

---

## Unscheduled Closure Guidelines

---

### 1. Closure Criteria

The safety of our employees, students, and the general public using NBCC facilities is of utmost importance. In the event of inclement weather or other serious incidents that may impact the College's operations, each location's facilities manager will authorize a closure or delayed opening of a local facility.

The following factors will be considered when making the decision:

- State of emergency or impending state of emergency issued by the New Brunswick Emergency Measures Organization (NBEMO).
- Weather conditions (current and forecasted).
- Weather warnings, as issued by Environment Canada
- Road conditions, as reported by the Department of Transportation Infrastructure and 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 due to weather conditions which will make travel unusually difficult or hazardous.
- Any other factors or conditions that threatens the health or safety of those individuals who access College facilities.

### 2. Communication

Facilities including campus buildings, off-campus delivery sites, and Corporate Office will communicate closures and delayed openings to college community members using the communication channels outlined below:

- SMS text message and email via the emergency notification system ([ReGroup](#))
- Official @myNBCC social media accounts ([Facebook](#) and [X/Twitter](#))
- [NBCC Closures website](#)

Notifications sent via the emergency notification system (ReGroup) are the most reliable source for up-to-date information. These notifications are sent using SMS text, email, and are posted online on NBCC's closures website. Posts on official @myNBCC social media accounts will follow these communications.

Notifications posted on external (third party) social media accounts, websites, and radio stations can be incorrect, delayed, and sometimes misleading.

### 3. Timing

College community members will receive notification in a timely manner via the communication channels identified in these guidelines. Notification will be posted accordingly based on specific variables like day, time, and circumstance.

Timing	Inclement Weather	Unforeseen Circumstances <i>(e.g. power outages, chemical spills, fires, flooding, HVAC issues)</i>
<b>Weekdays prior to opening</b>	Notification posted by 6:30 am	Notification posted immediately after details related to the attributing factors are confirmed.
<b>Weekends prior to opening</b>	Notification posted approx. 30 minutes prior to opening	
<b>During regular business hours</b>	Notification posted approx. 1 hour prior to closing	

### 4. Delayed Opening

A delayed opening means that an NBCC facility will remain closed until a specified time. If the College announces a delayed opening, employees (other than those designated as “essential” personnel) and students cannot access the facility until the time specified in the notification. Notification criteria for delayed openings can be found in the [timing](#) section.

### 5. Academic Programming

#### 5.1. Classes

When there is a closure or delayed opening at an NBCC facility, the instructor and/or the academic chair will determine if classes are cancelled or conducted virtually. In this situation, if students have scheduled on-site classes that will be affected by the closure or delayed opening, the instructor will contact students to discuss alternatives such as virtual delivery.

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

Closures and delayed openings at an NBCC facility will not necessarily cancel or delay clinical, practicum, or OJT.

- When inclement weather could affect travel to a host’s site, students must contact their coordinator to confirm appropriate action under the circumstances.
- When a student is already on-site at clinical/practicum/OJT, they must follow the closure policy of the host organization.

- Students are expected to use their own judgment to determine if it is safe to travel to clinical/practicum/OJT during inclement weather.

## 6. Facility Opening

After the conditions leading to the closure or delayed opening have ended, normal operations will resume as soon as it is safe to do so. If the opening occurs on the same day as the initial closure or delayed opening, the NBCC facility will remain closed to non-essential employees until the specified time of opening.

At the discretion of the facilities manager, the College may permit, or require, certain facilities to open or provide limited operations, prior to full opening.

For prolonged closures, the College will use the same communication channels outlined in the [communication](#) section.

## 7. Adverse Travel Conditions

If a facility is open and on-site classes are scheduled, but adverse conditions exist that prevents travel to the facility, the following steps must be taken:

### 7.1. Employees

- Employees must contact their manager by phone or email as soon as possible.
- In these circumstances, the employee and manager will determine alternative work arrangements or leave options, such as:
  - Flexible work arrangements
  - Use of banked overtime or time in lieu
  - Use of vacation leave or day without pay
  - Work extended hours within a specified time/date.

### 7.2. Students

- Students must contact their instructor as soon as possible.
- Follow any special instructions as per the course outline or learning plan. This includes the rescheduling of a test or due date in the event of inclement weather that affects students' ability to travel to college facilities to attend class.

The same process applies when an employee or student would like to leave their college location during their shift or class due to deteriorating weather conditions. These situations will be addressed on an individual basis.

## 8. Other Related Documents

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