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**Response to Inclement Weather**

Procedure No.:	7100-PR5
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2017 Dec 20

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**Objectives**

This procedure applies directly to Policy 7100, Safety and Security.

BCIT classes, services, and business will proceed as scheduled unless weather conditions pose a hazard to public safety or adversely affect the Institute's ability to continue to offer services.

The Institute takes into account weather and road condition information in determining whether road hazards and public safety conditions should result in closure of the Institute. A decision to close the Institute will be made with as much notice as possible.

The objective of this procedure is to set out conditions for delivering a timely and coordinated response to snow or other weather conditions which may compromise safety at BCIT campuses or in travelling to them.

This procedure describes the process for:

- Determining whether or not the Institute should be closed due to snow or other inclement weather
- Communicating this decision to the BCIT community and the public at large.

**Who This Procedure Applies To**

This procedure applies to the following:

- The Safety, Security and Emergency Management Department (SSEM)
- The Director of Safety, Security and Emergency Management
- The Director of Marketing and Communications (MarCom)
- The President of BCIT
- BCIT students, employees, contractors, visitors, and tenants.

**Procedure****A. Overview**

BCIT responds to snow or other inclement weather by conducting a risk assessment on the weather and road conditions.

The Director, SSEM determines whether to recommend closure, taking into account Environment Canada weather information, transit services, and road condition information obtained from respective road maintenance operations.

If the Institute is to be closed, or inclement conditions warrant a campus status update, the Director, SSEM notifies the Director, MarCom to implement the Crisis Communications Response

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Plan.

The Director, MarCom disseminates information about Institute closure or campus status to BCIT students, employees, visitors, contractors, and the media.

### B. Overnight Snowfall

1. Each morning, during predicted or ongoing inclement weather, the Director, SSEM obtains weather condition information from Environment Canada, road condition information from respective road maintenance operations, and specific campus conditions from personnel at each campus in assessing whether or not road safety hazards or current or expected conditions should result in closure of the Institute. If the assessment concludes that weather conditions pose a hazard to BCIT community safety or adversely affect the Institute's ability to offer services, then the Director, SSEM will close the Institute.

If there is a closure of the Institute, or inclement conditions warrant a campus status update, the Director, SSEM notifies the Director, MarCom by 5:00 AM to implement the Crisis Communications Response Plan.

2. The Director, MarCom (or designate) activates the Crisis Communications Response Plan for closure, by 5:30 AM, as described in Part D.

Every effort is made to ensure that current information is communicated to the BCIT community by 5:30 AM and that information is updated as the weather conditions evolve.

### C. Day-Time Snowfall

1. Each afternoon during predicted or ongoing inclement weather, the Director, SSEM obtains weather condition information from Environment Canada, road condition information from respective road maintenance operations, and specific campus conditions from personnel at each campus in assessing whether or not road safety hazards or current or expected conditions should result in closure of the Institute. If the assessment concludes that weather conditions pose a hazard to BCIT community safety or adversely affect the Institute's ability to offer services, then the Director, SSEM will recommend to the President (or designate) that the Institute should be closed.

Final approval is made by the President (or designate).

If there is a closure of the Institute, or inclement conditions warrant a campus status update, the Director, SSEM notifies the Director, MarCom by 1:30 PM to implement the Crisis Communications Response Plan.

2. The Director, MarCom (or designate) activates the Crisis Communications Response Plan for closure by 2:00 PM, as described in Part D.

Every effort is made to ensure that current information is communicated to the BCIT community by 2:30 PM, and information is updated as the weather conditions evolve.

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### D. Crisis Communications Plan

In the event of a campus closure the Institute will communicate the “Closed” message through the following channels:

- BCIT homepage
- SafetyWise App push notification
- BCIT Alert – including mobile phone, work phone, and work email
- My.bcit.ca student email
- All Staff email
- Social channels – Facebook, Twitter, and Instagram
- Switchboard message
- Direct email to local radio and TV media

In the event of inclement weather but no campus closure, the Director, MarCom (or designate) in association with the Director, SEEM, will determine whether a BCIT community communication is necessary. Should they determine that an “Open” message is appropriate, the Institute will communicate the notice through the following channels:

- BCIT homepage
- SafetyWise App alert (no push notification)
- My.bcit.ca student email
- All Staff email
- Social channels – Facebook, Twitter, and Instagram

The decision to close Institute operations will be communicated no later than 5:30 AM or 2:30 PM.

### Amendment History

1. Created 2012 Mar 30
2. Revision 1 2017 Dec 20

Policy 7510, Closure due to Inclement Weather, and Procedure 7510-PR1, Response to Inclement Weather, were retired as a separate policy/procedure in 2012, and replaced with this Procedure 7100-PR5 under Policy 7100, Safety and Security. The following table shows the amendment histories of the now-replaced policy and procedure.

7510	BCIT Policy on Closure Due to Snow	1. Created	1994 Oct 19
		2. Revision 1	1996 Dec 05
		3. Revision 2	2002 May 09
		4. Revision 3	2003 Feb 11
		5. Revision 4	2005 Dec 02
		6. Revision 5	2006 Dec 22
<i>Name changed</i>	Closure Due to Inclement Weather (Revision 6)	7. Revision 6	2008 Oct 02
		8. Revision 7	2010 Aug 06
7510-PR1	BCIT Procedure on Closure Due to Snow	1. Created	2007 Dec 10
<i>Name changed</i>	Response to Inclement Weather (Revision 1)	2. Revision 1	2008 Oct 02
		3. Revision 2	2010 Aug 06