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

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/

Burrell Continuity of Operations Plan : https://burrell.edu/FAC008/

7. Maintenance
Reviewed annually by Asst. VP of Administration and Facilities Coordinator
8. Signature

Approved by 6.11.2024
Vice-President of Administration / CIO Date

9. Distribution List

Internal

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>5</td>
<td>Florida Tech added</td>
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<td>8.1.23</td>
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