

Complete Procedure Title: <b>Storm Emergency Procedures</b>	Procedure Number (if applicable): n/a
Approved by: <b>President and Vice-Presidents</b>	Date of Most Recent Approval: <b>April 7, 2015</b>
Date of Original Approval(s):	Supersedes/Amends Procedure dated: <b>November 2011</b>
Responsible Executive : <b>Provost and Vice-President (Academic) Vice-President (Administration)</b>	Enquiries: <b><u><a href="#">Vice-President (Administration)</a></u></b>
<b>DISCLAIMER:</b> <i>If there is a Discrepancy between the electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

## Purpose

The University will “close” because of severe winter weather when normal operation would pose a danger to students, staff and faculty (including Mohawk students at the Institute for Applied Health Sciences) while on campus or would prevent large numbers of them from coming to campus or returning safely to their homes.

## Scope

This policy and procedures applies to the campus locations within the City of Hamilton and City of Burlington. Regional campuses will follow the direction of local affiliated universities.

### A. Procedures

1. Every effort will be made to confirm a closing by 5:30 a.m.
2. When the closing decision has been made, the Director of Public and Community Relations (or delegate) is responsible to do the following things:
  - Post the announcement on McMaster University’s Daily News website <http://dailynews.mcmaster.ca> and on the University’s home page [www.mcmaster.ca](http://www.mcmaster.ca)
  - Post the announcement on McMaster University’s Social Media websites: [www.facebook.com/mcmasteruniversity](http://www.facebook.com/mcmasteruniversity) and [www.twitter.com/mcmasterupdates](http://www.twitter.com/mcmasterupdates)
  - Notify local media that “McMaster University is closed and classes are cancelled,” including the anticipated length of the closure if other than one full day
  - Notify Telecommunications, who will make the announcement on the recording that answers the University’s main telephone numbers.
  - Notify the Chief Facilities Officer and AVP of Facility Services.

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3. The Director of Public and Community Relations (or delegate) will notify the following people of the decision to close:
- Media
  - Provost and Vice-President (Academic)
  - Dean & Vice-President (Health Sciences)
  - Vice-President (Research & International Affairs)
  - Vice-President (Administration)
  - Vice-President (University Advancement)
  - Senior Integrated Communications Manager
  - Executive Assistant to the President
  - Associate Vice-President (Student Affairs)
  - Associate Vice-President (Faculty)
  - Assistant Vice-President (Facility Services)
  - Chief Human Resources Officer or designate
  - Director, McMaster Children's Centre
  - President & Dean, Divinity College

## **B. Emergency Procedures to Assist Those Stranded on Campus**

1. As soon as a storm emergency situation has been declared, the Director of Housing and Conference Services will be informed by the Office of the Associate Vice-President (Student Affairs) as designated in the communication telephone tree outlined in Appendix A and the 24 hour Housing and Conference Service Centre, Commons Building Lobby (ext. 27222) will become the central point from which assistance will be rendered to those stranded on campus.
2. The Director of Housing and Conference Services:
  - a. Will have available a Residence Manager and a group of residence students selected to assist in this procedure.
  - b. Will communicate with Hospitality Services to ensure that food needs are met for those who are stranded.
  - c. Will arrange, through the McMaster Students' Union to make available limited makeshift accommodation in the Student Centre.
  - d. Will make available beds and appropriate temporary facilities for men and women in Hedden Hall and advise the University's switchboard of her/his action.
  - e. Will make available facilities for any stranded individual who has a particular health or physical problem.
3. The Security Services Department will check all buildings for stranded people and will advise them to communicate with Housing and Conference Services Centre (ext. 27222) for assistance.
4. The switchboard (dial 0) and the Security Dispatcher will have information available as to the location for stranded people. Any particular problem should be directed to the Housing and Conference Service Centre (ext. 27222).

### **C. Related Situations**

These procedures may also be used if the University must be closed for reasons unrelated to weather, such as utilities failure. These procedure do not apply to the closing of only a part of the campus because of storm damage or unsafe conditions in one area. That situation is governed by an existing policy on “Emergencies”.

### **Related Links**

- [Storm Emergency Policy](#)
- [McMaster University Risk Management Manual RMM # 304 \(Working Alone Program\)](#)

**APPENDIX A**

1. Director of Public and Community Relations (or delegate) notifies the persons in Column 1.
2. Communication continues from Column 1 to 2 and from Column 2 to 3.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
Provost and VP (Academic)	<ul style="list-style-type: none"> <li>·Deans of Faculties, except Health Sciences (or in their absence Associate Deans)</li> <li>·AVP &amp; Dean, Graduate Studies</li> <li>·Registrar</li> <li>·Museum of Art</li> <li>·AVP (Faculty)</li> <li>·University Librarian and Director, Health Sciences Library</li> <li>·Human Rights &amp; Equity Services</li> <li>·Planning &amp; Analysis</li> </ul>	<ul style="list-style-type: none"> <li>·Departments, Schools and Programs</li> <li>·Centre for Leadership in Learning</li> <li>·Learning Technologies Resource Centre</li> <li>·Arts &amp; Science Program</li> <li>·Indigenous Studies</li> <li>·Centre for Continuing Education</li> </ul>
Dean & VP (Health Sciences)	All Faculty of Health Sciences schools, departments, programs, centres, and affiliates and appropriate hospital counterparts as per its internal call list	
VP (Research & International Affairs)	<ul style="list-style-type: none"> <li>·Research Services</li> <li>·Office of International Affairs</li> <li>·Nuclear Reactor</li> <li>·Institutes, Centres</li> <li>·Research Contracts &amp; Intellectual Property</li> </ul>	
VP (Administration)	<ul style="list-style-type: none"> <li>·CFO and AVP (Administration)</li> <li>·Chief Information Officer</li> <li>·Chief Internal Auditor</li> </ul>	<ul style="list-style-type: none"> <li>·Financial Services</li> <li>·Purchasing Resources</li> <li>·Treasury Operations</li> <li>·Campus Store</li> <li>·Hospitality Services</li> <li>·Student Affairs Business Office</li> </ul>
VP University Advancement	<ul style="list-style-type: none"> <li>·Alumni &amp; Advancement</li> </ul>	

AVP (Student Affairs)	<ul style="list-style-type: none"><li>· Athletics &amp; Recreation</li><li>· Career Services</li><li>· Centre for Student Development</li><li>· First Year Experience Office</li><li>· Graduate Students Association</li><li>· Housing and Conference Services</li><li>· International Student Services</li><li>· Inter-Residence Council</li><li>· Judicial Affairs</li><li>· McMaster Assoc. of Part-Time Students</li><li>· McMaster Students Union</li><li>· Off Campus Resource Centre</li><li>· Student Financial Aid &amp; Scholarships</li><li>· Campus Health Centre</li></ul>	
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