

TEXAS STATE BOARD OF PODIATRIC MEDICAL EXAMINERS

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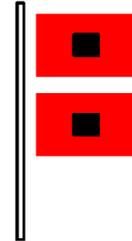
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HEMANT MAKAN
EXECUTIVE DIRECTOR



TSBPME INCLEMENT WEATHER & EMERGENCY CONDITIONS POLICY

PURPOSE

The purpose of the “Inclement Weather & Emergency Conditions Policy” is to ensure consistent office closure decision-making and a coordinated communications process when weather or other emergency conditions are, or might be, hazardous for work-related travel and travel to the Board’s office.

Notwithstanding any overriding mandates or directives by the United States Government, the Governor of Texas, local/state/federal Emergency Operations (to also include other Emergent Situations such as terrorism or other phenomena) or by the Board President, the Board’s office will be closed during inclement weather or other emergency conditions when the decision to close the office has been approved by the Executive Director. During inclement weather, the Board office will follow the Austin Independent School District's (AISD's) closure policy for start times.

The Texas State Board of Podiatric Medical Examiners does not expect its employees to risk personal injury in order to maintain regular business hours (Monday – Friday; 8:00am – 5:00pm). During periods of inclement weather or threat of inclement weather or other emergency conditions, the Board may choose to limit or curtail operations if the continuation of normal operations might create a significant risk to employees or agents of the Board (stakeholders).

POLICY

It is the policy of the Texas State Board of Podiatric Medical Examiners to ensure that appropriate staff will approve office closures for non-essential services affected by inclement weather or other emergency conditions, to the extent reasonable to ensure stakeholder safety but to also continue the mission of the Texas State Board of Podiatric Medical Examiners.

MISSION

The Texas State Board of Podiatric Medical Examiners is the state agency entrusted with the responsibility of licensing podiatric physicians and regulating podiatric medicine in Texas. This goal is accomplished by means of a fair, aggressive and comprehensive testing, licensing and enforcement program that guarantees that only qualified professionals are granted licensure and can practice podiatric medicine in Texas. We are a small state agency, headed by an Executive Director, who reports to a nine-member Board. The Board is composed of six podiatric physicians and three consumer members. Each of the Board Members are appointed to the Board by the Governor of Texas, for a term of six-years

DEFINITIONS

Inclement weather means weather events such as: ice; sleet; hail; snow; flooding; thunderstorm/tornado warnings; hurricane warnings or other similar weather events posing a risk to human safety and well-being.

Other emergency conditions include events such as terrorism or other phenomena deemed to pose a threat to public safety by those vested with the responsibility of proper governance.

PERSONS AFFECTED

This policy applies to all essential and non-essential TSBPME staff, agents (Board Members) and contractors (Physician Investigators and Podiatric Medical Reviewers) actively engaged in Board business.

RESPONSIBILITIES

The Executive Director or Designated Staff is responsible for the development and dissemination of set call down procedures and protocols for responding to office closure decisions, including the use of emergency/weather hotlines, websites, and other notification avenues (i.e. electronic, public media means).

PROCEDURES

The Executive Director or Designated Staff will monitor possible inclement weather or emergency conditions events to determine when office closures may be recommended. Decisions to close non-essential service offices will include a list of specific closures, how long those offices should remain closed, and any other information required to ensure clients, staff/employees, agents and contractors are fully informed (stakeholders).

When an office/service closing is approved, the information will be communicated to all stakeholders for broadcast through established forms of communication.

Reasonable closures for the Board can follow/mirror school district closures for the area where the office resides is closed, in this primary case, Austin, TX. The following policy is in effect when the local school district is not in session or if the district delays opening time or decides to close early.

Reasonable closures for the Board can also follow/mirror United States Department of Homeland Security and other jurisdictional government closures.

Notification and preparation procedures are in effect whenever an office is closed.

EFFECT

Prior to any office/service closure, Board staff shall ensure that all state property and the Board’s office is fully secured and protected. This policy does not authorize the unreasonable abandonment of job duties and office security.

INQUIRIES

Inquiries regarding the content of this policy should be directed to Hemant Makan, Executive Director, at (512)-475-3301 or by e-mail at Hemant.Makan@tsbpme.texas.gov.



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