



<b>Title:</b>	Disruption of Services by Snow/ Extreme Weather Conditions/Emergencies
<b>Updated:</b>	December 5, 2019
<b>Audience:</b>	All Faculty of Medicine Members
<b>Purpose:</b>	To delineate responsibility for decisions, outline procedures and guidelines concerning curtailing services in the event of extreme weather conditions or emergencies.
<b>Responsible Executive:</b>	Dean's Office, Faculty Affairs

## 1. General

### 1.1. University of BC Context

- Decisions to suspend classes or services of The University of British Columbia are made based on [UBC Policy #SC5 \(formerly Policy #68\): "Disruption of Classes/ Services by Snow"](#).
- Should cancellation/suspension of services be warranted, notification of such will be advertised on the UBC website ([www.ubc.ca](http://www.ubc.ca)), and radio and television news.

### 1.2. Faculty of Medicine, Dean's Office – All Units

- The Dean's Office is not considered an essential service. If University classes are cancelled, the Dean's Office may or may not choose to also suspend services.
- As the Dean's Office units are located on various campuses/sites, decisions about operations/services should be "site specific", based on current weather/road conditions, operational demands, and staff safety. Though a decision may be made to suspend services at one site due to weather/road conditions, another site may not be affected.
- For particular services/operations/locations, there may be additional policies and procedures in place to address potential disruptions, such as the "[Disruption of Classes & Clinical Placements](#)" policy for the MD Undergraduate Education Program. Faculty, staff and students in the area should be informed of such. Where there are such policies and procedures, a copy should be provided to the Executive Director, Faculty Affairs for information purposes.

### 1.3. Faculty of Medicine: Departments, Schools, Centres and Institutes

- Departments, Schools, Centres and Institutes within the Faculty of Medicine are to confirm operational status with the Dean's office as referenced in procedures set out in [Section 2](#) of this guideline.
- Once the Head of Unit or designate (e.g., Senior Admin) confirmed with the Dean's Office, units are expected to follow the same decision unless there are extenuating circumstances that are site specific to the unit, based on current weather/road conditions, operational demands, and staff safety.



## 2. Procedures

- 2.1. After confirming the University's (UBC) status, the Dean of Medicine or designate (e.g., Executive Director, Faculty Affairs) will decide and confirm the status of operations for the Dean's Office, Point Grey campus, and Vancouver Hospital sites based on current conditions. Sites outside the lower mainland will confirm operational status with their specific site. See [Closure Information](#)
- 2.2. Notification procedures of the decision/status will be as follows:
  - a. **Voicemail Message:** The responsible designate will communicate the decision by recording a voicemail message on the **main Reception line** (604-822-2421). Callers must press "0" for the Reception mailbox to hear the message.
    - i. Outside of business hours, a message will be recorded by 6:30 a.m.
    - ii. During business hours, a message will be recorded ASAP.
  - b. **Website/Social Media Message:** The homepage of **Faculty of Medicine (FOM) website** ([www.med.ubc.ca](http://www.med.ubc.ca)) and social media sites (Twitter, Instagram, Facebook) will be updated.
  - c. **Broadcast Message:** A broadcast email will be sent to Dean's Office personnel with the decision and copied to department/school/centre administrators.
- 2.3. After confirmation with the Dean's office, the Department/School/Centre/Institute delegate is to disseminate the decision by following internal procedures on notification to faculty, staff and students in respective areas.

## 3. **Staff responsibilities and reporting to work**

- 3.1. If the decision is made to close services at your site, staff are not required to come in to work. Staff scheduled to work will be paid regular wages for that day.
- 3.2. If the decision is made that your site is open, staff who come to work will be paid regular wages for that day. Staff who make every effort to arrive on time but are late will be paid their usual entitlement.
- 3.3. If the decision is made that your site is open, staff who choose to stay home due to concerns of safety or family responsibilities must communicate the decision to their Supervisor as soon as possible. Staff who choose to stay home will be given the following options:
  - Using a day of their annual vacation entitlement
  - Making up the time
  - Using banked time
  - [Working from home](#) for M&P staff, if appropriate for the role and if feasible (at the discretion of the manager)
  - Taking a day of unpaid leave
  - Or a combination of the leaves listed above
- 3.4. In the event of deteriorating conditions during a person's normal workday, follow procedures as set out in [Section 2](#) of this guideline.
- 3.5. Preapproved leaves will remain coded to reflect the leave approved before the decision to close services had been made.



- 3.6. For CUPE 2950 employees - There are unique provisions with respect to the Official University Closure. See Letter of Agreement Re: Article 13.01 Official University Closure in the [CUPE Local 2950 collective agreement](#)

#### 4. Distribution of this guideline

- 4.1. This guideline will be communicated in writing to staff via broadcast email, posted on the Faculty's website and included in the staff orientation package.  
Posted @ [www.med.ubc.ca](http://www.med.ubc.ca) \ Faculty & Staff \ About Us \ Policies & Guidelines

#### Closure Information

Please refer to the following link for the most up to date [Closure Information](#)

Location	Group	Procedure	Contact Info
UBC Point Grey Campus (including UBC Hospital)	FOM Faculty & staff Dean's Office Units	Unit managers to contact Reception, Dean's Office (IRC Building) for voicemail updates, then notify staff in your unit's of the status.	604.822.2421
	FOM Faculty & staff Departments/ Schools/ Centres/ Institutes	Confirm operational status of Dean's Office. Follow procedures as per procedures in Section 2 of this guideline.	
	Students (MD)	Student learners will be contacted by the relevant Program Manager for their year.	<a href="#">Current Learners Closure information</a>
	Students (other allied health programs)	Follow instructions on UBC central website. Contact department/ program office for updates.	www.ubc.ca
Vancouver Hospital Sites	Faculty & staff Dean's Office Units	Unit managers to contact Reception, Dean's Office (IRC Building) for voicemail updates, then notify staff in your unit's of the status via a central voicemail message.	604.822.2421 MD Undergraduate Education Office: 604.875.4500
	FOM Faculty & staff Departments/ Schools/ Centres/ Institutes	Confirm operational status of Dean's Office. Follow procedures as per procedures in Section 2 of this guideline.	604.822.2421
	Students (MD)	Student learners will be contacted by the relevant Program Manager for their year.	<a href="#">Current Learners Closure information</a>
Island Medical Program (UVic)	Faculty/ staff/ students	Contact your main Reception or other central number established for your unit, as per established policies and procedures.	<a href="#">IMP</a> IMP General: 250.472.5500
	Students in Years 1 & 2	Contact Program Manager for voicemail updates.	<a href="#">Current Learners Closure information</a>
	Students in Years 3 & 4	Contact Program Manager for voicemail updates.	<a href="#">Current Learners Closure information</a>



# GUIDELINES

Northern Medical Program (UNBC)	Faculty/ staff	Listen to local radio stations or access the UNBC website for information related to closures of the University of Northern BC. This would ONLY relate to academic sessions scheduled at the university.	<a href="#">UNBC</a>
	Students in Years 1 & 2	Contact Program Manager for voicemail update.	<a href="#">Current Learners</a> <a href="#">Closure information</a>
	Students in Years 3 & 4	Contact Program Manager for voicemail update.	<a href="#">Current Learners</a> <a href="#">Closure information</a>
Southern Medical Program (UBC-O)	Faculty/ staff	Listen to local radio stations or access the UBCO website for information related to closures of the UBC Okanagan. This would ONLY relate to academic sessions scheduled at the university. Contact main Reception or other central number established for your unit, as per established policies and procedures.	<a href="#">UBCO</a>
	Students in Years 1 & 2	Contact Program Manager for voicemail update.	<a href="#">Current Learners</a> <a href="#">Closure information</a>
	Students in Years 3 & 4	Contact Program Manager for voicemail update.	<a href="#">Current Learners</a> <a href="#">Closure information</a>