

<b>POLICY TITLE</b>	Campus Closure
<b>POLICY HOLDER</b>	Human Resource Services
<b>ORIGINAL DATE</b>	October 1992
<b>REVIEW DATE</b>	April 2004
<b>REVISED DATE</b>	October 2014
<b>NEXT REVIEW</b>	

**POLICY**

Yukon College expects that all employees and students are working in safe conditions. Accordingly, the President or her/his designate may declare the College and/or its campuses closed if the college is unable to operate effectively and/or circumstances pose a risk to the health, well-being and/or safety of members of the campus community or to the reputation of the college community.

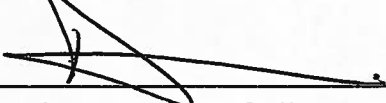
All reasonable efforts will be made to ensure staff will suffer no loss of pay if unable to work due to a situation related to campus closure.

Essential service groups are excluded from this policy unless advised to the contrary by their Dean or Director.

In an emergency situation, crisis management protocols will apply.

**Approval Statement**

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 15<sup>th</sup> day of October, 2014.

  
\_\_\_\_\_  
President, Yukon College

15<sup>th</sup> October 2014  
Date

### **1.0 PURPOSE**

Yukon College shall proceed to ensure the safety of students and staff by closing the campus when it is required and communicating such closure in a systematic and orderly fashion.

### **2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

Workers Compensation Act,  
Board of Governors Policy #3: Yukon College President Responsibilities,  
Closure due to a death in the community Procedures,  
Campus Closure Communications Check-list,  
Lockdown Procedures,  
Power Outage Procedures,  
Security Procedures.

### **3.0 SCOPE**

All employees and students at Yukon College.

Community Campuses – the President’s Advisory Committee on First Nations Initiatives passing a motion that the community campuses will not close for the death of a community member unless the community campus Chairs receive an email from the First Nation’s Executive Director or Education Director.

### **4.0 DEFINITIONS**

Essential service groups include the following: Safety and Security, Custodial, and Campus Housing employees (see power outage procedures)

### **5.0 PROCEDURES**

1. In the event of a situation that poses a risk to the health, well-being and/or safety of members of the college community, and/or prevents the efficient operations of the college, the President or her/his designate will call a Senior Executive Committee meeting to assess the situation and decide whether to close one or more campuses.
2. Procedures documents will be followed for each situation, eg. power outage, death in the community, etc.

3. For emergency situations, such as a lock down, other protocols will apply.

#### **INTERNAL COMMUNICATION**

The President's Office, with the assistance of College Relations, will advise the Central Management Committee (CMT) and cc the Senior Executive Committee (SEC) of the decision via email, with the exception of a power outage, where the Power Outage Process document will be followed. Everyone on SEC and CMT will contact all of their direct reports.

In addition, College Relations will email Ayamdigut Staff, YC Staff, and/or the impacted community campuses to ensure they have all been informed, and will direct them back to their managers for further information and instructions.

College Relations will consult the campus closure communication checklist as well, and ensure impacted individuals and organizations are contacted.

#### **ALL STAFF INSTRUCTION**

- a) When it has been decided to close the campus, communication will be sent out via any means possible - radio, email, and college social media channels. It's advisable to check any source you can access, if questioning whether or not to come into work.
- b) Staff are to report for work as usual on the next working day following a closure, unless contrary direction has been received as per above.

#### **6.0 PROBLEM SOLVING**

Any dispute arising from decisions can be resolved immediately with the President or his/her designate.

#### **7.0 FORMS**

N/A.

**8.0 APPENDICES**

N/A.

**9.0 ADDENDUMS**

Addendum A - Policy Communication Checklist

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name:  
Number:  
Submitted by:

List those consulted with in preparation of this policy:

<b>Name</b>	<b>Department</b>	<b>Date</b>
Cindy Boyd	Safety and Security, A. Manager	July 23

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

<b>Body</b>	<b>Communication Planned</b>	<b>Completed</b>	<b>Comments</b>
SEC	✓	Sept. 3, 2014	
Student Union			
Employee's Union			
Occupational Health and Safety	✓		

Academic Council	N/A		
Board or a Board subcommittee	N/A		
<i>Other</i>			
SEC for Final Review		October 15, 2014	