

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Campus Safety		SOP #: FAC.010.00
Effective Date	12.6.2023	
Last Revision/Review	12.6.2023	

1. Purpose

The College is committed to providing a safe environment for faculty, staff, students, and visitors on campus. The College shall work with appropriate agencies to maintain a safe and secure environment on campus.

2. Related Policy/Authority

B4010 Security and Public Safety

3. Faculty/Staff Responsibilities

President

Dean

Vice-President of Administration

Department Head of Facilities

Environmental Health and Safety Officer

4. Definitions/Abbreviations

5. Procedural Steps

1. The College shall make every effort to ensure a safe campus. By doing so, the College shall maintain a security guard at the front of the main entrance of the main building on the NM and FL campus.
2. The College shall provide weekly crime reports posted on the College's website, obtained from New Mexico State University and Florida Tech, as available.
3. The College will email the annual Clery Safety and Security and Fire Safety Report to the campus community by October 1.
4. The College will conduct fire safety inspections, including:
 - a. Annual Fire Safety Inspection
 - b. Annual Fire Alarm System Inspection
 - c. Annual Fire Drill
 - d. Portable Fire Extinguishers: Monthly and Annual Inspections
 - e. Fire Sprinkler System: Monthly, Quarterly, and Annual Inspections, as appropriate
5. The College will aid employees and students in complying with no contact orders and court issued restraining orders while on campus. Employees should contact the Office of Human Resources with any documented restraining orders and students should contact the Office of Students Affairs.
6. The College will publish a Bi-Annual Drug and Alcohol Abuse Prevention Program report and provide educational programming for employees and students regarding drug and alcohol abuse prevention.

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7. The College shall provide safety escort services for students, staff, and faculty as requested.

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

7. Maintenance

Annual Review

8. Signature

Approved by	12.6.2023
Department Head of Facilities	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date