

 <b>DALHOUSIE</b> <b>UNIVERSITY</b>  FACULTY OF MEDICINE  <b>UGME Unexpected</b> <b>Campus Closure Policy</b>	<b>Responsible unit:</b> Undergraduate Medical Education Office	<b>Established:</b> May 2021  <b>Reviewed:</b> September 2024 December 4, 2025 (Inclusion of CBMC)
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## A. Background & Purpose

The purpose of this policy is to inform students what to expect in the event that any of Dalhousie Medicine's distributed campuses are closed due to inclement weather, power outages, or any other *non-emergency* unexpected closures. When one or more campuses are closed, Undergraduate Medical Education (UGME) will make the decision on whether to:

- change the delivery model of scheduled sessions at the campus(es) affected by the closure from in-person to online delivery
- cancel a campus-specific session
- cancel sessions for all learners on all campuses

As the Undergraduate Medical Education program is delivered over large geographical areas, UGME does not follow Dalhousie University policy with respect to unexpected closures and does not follow the rule that if campus is closed, all classes are cancelled. The distributed teaching model, along with the dedicated IT support services of MedIT, allows UGME to move learning sessions, to 100% online delivery for campuses affected by closures at short notice. This policy outlines which sessions can be considered for online delivery, when an email communication will be sent, and the timeline for decision-making on the campus affected by the closure.

## B. Application

This policy applies to medical students in the Dalhousie MD program.

## C. Definitions

**Campuses:** Locations in Nova Scotia and New Brunswick where Dalhousie Medical School curriculum for DMNS (Halifax), DMNB (Saint John) and CBMC (Cape Breton) are delivered.

**Clerkship:** refers to students in the Med 3, Med 4 and extended clerkship (Med 5) of the undergraduate medical education program.

**Clinical Placements:** subset of required learning experiences that take place in a health care setting involving patient care that are required of a student in order to complete the medical education

program. These required clinical learning experiences may occur any time during the medical educational program.

**Distributed Teaching Model:** students may attend sessions via online videoconferencing (from either another site or from their own electronic device).

**Integrated messaging service:** mass messaging service used to send notifications about campus safety and security (e.g. DalSafe, UNBSafe, CBUAlert).

**Learning management system (LMS):** The learning management system is an online space for all curriculum-related content requiring a Dal Net ID and password.

**Learning sites:** Locations within Nova Scotia and New Brunswick where Dalhousie Medical School objectives, patient encounters and procedural skills are delivered by Faculty members with faculty appointments.

**Non-emergency:** An event which can be resolved with routine response measures (e.g. adverse weather).

**Online delivery:** the course material is delivered from a distance in real-time.

**Operations Managers:** Campus-specific Operations Managers responsible for the operationalization of UGME curriculum.

**Pre-clerkship:** refers to students in the first 2 years of the undergraduate medical education program.

**Session:** Designated instruction of Dalhousie MD curriculum (e.g. lectures, labs, tutorials).

**Unexpected Closure:** any event that causes a campus to close with less than 24 hours' notice.

#### **D. Policy**

In the event of an unexpected campus closure, the following will apply:

##### **Pre-Clerkship**

**Lectures, Seminars, and Tutorials:** pre-clerkship lectures, seminars, and tutorials at that campus will proceed virtually, unless otherwise communicated by UGME.

**Skilled Clinician:** all in-person Skilled Clinician sessions will be cancelled. Seminars will proceed virtually.

**Labs:** all in-person labs will be cancelled.

**Electives and Family Medicine Experience:** will proceed if travel conditions are safe.

**Exams:** Please refer to the Assessment Procedural Document linked below.

All other in-person (e.g. IPE events) sessions or events will be cancelled.

## **Clerkship**

**Seminars:** Med 3 seminars will proceed via online delivery, unless otherwise communicated by the clinical departments.

**Clinical Placements:** Clerkship students are expected to attend their clinical placements, unless otherwise notified by their preceptor or clinical department.

**Exams:** Please refer to the Exam Rescheduling Policy linked below.

### **E. Administrative Structure**

This Policy is sponsored by and falls under the authority of the Associate Deans UGME.

Undergraduate Medical Education is the unit responsible for the administration of this Policy.

This Policy will be reviewed in accordance with Dalhousie's Policy on Policies or earlier if deemed necessary by the Dean of the Faculty of Medicine

### **F. Procedures**

- When the closure announcement is made, UGME Operations Managers will update MedIT.
- In the event that a session is moved to online delivery, MedIT will send the links to the instructors 30 minutes before the first scheduled session of the day.
- The sessions outlined under *D. Policy*, will move to online delivery unless communication is received otherwise.
- Students can find the links to online delivery in the Learner Management System.
- In the event that a session is cancelled that is ordinarily moved online (as outlined above under *D. Policy*), an email communication will be sent to the students, MedIT, and the instructor by 7:00 a.m. on the day of the cancelled session.

To keep updated on university closures, students are encouraged to sign up for [DalSafe](#) which is an integrated messaging service provided by Dalhousie University.

Dalhousie Medicine New Brunswick (DMNB) students are encouraged to sign up for [UNBSafe](#), in addition to DalSafe. DMNB is located on the University of New Brunswick's Saint John campus, therefore follows UNB's unexpected closure procedures. UNBSafe is the integrated messaging service used by UNB.

Cape Breton Medical Campus (CBMC) students are encouraged to sign up for [CBUAlert](#), in addition to DalSafe. CBMC is located on the Cape Breton University's campus, therefore follows CBU's unexpected closure procedures. [CBUAlert Login](#) is the integrated messaging service used by CBU.

### **Related Policies:**

[Pre-clerkship Attendance and Absence Policy](#)

## Assessment Procedural Document