

This policy is currently under

UCPL-4-275

steps may be altered based upon the facts and circumstances surrounding any individual weather event.

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

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UCPL

Condition 3 Exceptional Weather Conditions Campus Closure / Evacuation

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 on the [UC Emergency website \(University Emergency Management website\)](#).

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 Security Control Centre (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. **When the University is officially closed, students are not permitted to remain on campus.**

UC Security Services, 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 s6(n)11ET EM(s6(n)11EID 94)MCID mo 0 1 131 13. for nnts s8()-27

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

Appendix A

Telephone Numbers and Contact Information

University of Canterbury Emergency Contact Information

[Emergency Website](http://www.canterbury.ac.nz/emergency) www.canterbury.ac.nz/emergency
UC Security Control Centre (03) 364 2111

UC Emergency Lines

On Campus

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

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
Hornby 344 1800
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