

University Class Cancellation and Closing Procedures

Category: Operations

Approval: PVP

Responsibility: Vice President, Finance and Administration

Date Initially Approved: Pre-2005

Date of last revision: February 8, 2018

Definitions:

Class or Exam Cancellation means that classes or exams are cancelled, normally due to hazardous weather conditions, but that employees must report to work as soon as it is safe to do so in accordance with their departmental procedures, so that other university operations may continue. If employees are already at work, they are to obtain permission from their supervisor before going home early during working hours. Special event organizers and departments running off campus activities such as practica, field trips etc. are responsible to decide whether or not to cancel their activity, and to inform participants.

Emergency Closing of the University means that all activities conducted on one or more Trent campus(es) will be cancelled, buildings will be locked and all members of the Trent community will be notified via the Emergency Communication System. Only Campus Security/Durham contract security and designated personnel as defined in the Trent University Emergency Management Plan will be allowed on campus; all others, including special event participants, will be evacuated. At the discretion of the Associate Vice-President Students, and if it can be done safely, special provisions may

Purpose/Reason for Policy:

It is the intent of this policy to provide clear authorities and detailed, consistent procedures to be implemented in the event that a university closure or class/exam cancellation is required.

Scope of this Policy:

This policy applies to all Trent University activities conducted on Trent owned or leased property and to all employees, students, contractors, volunteers and visitors to Trent property.

The Trent University Emergency Management Plan provides additional information for employees in Section 7 – Duties of the University Community.

Policy Statement:

It is the policy of Trent University to maintain operations as scheduled unless physically prevented by an emergency situation or in a situation, such as severe weather, when there is a significant risk to personal safety. In such cases, class/exam cancellation or temporary closure may be required.

Responsibilities:

The authority and responsibility for cancelling classes or exams and/or closing the University rests with the Vice-President, Finance and Administration in Peterborough and/or the Head, Trent University Durham. During exams, this decision will be taken in consultation with the Registrar when possible.

Class cancellations and emergency closings will be firm and not left to the discretion of individuals or departments. As well, individual Department Heads/Chairs are not authorized to unilaterally close their department or cancel departmental classes or exams. However, decisions to cancel or postpone specific activities or allow individual employees to leave work in specific circumstances of high risk rest with the responsible Department Head/Chair.

No special arrangements will be made to continue any events when Emergency Closure of the University is announced.

All university employees are to read and follow the provisions of this policy.

Students are expected to make arrangement to travel safely to campus for classes, exams and other activities. If travel to campus is unsafe due to weather or emergency conditions affecting their commuting route, students are advised to contact their instructor directly to make alternative academic arrangements.

Contact Officer:

Director, Risk Management

Date for Next Review:

February 2023

Related Policies, Procedures & Guidelines

- a) Emergency Management Plan

Policies Superseded by This Policy:

- a) Nil