

Policy concerning inclement weather

The Institute will maintain normal operating hours during inclement weather unless a public notice is made to close the Institute. Notice will be given to the appropriate news media early on days of inclement weather. A skeleton force has been charged with coming to the Institute to perform required functions during inclement weather.

- a. Should the Institute be closed, the operational status of the Institute will be given clearly regarding:
 - (1) Closure status of the Institute.
 - (2) Closure status of classes.
 - (3) Staff reporting requirements. All employees, except those designated in the skeleton force, shall be guided by the "Personnel Policy and Procedure on Emergency Administrative Closings".
- b. On days of inclement weather and the Institute remains open and an employee determines that driving is unsafe, the employee may take annual leave. The employee is responsible for notifying their supervisor of the situation.
- c. If you do not have access to the local media, you may obtain closing information by calling 931-393-7100 and by checking the UTSI website at <http://www.utsi.edu>.
- d. **DO NOT** try to contact the Campus Security cell phone as this will tie up their primary means of communication in case of an emergency.
- e. The UTSI administration will notify building occupants of the decision to close the Institute should inclement weather/conditions occur during normal working hours.
- f. **Faculty, Staff and Students:** Before inclement weather happens, sign up for UTSI campus alerts to be sent directly to your phone and email. Sign up for free - <https://www.thecampuswire.com/organizations/the-university-of-tennessee-space-institute/users/new>.

Should you have any questions, please feel free to contact me anytime.

Respectfully,

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