

## 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>	May 31, 2016
<b>Effective Date:</b>	June 1, 2016
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Senior Manager, Facilities Management

### 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.

### Procedures:

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 or electrical system
- Utility outage
- Loss of IT infrastructure
- Flooding
- Fire
- Environmental hazard
- Severe weather
- Public health issue
- Safety
- Security

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.

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

Should conditions or circumstances be such that a Facility Closure or Suspend Operations be deemed necessary, a recommendation for such is to be directed through the Facilities Management department (780-644-6215) who will provide appropriate direction and make a recommendation to the respective Vice President, for approval from the President and Chief Executive Officer (CEO) as appropriate.

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.

<b>Definitions</b>
<b>Related Information:</b>
<b>Related Documentation:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

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

N/A

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