

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Facilities

BCOM Policy: B4010

TOPIC: Security and Public Safety

Approval Date: 1/22/19

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Effective Date: 1/22/19

Approved: Signature on File \_\_\_\_\_

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**POLICY**

The College shall work with appropriate emergency response agencies to maintain a safe and secure environment for faculty, staff, students, and visitors to the campus and its operated facilities. This includes disaster preparedness that provides for ongoing business operations including delivery of the Doctor of Osteopathic Medicine degree program.

**RESPONSIBLE OFFICIAL(S):**

Assistant Vice-President for Administration

**PROCEDURE:**

1. The College shall maintain physical access control for BCOM's campus as well as its operated facilities. Access rights are granted based upon an individual's status and job responsibilities.
2. BCOM shall maintain plans for emergency preparedness and provide public access to those plans. All students and employees of BCOM receive periodic training or orientation to the campus emergency preparedness plan as appropriate for their responsibilities. The College annually provides information to students and employees regarding safety and security policies and procedures, security awareness and crime prevention.
3. BCOM shall maintain a disaster preparedness plan that enables business continuity.
4. Students and employees shall be provided access to timely warnings and notifications regarding threats to the health or safety of the BCOM community.
5. The College shall create an Annual Safety and Security report to comply with Clery Act requirements.

**CROSS REFERENCE:** Annual Safety and Security Report (Clery)