



Title: Inclement Weather	Policy No.: ADM 4.16	Date: 11/07/07 Rev.: 4/10/09
Areas Affected: All BSMCON Faculty		Page 1 of 1

POLICY STATEMENT:

This policy is intended to minimize disruption to the educational process as much as possible when College is in session. Students are responsible for attending all classes and clinical experiences. During inclement weather conditions, however, BSMCON 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 College’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 College closings.

PROCEDURE

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

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

BSMCON 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 BSMCON 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: _____ Signature	Dean of Nursing _____ Provost/VP Title	_____ Date
Approval History: Committees and Dates: Dean – 3/10 Faculty Forum – Faculty Organization -		
Key words: Inclement Weather, Closing, Delay		