

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.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	November 26, 2019
Effective Date:	November 26, 2019
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities
Overview:	<p>NorQuest College (college) may close a facility or suspend operations at a campus or facility for safety, security, or other reason.</p> <p>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.</p>
Procedures:	<p>College operations and facilities remain open during normal business hours unless a Facility Closure or Suspend Operations order is issued.</p> <p>Factors that may contribute to a decision to close a facility or suspend operations may include but are not limited to:</p> <ul style="list-style-type: none"> • Loss of building mechanical, electrical or life safety system • Utility outage • Loss of IT infrastructure • Flooding • Fire • Environmental hazard • Severe weather • Public health issue • Safety implications • Security implications <p>When a decision to close a facility, suspend operations, or return to normal operations is made, the college will communicate to the appropriate students, faculty, and staff through the college's intranet, email, mass-notification systems, and/or post on social media, as appropriate.</p> <p>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, Facilities at (780) 644-6215. The Director, Facilities 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, Facilities shall consult with the Vice President, Teaching and Learning.</p> <p>The President & CEO will determine whether to close a facility or suspend operations, and when to issue an order to return to normal operations. The only exception is during an emergency when the Emergency Operations Centre (EOC) is activated, in which case the EOC Director is the authority to close facilities or suspend operations.</p>

Definitions
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

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.

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

N/A

June 2023

June 2016: new
 August 2019: Compliance Office template & reorganization update
 November 2019: Facilities reviewed and updated