



## University Storm Closure Communication UNB Saint John

Communications Office  
Oct. 23, 2018

### Storm Closure Notification Procedures for UNB Saint John

In order to meet its obligations to teaching, research, and campus support services, UNB Saint John will remain open unless exceptional circumstances require closure.

In such unusual circumstances, the vice-president, or his designate, will announce the closure of the campus, using the following official channels:

- Snow line 672-SNOW (672-7669). **You must dial all seven digits in order to access the snow line.**
- Special announcement to faculty, staff and student via email
- Weather banner found at [www.unb.ca](http://www.unb.ca) and InsideUNB
- UNB Alerts on InsideUNB and myUNB
- Emergency Alert System - You must [subscribe](#) to this system in order to receive these notifications.
- Social media as required

### Inclement Weather (Campus Open)

Please note that UNB Saint John does NOT follow the closure protocol of the public school districts or the Community College system.

In the event of a major winter storm, faculty, staff and students may experience delays in reaching the campus.

When conditions permit, employees are expected to report for work. While staff members who are delayed must inform their immediate supervisor, faculty are expected to inform their department chair/administrative assistants, their dean, and their students. They should also notify the appropriate dean's office, department chair, and students with respect to any rescheduled class time (cf. Article 16A.04.e, Collective Agreement).

When a class schedule is maintained, faculty members are requested to show reasonable flexibility with respect to individual students who, because of location, may have difficulty reaching the campus.

**Exam Cancellation**

Please note that cancellation and rescheduling of examination sessions will be coordinated ONLY through the office of the Registrar and will be communicated via the official channels listed above.

To minimize possible disruption of the examination schedule, faculty are expected to deliver copies of their examination(s) to the appropriate dean's and chair's offices no later than 4 p.m. on the day prior to the examination date.

Dr. Robert MacKinnon  
Vice-President (Saint John)