



## Disruption of Services by Extreme Weather Conditions/ Emergencies Guideline

### PURPOSE

To ensure Department members are aware of the [University Policy # SC5](#) (formerly Policy # 86) on Disruption of Classes/Services by Snow (Snow Policy), the [UBC Human Resources](#) general winter weather procedures, the [Faculty of Medicine Disruption of Services by Snow/Extreme Weather Conditions/ Emergencies Guidelines](#) and the Department of Psychiatry guidelines and procedures.

### GENERAL

- Should the University warrant cancellation of classes and suspension of services, notification will be made on the UBC website ([www.ubc.ca](http://www.ubc.ca)).
- If classes are cancelled but the University remains open, the Department may or may not choose to suspend services.
- As the Department of Psychiatry units are located on various campuses/sites, decisions about operations/services would be **site specific**, based on current weather/road conditions, operational demands, and staff safety. A decision may be made to suspend services at one site while other sites may not be affected.

### PROCEDURES

- If severe weather conditions necessitate the closure of the Department, the Department Head or designate (e.g. Director of Administration) will confirm operational status with the FoM Dean's Office. Once confirmed, the Department Head or designate will decide and confirm the status of operations for the Department of Psychiatry for the Point Grey campus and other sites based on current conditions.
- Notification - Voicemail Message: The responsible designate will communicate the decision by recording a voicemail message on the Department main reception line. Call **604-822-7314 ext 2** to access the voicemail greeting:
  - a. Outside of business hours, a message will be recorded by 7:00 am
  - b. During business hours, a message will be recorded ASAP
- Detwiller Kinsmen Tower – each laboratory should post, on the door in their respective lab area, the up-to-date emergency contact information (i.e. name and phone number) for each lab in case of emergency. A copy of the emergency contact list should also be provided to Director of Administration for information purposes.



## ADDITIONAL INFORMATION

- For additional information regarding campus alerts, please refer to UBC Campus Notifications website ([Vancouver Campus](#) & [Okanagan Campus](#)) and UBC [FoM Closure Information](#) website. For other institutions, visit their websites [NMP \(UNBC\)](#) and [IMP \(UVIC\)](#).
- You are also encouraged to sign up for UBC Alerts to receive emergency messages on your mobile device (instructions for [Vancouver Campus](#) and [Okanagan Campus](#)). Similar services are available at other institutions: [NMP \(UNBC\)](#) and [IMP \(UVIC\)](#).
- For MD Undergraduate Year 1-4, please refer to [Disruption of Classes & Clinical Placements Policy](#) as well as the [Current Learners University Closure Information](#) where site specific information are available.

## STAFF RESPONSIBILITIES AND REPORTING TO WORK

- Should the decision be made that your site is **closed**, staff are not required to come in to work and staff scheduled to work will be paid regular wages for that day.
- Should the decisions be made that your site is **open** and staff choose to stay home due to concerns of safety and/or family responsibilities, they must communicate to their Supervisor as soon as possible and will be given the following options:
  - a. taking a vacation day
  - b. making up the time
  - c. taking the day off without pay
  - d. a combination of the leaves listed above
- In the event of deteriorating weather conditions during business hours, the Department Head or Director of Administration may choose to send their staff home early. Under these conditions, staff will be paid their usual entitlement for that day.
- For [CUPE 2950 Administrative Support/ Clerical](#) employees, please refer to CUPE Local 2950 Collective Agreement Article 13.01 Official University Closure.