

STORM NOTIFICATION FOR UNBF EMPLOYEES

In order to meet its commitments to employees, students, and the public, UNB Fredericton will make every effort to remain open and fully operational on stormy days.

When the university is open during a snow storm, employees and students are expected to report to work or to class. However, individuals are the best judges of their personal safety and have the discretion to determine whether travel to the university is feasible. If they cannot travel to the university from their individual locations, they should advise their department, supervisor, or professor.

The decision to close the Fredericton campus is made by the Vice-President Fredericton (Academic), in consultation with key university officials. Factors that may contribute to the closure include: weather forecasts, operation of city transit, school/government office closure, road conditions on and off campus, and the state of parking lot snow removal.

For more information, visit the Staffing During Storms and Emergencies and the Storm Closure Notification for UNBF Employees located on the University Policies Repository under the letter "S": <http://www.unb.ca/secretariat/policy-repository/index.php#letterS>.

When a decision is made to close the university due to a severe winter storm, faculty and staff will notified as follows:

Before Normal Working Hours (before 8 a.m.)

If UNB Fredericton closes before normal class hours, the university community will be notified via these radio stations: CBC (99.5 FM), CHSR (97.9 FM), KHJ (1260 AM)/Capital (106.9 FM)/The Fox (105.3 FM), JOY FM (96.5 FM), and FRED FM (92.3 FM).

The announcement will indicate if the closure is for the whole day or just part of the day. If the closure is for the whole day, all evening classes will automatically be cancelled as well.

Faculty and staff will also be notified through:

- UNB website (www.unb.ca)
- UNB Fredericton switchboard recorded message (453-4666)
- eDaily (if possible)

During Normal Working Hours (8 a.m. to 4 p.m.)

If UNB Fredericton closes during normal work hours, faculty and staff will be notified by their faculty/department heads. An eDaily message will also be sent and a notice will be placed on the UNB homepage (www.unb.ca).

Individual Class Cancellations

Faculty who cancel classes during normal working hours should notify their departments. Faculty can also cancel courses through *My UNB e-Services* by clicking on the *Academic* tab and selecting *Course Options*. They can select cancellation date(s), set department e-mail and comments, and choose to cancel or reinstate a class. Cancellations are cleared each night for expired requests.

Students are encouraged to check www.unb.ca/cancellations for a list of any cancelled classes.

Evening Cancellations (after 4 p.m.)

If evening classes are cancelled, the College of Extended Learning will make every effort to notify faculty, staff and students before 4 p.m. A message will also be placed on CEL's message manager at 453-4646.