

	NEPN Code EBCE-R/STI
Policies and Regulations	

Support Services

STI Closings and Cancellations

The Superintendent or designee is authorized to close Southeast Technical Institute or to dismiss early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. While it may be prudent under certain circumstances to excuse all students from attending STI, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible.

In making the decision to close STI, the Superintendent or designee will consider many factors relating to the safety and health of students. Conditions which prompt consideration to close STI could be:

- Severe weather conditions, both existing and predicted.
- Actual occurrence or imminent possibility of any emergency condition which would make the operation of STI difficult or dangerous.

Students and staff will be informed early in each semester of the procedures which will be used to notify them in case of emergency closings.

When a severe storm hits the area or is forecast, the Superintendent or designee will begin the decision making process. Contacts will be made with the Weather Bureau, city and county road crews, the Police Department, bus and taxi transportation providers, and the District's Operational Services Department.

Student/Staff Notification of Closings

When an emergency confronts STI, notification of the closing will be via a ConnectEd phone call and broadcast over local radio and TV stations, and the STI's web site www.southeasttech.edu. All employees are responsible for listening to appropriate announcements on days of inclement weather. If severe conditions exist, impacting the start of the school day, an announcement will be made not later than 7 a.m. stating whether or not offices will be open, which offices will be open, or at what time they will be open.

Should STI have to be dismissed early during the day because of a developing storm, announcements will also be made as described above.

Students and instructors are requested not to call STI for general information because calling the offices ties up the telephone lines that may be needed for emergency communications.

Regulation		Board Action	(formerly 6114.1)
approved:	10-14-91	26472	
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