



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: COLLEGE CLOSURE – EMERGENCY SITUATIONS

Policy No.	FA-303	Division	Finance & Administration
Supersedes	n/a	Board Policy Ref.	BP-FA-303B
Related Procedure	FA-303-PR	Effective Date:	March 30, 2011

1. PURPOSE AND SCOPE

There are times throughout the academic year that the College may have to close due to adverse weather conditions or for any emergency situation. This policy outlines procedures to close the College for an entire day or part of any day.

This procedure applies to all resources of College of the North Atlantic as may be required to provide essential services during emergencies and will apply to all campuses and facilities of the College, including Headquarters.

2. POLICY

It is the policy of College of the North Atlantic that all personnel and resources should be coordinated during the time of an emergency including adverse weather conditions so as to obtain an efficient and consistent response to each situation.

3. PROCEDURE

The Vice-President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	November 28, 1997
Reviewed	March 30, 2011
Next Review	March 2014