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| POLICY:<br><br><b>MITT CAMPUS CLOSURE</b>    |   | POLICY NUMBER:<br><b>WSH-7</b>                   |
|  |   | PREVIOUS/REPLACES:<br><b>MITT Campus Closure</b> |
| APPROVED BY:<br><br><b>Executive Council</b> | EFFECTIVE DATE AS OF:<br><br><b>May 4, 2021</b> | PRIOR VERSIONS:<br><br><b>December 8, 2020</b>   |

**1. Policy Statement**

Campus Closures are expected to be rare despite Manitoba’s challenging environment. The President of MITT has ultimate responsibility for the closure of the campus, and has delegated this authority as outlined in this policy.

The Manitoba Institute of Trades and Technology (to be referred to as MITT) will use a risk-based approach to determine whether to cancel classes, close specific facilities or close the campus in response to significant snow fall, other severe adverse weather conditions or similar emergencies, such as power failure. Decisions will be informed by external sources which may be reasonably available such as Environment Canada weather information, road condition information, Transit updates, RCMP advisories and/or other local emergency services and partner institutions as well as internal sources providing information about conditions on campus. MITT staff and students should be aware that we are not able to provide staffing 24/7 365 to be actively engaged at all times.

All MITT staff, students and other members of the MITT community are expected to be proactive, inclusive and diligent in their response to any emergency need. The overall objective will be to ensure the safety of students, staff, volunteers and other members of the MITT community while minimizing the risk to any MITT physical assets i.e. equipment, vehicles and buildings.

In most situations the Director Facilities and Campus Services or Dean will initiate discussions as to whether to close the campus, liaising with any other key team members as necessary before making a recommendation to the Vice-President Academic (VPA) and Associate Vice-President, Finance & Campus Services (AVP F&C). The VPA and AVP F&C will make the decisions to close a campus jointly, unless one of them is unavailable in which case the other will make the decision independently.



If individuals are not on-site or reachable by other means their delegates will make the call. In the case of a local emergency or incident at a satellite campus (Main St, Erin, Scurfield, ALC etc) the relevant Director and Executive member may make the decision where time is critical.

- in the period leading up to the decision, if possible, leadership and staff will begin problem solving and planning in advance of the decision.
- where possible each area will provide, upon request, a status report to Director Planning & Facilities outlining readiness and risk of closure.

## **2. Scope**

This policy applies to all MITT staff, students, and any visitors to any of the MITT campuses.

## **3. Procedures**

### **3.1 Closures:**

#### **(a) Closure During Normal Office Hours**

When closure occurs during normal office hours, External Relations will be notified and will place notices on the MITT website, social media sites and on the main entrances to the Campus(es) and MITT digital screens. Each Executive Council member, or their designate, is responsible to notify their department of the closure and initiate procedures where they are exceptional. Academic and administrative leadership will communicate directly with their teams and associated non-MITT user groups (e.g. Pearson VUE Testing, Fort Gary Child Care Centre, etc.) including initiating business continuity arrangements where necessary and possible. Email notification will be sent by the Enrolment department to students, as required, in a timely manner.

#### **(b) Closure in Evening or After Hours**

Where closure happens outside of normal working hours, notification of the decision will be communicated to External Relations to update the website and social media sites. External Relations will notify necessary media to provide specifics of the closure. MITT leadership are required to be able to reach staff, students, and MITT stakeholders from remote locations in a timely manner.



(c) Closure Length

Generally all campus closures will be for the full day or for the rest of the day if closure is called while the campus is in operation. A full closure includes the evening hours, and any scheduled evening classes or events must also be cancelled. A closure for a portion of the day is referred to an evacuation i.e., a fire drill, evacuation, etc.).

Should it be necessary to continue closure beyond the initial period announced (usually a day), the above procedure should again be followed in its entirety.

### **3.2 Events and Third Parties**

Events being held on campus will be cancelled (unless there are extraordinary considerations) when the campus is closed. All staff are reminded that all events must be approved in advance so that suitable arrangements can be made and so that there is an understanding of what activities are taking place and/planned.

Third-party operations or events on site will be required to close (unless there are extraordinary considerations) when the campus has been closed.

### **3.3 Responsibilities**

- (a) All staff, students and any person related to MITT first and foremost are responsible for their safety and well-being. Being most knowledgeable of their own circumstances (i.e. health, remoteness, driving ability), they must make their own decisions regarding travel to and from any site. All individuals – staff, students and others –should have their own personal and family emergency response & safety plan.
- (b) Directors, managers and coordinators have the responsibility to have emergency preparedness plans for their area and must be familiar with the plans for other areas and MITT overall.
- (c) Managers, coordinators and supervisors have the responsibility to ask their staff if they would not be able to evacuate themselves under regular circumstances as well to ensure their staff is familiar with the Emergency Response policy and are prepared to react to Emergency situations and/or evacuations.
- (d) Directors are responsible to ensure that managers, coordinators and supervisors have a well established coverage plan and are knowledgeable about the additional areas for which they may provide coverage. Managers should be ready and willing to work on behalf of that/those areas at any time.



- (e) Managers, coordinators and supervisors are all expected to work proactively in emergency situations to provide as coordinated an approach as possible. Unless emergency evacuation procedures are engaged, a manager of any department is expected to be the last person to depart under closure circumstances and they are to report to their manager that all is clear.
- (f) Fire wardens and workplace health and safety staff will be relied upon to assist in the communication and planned exits in the case of an emergency evacuation or in-day closure.
- (g) All staff are responsible for being familiar with this policy and fire evacuation plans. In the event of a MITT Campus closure, students and staff are responsible for monitoring the media or MITT website in order to be aware of when to return to work.
- (h) Managers and staff should consider and be prepared for alternative operational options when possible and appropriate. (see below)
- (i) Instructional staff are responsible for ensuring that their students are familiar with Emergency Response and evacuation procedures, and that they comply with the direction of building evacuation leaders, Security Services, or other Emergency response officials.
- (j) Students are responsible for being familiar with evacuation procedures and complying with the direction of building evacuation leaders, Security Services, or other Emergency response officials. In the event of a MITT Campus closure, students are responsible for monitoring the situation through the media or MITT website and for being aware of when to return to classes.
- (k) Students should evaluate their own situation and circumstances, stay informed by reference to public media and take action as appropriate. If they are unable to get to classes or other curricular activities due to adverse weather conditions or other emergency situations, they should notify their instructors under normal absence procedures and make alternative arrangements.

### **3.4 Evacuation, Closure and Absence**

Should there be any circumstances when total evacuation is required all employees and students will be required to leave campus as directed with the exception of the Director, Facilities and Campus Services, Manager, Operations or designated Incident Command personnel. The campus evacuation procedure will be followed.

#### **(a) All Persons to Leave**

In instances where an MITT campus is closed under these procedures, all staff are expected to leave with the exception of those engaged in essential services.



Permanent and Term Employees will not suffer any reduction in salary for lost time incurred on the day of closure. Staff working will not have to use a personal day. Casual employees will be paid appropriately for the hours worked. Those who are required to work to maintain essential services during any period of closure will be paid in accordance with MITT policy which is in accordance with Employment Standards.

**(b) Order of Departure**

All staff are expected to leave in accordance with the instructions being issued. In a non-emergency closure, the following order will be adhered to:

- Students will vacate – all staff will assist.
- For students unable to leave a manager or staff person will remain and assist in making plans to leave.
- All front line staff will leave in an orderly fashion after closing down and securing their worksite and the local area.
- Coordinators, Managers and directors – after ensuring all students and staff have vacated Coordinators, managers and directors will vacate.
- Facilities staff will secure the buildings
- Workplace health and safety committee members and staff will provide assistance to the orderly evacuation.

**(c) Arrival After Closure**

Individuals who arrive on campus after a closure has been announced who are not providing an essential service or who have not been asked to support the Incident Management Team may be asked to leave, or restricted to specific areas of campus. Unless specifically authorized by the Incident Commander, Security will not open buildings at the request of faculty, staff or students.

**(d) Extending a Closure**

In the event of a decision to extend any closure beyond a day the campus the Incident Command System will be activated and the MITT Emergency Plan followed. Beyond the day of an emergency closure, circumstances within MITT or the broader community may necessitate a longer closure. MITT and the MITT family will do what is possible and appropriate, to mitigate the impact. The actual impact on staff, their pay and to students and their program will need to be determined based on the unique circumstances of the closure. Student success, employee needs and safety will be balanced while ensuring business continuity and effectiveness. Remote work or working from an alternate location may be required where possible. Staff are reminded that personal days, if applicable, can be used at their discretion for weather or other concerns not necessarily covered by this policy.



### **3.5 Alternative Provisions**

#### **(a) Alternative Operational Provisions**

When specific facilities or areas are closed, MITT will put into place contingency measures to relocate or establish alternative operations for both staff and students, including the use of remote working and online solutions, where possible. Should a facility or area be closed for a significant period of time, Executive Council or their designate will work with the affected departments to establish longer term solutions, including potentially leasing alternative space or renting temporary buildings.

In the event of closure or inability to attend work due to local conditions, where possible based on the employee's personal circumstances, operational needs, and logistics employees may be able to work remotely. Managers working with People Services and in line with direction from Executive Council and the affected employees will consider and implement a plan to cover the missed work and mitigate the impact of the missed time. This may be after the day of closure.

#### **(b) Alternative Academic Provisions**

When classes are cancelled MITT will reschedule the class or otherwise cover the learning activity missed. Should a significant amount of a course be missed, the Registrar's office will work with the Dean and/or Principal to find the best option to minimize the impact on students.

### **3.6 Serious Concerns – Not a Corporate Closure**

On occasion individual employees may be unable to commute to the campus due to weather conditions or other situations in the area in which they reside (including when these affect caring responsibilities, for example childcare). Under these circumstances, employees must work through their direct supervisor, to discuss and agree on alternative arrangements such as using vacation leave or working from home. On occasion skeleton staffing arrangements may be necessary. Such arrangements should be agreed with the Manager/Director of the area affected.



Staff are reminded that “personal days”, if applicable, can be used for this purpose. Staff and managers are also reminded that flexibility may be required to accommodate both individuals based on their personal circumstances, the care of students and other staff and operational needs. People Services can be consulted.

Staff are also reminded that they personally and with their managers can and should engage in some level of advance planning.

### **3.7 Campus Closure Communications Protocol**

If any of the campuses or one of the centres needs to be closed due to extreme weather or other emergency conditions, every reasonable effort will be made to notify students and employees using the following methods as appropriate:

- Employee Email / Student email through CAMS
- When the campus is operational a message will also be sent to the desk phones throughout the Institution.
- Message posted on the emergency banner at the top of MITT’s website [www.mitt.ca](http://www.mitt.ca)
- Message posted to Twitter
- Message posted to MITT’s Facebook page
- Media advisory sent to radio and television stations (CBOJ and CBC)
- Signs will be posted at the main entrances of the affected campus(s) advising that classes are cancelled, and services are closed
- Information will be updated as appropriate throughout the day
- Additional communication channels may be added

The Public Relations & Communication team will be responsible for all communications to the media, as well as messages on the MITT website and social media.

### **3.8 Timing**

Every effort will be made to communicate to the campus community by 6:30 am on the day of the closure; however, there may be times when weather conditions change quickly and a decision to close the campus will need to be made after 6:30 am. Please note that MITT does not have 24/7 staff on active duty. Please always make your personal safety your top priority when making decisions for yourself.



When severe adverse weather or other emergency situations are predicted advance communication may be considered to advise the campus community that a closure is being considered. Advance notice may be given to managers to help for their planning in the event of the closure. All messaging will state that the most up to date information will be posted on MITT's main website: [www.mitt.ca](http://www.mitt.ca).

### 3.9 Partnership Liaisons

When deciding about whether to close a campus due to severe adverse weather conditions, MITT will consider and if possible work closely with key parties both on the campus (such as partnership schools or Pearson VUE testing) and in the community. Additional arrangements may be necessary to ensure that partnership schools have made arrangements for students to be picked up (parents or school division arranged transportation) before closing a campus or that partnership schools have been notified of the closure and do not arrange to send students to the closed campus.

MITT campus stakeholders include: Impark, Fort Gary Childrens Centre, Pearson Vue Testing Centre.

Each area is to have a plan for such circumstances.

The **responsible department lead** will be responsible for making sure that internal and external liaison and communication, including with third parties on campus, is undertaken, delegating to members of the incident command team as appropriate. Emergency contact details from the emergency stakeholder list should be used to facilitate communication.

Key partners that will need to be informed include but are not limited to Pembina Trails School Division, DSFM (Franco-Manitoban School Division), other school divisions, the Day Centre at Pembina, etc.





#### 4. Campus Closure Guidelines

Please note the MITT has multiple campuses and the impact of conditions will vary. Alternate campus locations may also factor into the response. Conditions, for example to be considered prior to the recommendation of a Campus Closure because of severe weather or other external factors are:

##### COLD WEATHER

If three or more of the following cold weather conditions exist for a sustained period during core operating hours (7:00 am– 9:00pm) Temperature: – 40C or lower

- Wind Chill Factor: – 60C or lower
- Visibility: 1 km or less
- Winds: 35 km or greater

##### ACCUMULATED SNOWFALL

**Stage 1:** If according to Environment Canada, there is snow accumulation of approximately 10 cm or more within a 24-hour period this will cause the Director Facilities, Dean and Principal to monitor conditions, and they will provide the VPA & AVP F&C or designate with accurate and timely information regarding the developing situation as well as any recommended actions for decision.

**Stage 2:** If according to Environment Canada, there is snow accumulation of approximately 15 cm or greater, 12 hours prior to the start of morning classes (8:00 am) or approximately 15 cm of snow accumulated during core operating hours (7:00am – 10:00pm) this will prompt a discussion between the Director Facilities and the Dean and Principal and may result in a recommendation to the VPA & AVP F&C or designate to close MITT, delay opening, and/or to cancel Day or Evening classes. It is noted that MITT does not have staff in active deployment 24/7.

##### ICE STORMS

Adverse conditions as a result of freezing rain will not in itself contribute to the closing of a campus but would be considered as part of the other existing conditions.

##### EXCESSIVE RAIN

Rainfall in the amount of 50mm or more within a 1-hour period during operating hours (7:00am – 10:00 pm) will prompt a notification to Director Facilities. Conditions will be monitored.



#### **EXCESSIVE WINDS INCLUDING TORNADOS**

Winds in excess of 90km per hour will prompt an awareness of conditions by the Facilities team. Wind conditions that may contribute to a tornado warning by Environment Canada for the City of Winnipeg will prompt a recommendation to remain on campus and to seek shelter in safer areas of buildings. Occupants of buildings in these conditions are advised to avoid outside walls, elevators and windows and should not use vehicles for shelter.

#### **UTILITY INTERRUPTIONS**

Interruptions due to loss of utility service, Hydro Electricity, Water Supply, Heating and Air Conditioning may occur. The Director Facilities or designate will monitor the duration and impact of the loss of service(s). A recommendation to close a Campus due to an interruption in service(s) will be dependent on external climate conditions and the ability to provide essential services and meet required health code and safety regulations.

Information on the cause and duration of any utility interruption may take up to an hour to become available. It may take up to a half hour (30 min.) for Manitoba Hydro to arrive at the scene of the interruption and diagnose the problem. It would then take another half hour to establish if service can be quickly restored or re-routed from another grid. During an interruption MITT will maintain contact with Manitoba Hydro's Control Centre. In addition, once power is successfully restored, it may also take some time to bring all MITT systems back up to full capacity.

Health and Safety regulations potentially impacted by an interruption in service(s) shall be monitored by the Safety Coordinator. Any interruption in service that could potentially impact the health and safety of the occupants of MITT will be immediately brought to the attention of the Director, Facilities and Campus Services or designate.

#### **Satellite Campuses and Adult Learning Centres:**

Regional Campus Managers may interpret weather conditions and utility disruptions in their area and may decide to close a regional campus and/or satellite site. Upon making the decision to close a regional campus and/or satellite site, the Regional Campus Manager will advise their Supervisor, and their Executive Council Member. Security Services should be informed immediately following a decision to close a regional campus and/or satellite site.

### **5. Administration:**

The Associate Vice-President, Finance & Campus Services and Vice-President Academic are jointly responsible for ensuring that this policy is adhered to.



**6. Review:**

This policy will be reviewed by Executive Council every five years.

**7. References:**

Disaster and Emergency Plan Policy  
Workplace Safety, Health and Wellness