

H1005 – OCCUPATIONAL HEALTH AND SAFETY

SEVERE WEATHER NOTIFICATION PROCEDURES

1. General

A severe weather event can impact the safety and security of the College and make travel to and from campuses dangerous and ill-advised. Identification of a potential or actual severe weather event is critical to making key decisions to protect the safety of faculty, staff, and students, including advance notification of College closure.

2. Severe Weather Assessment

2.1 Advance Monitoring

The Facilities department engages in routine monitoring of various sources which may indicate an increased likelihood of a severe weather event occurring, including Environment Canada and other public forecasters, stakeholders, and partners. If indicated, the department will undertake enhanced monitoring of Langara facilities for impacts and will provide proactive notification to Senior Leadership, key stakeholders, and the College's Severe Weather Response Team, as appropriate.

The College does not engage a dedicated weather forecasting and/or decision support meteorological service. Due to the inherent uncertainty of public-facing weather forecasting, discrepancies between forecasters, and operational needs, advance monitoring is provided on an as-available, best effort basis. Advance warning of severe weather may not be available at all times, and advance monitoring should be considered an enhancement of College readiness rather than a universal predictor of events or impacts.

2.2 Criteria

A severe weather event is indicated by the presence of any of the following conditions:

- Accumulation of five (5) centimeters/two (2) inches or more of snow on the ground, with snowfall continuing, increasing, or forecast to continue at a moderate to heavy rate.
- Slippery or icy sidewalks, walks, or paths, which make walking dangerous.
- Slippery or icy driveways, roadways, or lanes which make driving/cycling dangerous.
- As reported by TransLink, transit disruptions affecting the area(s) of Langara campus(es), including long delays or cancellation of bus/SkyTrain services.
- Extreme heat or cold, where Environment Canada or a local authority advise against being outdoors.
- Winds, consistently or gusting, causing damage to buildings, breaking large tree branches, or causing significant and ongoing safety concerns, or impacts to campus.
- Any other weather event which causes Environment Canada or a local authority to issue a warning or advisory against travelling and/or being outdoors in the area(s) of Langara campus(es).

3. Notification Procedures

3.1 Initial Notification

When any of the criteria in Section 2.2 are met, or are imminently likely to be met, the on-duty Campus Security shift supervisor will initiate notification. At 4:30 am on weekdays or 5:00 am on weekends or holidays:

- a. Email a photograph of a College parking lot, or of an affected area of campus to **all** contacts listed in Section 3.1.1.
- b. Contact each person listed in Section 3.1.1 in order, until an answer is received. Contact each number three (3) times in a row before leaving voicemail, to trigger bypass of enabled Do Not Disturb features.
- c. When a voice contact is made with any person on the contact list, do not continue to call others in the list, unless asked.
- d. Be prepared to provide the following information:
 - i. What is the nature of the Severe Weather?
 - ii. If snow, how much snow is on the ground? Is snow currently falling, and how much?
 - iii. Has Transit (bus and/or SkyTrain service) shut down or going to shut down?
 - iv. Is media reporting the severe weather condition? Check <http://www.news1130.com> & www.gvrd.com/traffic/
 - v. Is there any ice buildup? Is there any debris?
 - vi. Have you seen the City of Vancouver performing maintenance? (Plowing, salting, clearing debris)
 - vii. Have salting/sanding or plough trucks from Arctic Snow Removal been on Campus? When?
 - viii. Has an increase in Emergency Services activity seen/heard?

3.1.1 Contacts

Manager, Security and Emergency Management	Confidential contact information removed from public version
Director, Facilities	
Associate Director, Facilities	

3.2 Weather Emergency Reporting

Upon receiving Initial Notification, the Director, Facilities or designate will:

- a. Review available additional information from local sources, stakeholders, and partners.
- b. Post a message to the Severe Weather Response Team channel on Teams.
- c. Request a closure decision from Senior Leadership (Section 3.3)

3.3 Senior Leadership Decision

- a. The final decision to close the College in response to a severe weather event rests with Senior Leadership.
- b. The Director, Facilities (or designate) will brief the Vice-President, Administration and Finance on available information regarding the current state, College impacts, forecast, and analysis, including recommendation to close (if applicable).
- c. The Vice-President, Administration and Finance, will consult with other members of the Senior Leadership Team, as required, and notify the Director, Facilities (or designate) of the closure decision.
- d. In rare circumstances, if requested or required, the Director, Facilities (or designate) may directly brief Senior Leadership for informational purposes but will not participate in the decision to close campus.

4. Closure Procedures

When direction to close the College campus(es) is received from Senior Leadership, the following procedures will be taken:

- 4.1 The Director, Facilities will activate the Weather Emergency Communications Tree (Section 5) and update the Severe Weather Response Team channel on Teams.
- 4.2 The Manager, Security and Emergency Management will notify the Campus Security team and will suspend College opening procedures. Campus Security will assist the Facilities team to deploy safety measures, campus closure signage, and provide situational updates as requested and required.
- 4.3 Communications and Marketing will activate the Emergency Communications Plan: Snow Closure or Weather-Related Event to notify public and Langara-specific communication channels. Public communication should be undertaken as early as possible to ensure the College community is aware of the closure before travelling to campus.
- 4.4 If available, the College’s Mass Notification System will be activated at an “information” level. For greatest certainty, an emergency notification **should not** be used for a College closure related to a severe weather event, unless other emergency criteria are met as outlined in applicable plans, policies, and/or directives.

5. Weather Emergency Communications Tree (confidential contact information removed from public version)

