

# FACILITY CLOSURE AND SUSPEND OPERATIONS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Operations
<b>Parent policy</b>	Facilities Operations Policy
<b>Approval date</b>	March 12, 2024
<b>Effective date</b>	March 12, 2024
<b>Procedure owner</b>	Vice President, Administration & Chief Financial Officer
<b>Procedure administrator</b>	Director, Campus Services

## Overview

NorQuest College (college) may close a facility or suspend operations at a campus or facility for safety, security, or other reason.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

College operations and facilities remain open during normal business hours unless a Facility Closure or Suspend Operations order is issued.

Factors that may contribute to a decision to close a facility or suspend operations may include but are not limited to:

- Loss of building mechanical, electrical or life safety system
- Utility outage
- Loss of IT infrastructure
- Flooding
- Fire
- Environmental hazard
- Severe weather
- Public health orders issued by the Chief Medical Officer of Health and/or directives from the Government of Alberta
- Safety implications
- Security implications

The College will communicate decisions to close a facility, suspend operations, or return to normal operations to the students, faculty, and staff through the college's intranet, email, mass-notification systems, and/or posts on social media.

#### **Authority/Process to Close Facilities or Suspend Operations**

Should conditions or circumstances be such that a Facility Closure or Suspend Operations order be considered, a recommendation for such is to be made to the Director, Campus Services, who will evaluate the conditions and, if deemed appropriate, make a recommendation for approval by the President and Chief Executive Officer (CEO). Should a Facility Closure or Suspend Operations order affect academic operations, the Director, Campus Services shall consult with the Vice President, Academic.

The President & CEO will determine whether to close a facility or suspend operations, and to issue an order to return to normal operations.

During an emergency when the Emergency Operations Centre (EOC) is activated, the EOC Director has the authority to close facilities or suspend operations.

## Definitions

**Facility:** college building, portion thereof, or campus.

**Facility Closure:** facility is closed to all students, faculty, employees and the general public. All instruction and college operations cease.

**Suspend Operations:** facility remains open in whole or in part and restricted access may be put into effect. Specified activities may be suspended or cancelled.

## Related information

### NorQuest College

- [Emergency and Continuity Management Policy](#)
- [Occupational Health, Safety, and Environment Policy](#)
- [NorQuest College Emergency Response Plan](#)

### External

N/A

## Next review date

March 2028

## Revision history

Date	Version Number	Action
June 2016	V1	New.
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
November 2019	V3 (published as V2)	Facilities reviewed and updated.
March 2024	V4	Updates to procedures and positions