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## Closing of NBCC Facilities and Cancellation of Classes Procedures

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### 1.0 Timing

Every attempt will be made to have initial communication by 6:30am via the communication channels identified. Further updates will be noted in initial communication and are subject to change.

On weekdays, when there are scheduled classes, notification will be communicated at the following time:

Facility closure, delayed opening, or cancellation of classes

6:30am (first communication by storm phone line)

Outside of regular operating hours (evenings, overnight, weekends and holidays), notification will be posted on the storm line prior to the scheduled opening.

### 2.0 Closure Criteria

Determining Factors for delayed opening, location closures & class cancellations

The safety of our employees, students, and general public using NBCC facilities is of paramount importance. In the event of extreme weather conditions or other serious incidents that may impact the College's operations, each location's Regional Operations Manager authorizes a delayed opening of an NBCC facility, the cancellation of classes or closure of the NBCC location.

The following factors shall be taken into consideration when making a decision:

- state of emergency or impending state of emergency issued by the provincial Emergency Measures Organization (EMO);
- weather conditions (current and forecasted);
- weather warnings, as issued by Environment Canada (Environment Canada forecasts are updated daily at 5:00am, 11:00am and 4:00pm);
- road conditions, as reported by the Department of Transportation Infrastructure and the local law enforcement;
- availability of public transport (where applicable);
- ability to access and use the campus safely;
- ability to maintain campus roadways, parking lots, paths, stairs and building entrances in safe condition;
- ability of emergency services to access the campus;
- anticipation that conditions will worsen or persist such that public transportation may not operate or roads may be closed as a result of storm conditions, which will make travel unusually difficult or hazardous; and
- any other factor(s) or condition(s) that threatens the health or safety of those individuals who study, work on or visit an NBCC campus, office, or delivery site.

### 3.0 Communication

Each Campus and/or Off-Campus Delivery Site and/or Corporate Office shall communicate all closures, delayed openings, and cancellations to the College community in a timely manner by the communication channels outlined below.

NBCC uses a number of different channels to communicate. These will include:

On weekdays, when there are scheduled classes:

- A communication is sent to all employees and students using the emergency notification system (ReGroup, or similar)
- Updates posted on official NBCC social media accounts (Facebook and Twitter)
- A message posted on each location's storm phone line
- Notification sent to local radio stations
- Where applicable, a PA announcement will be made for closures and cancellation that occur after the start of classes

On weekends, or on days/evenings when there are no scheduled classes:

- A message posted on the campus storm phone line
- Notification sent to local radio stations if community events are scheduled at the campus
- Where applicable, a PA announcement will be made for closures or cancellations that occur after the campus has opened

The storm phone line and the communication sent through our emergency notification system are the most reliable source for up-to-date information related to cancellations and closures. Messages posted on unofficial social media sites, websites, and radio stations can be incorrect, outdated, and misleading.

#### Storm phone lines

For the most up to date and detailed information, the specific campus direct storm phone line should be called:

Fredericton campus	506-457-8676
Miramichi campus	506-778-6029
Moncton campus	506-856-2744
Saint John campus	506-657-8676
St Andrews campus	506-529-5000
Woodstock campus	506-325-4336
Corporate Office	no number (communication sent through the emergency notification system)

### 4.0 Building closures decision after regular opening of NBCC location

When a decision to close any NBCC location is made during the day, every effort will be made to provide one (1) hour notice prior to closure.

If the decision to close is made during normal operating hours, faculty, staff and students will be notified via ReGroup (where applicable, an announcement over the internal PA system will be made).

## 5.0 Clinical/Practicum/On-The-Job Training (OJT)

Closures at NBCC locations or cancellation of classes will not necessarily cancel clinical, practicum, or OJT.

- In the event of adverse weather or travel conditions, students should communicate with their clinical or practicum coordinator and their OJT placements to confirm appropriate action under the circumstances.
- When on-site at a clinical, practicum or OJT, students follow the closing policy of their host organization.
- Students are expected to use their own judgment as far as whether it is safe to travel to clinical/practicum/OJT during a period of adverse weather conditions.

## 6.0 Re-Opening of NBCC Facilities/Return to Normal Operations

After the conditions leading to the closure have ended and the safety of people and property has been secured, normal operations will resume as soon as possible. If a re-opening/return to normal operations occurs on the same day as the initial closure, the NBCC location will remain closed (to non-essential employees) until it has communicated a specified time to resume normal operations.

The College may permit or require certain facilities to re-open or provide limited operations, prior to full reopening of the NBCC location, at the discretion of the Regional Operations Manager.

For closures of a longer duration, NBCC will use communication channels outlined in the communication section of this procedures document.

## 7.0 Other Related Documents

Closing of NBCC Facilities and Cancellation of Classes Policy (4111)