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**To:** [UTSI\\_grpFaculty](#); [UTSI\\_grpStaff](#); [UTSI\\_grpStudents](#)  
**Subject:** Inclement Weather Procedure  
**Date:** Wednesday, December 16, 2020 1:12:02 PM  
**Attachments:** [image003.png](#)  
**Importance:** High

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All,

We are approaching that time of year again, so I wanted to remind everyone of UTSI procedure for inclement weather. Unless UTSI is officially delayed, closed or dismissed, 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 as timely a manner as possible if a decision to close, delay opening or dismiss early is made. Please let me know if you have any questions or concerns.

As this year is unusual due to COVID, in the event of a closing caused by inclement weather, any issues arising from current modified work schedules will be handled on a case by case basis.

If you haven't signed up for UTSI Alert, I strongly encourage you to do so today.

<https://www.utsi.edu/utsi-alert-signup/>

## **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 of notification will be UTSI Alert (text, email).**

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**Other possible notification sources include:**

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### **Nashville Television Stations**

WSMV – Channel 4

WTVF – Channel 5

### **Social Media**

UTSI Facebook Page

UTSI Safety & Security Facebook Page

Twitter

### **Video**

Monitors located throughout campus

### **Telephone**

In the event of an official closure, it is strongly encouraged that supervisors contact subordinates to assure notification is received.

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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 local radio stations. **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