergency Management Committee (EMC) to identify situations and concerns that could be caused by the closure (e.g., ability to communicate decision, closed roads or highways). This decision should also include an initial assessment of when the University will re-open.
Once the decision is made to close the University, the Director, Communications, Marketing and Alumni Relations is responsible for notifying the University community and general public, as laid out in the University of Regina Emergency Communication Plan.

Note: When a decision is made to close 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, and Campus Security will patrol University property as best they can to ensure no one is stranded.

b) Closure after-hours:
If an emergency situation occurs while the University is closed (11:00 p.m. to 7:00 a.m.) and a decision to remain closed is required, Campus Security will consult with the Vice-President (Facilities Management) 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 in consultation with the EMC, will provide the information to the President to make the decision. The President will contact the Director, Communications, Marketing and Alumni Relations, who is responsible for notifying the University community and general public as laid out in the University of Regina Emergency Communication Plan.

Every effort will be made to make a closure decision prior to 6:30 a.m. to allow timely public communication on University webpages and through the news media.

2. Re-opening the University and rescheduling missed examinations, classes and labs

The DEO in consultation with EMC, will monitor all conditions during an emergency closure and, when appropriate, advise the President regarding the decision to re-open. Once the decision is made by the President to re-open the University, the Director, Communications, Marketing and Alumni Relations is responsible for notifying the University community and general public as laid out in the University of Regina Emergency Communication Plan.

Cancelled examinations will be rescheduled or alternative arrangements made by the Provost and Vice-President (Academic) in consultation with the Associate Vice-President (Student Affairs) and the Registrar. Classes and labs will be rescheduled in consultation with Deans, Associate Deans, and Department Heads.

3. Virtual University Emergency Operations Centre (UEOC) – EMC Communication during an Emergency or Post Emergency Closure

During an emergency or subsequent to an Emergency Closure, there may be a need to establish a virtual UEOC. The DEO will monitor all conditions during an emergency or emergency closure and when appropriate establish a virtual UEOC.

4. Time off for hazardous weather

Time-off procedures for all employees due to hazardous weather or university closures are outlined in this procedure.
Responsibilities

1. **The President will:**
   1.1 make the decision to close the University.
   1.2 approve arrangements with Vice-Presidents with respect to their discretion concerning the final announcement of any closure.
   1.3 gather information and advice from the DEO and the members of the EMC on the emergency conditions as to whether University operations should be curtailed due to hazards or other emergency conditions.

2. **The Director Emergency Operations will:**
   2.1 gather information and advise the President as to whether University operations should be curtailed due to hazards or other emergency conditions. This duty will be carried out in conjunction with the EMC if possible, given the time of day and particular circumstances, and they shall gather information on the emergency conditions from sources listed in “Natural hazards information sources” section (further in this document).
   2.2 monitor conditions during an emergency closure together with the EMC. When appropriate, advise the President for a decision to re-open.
   2.3 contact the Director, Communications, Marketing and Alumni Relations with the decision to close or re-open so that an appropriate message can be developed and the University Emergency Communications Plan can be implemented.
   2.4 consult members of the Emergency Management Committee as required before reaching a decision in order to identify situations and concerns that could be caused by the closure (i.e. ability to communicate decision, closed roads or highways). This decision should also include an indication when the University will re-open.
   2.5 if required, activate a virtual UEOC by communicating to EMC members a meeting time, a teleconference access number, and a Participant Passcode.

3. **Director, Communications, Marketing and Alumni Relations will:**
   3.1 prepare an appropriate message to communicate a decision to close or re-open for the President’s approval.
   3.2 notify the University community and general public about a closure or re-opening, as laid out in the University of Regina Emergency Communication Plan.

4. **The Associate Vice-Presidents, Deans and Directors will:**
   4.1 ensure that appropriate levels of Mission Critical service are continued if safe to do so (see Mission Critical Services in definitions).
   4.2 develop a plan which will include identification of those staff performing Mission Critical services (emergency staff), and they will notify these individuals in advance that they are emergency staff and maintain an updated list in the Faculty/Department Business Continuity Plan.

**Mission Critical Services**

At the institutional level the University has deemed the following departments as providing Mission Critical Services. Associate Vice-Presidents, Deans and Directors for departments listed below are responsible for identifying which of the Core Services they provide are Mission Critical and ensuring that in the event of an emergency, appropriate levels of these services are continued if safe to do so. They will develop Faculty/Department Business Continuity Plans which will include identification of emergency staff and emergency contact procedures.
• Facilities Management
  • Maintenance
  • Heating Plant
  • Campus Security
  • Operations
• Student Services
  • Residence Services & Conference Services
  • Food Services associated with Student Residences
• Faculties
  • Safety Sensitive Research Projects
  • Animal Care
  • Critical Equipment (e.g., NMR, -80 Freezers)
• Information Services
• External Relations, Office of Communications
• Human Resources Department
  • Health, Safety & Environment

**Time-off for Hazardous Weather/Emergency Closure**

Under severe weather conditions it may be impossible for all employees to fulfill the obligation of reporting to work without exposing themselves to undue risk. Employees who are unable to report for work 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, and in recognition of this, urges supervisory or management personnel to use discretion in recording latecomers who were delayed due to weather conditions.

From time to time for safety reasons, the University considers it appropriate to allow employees to leave work earlier than normal, such as for severe ice or snowstorm conditions. When a faculty/department provides early departure or the University shuts down per University Closure Procedures, remuneration will be considered on a per situation basis in consultation with Human Resources.

**Natural Hazards Closure Criteria**

Below are some guidelines that could contribute to the closure 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
Monitoring natural hazards:
The DEO in consultation with EMC will gather information and prepare advice as to whether University operations should be curtailed due to natural hazards. If possible, given the time of day and circumstances, they shall gather information on conditions from sources listed below. This information and advice will be relayed to the President.

Natural hazards information sources:
- Environment Canada Weather Information:
  - http://weather.gc.ca/warnings/index_e.html?prov=sk
  - Weather One-On-One 1-900-565-5555 ($2/minute fee)
- Provincial Highway Hotline (306-787-7623)
- Regina Police Service (306-777-6500)
- Saskatchewan Power (306-310-2220)
- Regina Transit (306-777-7433)
- RCMP (306-780-5900)