



Policies and Regulations

NEPN Code: EBCE-R/STI

Support Services

Southeast Tech Closings and Cancellations

The President 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 Southeast Tech, 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 Southeast Tech, the President or designee will consider many factors relating to the safety and health of students. Conditions which prompt consideration to close President could be:

- Severe weather conditions, both existing and predicted.
- Actual occurrence or imminent possibility of any emergency condition which would make the operation of President 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 President 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 Southeast Tech, notification of the closing will be through the campus emergency STI Alert System via a phone call, email and text message, broadcast over local radio and TV stations, and a published notice on Southeast Tech'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 Southeast Tech have to be dismissed early during the day because of a developing storm, announcements will also be made as described above.

Students and staff are requested not to call Southeast Tech 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)
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