

**From:** [Christopher Armstrong](#)  
**To:** [grpStudents](#); [grpFaculty](#); [grpStaff](#)  
**Subject:** Inclement Weather  
**Date:** Thursday, November 15, 2018 9:21:55 AM  
**Attachments:** [image003.png](#)

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All,

It's that time of year again and I wanted to remind everyone of UTSI procedure for inclement weather. Each individual should make the determination if he/she feels conditions are too dangerous to drive to work or to remain at work if adverse weather begins during the day. The employee is responsible for notifying his or her supervisor of the situation. Supervisors should exercise understanding for employees that choose to stay at home, arrive late or leave early in event of inclement weather. UTSI administration will notify campus population in a timely manner if a decision to close, delay opening or dismiss early is made. Please let me know if you have any questions or concerns.

### **NOTIFICATIONS**

Notification of delay, dismissal or closure may be made through **any or all** of the following listed below. **Note that each situation is different and all sources may not be utilized in every event. Primary sources will be UTSI Alert (text, email) and Nashville Television Stations.**

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#### **Nashville Television Stations**

WKRN – Channel 2

WSMV – Channel 4

WTVF – Channel 5

#### **Social Media**

UTSI Facebook Page

Twitter

#### **Text Messaging**

UTSI Alert

#### **Email**

UTSI group email (Students, Faculty and Staff)

#### **Video**

Monitors located throughout campus

#### **Telephone**

It is strongly encouraged that supervisors contact subordinates if possible, to assure notification.

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#### **Online**

Information may be posted on UTSI website at [www.utsi.edu](http://www.utsi.edu)

In special circumstances such as disasters, information may also be disseminated via radio.

**Disseminating information in this manner will not be a matter of practice for general notification.**

**Local Radio Stations**

WCDT 1340 AM (Winchester)

WZYX 1440 AM (Cowan)

WMSR 1320 AM & 107.9 FM (Manchester)

WFTZ 101.5 FM (Manchester)

WDUC 93.9 FM (Tullahoma)

Respectfully,

Chris Armstrong MSM

Safety / Security / EM / CHO

University of Tennessee Space Institute

411 B.H. Goethert Parkway, MS34

Tullahoma, TN 37388

Desk: (931) 393-7208

Mobile: (931) 808-5955

email: [carmstro@utsi.edu](mailto:carmstro@utsi.edu)



“The price of anything is the amount of life you exchange for it” - Henry David Thoreau