

UC Weather Plan

Introduction

The UC Weather Plan

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

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:

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

Appendix A

Telephone Numbers and Contact Information

University of Canterbury Emergency Contact Information

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