

Guidance for Students in case of Emergency Closure of Campus (eg Extreme Weather, Power Failure, Flood, Fire)

Introduction

1. This document sets out arrangements which may need to be made in the event of an emergency closure of all or part of the university campus, such as extreme weather conditions which impact or may impact on the university's operations and activities, including Midwifery at St Mary's Community Health Campus Portsmouth and Adult Nursing at Yeovil Campus. Extreme weather conditions (hot or cold temperature, rain, floods, drought, wind, fog, ice and snow) can impact on activities at any time of the year, including the summer.
2. Any decision to close part or all of the university campus is made by the Chief Operating Officer (or another member of the University Executive Team in their absence) in conjunction with the Director of Estates (or Head of Facilities Management in their absence), based on advice received from local agencies such as the Dorset Local Resilience Forum, Dorset Police, the Met Office and local conditions. A Red Weather Warning will normally require us to close the campus.
3. If a decision is made to close part or all of the university campus, this will be communicated to staff and students as soon as possible, using the most appropriate communications channels (e.g. email, intranet and social media) and by 7.30am wherever possible. If in doubt students should always check before they travel to campus. It may become necessary to make decisions during the day, such as closing the campus early, if conditions deteriorate or following police advice.
4. If any students are unable to get to campus (or their placement) because of severe weather or travel disruption, they should inform their faculty as soon as possible.

Facilities

5. If the campus or part of the campus is closed, this means that all facilities on that campus or part of campus are closed; buildings will be locked and no access will be authorised. If it is safe to do so, BU will endeavour to allow entry to the Sir Michael Cobham Library and the Weston Library in Bournemouth Gateway Building; this will be confirmed in the communications messages.
6. Access to some services (such as the [Library](#) and [AskBU](#)) will remain available online, but may be on a reduced service basis. Faculties will confirm other specific arrangements to their students directly, such as availability of email support.

Deadlines for coursework

7. If a deadline for written work (assignment, project, dissertation etc.) that is required to be submitted in hard copy falls on a day that the building/campus is closed, students will be permitted to submit on the next day that the university is open for business without penalty.
8. If a deadline for coursework which is due to be submitted online falls on a day that the university is closed, and university IT systems are working normally, students will be expected to submit within the published deadline as normal.
9. If a deadline for coursework which is due to be submitted online falls on a day that the university is closed, and university IT systems are disrupted, students will be permitted to submit on the next day that the IT infrastructure is working properly without penalty.
10. Any student who has an assignment deadline for shortly after the building/campus temporary closure period, and who feels that their work may have been affected by not being able to access BU facilities (e.g. Library) during the closure period, may request an extension or submit exceptional circumstances in the normal way.

Exams

11. Where exams or other forms of assessment (e.g. presentation) are scheduled for a day when the university building/campus is closed, these will be rescheduled to take place as soon as possible. Students will be informed of the alternative arrangements by faculty staff.

Timetables

12. Every effort will be made to reschedule teaching sessions which have been disrupted. Appropriate alternative tutorial support will be made available for students (or material covered in an appropriate alternative way) once the building/campus reopens to ensure that students are not disadvantaged. Students will be informed of the alternative arrangements by faculty staff as soon as possible.

Exceptional circumstances

13. Any student who is unable to submit due to local technical issues, or is unable to access appropriate support because of building or campus closure, should submit an exceptional circumstances [form](#) in accordance with normal process.

Communications

14. The BU Comms Team is responsible for communicating details of closures and alternative arrangements to all students and staff via email, intranet, social media and other appropriate channels, answering queries. Faculty staff are responsible for communicating specific details regarding coursework, exams and timetables to students. HSS staff are responsible for communicating with students based on the Yeovil campus. Directors and heads of professional services are responsible for sharing any relevant details via the Comms Team.

Emergencies

15. In case of emergency on campus, please call 01202 962222 (or 222 from an internal phone).