



Responsible Unit	Safety & Security
Last Reviewed/Updated	October 2022
Approving Sector Head	Vice-President Finance and Administration & CFO
Policy	Campus Closure and Class Cancellation

Campus Closure

In order to meet its obligations to teaching, research and campus support services, the Acadia University campus will remain open unless exceptional circumstances require closure.

The primary considerations when deciding to close the campus relate to safety and accessibility. Acadia University makes every effort to remain open, but urges all students, faculty, and staff to use personal judgment concerning safe travel decisions.

When a closure is required, the Vice-President Finance and Administration and CFO will announce the campus closure using the following communication channels:

- **Acadia ALERT Notification** sent through all **Acadia email addresses**. If you have registered your information on our portal (learn more on the [Acadia ALERT webpage](#)), **you may also receive text or mobile voicemail messages**.
- **Emergency Information Line** - 902-585-4636 (902-585-INFO) to receive a pre-recorded message on campus status.
- **Acadia website** - during campus-wide emergencies or closures, an Acadia ALERT Notification bar will display information and instructions.
- **Radio Stations** (Rewind 89.3, Magic 94.9, AVR 97.7, and CBC 106.5) will be contacted to provide public broadcast updates. *Please note: the timing and content of these announcements will be at the discretion of the broadcaster.*
- **Residence Life Staff** - will communicate directly with students living on campus.

When the campus is closed, all facilities are closed, and scheduled activities are cancelled (including external bookings). Students and employees who would normally travel to campus should refrain from doing so. The University department responsible for the external booking will notify each event organizer. The event organizer is responsible for communicating the cancellation to participants.

Residence Buildings and Wheelock Dining Hall are deemed essential and will not close. Essential Services are those services to be kept in operation. The level of services to be delivered, and specific staff members responsible for maintaining Essential Services will be designated by the Director responsible for those services.

Staff who are required to work providing Essential Services during a Closed period are entitled to equivalent time off at a later date.

The following are defined as “Essential Services” to be kept in operation:

- Department of Safety and Security
- Student Affairs including:
 - Residence Life
 - Campus Dining / Food Services and Facilities for students

- Physical Plant Services include:
 - central heating plant
 - snow removal
 - custodial support to residences
 - emergency repair and maintenance

Inclement weather (campus open)

In the event of a major winter storm, faculty, staff, and students may experience delays in reaching campus. When conditions permit, employees are expected to report for work. Staff members who are delayed must inform their immediate supervisor. Faculty are expected to inform their department head/director and their students. Employees with the ability to work remotely should do so rather than travel to campus with the appropriate approval from their supervisor. Employees who regularly work remotely should perform their duties as normal.

Class Cancellation (campus open)

The campus may remain open, but instructors may choose to cancel a class or offer the class remotely. Faculty must notify their department head/director and their students concerning rescheduled class time or a change to remote teaching.

