

Title: Inclement Weather

Policy
No.: ADM 4.16

Date: 11/07/07
Rev.: 4/10/09

Areas Affected: All BSMSO Faculty

Page 1 of 1

POLICY STATEMENT:

This policy is intended to minimize disruption to the educational process as much as possible when School is in session. Students are responsible for attending all classes and clinical experiences. During inclement weather conditions, however, BSMSO classes and clinical experiences may be delayed or cancelled. Students should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice of any absence. The School's offices will remain open for faculty and staff to work following the Bon Secours Richmond Health System Human Resources policy # 41.

PURPOSE

To provide guidelines for obtaining information regarding school closings.

PROCEDURE

Students and BSMSO employees should look and listen for any BSMSO opening delay, early closure, or cancellation of opening announcements on the following:

- 1) Blackboard
- 2) School of Nursing main desk voice message
- 3) Channel 12 NBC TV.

BSMSO may cancel classes for a portion of the day or all day.

Text Message Alerts will be sent out per policy # ADM 4.15 – Security Alerts.

If inclement weather occurs on a scheduled student holiday, there will be no televised announcement. Employees are directed to HR 41, Section F, paragraph 2. If the Dean determines that BSMSO should be closed for business due to weather conditions or utilities failure on that day, the Dean will notify the Assistant Deans, who will in turn notify their direct reports by telephone of the closure.

Reference Policy # ADM 4.15

Approved by:

_____	Dean	_____
_____	CEO	_____
Signature	Title	Date

Approval History:

Committees and Dates:

Assistant Dean of Administration – 4/09

Faculty Forum –

Faculty Organization -

Key words: Inclement Weather, Closing, Delay