



## **Storm Closure Notification Procedures UNB Fredericton**

Communications Office Updated: Oct. 24, 2019

### **Storm closure notification procedures for UNB Fredericton**

The objective at UNB Fredericton is to be open each and every day we are scheduled to be; however, there are times when we experience significant weather events that result in campus being deemed unsafe and/or inaccessible. During these extreme circumstances, UNB Fredericton will not be opened as scheduled.

In such instances, snow clearing crews work as hard as possible to get the campus ready as soon as possible. The main consideration taken into account when making the decision to close is based on safety and accessibility. UNB Fredericton makes every effort to remain open, but we urge all students, faculty and staff to use their judgement with respect to travel decisions.

#### **Decision-making process**

Facilities Management develops a storm plan when adverse weather conditions are forecasted based on when the storm is expected to begin, when the heaviest snows are expected to fall on campus; and the equipment and personnel available to clear roads, parking lots and walkways. The plan is shared with the Vice-President Administration and Finance and other stakeholders in advance of the storm.

If circumstances indicate that the campus should not open, the Vice-President Administration and Finance, in consultation with the Vice-President Academic and on the advice of staff, will make the decision to close.

When a decision is made to close the campus due to exceptional circumstances such as adverse weather conditions, faculty, staff and students will be notified as follows:

#### **Closure decision before normal working hours**

If the decision is made to close before normal working and class hours (8:15 a.m.- 4:30 p.m.), the decision will be made BEFORE 6 a.m. (If there is no notification through the official notification channels listed below, the campus is open).

The official notification channels are:

- Email from Emergency Notification System ERMS (You may also receive a text message if you are registered. [Register now](#))
- Alerts on [InsideUNB](#) and [myUNB](#)
- Emergency Notification Weather Banner found on UNB and [InsideUNB](#)
- Posts on UNB's official social media accounts

In addition, UNB will notify the following radio stations:

- CBC Radio Fredericton (99.5 FM)
- CHSR (97.9 FM)
- KHJ (1260 AM)
- Capital FM (106.9 FM)
- The Fox (105.3 FM)
- JOYFM (96.5 FM)
- Radio Canada – Moncton (102.3)
- The New Hot (92.3 FM)
- Up (93.1)
- CJPN (90.5)

**NOTES:**

- *The announcement will indicate if the closure is for the whole day (8:15 a.m. - 4:30 p.m.) or part of the day. If the closure is for the partial day, the campus will open no later than 11 a.m. (classes begin at 11:30 a.m.)*
- *Also, note that during the closure, Facilities Management will be clearing the streets and parking lots and any travel and parking on campus will impede that process. All users are reminded to consult and adhere to the parking regulations related to snow clearing ([found here](#)).*
- *The Wu Centre, Aitken Centre, Lady Beaverbrook Gym and Richard J. CURRIE CENTER sometimes remain open during a campus closure and are responsible for making the decision to close or remain open and for their own communications.*
- *In situations where conditions clear during the day, the libraries may decide, in consultation with UNB Security & Traffic and Facilities Management, to re-open for evening hours. In these instances they are responsible for their own communications.*
- *Should activities continue after campus is closed, Facilities Management's priority will be to ensure that streets/parking lots/sidewalks are ready for the reopening and cannot guarantee that they can adjust their schedule to accommodate specific activities.*
- *This procedure is applicable to the Fredericton campus only. Saint John has a separate [procedure](#) and the Moncton site has its own policy and [procedure](#).*

## **Closure decision during normal working hours (8:15 a.m. to 4:30 p.m.)**

When a decision to close campus 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 work hours, faculty, staff and students will be notified via these official channels:

- Email from Emergency Notification System ERMS (You may also receive a text message if you are registered. [Register now](#))
- Alerts on [InsideUNB](#) and [myUNB](#).
- Emergency Notification Weather Banner found on UNB and [InsideUNB](#).
- Posts on UNB's official social media accounts.

In addition, UNB will notify the following radio stations:

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- The New Hot (92.3 FM)
- Up (93.1)
- CJPN (90.5)

Notes:

- *When a closure is announced during the day, the SUB will remain open for at least an hour after a closure has been announced, so people have a place to go until they're able to leave campus.*

## Evening and weekend class and academic activities cancellations

Evening activities proceed based on the assessment of the individual leading the class/event unless the entire campus has been closed. In the event of a campus-wide closure in the evening, UNB will make every effort to notify faculty, staff and students before 4 p.m. via the following official channels:

- Email from Emergency Notification System ERMS (You may also receive a text message if you are registered. [Register now](#))
- Posts on UNB's official social media accounts.
- Emergency Notification Weather Banner found on UNB and [InsideUNB](#)

Notes:

- *If an evening closure is announced, ALL classes are cancelled and the libraries will also be closed.*
- *In situations where conditions clear during the day, the libraries and other evening operations may decide individually, in consultation with UNB Security & Traffic and Facilities Management, to re-open for evening hours. In these instances they are responsible for their own communications.*
- *The decision to cancel weekend operations and activities and the responsibility to notify participants rests with the individual responsible for the operation or event (e.g. libraries, athletic event, academic activity). The units are responsible for the communication which will be in line with this policy.*

## Individual Class Cancellations

Faculty who wish to cancel individual classes can do so by:

1. Go to eServices
2. Click on the Academic Tab
3. Select Course Options
4. Select Cancellation Date
5. Set Departmental Email and Comments
6. Choose to Cancel or Reinstate class

Note: Cancellations are cleared each night for expired requests. Students are encouraged to check the [cancellation](#) website for a list of cancelled classes.

## Students

When severe weather conditions exist and the campus remains open, students who are able to do so should attend classes, labs or other scheduled activities which form part of their academic program requirements. However, instructors are encouraged to exercise sensitivity to safety issues when these activities are held during severe weather from both a student and support staff perspective.

Students who cannot attend such activities should refer to the syllabus of each affected course to learn how the instructor or department handles non-attendance, late submissions and missed assignments. Staff and students must advise the instructor immediately if they cannot attend. The instructor may request suitable documentation if such confirmation is considered necessary. If there are any concerns please talk to either the Student Advocate, the department Chair, or the Dean's office.

In the event of severe weather conditions during the examination period and the campus remains open, students are expected to make every reasonable effort to attend the exams as scheduled. Students who cannot attend an exam as a result of extenuating circumstances may make application to the Registrar's Office under the Final Examinations Written at an Alternate Time Regulation. For more information, please see the [Undergraduate Calendar, Section III. E.](#)

## Campus closure and its application to clinical/lab courses

If the campus closes due to a storm and classes are cancelled, clinical/lab is cancelled. Students who are completing preceptorship must exercise their best judgement to make a decision about going to or leaving clinical.

If there is an announcement that there will be a delayed morning opening of the campus and classes are cancelled, morning labs are also cancelled. If the campus opens later in the morning, then afternoon labs will be held. A delayed opening of the campus will not impact clinical that is off-campus. Clinical shifts will continue, unless the clinical location is also closed.

If the campus opens later in the day and afternoon and evening classes are being held, then the evening clinical shift will be held.

If it is announced that the campus will be closing early due to weather conditions and you are in clinical/lab, then clinical/lab instructors should make plans for their students to leave clinical/lab as soon as possible. *This approach is consistent with the UNB Staffing during Storms and Emergencies Policy (Fredericton Campus).*

## **Poor weather conditions and NO campus closure**

When the weather conditions are poor and campus is not closed, the clinical/lab instructor and students will need to exercise their best judgement to make a decision about going to clinical/lab or leaving clinical/lab that is in progress, based on their personal circumstances.

## **Examination Cancellation Plans Due to Poor Weather**

### **RE: Final Examination Period Fall Term 2019 – Tuesday, December 10 – Thursday, December 19**

The following plan for rescheduling final examinations in the event UNB Fredericton closes due to weather has been prepared in cooperation with the Office of the Vice-President (Academic) and the Office of Student Services.

In the event UNB Fredericton is closed due to poor weather between December 10 (first day of final examinations) and Saturday, December 14, the examinations schedule for that day will be rescheduled to Sunday, December 15. The individual examinations will be held in the same location and times as shown on the final examination schedule.

In the event UNB Fredericton is closed due to poor weather between Monday December 16 and Thursday December 19 (last day of the examination period), the examinations scheduled for that day, or part thereof, will be rescheduled to the first Saturday in Winter Term, being Saturday, January 11, 2020. The individual examinations will be held the same time as shown on the examination schedule and locations will be posted in advance.