

Syllabus Addendum

VPA-Protocol-05

Effective Date: April 1, 2016

Revision Dates: November 29, 2021; April 20, 2022; May 9, 2022; July 27, 2022; December 5, 2022

IMPORTANT DATES:

Fire and Lockdown dates:

- Summer 2023: May 30

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 as per [policy AD-023 Virtual Lecture and Other Educational Activity Recordings Involving Students \(Appendix 1\)](#):

Sample text for class syllabus

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

Recordings will primarily capture myself and on-screen content. It's possible that your image, voice, name, personal views and course work may be recorded. If you have concerns with being recorded, I suggest you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with 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](#).

Please let me know if you have any questions.

Sample text for GC Flex class syllabus

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

Recordings will primarily capture myself and on-screen content. It's possible that your image, voice, name, personal views and course work may be recorded.

- If you have concerns with recording while attending a live classroom session virtually, I suggest that you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with me instead of group chat. However, you may be required to turn your web camera on for recorded small group activities.*
- If you have concerns with being recorded while attending in-person, you may choose to sit in a no-camera zone in the classroom, toward the back corners or consult with me to verify no-camera zones.*

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Please let me know if you have any questions.

Sample virtual recording notification slide

NOTICE OF VIRTUAL RECORDING

- *To support access to course content, lectures and learning activities this session will be recorded and the links to these resources posted in Blackboard.*
- *It's possible that your image, voice, name, personal views and course work may be recorded. If you have concerns with being recorded, I suggest you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with me instead of group chat.*
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- *Students creating unauthorized recordings may be in violation and subject to disciplinary actions under Georgian College's Student Code of Conduct.*
- *Please let me know if you have any questions.*

