

# Syllabus Addendum

## VPA-Protocol-05

**Effective Date:** April 1, 2016

**Revision Dates:** November 29, 2021; April 20, 2022

### IMPORTANT DATES:

#### Fire and Lockdown dates:

- Summer 2022: May 24, 2022

### PROCESS:

#### Emergency Evacuation

- Evacuate buildings when a fire alarm is activated or an official announcement is given. Review [emergency evacuation](#).
- ***Students requiring assistance in emergency situations must inform their faculty during the first week of class.***
- Familiarize yourself with all fire exit doors of classrooms and buildings you may occupy.
- Do not re-enter a building until the Fire Department or college personnel give instructions.

#### Lockdown

- Lockdown is initiated when there is a potential or actual violent incident on campus that could result in a serious injury or threat to life.
- Students may download the safe@georgian app to stay updated on Campus Safety Services' information including lockdown.
- Familiarize yourself with the [College Lockdown Procedure](#).
- Lockdown tests occur each semester.

### RESOURCES:

- [CS-004 Unscheduled campus closures](#)
- [Get Out, Hide, Fight Lockdown Video](#)
- Lockdown Model – Get Out, Hide, Fight: [Lockdown Tools and Tactics and FAQs](#)
- [Emergency Response Guide](#)

## UNSCHEDULED CAMPUS CLOSURE:

Reference: [CS-004 Unscheduled campus closures](#)

### Timing of Closures/Notification:

Closure	Decision By	Communication / Notification By	Notes
College has made the decision to close a building, campus or location, or suspend a service operation <u>in the morning</u> :	6:00 a.m.	6:30 a.m.	If re-opening for noon or evening classes is being considered, this will be mentioned in the message
Decisions surrounding <u>evening</u> closures:	2:30 p.m.	3:00 p.m.	
College closes a campus(s) or operation in the morning and <u>expects to re-open by 12:00 noon</u>	9:30 a.m.	10:00 a.m.	Only affects classes beginning at 12:00 noon or later
Closure expected to continue <u>past 12:00 noon</u>	9:30 a.m.	10:00 a.m.	
College intends to <u>re-open for evening classes</u> which commence at 5 p.m. or later	2:30 p.m.	3:00 p.m.	
College intends to <u>NOT re-open for evening classes</u> :	2:30 p.m.	3:00 p.m.	

### Notification will be made via:

- Georgian social media (Facebook, Twitter)
- Safe@Georgian app
- Georgian website
- Recorded message when you call into your campus
- Student or employee portal
- Georgian email account
- Staff, students and the public may also hear about closures on local radio. They should monitor more than one communication channel.

### **VIRTUAL CLASS RECORDINGS (RECOMMENDED TEXT):**

Recommended text to include in syllabus for Virtual Class recording notification ([VPA Protocol 14 Remote Delivery Protocol](#)).

To support access to course content, lectures and learning activities may be recorded and the links to these resources posted in Blackboard.

Recordings should primarily capture the faculty (myself) and on-screen content. It is possible that your image, voice, name, personal views and course work may be collected. If you have concerns with recording, it is suggested that you keep your video/microphone off and do not use a profile image. You can communicate via direct message with your faculty/me instead of group chat.

Recordings may not be reproduced, posted or shared anywhere and may be in violation and subject to disciplinary actions under Georgian College's Student Code of Conduct. Recordings should only be used by students currently registered in this course.

Students creating unauthorized recordings may be in violation and subject to disciplinary actions under Georgian College's Student Code of Conduct.