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.

- 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.

- Online
  Information may be posted on UTSI website at 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,

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