APPENDIX A - UNSCHEDULED CANCELLATION OF CLASSES - DEFINITIONS

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Policy Authority: Vice President, Finance and Administration

Parent Policy: Unscheduled Cancellation of Classes (GP-04)

1.0 PURPOSE

1.1 The definitions in this Appendix define the words used in the Unscheduled Cancellation of Classes Policy (GP 04) (“the Policy”) and in its associated procedures.

2.0 DEFINITIONS

2.1 Class Cancellation: When and where it is deemed necessary, classes may be cancelled. Notice that classes are cancelled means that classes will not meet as scheduled during the cancellation period. During regular hours of operation, a notification to cancel classes will specify when and where the class cancellation goes into effect. Notice that classes are cancelled does not necessarily mean that other University events also are cancelled. In cases when classes are cancelled but the University remains open, faculty and staff are expected to work their regular hours.

2.2 Closure: Closure refers to a decision to suspend some of its operations and activities within a specified area of the University. If closure is announced, staff and faculty scheduled to work at the specified site are not required to report to work.

2.3 Emergency: An event that is caused by accident, fire, explosion, or technical failure, or by the forces of nature, and requires prompt coordination of action of persons or property to protect the health, safety, or welfare of people or to limit damage to property.

2.4 Emergency Operations Center (“EOC”): The EOC brings together representative stakeholders engaged in coordinating the University’s response to unusual conditions. Its duties may include the setting of priorities, establishing and maintaining communications and access to resources during an emergency Event. The EOC Director reports to and takes direction from the Policy Group.
2.5 **Policy Group**: Policy Group membership is drawn from the University President and Vice Presidents. The Director of the EOC makes recommendations to, and seeks policy direction from, the Policy Group.

2.6 **Regular Hours of Operation**: Regular hours of operation are those times when academic, administrative, and other activities and events are normally scheduled. Regular hours of operation may vary based on the campus and/or the nature of the work or activity.

2.7 **Service Units**: Service Units are those units responsible for providing critical services to the University and its members. Service Units may, depending on circumstances, include units providing facilities services, information technology, security, communications, risk assessment, finance, lodging, food services, human resources, volunteer coordination, student services and health services.

2.8 **University Space**: means all interior and exterior real property to which the University has right of possession, whether by way of ownership, lease or otherwise. For the purposes of this Policy, lands administered under long-term lease to the SFU Community Trust are not considered University Space.