

## **Inclement Weather Plan and Communication Guidelines Schulich School of Medicine & Dentistry**

The following outlines guidelines to be followed across the Schulich School of Medicine & Dentistry in times of inclement weather and University closing, cancelling of classes and or services.

Given the unique nature of our programs including our Dental Clinics and the distributed nature of our medical school, specific plans and communication guidelines have been established to support the specific teams across the Schools.

It is important to note, that all decisions made regarding closings or cancellation of classes or services is made centrally by Western University. And the decision to cancel classes at University of Windsor is made by that University.

To read more on Western University's policy:

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp114.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp114.pdf)

Please note, the University of Windsor does not currently have a weather policy. In terms of University of Windsor closure decisions, administration deals with it on a case-by-case basis while taking into account a number of factors are not captured in a policy.

### **1. Western University closes – classes and services are cancelled**

If Western University has closed and cancelled all classes and services, this means that all classes at the medical school at the University are also cancelled, and that all Dental Clinics are cancelled for that day.

The decision to close the University is made by the Provost's office, and it will be communicated no later than 6:30 a.m. on the day of cancellation. Until that announcement is made, no communication can be shared with any students, faculty or staff.

If the University closes it will report it to the local media. This report will be supported through an email sent to all faculty, staff and students with a "uwo.ca" email. Western's central communications team will then share the information with all communications

teams across the University. The communications teams are then able to share the information through social media and email.

Once the Communications & Marketing Department at Schulich Medicine & Dentistry receives the information, they will post it on the School's official social media accounts. They will advise all departments who have official social media accounts and ask them to share to their followers. The sharing of the information on departmental accounts is not mandatory and can't be depended upon.

The Communications & Marketing Department will send an email to the Manager of the Undergraduate Medical Education Program and advise the individual that the University is closed. The Manager can then share the information via email to all the undergraduate students in London and Windsor.

The Manager will remind students that the cancellation of classes and the closing of Western University means that all London medicine classes, small groups, PCCM sessions, PCCIA sessions will be cancelled.

In terms of the Windsor Program, all video conferenced material will be cancelled, all other locally scheduled sessions will continue. At a later date, lecture will be integrated into the schedule. All other curricular activities will be reviewed and rescheduled as appropriate. It is important to note that if Western University is closed or class cancelled, Windsor students will only cancel video conferenced sessions.

It is the responsibility of all students, faculty and staff to ensure they access their uwo.ca email addresses and follow official social media accounts to ensure they have the information as soon as it is available.

A message about the University closure will be posted on the home page for the Schulich School of Medicine & Dentistry website and the YouMe Blog, as a back up to all other communication.

For the Undergraduate Medical Education program, If Western University is closed or classes are cancelled, Clerks are required to attend clinic/location of their rotation. However they will receive communication about the weather situation from the Manager of Undergraduate Medical Education by 7:30 a.m. Students who elect to travel for a rotation, elective etc...during inclement weather or on a day when there are closures are to be mindful of the Statement on Student Travel found at:

[http://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/policies\\_statements/student\\_wellness.html](http://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/policies_statements/student_wellness.html)

If Western University cancels all classes and services, the Dental Clinics will close. The management for the Clinic will change the voice mail messages on the clinics phones.

As the “winter” weather draws nearer, the Dental Clinics should post signs indicating their procedure with respect to University closures and cancelled services. This should be added to the web.

If the Dental Clinics are closed, the Communications & Marketing Department will post this information to the School's official social media accounts, and add a message to the School of Dentistry website home page. The Manager of the Clinics in Schulich Dentistry has the responsibility for changing the voicemail message on the clinic phones. When the University is closed and classes and services are cancelled all doors to all buildings will be locked.

## **2. Western University Closed /Classes Cancelled; services remain open**

If Western University cancels classes however keeps services open, this means that all Dental Clinics will remain open. Staff, faculty and students will be expected to come to the clinic and take care of their patients as per the schedule. If a student is unable to make it to the clinic due to poor travel conditions, it is their responsibility to advise the patient as well as the Assistant Director of the Clinics.

## **3. University of Windsor closed and/or classes cancelled; Western University remains open and classes ongoing**

If the University of Windsor is closed, then Undergraduate Medical Education students in Windsor must follow the policy set out by the University of Windsor.

The University of Windsor will inform all students, faculty and staff that the University is closed by e-mail and will post the update on their website and notify the media.

The Communications & Marketing Department for Schulich School of Medicine & Dentistry will receive the information that the University of Windsor is closed from the Windsor Program Manager or the Associate Dean Windsor Program as soon as it is available. Communications & Marketing will then post the information on the School's official social media accounts.

All students, faculty and staff will receive a separate email from the Windsor Program Manager. In the email, students will be advised of the following: All London video conference lectures will be captured and posted to the website by the end of the day in questions. If the University of Windsor is closed, all Windsor lectures are cancelled and all Windsor PCCIA and PCCM sessions will be cancelled, and will have to be rescheduled or integrated into another session as appropriate.

## **Examinations**

If there is a closure or cancellation at either Western University or the University of Windsor and the date coincides with a formal examination, the examination is cancelled at both sites. Policies at both universities require that the missed/cancelled exam occur on the 'first day back' after the examination cycle. This communication will be reinforced by the University and the individual programs.