



## **Closure Due To Inclement Weather Policy**

### **Policy Statement**

The Language Gallery Canada ("TLGC") will remain open during normally scheduled hours of operation unless climatic conditions pose a hazard to public safety or adversely affect TLGC's ability to continue to offer services. It is the policy of TLGC to respond to severe weather conditions (snow and ice) by conducting a risk assessment on the weather and road conditions and determining whether or not to close campus operations.

Generally, TLGC campus operations and all scheduled classes proceed unless cancelled by notice of the Campus Manager.

TLGC will advise students, faculty and staff of campus closure by 8:00 AM in the morning (if possible) to limit issues related to early classes or in the case of weather deteriorating during the day, sometime during the day, or before 9:00 PM if forecasted weather is deemed to be severe for the next day.

Extra classes to make up for missed classes will be at the discretion of the Campus Manager and the Academic Manager in consultation with the faculty.

### **Purpose**

The purpose of this policy is to set out conditions for delivering a timely and coordinated response to snow or other weather conditions, which may compromise safety at TLGC campus or in travelling to them. This policy takes into account weather and road condition information in determining whether road hazards and public safety conditions should result in closure. The decision to close TLGC campus will be made with as much notice as possible.

### **Scope**

This policy applies to all persons who enter TLGC campus, including TLGC students, employees, contractors and visitors. TLGC reserves the right to close the campus when necessary.

### **Definition**

These definitions apply to terms as they are used in this policy:

#### **Hazard**

A condition that could cause harm (e.g., road ice, wind, and severe snow conditions) to students, employees, contractors and visitors.

#### **Risk Assessment**

An assessment of the potential risk to students, employees, contractors and visitors given the findings and weather forecasts.



## **Responsibility**

The Managing Director in conjunction with the Campus Manager have responsibility for decisions related to this policy.

In times of severe weather (i.e., considerable snowfall) and determining whether to close the campus, the Student Services Coordinator will scan Environment Canada weather information and road condition information to try to ascertain in advance the impact and best courses of action.

Once a decision has been made to cancel and/or re-schedule classes for TLGC, the Campus Manager has the responsibility to disseminate information about school closure, via Internet, news media, campus postings and/or direct communication (email or telephone) to TLGC students, employees, visitors and contractors.