

# UC Weather Plan

## Introduction

The **UC Weather Plan** is designed to coordinate and control the University's weather preparation and response steps. The timing and implementation of any or all steps may be altered based upon the facts and circumstances surrounding any individual weather event.

The plan includes sections on preparation, response during a storm, and recovery activities post event.

## Section I: General Information

The primary objectives of the plan are as follows:

- Safety and security of staff, students and visitors,
- Mitigation of damage, and
- Restoration of business and academic operations as quickly as possible.

In order to ensure that these objectives are met as quickly as possible, there is an expectation that the following will be adhered to by all staff, students and visitors to the University during a weather emergency.

## Section II – Preparation and Response

### Preparation

When potentially hazardous conditions occur, the Manager – UC Security & Campus Community Support will monitor the situation and if necessary activate the weather plan.

If conditions continue to deteriorate and the decision is made to activate the weather plan, the Incident Controller (IC) will be advised. If the IC makes the decision that the University's Incident Management Team (IMT) is required to activate, selected members of the IMT will

be advised to assemble at the University's Emergency Operations Centre (EOC) or alternative location as decided.

## Response

Immediately following the activation of the plan, the IC will advise the University's Vice-Chancellor (VC), or delegate, of the current situation and of the activation of the **UC Weather Plan**.

## Communications

Upon direction from the VC (or delegate), the Executive Director, Student Services and Communications, or other designated staff member, will issue a severe weather warning (see MetService [weather warning criteria \(NZ MetService website\)](#)) to the University community, advising of the potential for suspension of classes and advising students and employees to make travel plans in the event of a University closure.

Storm updates will be made available to the wider University community via the University's official social media accounts ([Facebook](#) and [Twitter](#)). Updates will include:

- Official University instructions regarding class cancellation and University closure,
- Links to information on progress and tracking of the storm,
- Links to city advisories etc., and
- The projected reopening of the University and resumption of classes after a storm.

## University Shelter in Place or Closure

If the weather deteriorates to such an extent that it is unsafe to venture outside, the IC will issue a shelter in place warning for all persons on campus, including contractors. This will be undertaken by multiple channels including the Campus Wide Area Broadcast Network.

The VC, or delegate, will make any decision to close the University in consultation with the IC. Any closure decision will be promulgated widely through every available communications channel. Where necessary, the VC (or delegate) will open a designated welfare centre.

## **Condition 1 – Serious Weather Conditions Suspension of Normal Activity – Campus Remains Open for Access**

If conditions warrant it, scheduled on-campus events may be cancelled. Staff will be advised if normal activity is suspended and advised to make decisions about travel home in conjunction with their managers. Students will be advised if classes are suspended and advised to consider homeward travel.

**Advice will be provided on road conditions, public transport notifications and of any areas on campus where there are safety concerns, as regularly as possible. These will be available on the University's official social media accounts ([Facebook](#) and [Twitter](#))**

## Condition 2 – Severe Weather Conditions – Shelter in Place

If the weather conditions are so severe that leaving the campus is not a safe option, the University will be officially closed, and shelter in place notifications will be given. All persons on campus will be advised to remain inside the buildings until advised otherwise and the following actions are recommended:

- Move all people away from windows;
- Close all curtains, drapes and blinds where possible;
- Shelter in strongest part of building (e.g. central corridors);
- Clear large areas with glass atriums or glass roofs.

Notification to the campus community will be achieved in the following manner:

- Wide Area Broadcast;
- All staff & all student email.

The following people will be advised directly:

- All Colleges and Schools (PVC or Manager);
- All Service Unit Directors;
- UCSA (President or Manager);
- Security Services (Coordinator or Duty Controller);
- Childcare Centre Managers.

## Condition 3 – Exceptional Weather Conditions Campus Closure / Evacuation

If the University closes due to an emergency, all scheduled on-campus events will be cancelled. Staff will be requested to secure work areas, relocate equipment if flooding is expected, and then to leave the campus if they are able to do so safely.

**Advice will be provided on road conditions, public transport notifications and of any areas on campus where there are safety concerns as regularly as possible. These will be available via the University's official social media accounts ([Facebook](#) and [Twitter](#))**

When the University is closed, students and non-storm personnel (staff) are officially requested to leave the University. If any staff member is unable to leave or chooses to stay on campus, they are required to notify the **UC Security (6888)** of their location and intended departure time. If a full evacuation is ordered, **ALL** non-essential staff will be required to leave the University. If necessary a Welfare Centre will be established to accommodate any staff member, student or visitor who is unable to travel home.

UC Security, Maintenance Staff and UC Rescue Personnel will ensure that buildings are clear of personnel and secure.

Students are responsible for securing their own lodging and transportation arrangements; however, any staff member or student unable to leave due to genuine safety concerns will be supported by the UC IMT welfare staff.

UC Security Personnel, Maintenance Staff and UC Rescue personnel will secure any dangerous areas to the best of their ability and provide either manned locations or notification in some form advising all persons of danger.

**If security tape and or barriers have been erected  
DO NOT ENTER THE AREA AFFECTED.**

UC Security personnel will also patrol the campus informing and assisting where possible.

**During a Campus Closedown due to severe weather conditions, if any person must urgently leave the campus, call UC Security on Ext 6111 for assistance.**

Contact details for all emergency contacts are detailed in [Appendix A](#).

### **Emergency Operations Centre (EOC)**

The IC will direct all activity on campus during a severe weather event under the authority of the VC (or delegate).

During a severe weather event, the EOC may be activated; however, weather events may be managed from UC Security as directed by the IC.

Non-essential personnel and students will not be permitted access to the EOC during the period it is activated.

### **Evacuation – Locking Down Campus**

Employees other than those assigned to the EOC or other critical personnel identified by the IC are prohibited from occupying campus facilities during a University closure, if a full evacuation is ordered.

After a full evacuation order is in effect, all buildings will be searched by UC Security, Maintenance Staff or UC Rescue personnel and then secured against key or card access by disabling card readers and using special locks or other devices.

### **Essential Employees and First Responders**

Employees asked to work before, during, or after a weather event when other employees have been released are designated as essential employees. Essential employees not required to remain on campus will be required to call in after the storm has passed to determine their work assignments (see [Expectations for Staff after a Storm](#)). Work assignments may vary as necessary, from a staff member's normal responsibilities.

As deemed necessary, the University will establish a team of first responders who will be available to return quickly to campus to begin University asset protection, if necessary, after a storm.

### **Section III – During a Storm**

Unless otherwise announced, only those persons required by the administration to conduct emergency operations during a severe weather event may remain on campus during a storm if the full evacuation order has been given.

Campus buildings may only be used as emergency weather shelters if conditions are so severe that this is required and authorized. Road access into the campus grounds may be blocked by Security and/or maintenance staff.

If the University is being used as a shelter, all persons on campus (with the exception of emergency staff) are required to remain in safe locations inside the buildings until advised otherwise.

### **Section IV – After a Storm**

#### **General Guidelines for Recovery**

The timeline for recovery after a weather event will vary depending upon the severity of storm damage sustained on campus. Immediate recovery activities will be determined and directed by the IC in consultation with the VC, or delegate, until such time as this responsibility is passed to the Director of Learning Resources.

The VC, or delegate, in consultation with the IC will determine when the University will reopen and when campus services will be reinstated.

Normal campus services will resume as soon as it is safe and practicable. All decisions will be communicated via University's official social media accounts ([Facebook](#) and [Twitter](#)) or by contacting **UC Security on (03) 364 2888**.

#### **Expectations for Staff after a Storm**

In cases of University closure, the following mechanisms will be used to contact staff and provide information about University activities after a storm:

- All staff will be required to check in with their supervisors within a reasonable amount of time after the storm.
- Staff must annually provide contact telephone numbers and alternative (private) email addresses to their supervisors. They may be used in case the University email system becomes inoperable.
- Staff will be required to report for duty as soon as practicable after they are requested to return to work.

- During a period of recovery, staff will be expected to perform duties as requested by their supervisor even if those duties are not part of their regular job descriptions.

## **Expectations for Students after a Storm**

In cases of University closure, the following mechanisms may be used to contact students and to provide information about University activities after a storm:

- The University will communicate with students via their UC email addresses and the University's official social media accounts ([Facebook](#) and [Twitter](#)).
- The University may provide information via the [UC Home Page \(University website\)](#). The University will not post information on the UC website as a matter of course, but may post information online if the critical incident is significant, ongoing and/or is of relevance to international audiences, including parents of international students and international recruitment agents.

## **Related Documents and Information**

### **UC Policy Library:**

- [UC Emergency Management Policy \(PDF, 310KB\)](#)
- [Emergency Statute \(PDF, 114KB\)](#)
- [Health and Safety Policy \(PDF, 215KB\)](#)
- [Student Code of Conduct \(PDF, 220KB\)](#)
- [Staff Code of Conduct \(PDF, 289KB\)](#)

### **University Website and Intranet:**

- [Extreme Weather \(University website\)](#)
- [UC Emergency Management Plan \(PDF, 2.76MB, University website\)](#)
- [Emergency Management \(University website\)](#)

### **External**

- [Weather Warning Criteria \(NZ MetService website\)](#)

## **Appendices**

- [Appendix A: Telephone Numbers and Contact Information](#)

## Appendix A

### Telephone Numbers and Contact Information



#### University of Canterbury Emergency Contact Information

[www.canterbury.ac.nz/emergency](http://www.canterbury.ac.nz/emergency)

**UC Security Control Centre (03) 364 2111**

#### UC Emergency Lines

##### On Campus

Emergencies **6111**  
Enquiries **6888**

##### Off Campus

By cell phone **(0800) 823 637 (UC EMERG)**  
**(03) 364 2111**

POLICE 111

FIRE 111

AMBULANCE 111

#### NZ Police General Inquiries

Central 363 7400

Papanui 374 1700

Hornby 344 1800

Christchurch South 363 2500

#### UC Health Centre

Non-emergency 364 2402