



Mitchell Technical Institute POLICY

Category	Approval		
Series 300: General School Administration	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/10/19		2023

EMERGENCY CLOSINGS

MTI 321

The President may close the Institute or dismiss classes early when hazardous weather, emergencies, or other conditions threaten the health or safety of students and personnel. The President may delegate this authority to another staff member in the event of his/her absence.

Action to close the Institute will not be taken lightly.

In making the decision to close the Institute, the President will consider many factors, including the following that relate to the safety and health of students and staff:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of the Institute difficult or dangerous
4. Inability of teaching and support personnel to report for duty

The President will consider these factors and take action to close the Institute after consultation with traffic, weather, and other local authorities.

When classes are canceled or delayed for emergency reasons, staff members will comply with notification message instructions or MTI Faculty/Staff Handbook guidelines in reporting for work.

The decision to close school will be made as soon as information is available and it is known that school must be cancelled or dismissed early. The decision will be based on actual conditions, weather reports, and information received from local authorities such as the Sheriff's Department, Police Department, County Highway Department and State Department of Transportation.

1. The decision to close the Institute will be made by the President or designee.
2. When calling off school, the decision should be made by 6:00 a.m., if possible.
3. The President or designee will notify the media of the cancellation or delay of classes and will initiate an alert to staff and students through the Institute's emergency notification system.

4. Mitchell Technical Institute personnel should:
 - a. Check for a cell phone text message or an e-mail message sent by the administration through the Institute's emergency notification system alerting to the cancellation or delay of school.
 - b. Or, tune into local radio stations or television stations for announcements.

When school dismissal occurs that does not affect all buildings, such as certain utility outages or hazards, classes will continue in unaffected locations, and certified and classified staff from the affected building or location may be called to report to work at the discretion of the President.

6/27/2011 – "Quarter" changed to "semester" in bullet point #9.

6/10/19 – Removed statements regarding reporting for work and determining compensation as these guidelines are found in MTI employee handbooks. Removed statement regarding students making up lost time when classes are canceled.