



MEMO

From the office of the...
Vice-President (Administration)

TO: Members of the Executive Board
FROM: Vithuyan Sugumar, Vice-President (Administration)
SUBJECT: EFRT Closure (August 14th-18th)
DATE: August 10th 2023

Dear Executive Board,

I am writing this memo to request that EFRT be able to pause operations from August 14th 2023, to August 18th 2023.

During the summer, EFRT operates from the hours of 9am-5pm every weekday. The EFRT Director has informed me that based on their team's availabilities, they will only have one available responder for each of the days in that week. Attempts to find coverage have not been successful as members of their team are unfortunately unavailable this week.

As per section 2.4 of EFRT's Operating Policy, there must be two responders on campus and one executive within 10 minutes for each shift. Proceeding with only one responder for each shift would be in violation of EFRT's Operating Policy. It would also be compromising the responders' safety and comfortability on shift.

Ultimately with a temporary EFRT closure, Security Services would still be able to respond to emergencies on campus and have connections with Hamilton's Emergency Services if needed. EFRT will also be sharing any closure information on their social media in order to ensure that members of the McMaster community are well-informed of the closure. As a result, EFRT would be closing responsibly.

Additionally, as the summer months are typically a quieter period on campus, call volumes are also lower for EFRT, making it a relatively safer period of the year to go off-call.

Given EFRT's significant staffing issues for that week and the existing off-call framework and procedures for EFRT in place if they were to close, I would recommend a closure of EFRT for the week of August 14th-18th.

While I am aware of EFRT's value and understand that it would be ideal for them to operate, this is ultimately a situation that is outside of EFRT's control. If you have

any questions or concerns about this request, please feel free to bring them forward at Executive Board

Best,
Vithuyan Sugumar
Vice-President (Administration)
McMaster Students Union
vpadmin@msu.mcmaster.ca