

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Inclement Weather Procedures		SOP #: FAC.003.002
Effective Date	01/18/2019	
Last Revision/Review	8.21.23	

1. Purpose

Various weather situations may impact the Burrell campus and affect normal operations.

2. Related Policy/Authority

Policy B4010 Security and Public Safety

3. Faculty/Staff Responsibilities

- a. Dean / CAO – Final authority on all closures
- b. NMSU Police Department – Provide information on NMSU campus closure status
- c. Florida Tech Security Department – Provide information on Florida Tech campus closure status.

4. Definitions/Abbreviations

5. Procedural Steps

- a. Burrell will follow the NMSU's closure recommendations.
 - i. If a weather event is anticipated, NMSU attempts to make closure decisions by 5:00 pm on the day before an event, or by 4:00am the day of an event.
- b. Burrell will follow Florida Tech's closure recommendations.
 - i. The College will work closely with Florida Tech Security Department regarding closure notifications.
- c. Decision may be made to close completely, or delay opening, typically to 10:00 am.
- d. Some events may require an early closure.
- e. Decisions to close, delay opening, or close early will be communicated by BCOM to staff and students as early as possible. Communication may include email, text message, and announcements on local media outlets.
- f. Critical Staff – Staff deemed critical to the operation of the campus may still be called in during a closure event.

6. Reports/Charts/Forms/Attachments/Cross References

Florida Tech Emergency Operations Plan:

<https://www.fit.edu/security/disaster-emergency--evacuation-plan/>

7. Maintenance

Reviewed annually by Asst. VP of Administration and Facilities Coordinator

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8. Signature

Approved by	8.21.23
Vice-President of Administration / CIO	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
8.21.23	5	Florida Tech added		8.1.23