



Policy Title	Extreme Weather Policy & Snow Plan	Policy No.	05
File & Location	FRST S:\Policies\FoF-05-Inclement-Weather-2020.PDF		
Approved	January 2020	Revisions	August 2022
Proponent(s)	Leslie Fernandez, Associate Director, Operations & Administration		

General Expectations

On occasion, extreme weather events may disrupt access to campus. If the university curtails classes/exams or services, the announcement will be made at <https://www.ubc.ca/>. The UBC website is the authoritative source of information and will give the most accurate and up-to-date information as to the status of the university.

The university's official policy [Disruption of Classes/Services: Snow Policy \(SC5\)](#) (formerly Policy #68) mandates for all units to have an Inclement Weather Policy. This document provides in detail Faculty of Forestry's own guidelines in the event that the university cancels classes/exams or curtails non-essential services during extreme or inclement weather.

The university's website on Extreme Weather: <https://ready.ubc.ca/take-action/extreme-weather/>

Communicating the Decision

In advance of coming to work during times of inclement weather, please check the official UBC source for snow notification and information: <https://www.ubc.ca/>. While the University will inform TV and radio stations of campus conditions, the UBC homepage is the authoritative spot for all information.

If the university curtails classes/exams or services, this means that the university is operating at a reduced service level and non-essential services are limited. A common question is – what services are essential. Essential services in the context of extreme weather conditions are those services that are needed to ensure the safety, security, welfare, and health of the community, property, and research and certain operational and contractual activities of the university. Administrative heads of unit must consider what services are essential and must ensure that all faculty members and staff are aware of who is deemed essential.

If a heat warning has been issued, the administrative head of unit and/ delegate must consider options to ensure no serious health and safety implications will arise due to rising temperatures. If your work area has a higher than seasonal norms and holding steady, please take steps to stay cool. (see additional information section below).

Employees unable to get to campus due to weather disruptions

This is in the context of no announcements or curtailment of non-essential services:

Non-essential employees are expected to attend work if possible. Non-essential employees may choose to stay home only after making arrangements with their administrative head of unit or their manager about making up the time (if scheduling permits), taking a vacation day, working from home, or taking a day off without pay. Specific collective agreement terms may apply in some cases.

Additional Information

- If you are proceeding to work, stay safe on your commute. If you cannot report to work due to the snow, contact your supervisor immediately (please ensure you have their contact details).
- Reminder to put on your out-of-office for both your email and your office telephone if you are unable to attend work.
- In the event of deteriorating weather during working hours, the Dean or Administrative head of unit may decide to send staff/faculty home. Any decision will normally be based on university-wide advice from the central university administration.
- Preventing Heat Stress - if your workspace or work area registers a higher-than-normal temperature, speak with your supervisor to explore options for working in a cooler location.
- Extreme Heat resources:
 - <https://srs.ubc.ca/health-safety/occupational-hygiene/thermal-stress-safety/>
 - <https://www.worksafebc.com/en/resources/health-safety/books-guides/preventing-heat-stress-at-work?lang=en>
 - <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/know-your-hazards/severe-weather/extreme-heat>