



Inclement Weather Procedures

Updated November 2018

<i>Section</i>	<i>Page</i>
Inclement Weather Procedures	2
Ancillary Services	8
Brock University Students' Union	10
Campus Security Services	11
Facilities Management	19
Faculty Notification Plan	21
Food/Dining Services	22
Hamilton Campus	23
Information Technology Services	24
Library	25
Residences	27
Student Success Centre	29
Student Wellness and Accessibility Centre	31
University Marketing and Communications	34
Walker Sports Complex	36
Appendix A and B	

Category:	Operations and General Administration
Responsibility:	Interim Executive Director, Marketing and Communications
Issue Date:	November 2018

INTRODUCTION

The University will “close” when severe weather poses a significant danger to students, staff, faculty and the community in attending classes or other activities held at the St. Catharines and/or Hamilton campuses.

The St. Catharines campus includes the main and east campus, Rodman Hall, the Brock Research and Innovation Centre and the Marilyn I. Walker School of Fine and Performing Arts.

Given the variation in weather activity between Niagara and Hamilton, there may be situations in which one of the campuses is not affected and can continue with normal operations.

Concerns over safety while on campus and in travelling to and from the campus will be paramount to the decision to close. In making decisions to close, the University will recognize the impact that other closures in the region have for our faculty, staff and students. With those factors in mind, decisions will be based on a variety of information such as:

- Weather reports from Environment Canada.
- Accessibility of campus roadways and parking lots.
- Reports of road and highway conditions for Niagara and Hamilton.
- Status of public transportation.
- Closing of school boards, Niagara College as well as other businesses and services.

In these procedures “inclement weather” refers to severe weather conditions involving snow, rain, wind and/or ice. If severe weather conditions are sustained over a longer period of time, these procedures may be overridden by the Emergency Response Management Plan.

PURPOSE

The purpose of these procedures is to co-ordinate information gathering, decision-making and action when the procedures are enacted and to effectively communicate in a timely manner to the campus community and the broader community when circumstances threaten to interrupt normal University operations.

SCOPE

These procedures apply to all Brock University departments and Faculties.

DEFINITION OF CLOSING

Closing the University is defined as:

- Classes are not held.
- Meetings and other scheduled community events are cancelled. Any exceptions will be communicated via the Brock website, social media, local radio stations and news media websites.
- All areas and operations not defined as “essential” are closed.
- Examinations scheduled on the day or evening of a closing are cancelled and rescheduled.
- Deadlines for assignments and other submissions are postponed until the same hour of the next academic day on which the University is not “closed.”

ESSENTIAL SERVICES

As the home of 2,500 students living in campus residences, the University is responsible for maintaining essential services necessary for the care of these students and for the protection of life and property throughout emergency closing. The following “essential services” are to be kept in operation during weather-related closing:

- Animal Care
- Campus Security Services
- Conference Services
- Emergency repair and maintenance
- Facilities Management
- Food service in the residences
- Residences
- Telecommunications – Information Technology Services (ITS)
- University Marketing and Communications

Staff to provide essential services will be designated by the department heads (or delegates) responsible for those services. Department heads are responsible for assigning duties to be carried out and making reasonable arrangements for the protection of essential staff. Department heads are expected to show flexibility and, so far as possible, sensitivity to individuals’ needs in assigning duties for “essential services.”

The designation of other essential services must be approved by the department head.

Any employee working in a position identified as “essential services” will continue to perform their duties when the University closes unless notified by their supervisor that they are free to leave.

PROCEDURES

Decision to close

The decision to close the University will be made by the President or Acting President. That decision will be based on a recommendation made to the President by the Vice-President, Administration following the consultation process outlined below.

If the Grounds Crew cannot manage the impact of inclement weather in a way that ensures safe University operations:

- The Associate Vice-President of Facilities Management will consult with the Director of Campus Security who will contact local school boards, Niagara College, Niagara Regional Police Service, Environment and Climate Change Canada and St. Catharines Transit.
- The Interim Executive Director, Marketing and Communications (in their absence, the Manager, Communications and Media Relations) will monitor media outlets and report information to the Vice-President, Administration. Similarly, Campus Security will report information to the Vice-President, Administration (in their absence, the Vice-President, Academic.)
- The Vice-President, Administration calls the President (in their absence, the Vice-President, Academic) with a recommendation. The decision is made and communicated by the Vice-President, Administration to the Interim Executive Director, Marketing and Communications.
- The Interim Executive Director, Marketing and Communications will release one of the following announcements to media outlets and arrange for information to be posted on the Brock home page, the Brock telephone messaging system, *The Brock News* and the University's social media properties. **Every effort will be taken to communicate the decision by 7 a.m.:**
 - A) Despite weather conditions (or other events), Brock University will be open today and classes will be held. A decision on evening classes, events and activities will be announced by 3 p.m.
 - OR*
 - B) Due to inclement weather, Brock University is closed and classes are cancelled for the day. For information on other University programs, events and activities please check with the organizers. Monitor the Brock website brocku.ca for any updates.

In the absence of a communicated decision to close, the University remains open and all activities continue as planned. At all times, individuals should assess their personal safety in deciding whether to come to work or class.

Change of status during the day – for evening classes that begin as of 5 p.m.

If the Grounds Crew cannot manage the impact of inclement weather in a way that ensures safe University operations:

- The Associate Vice-President, Facilities Management will consult with the Director of Campus Security. In consideration of local or incoming weather conditions, the Director of Campus Security will contact local school boards, Niagara College, Niagara Regional Police Service, Environment and Climate Change Canada and St. Catharines Transit to assess the likelihood of inclement weather or other events challenging safe University operations during the day, including access to and from campus.
- The Interim Executive Director, Marketing and Communications (in their absence, the Manager, Communications and Media Relations) will monitor media outlets for weather-related news and brief the Vice-President, Administration. Campus Security will then advise the Vice-President, Administration (or Vice-President, Academic, in their absence) in time to announce a decision by 3 p.m.
- The Vice-President, Administration makes a recommendation to the President (in their absence, the Vice-President, Academic). A decision is made and communicated by the Vice-President, Administration, to the Interim Executive Director, Marketing and Communications prior to 3 p.m.
- Based on the decision, the Interim Executive Director, Marketing and Communications will release one of the following announcements utilizing the attached media plan:
 - A) Despite weather conditions (or other events), Brock University will hold classes this evening.

OR
 - B) Due to inclement weather (or other events), evening classes at Brock University are cancelled. Evening classes are those that begin as of 5 p.m. For information on other University programs, events and activities please check with the organizers.

OR
 - C) Due to inclement weather (or other events), evening classes at Brock University are cancelled, as are all campus events and activities. Evening classes are those that begin as of 5 p.m.

Closing outside of normal business hours

If weather conditions justify closing the campus during late evening, so that night shift staff are not required to come to work, the decision will be made by the Vice-President, Administration in consultation with the Associate Vice-President, Facilities Management and the Director of Campus Security, who will notify the Interim Executive Director, Marketing and Communications.

The Interim Executive Director, Marketing and Communications will initiate appropriate communications. Such a closing is effective until the next morning (no later than 7 a.m.) by which time a decision will be made whether the University will be closed any portion of the following day.

If weather conditions justify closing the campus on a Saturday, Sunday or holiday, the Vice-President, Administration, in consultation with the Associate Vice-President, Facilities Management and the Director of Campus Security will notify the Interim Executive Director, Marketing and Communications, who will initiate appropriate communications.

Non-closure

Weather conditions can sometimes be intimidating and unpredictable even when the University remains open. Staff living some distance from campus can be particularly affected. Consistent with any applicable collective agreement, time not worked due to storm conditions, but when the University is open, will be accounted for through leaves available in the conditions of employment.

Other scenarios

These proposed time frames for scheduling weather-related campus closures are subject to change at the discretion of the Vice-President, Administration, depending on the weather conditions or other circumstances.

COMMUNICATION PROCEDURES

During a change of status for the University, the Interim Executive Director, Marketing and Communications (or in their absence, the Manager, Communications and Media Relations) will initiate the following procedures:

1) Decision to close prior to 7 a.m.

- Notify Campus Security Services.
- Before 7 a.m., University Marketing and Communications staff will publicize the closure via:
 - media release sent to local and Hamilton-region news media
 - mass email to students, staff and faculty
 - Brock homepage alert
 - announcement on *The Brock News*
 - social media messaging
- University Marketing and Communications works with ITS to update the messaging system.
- Campus Security Services will post notices around the campus at main entrances and in other key areas.

2) Change of status during the day, no later than 3 p.m.

- Notify Campus Security Services.
- Before 3 p.m., University Marketing and Communications staff will publicize the closure via:
 - media release sent to local and Hamilton-region news media
 - mass email to students, staff and faculty
 - Brock homepage alert
 - announcement on *The Brock News*
 - social media messaging
- University Marketing and Communications works with ITS to update the messaging system.
- Campus Security Services will post notices around the campus at main entrances and in other key areas.

3) Decision to close outside of normal business hours

- Notify Campus Security Services.
- Before 9 p.m., University Marketing and Communications staff will publicize the closure via:
 - media release sent to local and Hamilton-region news media
 - mass email to students, staff and faculty
 - Brock homepage alert
 - announcement on *The Brock News*
 - social media messaging
- University Marketing and Communications work with ITS to update the messaging system.
- Campus Security Services will post notices around the campus at main entrances and in other key areas.

Ancillary Services
Bryan Boles, Associate Vice-President
November 2018

1) Procedure in the event of a weather watch advisory

The Office of University Marketing and Communications will advise of any weather watch advisories issued for St. Catharines. In anticipation of inclement weather that may impact scheduled activities and events occurring on campus, an email will be sent to Facilities Management, Campus Security Services and University Marketing and Communications with information regarding activities scheduled over the next 48 hours.

2) Procedures when classes are cancelled no later than 7 a.m.:

When classes are cancelled no later than 7 a.m., all scheduled seminars, conferences, courses, programs, and client-organized or sponsored rentals that take place until 4 p.m. will be cancelled unless otherwise noted in the procedure document (i.e. Food/Dining Services, Residences, Walker Sports Complex).

All program/rental co-ordinators should:

- Listen to radio announcements or check the University website to determine if classes have been cancelled.
- Contact the program/event organizer and advise them of the closure.
- Where feasible and necessary, contact attendees and advise them of closure.
- Advise the Office of University Marketing and Communications, Campus Security Services and the Office of the Vice-President, Administration of the nature and magnitude of the programs and events that are cancelled.
- Change departmental and personal voicemail to advise of the campus closure.
- Where possible, post signs on the doors of the rooms that were to be used for the program or event.
- Contact Catering Services and other affected departments to amend arrangements.

3) Procedures when classes are cancelled during business hours:

When classes are cancelled during business hours, all scheduled evening seminars, conferences, courses and programs, and client-organized or sponsored rentals will be cancelled unless otherwise noted in this procedure document (i.e. Food/Dining Services, Residences, Walker Sports Complex).

All program/rental coordinators should:

- Contact the program/event organizer and advise them of the closure.
- Where feasible and necessary, contact attendees and advise them of closure.
- Advise the Office of University Marketing and Communications, Campus Security Services and the Office of the Vice-President, Administration of the nature and magnitude of the programs and events that are cancelled.
- Change departmental and personal voice mail to advise of the campus closure.
- Post signs on the doors of the rooms that were to be used for the program or event.
- Contact Catering Services and other effected departments to amend arrangements.

4) Procedures for weekend activities:

The procedure for weekend closings will remain the same as above, however, conference co-ordinators should be reminded that prior to leaving the office on the Thursday prior, ***a complete list of activities must be supplied to the Office of the Vice-President, Administration in order that the VP is aware of the activities scheduled for that weekend.*** The co-ordinator must supply contact information with the list of activities.

5) Brock Card

The Brock Card will continue to function for all on- and off-campus vendors provided there is no power disruption or network interruptions.

6) Ancillary Services department contact information:

Brock Card

Danielle Cannella
Malcolm Dales

Brock Recreation

Karen McAllister-Kenny
Brent Schulz

Brock Sports

Neil Lumsden
Emily Allan

Campus Store

Janet Jamison
Kate Jones

Conference Services, Room Bookings and Hospitality Services

Sonya Forsey
Jessica Petrella
Residential conferences, special events, client organized rentals/events

Food/Dining Services

Malcolm Dales
Martin Bayliss

Parking Services

Tarilyn Bartels
Al Ross

Residences

Jamie Fleming
Cindy Chernish

Visitor Services

Danielle Cannella
Malcolm Dales

**Brock University Students' Union
Robert Hilson, General Manager
November 2018**

1) Procedure when classes are cancelled by 7 a.m.

Campus Security Services will contact the General Manager about a decision being made to cancel classes. The General Manager will consult with the Vice-President, Administration about the scheduled BUSU events and activities. The General Manager will then contact the Interim Executive Director, Marketing and Communications or alternate Manager, Communications and Media Relations, (see appendix A for contact information) regarding the status of BUSU events and activities. BUSU will communicate the decision to its constituents. It is possible that BUSU may maintain food services, if required.

2) Procedure when classes are cancelled during business hours

Same as above.

**Campus Security Services
Donna Moody, Director
November 2018**

1) Procedure when classes are cancelled prior to 7 a.m.

St. Catharines Campus

(Includes the main and east campus, Rodman Hall, the Brock Research and Innovation Centre and the Marilyn I. Walker School of Fine and Performing Arts.)

During periods of inclement weather, or when it is anticipated that weather is likely to cause disruption of the regularly scheduled University activities, it is the responsibility of the on-duty Platoon Supervisor, Special Constable or contract Security Guard staff to monitor the weather and local news broadcasts. In the event the weather requires the attention of Facilities Management personnel, they will contact the staff member listed on the call-out list for Facilities Management.

In consultation with staff of Facilities Management, and in consideration of the local news broadcasts, the Platoon Supervisor, Special Constable or contract Security Guard staff will contact the Director of Campus Security Services and notify her of the current situation at the University.

The Director of Campus Security Services will contact the following persons for additional information regarding closures, availability of services, and road conditions:

Transportation for:

**District School Board of Niagara/
Niagara Catholic District School
Board**

Lori Powell

**Environment and Climate
Change Canada**

905-562-3409 (*Recording*)

Niagara Catholic Education Centre

**Jennifer Pellegrini
Communications
Manager**

**Niagara College
Campus Safety & Parking Services**

**David Jastrubecki
Manager**

Facilities (Alternate)

**Ralph Scholz
Director**

Niagara Regional Police Service

Supervisor Communications

St. Catharines Transit Commission

**On Duty Supervisor
General Manager**

The Director may also consult with the Associate Vice-President, Facilities Management in assessing the state of the University property.

Facilities Management

Scott Johnstone
Associate Vice-President

When it is determined that a disruption to the University's activities may be necessary, the Director is required to notify:

Administration

Brian Hutchings
Vice-President

University Marketing and Communications

Kevin Cavanagh
Interim Executive Director

Or

University Marketing and Communications

Dan Dakin
Manager, Communications and Media Relations

Once a decision has been made regarding a University closure, the Director will notify the on-duty Inspector or Special Constable.

In the event of a University closure, partial closure or cancellation of classes, the on-duty Platoon Supervisor or Special Constable will continue to monitor University weather advisories, police reports and news broadcasts. It shall also be the responsibility of the on-duty Platoon Supervisor or Special Constable to notify the following staff members and members of the Senior Administrative Council (SAC), at their homes, of the status of the University's activities and operations: (Refer to Appendix A for alternate contact numbers if no answer is received.)

Please ensure contact is made or message left at all listed numbers.

Academic

Greg Finn
Interim Provost and Vice-President

Academic

Brian Power
Vice-Provost and Associate Vice-President

Academic

Janice Peacock
Executive Assistant to Provost and Vice-President, Academic

Administration

Tom Arkell
Special Advisor

Administration

Romina Cristofano
Executive Assistant to the Vice-President, Administration

Ancillary Services

Bryan Boles
Associate Vice-President

Brock Sports	Neil Lumsden <i>Director</i>
BUSU	Robert Hilson <i>General Manager</i>
Campus Store	Janet Jamison <i>Associate Director</i>
Concordia Seminary	Tom Winger <i>President</i>
Facilities Management	Scott Johnstone <i>Associate Vice-President</i>
Faculty of Applied Health Sciences	Peter Tiidus <i>Dean</i>
Faculty of Education	Michael Owen <i>Dean</i>
Faculty of Graduate Studies	Diane Dupont <i>Interim Dean</i>
Faculty of Humanities	Carol Merriam <i>Dean</i>
Faculty of Mathematics & Science	S. Ejaz Ahmed <i>Dean</i>
Faculty of Social Sciences	Ingrid Makus <i>Dean</i>
Food/Dining Services	Malcolm Dales <i>Associate Director</i>
Financial Services	Joshua Tonnos <i>Associate Vice-President</i>
Goodman School of Business	Andrew Gaudes <i>Dean</i>
Human Resources	Jennifer Guarasci <i>Acting Associate Vice-President</i>
Information Technology Services	David Cullum <i>Associate Vice-President</i>
Information Technology Services	Luciano Della Smirra <i>Manager, Telecommunications</i>
Internal Audit Risk & Compliance Services	Rob Cargnelli <i>Director</i>

Librarian's Office

*(See 'Emergency Night Numbers'
for additional contacts if after
hours, weekends and holidays)*

Librarian's Office

President and Vice Chancellor

Registrar's Office

Research Services

Residences

**Rosalind Blauer Centre
for Child Care**

Sodexo

Student Success Centre

**Student Wellness and
Accessibility Centre**

**Teaching, Learning and
Student Success**

**University Secretariat,
Office of**

**Vice-Provost, Enrolment
Management and International**

Brock Recreation

Laurie Morrison
*Interim Associate University
Librarian*

Mark Robertson
University Librarian

Gervan Fearon
President and Vice-Chancellor

Geraldine Jones
Registrar

Tim Kenyon
Vice-President, Research

Jamie Fleming
Director

Helene Randle
Executive Director

Martin Bayliss
General Manager

Amy Elder
Director

Sarah Pennisi
Director

Anna Lathrop
Vice-Provost

Chabriol Colebatch
*University Secretary and
General Legal Counsel*

James Mandigo
Vice-Provost

Karen McAlliser-Kenny
Director

During routine patrol, information affecting other Campus Security Services staff will be communicated by means of the campus radio system. Campus Security Services staff may notify students, faculty, administrative and support staff on campus of reports that affect the University's schedule by circulating and posting advisory notices, verbally informing of the closure and/or cancellation, activities and operational functions.

Due to the Campus Security Services being designated as an essential service, staff members will be required to stay on duty until such time that they are relieved by replacement personnel. In extreme conditions, access to University facilities, which will facilitate food, refreshments, sleeping quarters and hygiene, may be made available if required.

Campus Security Services staff, who would experience undue hardship in reaching their work location during adverse weather conditions, must communicate with their immediate supervisor, by telephone, as soon as possible. The same applies to on-duty staff that might be required to leave the workplace for an emergency situation external to the University.

During long-term interruptions to the normal functioning of the Campus Security Services, on-duty staff will endeavour to communicate with off-duty staff to accommodate planning and organization of Campus Security Services' activities, staffing, and travel.

Hamilton Campus

In the event of the Hamilton Campus being closed prior to the start of the business day, contract Security Guard staff will not be required to attend work. Notification of a closure will be obtained by contacting the Campus Security Services office of the St. Catharines campus or through Hamilton-area media outlets.

2) Procedure when classes are cancelled during the business hours

St. Catharines Campus

In consultation with staff of Facilities Management, and in consideration of the local news broadcasts, the Inspector or Special Constable will contact the Director of Campus Security Services and notify her of the current situation at the University.

The Director of Campus Security Services will contact the following persons for additional information regarding closures, availability of services, and road conditions:

District School Board of Niagara

Kim Yielding
Chief Communications
Officer

Brett Sweeney
Communications
Officer (Alternate)

Transportation for:

**District School Board of Niagara/
Niagara Catholic District School
Board**

Lori Powell

**Environment and Climate
Change Canada**

905-562-3409 (*Recording*)

Niagara Catholic Education Centre

Jennifer Pellegrini
*Communications
Manager*

Niagara College
Campus Safety & Parking Services

David Jastrubecki
Manager

Facilities (Alternate)

Ralph Scholz
Director

Niagara Regional Police Service

Supervisor *Communications*

St. Catharines Transit Commission

On Duty Supervisor
General Manager

The Director may also consult with the Associate Vice-President, Facilities Management in assessing the state of the University property.

Facilities Management

Scott Johnstone
Associate Vice-President

When it is determined that a disruption to the University's activities may be necessary, the Director is required to notify:

Administration

Brian Hutchings
Vice-President

University Marketing and Communications

Kevin Cavanagh
Interim Executive Director

Or

University Marketing and Communications

Dan Dakin
Manager, Communications and Media Relations

The Director may also consult with the Associate Vice-President, Facilities Management in assessing the state of the University property. When it is determined that a disruption to the University's activities may be necessary, the Director will notify the Vice-President, Administration, as soon as possible.

In the event of a partial closure, the on-duty Inspector, Special Constable or contract Security Guard staff will continue to monitor University weather advisories, police reports, and news broadcasts. During routine patrol, information affecting other Campus Security Services staff will be communicated by means of the campus radio system. Campus Security Services staff will also inform students, faculty, administrative and support staff on campus of reports that affect the University's schedule of activities and operational functioning. This notification will take the form of circulating and posting advisory notices and verbally informing of the closure and/or cancellation.

When a decision is made to close the University during the business day, staff of Campus Security Services will facilitate locking of pertinent rooms, halls and buildings, in accordance with routine closing procedures, after ensuring that all users have left the areas. Campus Security Services staff will be required to maintain normal duties and attention to the departure of all visitors on the University grounds that are not considered essential services. On-duty staff will continue to monitor the grounds, and will utilize the call-out list of Facilities Management, if additional services are required.

Campus Security Services staff who would experience undue hardship in reaching their work location, during adverse weather conditions, must communicate with their immediate supervisor, by telephone, as soon as possible. The same applies to on-duty staff who might be required to leave the workplace for an emergency situation external to the University.

During long-term interruptions to the normal functioning of the Campus Security Services, on-duty staff will endeavour to communicate with off-duty staff to accommodate planning and organization of Campus Security Services activities and staffing.

Hamilton Campus

When the Hamilton Campus is closed during the business day, the contract Security Guard staff on duty will consult with the Inspector of Operations, to receive pertinent closing instructions. The contract Security Guard staff will ensure the safe departure of all staff and students prior to locking the building and grounds. The contract Security Guard staff are then cleared to leave the campus.

3) Procedure for weekends

During the weekends and holidays, the procedure to be followed will be the same as the above.

Facilities Management
Scott Johnstone, Associate Vice-President
November 2018

1) Essential services staff – Facilities Management

All Facilities Management staff are designated as “essential services staff” for the purposes of the University’s Inclement Weather Procedures. The Directors of each Facilities Management Services unit will determine the staffing levels *necessary for the situation*.

In extreme conditions access to University facilities, which will facilitate food, refreshments, sleeping quarters and hygiene, may need to be made available. Facilities Management staff who would experience undue difficulty in reaching their work location during adverse weather conditions, must communicate with their immediate supervisor, by telephone, as soon as possible.

Facilities Management staff are required to report for their regularly scheduled shift unless directed otherwise by their direct manager/supervisor or designate. If a closure occurs after a staff member has reported for their regular shift, they usually would remain on site to provide essential services until directed otherwise by their direct manager/supervisor or designate.

2) Provision of snow and ice control services

The Grounds Crew provides snow and ice control services at the 1812 Sir Isaac Brock Way campus utilizing personnel and equipment resources of the University. Contracted snow and ice control services are provided at other locations including the East Campus, Rodman Hall, the Marilyn I. Walker School of Fine and Performing Arts and the Hamilton Campus. Quarryview Residence and the Gateway Residence snow and ice control is contracted by the property owner.

3) St. Catharines Campus snow and ice conditions

a. During normal hours of operation (Monday to Friday, 7:30 a.m. to 4 p.m.)

The Manager, Grounds Services will report to the Director, Facilities and Services and the Associate Vice-President, Facilities Management if the roads, emergency exits or parking lots cannot be cleared at any site. The Associate Vice-President, Facilities Management will advise and inform the Director of Campus Security Services regarding conditions on the Main Campus and/or other sites.

b. During Grounds Crew off-shift hours

Campus Security Services staff will determine if the roads, parking lots and walkways require snow/ice removal to keep the University in operation. They will then call in the Grounds Crew as per the call-in list, which is provided by Facilities Management to Campus Security Services prior to the beginning of each snow season. If Campus Security has a problem contacting the employees on the list, they then call the Manager, Grounds Services, or as an alternate, the Director, Facilities and Services.

If the roads and parking lots at the main campus cannot be made clear, the snow removal crew Lead Hand will then call the Manager, Grounds Services prior to 5:30 a.m. to advise them. The Manager, Grounds Services will then advise the Director, Facilities and Services and the Associate Vice-President, Facilities Management before 5:45 a.m. if roads and parking lots cannot be cleared by the Grounds Team snow removal crew and/or contractors. The Associate Vice-President, Facilities Management will then call the Director of Campus Security Services with advice and information

regarding conditions on the Main Campus and/or other sites.

4) Other inclement weather-related emergencies

a. During business hours

Call Facilities Management emergency line: x3717. The Customer Service representative will direct the call to the correct trade and/or Manager.

b. During off-shift hours

Campus Security Services calls the appropriate tradesperson if the campus has any emergency that requires Facilities Management staff. A trades duty schedule is provided by Facilities Management to Campus Security Services every four. If Campus Security Services is unable to contact the trades needed from the list or if Campus Security Services is unsure of the proper trade to contact, they call the Manager that they think is appropriate. The Director, Facilities and Services is called if applicable Maintenance and Utilities Services Managers or tradespersons cannot be contacted. If the tradesperson called in requires additional assistance, they will call Campus Security Services who will contact the appropriate tradesperson. For further detail see Facilities Management Operating Procedure FMOP 1-3, *After-Hours Call-in Procedures* on the Facilities Management web site:

<https://www.brocku.ca/facilities-management/about-us/operating-procedures>

**Faculty Notification Plan
Relaying Class Cancellations to Students
Greg Finn, Interim Provost and Vice-President, Academic
November 2018**

1) Procedure for communicating with students and faculty when classes are cancelled by the University

- When the University is closed, all classes are cancelled.
- The Provost (and/or alternate Vice-Provost and Associate Vice-President, Academic) will advise the Deans via phone and/or email. (See Campus Security Services section.)
- Students and faculty will get information through the University communication procedures, which include local radio stations, the brocku.ca homepage and other methods.

2) Procedure for faculty members to communicate with students if they cancel classes when the University is open

When instructors cancel a class, the course instructor (faculty member) will make every reasonable attempt to notify students enrolled in the class via a class email bulletin using the **my.brocku.ca** portal.

IMPORTANT NOTES:

To be able to do this, all instructors must be clearly identified with the current course schedule. Contact the scheduling office via email (schedule@brocku.ca). All students need to be informed of the process by their instructors and reminded to check the portal for class messages during periods of inclement weather.

Steps to follow to send class bulletin:

- 1) Log in to my.brocku.ca portal.
- 2) Go to bulletin channel.
- 3) Select “submit a class bulletin.”

The instructor should also notify their departmental administrative assistant who will place a notice on the door of the classroom when courses are cancelled.

Food/Dining Services
Malcolm Dales, Associate Director, Ancillary Services
November 2018

Below are the detailed plans that have been developed for the academic year, in the event that there is a need for change in normal operations due to inclement weather or other circumstances. It is our intention to offer the most service as possible for the Brock community, but also recognize with possible labour shortages, we will need to alter hours of operations, type of service and menu in some locations.

It is with most importance that there be no disruption in the Residence Dining Program, and our main focus will be to provide service to those students. Should the University remain open, and classes be cancelled, we will keep as many retail locations open as possible. Should the University close, the retail locations will also close.

Should the University remain open, and classes are cancelled, the staff are expected to report to work for their scheduled shifts. A fan out system will be used for all dining personnel to bring as many to campus as safety will allow. Staff may be redirected in job/duties for the day based on locations that are open. It is our goal to open as many locations as possible to serve the Brock community.

Locations of Service

Residences Dining Halls

We will maintain our regular service hours of operation in the dining halls. Some stations may need to be modified in service style to assist with staff availability, but there should be no decrease in services offered. Student employees may also be called to assist with staffing needs.

Tim Hortons – Main Lobby

Based on staff availability, we will open Monday to Friday from 7:30 a.m. to 4:30 p.m. should the University remain open, and classes are cancelled. We will close if the University is closed.

Tim Hortons – Thistle Hallway

Based on staff availability, we will open Monday to Friday from 7:30 a.m. to 1 p.m. should the University remain open, and classes are cancelled. We will close if the University is closed.

Walker Sports Complex Food Court and Guernsey Market

Services provided in each of these locations will be determined based on staff availability to come to campus for shifts. Every effort will be made to keep at least one location open if the University is open, and classes are cancelled. If the University is closed, both will be closed.

Catering Services

All catered functions will be cancelled on individual basis and priority.

Malcolm Dales will contact Noodles.

**Hamilton Campus
Mandeep Mukkar Ippolito, Facilities Manager
November 2018**

PROCEDURES FOR CLOSING HAMILTON CAMPUS IN INCLEMENT WEATHER

When the Hamilton Campus of Brock University is closed due to extreme weather conditions, details will be announced by the following local television and radio stations. The decision to close the building will be announced by 7 a.m. for day classes and by 3 p.m. for evening classes over the following stations:

FM: Fresh 95.3
K-Lite 102.9
Y108 107.9

AM: OLDIES 1150
CHML 900
CHAM 820
CKTB 610

TV: CHCH TV (Channel 11 – Hamilton)

Communication to the main campus that the Hamilton Campus will be closed due to extreme weather will be sent via phone or email to the following: Campus Security Services, University Marketing and Communications, Facilities Management as well as appropriate members of the Faculty of Education.

Normally, if classes are cancelled during the day, evening classes will also be cancelled, however, in the event that conditions improve significantly, the building will be opened for evening classes. Conversely, if classes operate during the day and conditions deteriorate, a decision may be made to close the building. In either case, evening students should be advised to listen to the above radio stations for cancellations.

Closing of the St. Catharines Campus does not necessarily mean that the Hamilton Campus is closed and conversely, the closing of the Hamilton Campus does not mean that the St. Catharines Campus is closed.

**Information Technology Services
Telephone System Mass Voice Message
Luciano Della Smirra, Manager, ITS Telecommunications
November 2018**

The following guidelines are for implementation of a mass voice mail message for emergency notification purposes to faculty and staff who currently have a valid voice mail box.

Approval of mass voice mail: Vice-President, Administration or designate

Message content: University Marketing and Communications

Implementation: Infrastructure Group
Information Technology Services

Contact: Primary: Luciano Della Smirra, Manager
Secondary: Daniel Minniti
Alternate: Michael Tisi

**Brock Library
Mark Robertson, University Librarian
November 2018**

In the event of inclement weather, the Library will observe the University's Inclement Weather Procedures, and these additional procedures.

1) WHEN CLASSES ARE CANCELLED BY 7 a.m.:

- The University Library and the Map, Data & GIS Library will remain closed.

2) WHEN CLASSES ARE CANCELLED DURING BUSINESS HOURS:

- University Library and the Map, Data & GIS Library will close. The University Librarian or designate will decide on a closing time in consultation with key staff.
- Communicated to library users through frequent announcements on the public address system, and through the Library's website, and in strategic and high traffic areas. Campus Security Services will assist in clearing the library floors.
- Library users are not expected to return borrowed materials during the inclement weather period. Due dates will be adjusted accordingly.

THE ABOVE PROTOCOL WILL ALSO BE OBSERVED ON EVENINGS, WEEKENDS AND HOLIDAYS.

3) PROCEDURES FOR STAFF:

If the University and the Library remain open during inclement weather, all Library staff are expected to make every reasonable effort to report for work. However, staff are advised not to take unnecessary personal risks when it is not safe to travel to work. If weather conditions make it impossible to maintain a reasonable level of service, the University Library, including the Map, Data & GIS Library, will close.

When classes are cancelled by 7 a.m.:

- The University Librarian or designate will post a message on the Library's website.
- Library staff are responsible for checking the Brock website or to listen for local radio station announcements of closures at the University.
- If the University reopens for evening classes, an announcement will be made by 3 p.m. In this case, the Library will open at 5 p.m. A notice to this effect will be posted on the Library's website. Staff who are scheduled to work during the evening are responsible for checking the media to determine whether the University will be open.

When classes are cancelled during business hours:

- The University Librarian or designate will decide on a closing time in consultation with key staff. All department heads will be notified, who in turn will advise their staff of the closure.
- Access Services staff will make frequent announcements on the Library's public address system, advising users of the specific closing time and the return time of reserve materials and laptops.

- The University Librarian, or designate post a notice on the Library's website and notify Campus Security Services of the closing time. Campus Security Services will assist library staff in clearing the floors.
- Signs will be posted in strategic and high-use areas, including the service desks, entrance doors, elevator doors and Map, Data & GIS Library.
- Department heads will contact Library staff scheduled to work later in the day to advise them not to report for work.

Evening, weekend and holiday procedures:

- If inclement weather develops before the Library opens on weekends and holidays, staff are expected refer to the Brock website or to listen for local radio station announcements of closures at the University.
- If inclement weather develops during opening hours, Campus Security Services will advise Access Services staff to close the Library. The senior staff member on duty should contact the University Librarian or designate to decide on a closing time. If the University Librarian or designate cannot be reached, the recommendation of Campus Security Services will be followed. Access Services staff will contact those scheduled to work later in the day or evening to advise them not to report for work.
- The same closing protocol listed above will be followed.

Department of Residences
Jamie Fleming, Director of Residences
November 2018

PREAMBLE:

The residence system accommodates approximately 2,500 students, in seven different buildings or complexes and operates 24-7 during the academic year. Inclement weather, which may result in cancelled classes, would not normally result in closing the residences. (Please see ASSUMPTIONS below.) Only under extreme circumstances and/or emergency situations would the residences close and would students be required to vacate their rooms. According to the Residence Agreement student do vacate their rooms during the Winter Break (with exception for *Brock Suites operation).

During the summer months, May to August, some residence buildings may operate as conference facilities as well as accommodate summer students or other guests as part of Department of Residences operations.

1. Procedure when classes are cancelled prior to 7 a.m.; during the business hours; and/or the University closes for inclement weather at any time during the term (including weekends and holidays):

- Residence students and staff will get information through the University communication procedures, which include local radio stations, the brocku.ca homepage and other methods.
- Should there be severe inclement weather or other circumstances during the academic year, requiring that normal operations be interrupted, and the University cancels classes and/or closes, the operation of residences can continue for a limited period of time (two to three days) with limited staff being on site. (See ASSUMPTIONS below.)
- Co-ordination of staff can be done by Department of Residences managers via phone and/or email to ensure buildings and residents are being monitored.
- The two 24-7 Service Desks are essential services that provide front line service to the residence students.
- The Residence Life Staff (RLS), who live in residence and are available to monitor residence life 24 hours per day, seven days per week*.

*The “Brock Suites” operation (Gateway Suites and Block 6 of Quarry View) do not have RLS. There is one student Community Assistant, who lives in Gateway Suites. The Gateway Suites building is operated differently than the rest of the residence system. The Service Desks have different contacts, information and procedures for issues/situations occurring in Gateway. Campus Security Services will respond to Gateway Suites; the University’s Facilities Management staff typically do not (such services are contracted to outside service providers). Brock Suites residents do not have to vacate for Winter Break.

2. Procedures for staff if classes are cancelled and/or the University closes.

Department of Residences senior management team:

- Department of Residences senior management team (director and three managers) will communicate with each other regarding pertinent information.
- Managers will communicate with their staff teams within their primary areas of responsibilities. Managers can remotely send emails to specific areas or the entire residence population as required.

- Providing that staff can be maintained at the Service Desks (essential service), other Department of Residences staff would not be expected to come in to, nor stay at work.

Service Desk staff

- Service Desks are considered an essential service and must remain operating if classes are cancelled, or during the closure.
- Depending on availability of staff, it may be the case that only one desk can remain open.
- Service Desk staff can post information regarding closures and any other pertinent information.
- Co-ordination to ensure Service Desk staffing is in place 24-7 can be done via phone and/or email.

Residence Life Staff

- Each separate RLS is responsible for monitoring their residence complexes. Minimum numbers (ranging between one quarter and one third of total staff complement) would be expected to be present in residence. RLS is to continue to do rounds to monitor residence life and residence facilities.

ASSUMPTIONS regarding Food/Dining Services:

- Food services would continue to be provided to residence students during University closure and/or cancelled classes. Hours of operation, locations, menu choices, etc. might be modified (See separate food services procedures by University Dining/Food Services for inclement weather).

ASSUMPTIONS regarding Facilities Management:

- Facilities Management would continue to provide basic services (e.g. heat, water, electricity, snow removal***)
- Cleaning and removal of garbage/recyclables would be monitored should custodial staff (contractor for Gateway) not be available.

***Snow removal: a priority will be clearing routes for emergency response, food services deliveries to main food outlets on campus (residence dining halls, Guernsey Market) and clearing fire exits around residence buildings (in particular: DeCew, Vallee, Earp and Lowenberger) as well as exit doors for students who use wheelchairs or scooters who live in townhouse residences, as identified at the beginning of each academic term (e.g. usually in most of the 15 units in courts 1 to 6 of the Village Residence. Snow removal at Quarry View and Gateway is done by a private contractor (not Brock Facilities Management Grounds Crew).

ASSUMPTIONS regarding External Services:

- Where utility or other services are provided by city/contractor it is expected these will be maintained (e.g. natural gas for Gateway and Village, electricity for Gateway and Quarry View, contracted snow removal in Gateway and Quarry View).

ASSUMPTIONS regarding ITS and emergency notification systems:

- Information Technology Services would continue to ensure network connectivity for residence students to receive notifications/information.
- Emergency notification and fire detection systems would continue to operate.

**Student Success Centre
Amy Elder, Director
November 2018**

1) Procedure when University closure is announced by 7 a.m.

- The Student Success Centre (SSC) will be closed.
- The Director (or alternate in the Director's absence) will check the University website for any closure announcement prior to leaving for Brock. The Director will contact the Office Co-ordinator who will ensure the telephone message has been changed on the main office x 5774 to indicate that the University is closed due to weather conditions and that workshops are cancelled and all students with appointments will need to re-schedule.
- The Director will contact the Manager of Learning Services, the Aboriginal Student Services (AbSS) Coordinator, and the Supervisor for central Academic Advising.
- The Manager of Learning Services will co-ordinate with the team to notify students of appointment cancellations by phone or email, and cancel the scheduled workshops on ExperienceBU.
- The AbSS Co-ordinator will work with AbSS staff to ensure telephone message has been changed on extension 5883 to indicate that the University is closed due to weather conditions and that workshops are cancelled and all students with appointments will need to re-schedule.
- The Supervisor of central Academic Advising will work with the Advising team to attempt to notify students of appointment cancellations/rescheduling by phone or email.
- All staff of the SSC will receive the information about the closure through the normal University communication channels (e.g. webpage, portal, radio stations etc.).
- When the University re-opens, the Office Co-ordinator will be responsible for removing messages from SSC extension 5774. The AbSS Co-ordinator will remove voice message on x5883.

2) Procedure when University closure is announced by 3 p.m.

- The SSC will close.
- Before leaving the office, the Office Co-ordinator will ensure telephone message has been changed on the main office x5774 and place notices on the doors of TH 123, TH 129, TH 130 (Gerald Nash Consultation Room) TH 131, and TH 133 (Hildebrand Learning Centre) to indicate early closure as the University is closing due to inclement weather.
- The Manager of Learning Services will co-ordinate with the team to notify students of appointment cancellations by phone or email and cancel the scheduled workshops on ExperienceBU.
- The AbSS Co-ordinator will ensure telephone message has been changed on extension 5883 to indicate that the University is closed due to weather conditions, attempt to notify students of appointment cancellations by phone or email, and will place a notice on the door of TH 145 indicating temporary closing.

- When the University re-opens, the Office Co-ordinator will be responsible for removing the closure message on extension 5774, and for removing the notices on the doors of TH 123, TH 129, TH 130 (Gerald Nash Consultation Room) TH 131, and TH 133 (Hildebrand Learning Centre). The AbSS Co-ordinator will remove voice message on extension 5883 and remove temporary closing signs from AbSS office TH 145 (Aboriginal Student Services).

3) Procedure for weekends when the University is closed.

- Any SSC office that is open or hosting a weekend event will close. Before leaving the office, available office/event staff will place notices on the doors of TH 123, TH 129, TH 130 (Gerald Nash Consultation Room) TH 131, and TH 133 (Hildebrand Learning Centre) and TH 145 (Aboriginal Student Services) to indicate the University is closed due to inclement weather.
- When the University re-opens, the Office Co-ordinator will be responsible for removing notices from the doors of TH 123, TH 129, TH 130 (Gerald Nash Consultation Room) TH 131, and TH 133 (Hildebrand Learning Centre) and TH 145 (Aboriginal Student Services).

Student Wellness and Accessibility Centre
Sarah Pennisi, Director
November 2018

1) Procedure when University closure is announced by 7 a.m.

- The Student Wellness and Accessibility Centre (SWAC), which includes Student Health Services, Personal Counselling Services and Student Accessibility Services, will close.
- The Director (or alternate in the Director's absence) will listen for the radio announcement and check the brocku.ca homepage prior to leaving for Brock. The Director will contact the Office Manager for Student Health Services and the Manager of Student Accessibility Services who will ensure that messages are put on the front office telephone lines or the website to indicate that the Student Wellness and Accessibility Centre is closed as the University is closed due to weather conditions and that all students with appointments, workshops and scheduled exams for the day will need to contact the office the next day that the University is open in order to re-schedule.
- The Director will contact the Psychologist overseeing Personal Counselling Services who will contact the Counselling service provider (if possible) and every effort will be made by their Administrative Assistant to contact the Counsellors and the students who have a scheduled appointment for that day.
- When possible, the Assistive Technologist will arrange for a message to go up on the SWAC website (same as phone message).
- All SWAC staff will receive the information about the closure through the normal University communication channels (e.g. webpage, portal, radio stations etc.).
- When the University re-opens, the Administrative Assistants (or designates) will be responsible for removing messages from phone lines as usual; the Assistive Technologist will remove the message from the website and the Manager of Personal Counselling will notify the Counselling Service Provider that the Centre has re-opened.

2) Procedure when University closure is announced by 3 p.m.

- The Student Wellness and Accessibility Centre will close.
- Before leaving the office, a designated Administrative Assistant will ensure the telephone message has been changed and/or notices posted on entry doors and/or website to indicate early closure as the University is closing due to inclement weather.
- The relevant staff members, with the assistance of the Administrative staff, (when possible) will make an effort to contact and inform those students with appointments scheduled between the time of closure and the end of the day.
- Any personal counselling appointments either scheduled or in progress will stop at the same time the University says it is closing for the day (e.g. the University might announce at 2 p.m. that the University is closing at 3 p.m.; therefore, all personal counselling appointments will stop at 3 p.m.). Students scheduled to start an appointment with a personal counsellor a half hour before closing will be told that they can have a brief session to touch base with their counsellor and/or reschedule their appointment.
- The Student Accessibility Centre Exam Co-ordinator will make every effort to contact individual instructors to confirm class cancellations for classes where class tests are

scheduled during inclement weather. If the announcement is made soon enough, the Accommodations Co-ordinator will not have any students start an exam if they will be unable to finish by closing time for the University. (e.g. if the University announces at 1 p.m. that they will be closing at 3 p.m. and a student is to start a three-hour exam at 1 p.m., the student will not start to write the exam). Any tests/exams that have NOT been cancelled in class time and are in progress with Student Accessibility Services will continue until the scheduled test/exam end time. (e.g. the University announces at 2 p.m. that the University is closing at 3 p.m. Any tests confirmed to begin at 2 p.m. that are continuing to be administered in the class, will be administered in the Student Accessibility Services exam centre even if the time continues past 3 p.m.). The Manager or designate will remain with the Exam Co-ordinator/Chief Invigilator until the exam time is finished.

- When possible, the Assistive Technologist will arrange for a message to go up on the SWAC website (same as phone message).
- If the Hamilton campus remains open and Student Accessibility Services appointments are scheduled there, the Manager will contact the Administrative Assistant to make every effort to contact the faculty.
- When the University re-opens, the Administrative Assistants (or designate) will be responsible for removing messages from doors, and phone lines as usual, the Assistive Technologist will remove the message from the website and the Psychologist overseeing Personal Counselling will notify the Counselling Service Provider that the Centre has re-opened.
- If the Hamilton Campus remains open and Student Accessibility Services appointments are scheduled there, the Student Accessibility Services Manager will contact the Administrative Assistant to make every effort to contact the faculty and students to cancel those appointments for that day.

3) Procedure for weekends when the University is closed.

- The Student Wellness and Accessibility Centre will close.
- If exams or workshops are scheduled, the Accommodations Co-ordinator and/or Instructor will listen for the radio announcement and check the brocku.ca homepage prior to coming to Brock. The Accommodations Co-ordinator/Instructor will contact the Student Accessibility Services Manager who will arrange for messages to be put on the front desk telephone lines to indicate that the Student Wellness and Accessibility Centre is closed due to weather conditions and that all students with scheduled exams or workshops will need to contact the front office the next day that the University is open to re-schedule.
- Should the University not announce the closure until after staff have arrived at Brock the same procedure for scheduled exams will be followed as described under the procedure for a 3 p.m. closure as in section two, above.
- When possible, the staff person who is in the office will arrange to change the telephone message on extensions of main phone lines with the same message as in the second bullet point in this section.
- Before leaving the office, the staff person will put a note on the front doors. The note will include the same message as the one to be put on the phones or website.
- When possible, the staff person will contact the Assistive Technologist (see S-drive for Emergency staff contact list) and arrange for a message to go up on the SWAC website (same as phone message).

- When the University re-opens, the Administrative Assistants (or designate) will be responsible for removing messages from doors and phone lines as usual, the Assistive Technologist will remove the message from the website for Student Accessibility Services, the Office Manager will remove the message from the website and the Psychologist overseeing Personal Counselling will notify the Counselling Service Provider that the Centre has re-opened.

University Marketing and Communications
Kevin Cavanagh, Interim Executive Director, Marketing and Communications
November 2018

Refer to the Inclement Weather Contact List, Appendix A, for numbers and alternates.

Change of status prior to 7 a.m.

The Interim Executive Director, Marketing and Communications, or alternate (Manager, Communications and Media Relations) will notify the local media prior to 7 a.m. (see Appendix B for the media contact list.)

University Marketing and Communications will work with ITS to activate the Brock messaging system with the relevant messaging. University Marketing and Communications will distribute information to media and the web, and will work with the Office of the Vice-President, Administration to issue any mass emails.

Campus Security Services will post notices around campus at main entrances and in other key areas. The Interim Executive Director, Marketing and Communications or alternate (Manager, Communications and Media Relations) will contact x3200 or x4300 if details are needed.

The Interim Executive Director, Marketing and Communications or alternate (Manager, Communications and Media Relations) will post an alert on the Brock home page. This message will also be posted on the main page of *The Brock News* site and the my.brocku.ca portal.

When *The Brock News* is updated, staff will also post to Brock's Facebook and Twitter pages to direct viewers to the Brock website for more details. The Social Media and Digital Content Co-ordinator, Manager, Communications and Media Relations, Writer/Editor, and Communications Specialist all have access to these social media properties.

Change of status during the day, no later than 3 p.m.

The Interim Executive Director, Marketing and Communications or alternate (Manager, Communications and Media Relations) will notify the local media by 3 p.m. (see Appendix B for the media contact list.)

University Marketing and Communications will work with ITS to activate the Brock messaging system with the relevant messaging. University Marketing and Communications will distribute information to media and the web, and will work with the Office of the Vice-President, Administration to issue any mass emails.

Campus Security Services will post notices around campus at main entrances and in other key areas. The Interim Executive Director, Marketing and Communications or alternate (Manager, Communications and Media Relations) will contact x3200 or x4300 if details are needed.

The Interim Executive Director, Marketing and Communications or alternate (Manager, Communications and Media Relations) will post an alert on the Brock home page. This message will also be posted on the main page of *The Brock News* site and the my.brocku.ca portal.

When *The Brock News* is updated, staff will also post to Brock's Facebook and Twitter pages to direct viewers to the Brock website for more details. The Social Media and Digital Content Co-ordinator, Manager, Communications and Media Relations, Writer/Editor, and Communications Specialist all have access to these social media properties.

Walker Sports Complex
Neil Lumsden, Director Brock Sports
Karen McAllister-Kenny, Director Recreation
November 2018

1) Procedures for when the University is closed by 7 a.m.

- The Walker Sports Complex will close and department-wide events will be cancelled.
- Should classes be cancelled, department staff will put messages on the Welcome Desk, Equipment Room and Zone phones to indicate that all classes, programs and activities scheduled for the Walker Sports Complex are cancelled due to the weather. The websites brocku.ca/recreation and gobadgers.ca will be updated to indicate that all programs are cancelled and the facility is closed.
- If inclement weather is imminent the day before, Welcome Desk staff, program co-ordinators and full-time staff will contact student staff, instructors and program participants by email to inform them of possible program cancellations and where to check in the morning to verify cancellation. Off-campus programs will be cancelled if Brock is closed.
- University Marketing and Communications will be notified to alert the media of major community programs that are cancelled.

2) Procedures for when the University closes during business hours (during working hours and when staff is on-site)

- Should the University declare that classes are cancelled, programs run by Brock Sports and Recreation will also be cancelled.
- Staff will attempt to notify program participants, officials, and staff by phone and email. Off-campus sites will be notified.
- Information will be posted on the brocku.ca/recreation (including Aquatics) and gobadgers.ca websites.
- Voice messages at the Welcome Desk, Equipment Room and Zone will indicate that the Walker Sports Complex has closed due to inclement weather and all programs are cancelled.
- Should a booked event, e.g. a varsity game, be scheduled, staff will consult with the Director of Brock Sports to find out whether or not the game must be played (team, officials available). If the game must go ahead, the Director of Brock Sports must try to ensure that enough staff are available to stay to operate the event safely. Those staff must also have a safe way home following the event. Campus Security and Facilities Management staff will be notified if an event is going to occur.

3) Procedure for weekends

- Should the University close on the weekend, Campus Security will notify the Director of Brock Sports and the Director of Recreation, who will then notify the appropriate facility and program supervisors.
- Supervisors will notify staff who are scheduled to work and attempt to notify program participants.
- Information will be put onto all phones and the departmental website. If possible, signage will be posted on entrance doors to the building.
- University Marketing and Communications will be notified to alert the media of the cancellation of programs.

4) When a weather warning is issued

- The Director of Brock Sports and the Director of Recreation will notify Campus Security, Facilities Management and University Marketing and Communications regarding programs that

are scheduled and may be affected. Programmers will notify external event organizers that their event may be affected.