



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: COLLEGE CLOSURE – EMERGENCY SITUATIONS

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

PROCEDURE

1.0 Emergency Committee

Each campus and Headquarters jurisdiction should establish an Emergency Committee for the purpose of coordinating activities in response to any emergency situation that may occur including dealing with inclement weather conditions. Normally a minimum of one Campus Administrator will serve on the committee and perform the role of Chair. In the case of Headquarters, the Vice-President of Finance & Administration, or designate, will chair the Headquarters committee. Because of its adjacency to Headquarters, it is recommended that the Bay St. George Emergency Committee collaborate with the Headquarters Emergency Committee concerning all decisions to shut down operations.

The Emergency Committee will, at the beginning of each year, identify for its jurisdiction the individuals classified as essential personnel who will automatically be expected to report for duty or remain on duty during emergencies. These personnel will be so advised at the beginning of each academic year.

2.0 Essential Personnel

- (a) All management staff are designated as employees performing essential services and are subject to call at any time.
- (b) Those supervising essential employees will automatically be expected to report for duty or remain on duty during emergencies.

- (c) All food services, residence, and security personnel are designated as employees performing essential services as per their collective agreement.
- (d) All other staff may be so designated if the need arises.
- (e) All instructional personnel who provide for food services in the normal course of their duties such as cook demonstrators are designated as performing essential services.

3.0 Closure Due to Stormy Weather Conditions

College headquarters and campuses will close for weather conditions during a period of storms only when (1) municipal or other civil authorities order that all vehicular traffic except for emergency vehicles not use the public roadways, or (2) when other local government offices; e.g., Department of Social Services, HRDC, etc., close down their operation.

3.1 Absences

Employees are expected to assume responsibility for their own decision concerning safety in adverse weather conditions. Individuals who deem that weather conditions make travel unsafe and are unable to be in attendance for work will be granted special leave without pay or annual leave for missed time.

4.0 Closure Due to Other Emergencies

Other emergencies of a safety, security, or similar nature which might occur at any Campus or Headquarters will be dealt with by the Emergency Committee in cooperation and in communication with any other agency/agencies involved in the emergency situation.

5.0 Report to the President

In all incidents of campus closure, a message should be conveyed to the Office of the President indicating the decision for shutting down operations. The message should also be sent to the Campus Administrators and to the Webmaster so that the website can be updated.

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