



Universal Technical Institute
Student Emergency Management Plan
July 2022



Table of Contents

Statement of Intent..... 3

Purpose..... 3

Accessing the Plan..... 3

Emergency Management Team..... 3

Emergency Communications Systems and Methods..... 3

Everbridge Emergency Notification System Registration..... 4

Notifications/Communications to the Broader Community..... 4

Notifying/Partnership with Local Authorities..... 5

Actions to Take in an Emergency..... 5

People Requiring Additional/Special Assistance..... 5

Reporting an Emergency..... 6

Training Procedures..... 6

Closing the Loop..... 6

Enforcements..... 7

Critical Incident Classification..... 7

 Fire/Explosion..... 7

 Hazardous Materials..... 7

 Perimeter Lockdown – Nearby Threat..... 7

 Active Shooter or Violent Intruder..... 8

 Hostage..... 9

 Bomb Threat..... 10

 Suicide..... 10

 Pandemic and Other Infectious Diseases..... 10

 Tornado/Severe Weather..... 11

 Earthquake..... 11

 Hurricane/Flooding..... 12



Statement of Intent

Universal Technical Institute, Inc. (UTI) is committed to providing a safe campus environment. UTI realizes that crises or critical incidences may occur within the campus community and an effective and timely response is critical to mitigate the effects of the incident.

UTI has developed an Emergency Management Plan (EMP) and location specific Emergency Management Teams (EMT) consisting of the Campus President and staff to respond to the needs of the campus community and broader community during and after the occurrence of a critical situation.

Creating a culture of preparedness is a team effort involving staff, instructors, and students. Ultimately, everyone is responsible for their own personal safety, but by working together to understand and practice appropriate safety procedures, in times of critical incidences, all UTI campuses will become safer places to work, study, learn, and enjoy.

Purpose

The EMP is intended to provide guidance for managing emergencies of magnitude that could cause disruption of normal operations to UTI campuses. These basic emergency procedures are designed to protect lives and property through effective use of UTI and community resources. The EMP is intended to communicate policies and procedures for staff and students to follow in emergency situations.

It is to serve as a guide for UTI campuses, staff, visitors, students, and community members to address a wide range of potential crises. EMP procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Accessing the Plan

The EMP and location specific appendices are available for students to review on the Campus Safety page of the [uti.edu](https://www.uti.edu/campus-safety) website (<https://www.uti.edu/campus-safety>). Printed copies are available by contacting Student Services.

Emergency Management Team

Members from the campus leadership team lead the decision making process during emergencies and act as the incident commander. The members include the Campus President, Director of Education/Operations, Student Services Director, and Facilities Manager/Director. Specific contact information provided in the appropriate campus Appendix.

Emergency Communications Systems and Methods

Depending on the incident and campus, different methods of communication may be utilized to notify the campus community upon confirmation of a significant emergency or dangerous situation. Some or all of these methods may be activated in the event of an immediate threat. Examples of notification methods include:



- Everbridge Emergency Notification System
- Recorded messages to phones or other devices
- Sirens
- Public announcements
- News and other media releases
- Phone calls/call trees
- Postings on campus

Everbridge Emergency Notification System Registration

The Everbridge Mass Notification System allows UTI to send important, time sensitive information to campus community members using multiple communication methods, such as email, phone calls, and text messages. Students and staff can log in and manage their preferred contact methods through the Everbridge portal at <http://notify.uti.edu>.

Any student or staff member who has not elected a preference through the Everbridge portal will be contacted through their primary email address on file in the event of an emergency. For students, this will be their student email address.

Notifications/Communications to the Broader Community

In the event that a campus emergency may affect the neighboring community, UTI will collaborate with local public agencies to alert the broader community. UTI may use a variety of methods to inform the surrounding community of an emergency on campus, including, but not limited to:

- Circulating hard copy flyers or letters
- Email notifications to businesses in the area
- Posting notification on UTI's website and other community sites
- Phone calls/call trees

Additionally, UTI may provide notifications to family members and other emergency contacts of campus community members utilizing similar methods of communication.

Where applicable, UTI may issue a public service announcement or formal updates/communication, which may include but are not limited to radio, television, or press releases.

The only reason UTI would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise the effort to assist a victim, respond to or contain the emergency, or otherwise mitigate the emergency.



Notifying/Partnership with Local Authorities

UTI campuses have varying relationships with city council, community relations officers, and local emergency authorities or agencies. These entities sometimes collaborate with UTI in crime prevention via reviewing escape or other emergency procedures and/or having an on-site presence for certain campus events.

In the case of a critical incident or emergency, UTI staff or students are empowered to immediately call 911 and notify local authorities. A designee from the Safety Committee may also contact local authorities to report information and/or confirm that emergency response is in action.

Actions to Take in an Emergency

When a significant emergency occurs, there are typically two immediate strategies that are used to protect people: Evacuate and Shelter in Place.

- **Evacuate** means to immediately leave a potentially hazardous location (building, area of campus, entire campus, city, etc.) due to an imminent or impending threat to life or health.
- **Shelter in Place** generally means to go and/or stay indoors when a situation occurs that may be a threat to life or health. In most cases, this means campus community members will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors and windows. They should remain there until notified by Public Safety or campus emergency communications systems that it is safe to leave.

This EMP provides more details on these strategies in campus specific appendices. In the event of an emergency, campus officials will provide further details at the time, including to Evacuate if needed or what Shelter in Place means for individuals in particular locations and situations.

People Requiring Additional/Special Assistance

People who have certain disabilities or impairments (specifically including, but not limited to, those with limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform the Student Services department at their campus of what special assistance they may require to receive effective emergency communications notices and to respond to emergency situations. This is to ensure that interactive, advance planning can be done to see that such individuals receive emergency communications and special or additional assistance in an emergency. UTI Student Affairs Advisors are designated to address disability accommodations requests by those individuals who self-identify should include consideration of effective emergency communications and emergency response assistance in the accommodations process as relevant to the disability.

In an emergency situation, all members of the campus community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of



the campus community should report to staff or emergency responders the condition and location of any person unable to leave a building or area being evacuated.

Reporting an Emergency

Any member of the UTI campus community, upon learning of any emergency from any source should immediately call 911 and notify a campus staff member or instructor. Never assume that the local law enforcement agency has already been contacted and knows about the emergency. As much information as possible should be communicated to the law enforcement agency including:

- The nature of the emergency
- The specific location of the emergency
- Your name and how the information was received
- The time the information was received

Training Procedures

Procedures to train staff and students on the emergency evacuation plan and procedures include:

- Person-to-person coaching
- Email notifications
- Town-hall meetings
- Hard copy literature or campus postings
- Campus safety tours (emergency escape procedures and route assignments)
- Web-based training
- System and procedure tests/drills
- New Student Orientation/Keys to Success

In all life-threatening emergencies, UTI staff or students should call 911 to notify local police authorities/law enforcement with follow-up notification to the Facilities Director and/or Campus President to coordinate on-site response during a critical incident.

Closing the Loop

In most instances, UTI will issue a "wrap-up" communication that will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforce and campus leadership have investigated and concluded the incident.



Enforcements

All UTI students are responsible to ensure they perform classwork safely and are encouraged to report safety concerns and unsafe conditions to any UTI staff member. Safety on UTI campuses is critical and the campus community must follow all safety rules and procedures. A disregard for these rules and procedures may result in disciplinary action, including but not limited to professionalism infractions, removal from course, or termination.

Critical Incident Classification

Each emergency situation requires a specific response in terms of needed resources and proper procedures. The EMP addresses each type of emergency on a case-by-case basis, which may include but are not limited to fire/explosion, hazardous materials, perimeter lockdown, active shooter or violent intruder, hostage, bomb threat, suicide, pandemic and other infectious diseases, tornado/severe weather, earthquake, and hurricane/flooding. However, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day, night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, the EMP shall be used only as a guide and not as a checklist.
- Community-wide disasters may affect the entire community where the campus is located. As such, local and county emergency services may not be available to assist, particularly for the first day or two.

Fire/Explosion

Call 911. Activate the nearest fire alarm pull station while exiting the building. Fire alarms have strobe lights to assist campus community members who are deaf or hard of hearing. Notify the nearest staff member if doing so does not pose a safety risk. Exit the building per the campus emergency evacuation routes and procedures. Do not use elevators. Refer to your campus specific appendix for the evacuation routes for your campus. Remain in the designated meeting point until told otherwise by a staff member. Do not re-enter the facility unless you have been given the all clear by emergency personnel or a staff member.

Hazardous Materials

If a chemical spill occurs within the campus:

Notify a staff member as quickly as possible and evacuate the area of the spill or the facility.

Do not return until given the all clear by a staff member.

Perimeter Lockdown – Nearby Threat



The campus may receive notification of a potential threat outside of the building.

In the case of a nearby threat the building should be secured and entrance/exits limited by going into a Perimeter Lockdown.

- A staff member will announce a **“PERIMETER LOCKDOWN.”** The message will include ***that there is no imminent threat; this is a precautionary measure in response to an external situation.*** Code words will not be used.
- Staff members will secure the building by locking doors.
- All outdoor lab activity will be brought indoors or suspended during the perimeter lockdown.
- Clear the hallways, restrooms, vending areas, and other rooms that cannot be secured.
- Close the window blinds and keep away from the windows.
- Normal levels of work and classroom activities should be maintained, communicating and adjusting to any escalating outside circumstances.
- Move about the facility on announcement only. All bells should be disabled or announcements to disregard should be made while the external threat is present.
- Everbridge notification may be engaged if it is necessary to alter class schedules due to the external threat.

Active Shooter or Violent Intruder

An active shooter or violent intruder on school property involves one or more individual’s intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter or Violent Intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible. Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement officers.

The **ALICE** Response Protocol training reviewed in New Student Orientation and included in the orientation packets is employed in these situations.

Alert, Lockdown, Inform, Counter, Evacuate

- **A – ALERT**

Alert is when you first become aware of a threat. The sooner you understand the danger is real, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

- **L – LOCKDOWN**



Barricade the room. Prepare to Evacuate or Counter if needed. There may be scenarios where Lockdown is the preferable option.

- **I – INFORM**

Communicate the violent intruder’s location and direction in real time. The purpose of Inform is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly which means ongoing, real time information is key to making survival decisions. Information should be clear, direct and in plain language not using codes. If the shooter is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others. An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of the location of a violent intruder.

- **C – COUNTER**

Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter’s ability to shoot accurately. Counter is NOT fighting.

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. **Counter** is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately.

Creating a dynamic environment decreases the shooters chance of hitting a target and can provide the precious seconds needed in order to evacuate.

- **E – EVACUATE**

When safe to do so, remove yourself from the danger zone. Evacuating to a safe area takes people out of harms’ way and hopefully prevents civilians from having to come in contact with the shooter.

For more detailed ALICE protocols see your campus specific appendix.

Hostage

If the hostage-taker is not aware of your presence, DO NOT INTERVENE!

- Notify the Campus President, department leader, or any staff on campus. This individual may wish to initiate lockdown procedures or a campus evacuation.
- Call 911. Give the dispatcher the details of the situation.
- Local law enforcement will take control of the hostage scene. The Campus President or his/her designee will coordinate with police as necessary.



If taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible.
- Try not to panic. Avoid responses or measures that might exacerbate or escalate the situation.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak. Do not argue or make suggestions unless asked.

Bomb Threat

Report all bomb threats and suspicious packages, mail or objects to the local Police Department by dialing 911. In the event of a bomb threat, the Campus President or his/her designee shall become the Evacuation Coordinator.

Suicide

Suicide Threat

- Consider any reference to suicide as serious.
- Do not leave the individual alone.
- Notify a staff member immediately
- Contact the local law enforcement agency.
- Stay with the individual until law enforcement agency representatives arrive.
- Do not allow the individual to leave the campus alone.

Suicide attempt in school:

- Notify a staff member immediately.
- Call 911 if the person needs medical attention, has a weapon, or needs to be restrained.
- Talk in a calm manner.
- Stay with the individual until professional help arrives. This may include local law enforcement staff or Emergency Medical Personnel
- Isolate the area, if possible.
- Initiate first aid, if needed and capable.
- Do not allow the individual to leave the campus alone

Pandemic and Other Infectious Diseases

In the event of a pandemic or localized infectious disease outbreak, UTI will follow guidance from the Centers for Disease Control and Prevention (CDC) and federal/state/local mandates.

In case of worldwide health emergencies or alerts from agencies such as the World Health Organization and/or the CDC, regarding infectious diseases that may be transmitted by person-to-person contact, UTI will take preventive measures to avoid or minimize the likelihood of spreading the infectious disease. All



staff and students are urged to stay informed and to follow guidance issued by the Campus President and/or external agencies.

Tornado/Severe Weather

Severe weather includes strong winds, tornados, damaging hail, and micro bursts. During a weather **watch**, conditions are favorable for severe weather, including tornados. During a weather **warning**, a storm or tornado has been spotted in the immediate vicinity. Weather warnings may be received by mobile notification, from emergency broadcast radio and/or television announcements. The local community may also have a municipal-wide siren system.

When taking shelter for a tornado, all employees, students, and visitors shall move to the predetermined locations as identified in their site specific Emergency Evacuation Plan located in the campus specific appendix.

Once at these locations, cover your head with a sweater, jacket, or any other clothing to protect against flying debris and glass. In addition:

- Assist those in wheelchairs, on crutches, and whoever else may need assistance.
- Do not seek shelter in large rooms.
- Stay indoors, away from windows, skylights, outside walls and exterior doors.
- Remain calm so you can hear verbal instructions.
- Report all injuries immediately.
- DO NOT leave the facility until the storms have passed.
- Once an all clear has been given to exit the building, beware of downed power lines, debris in parking lots and/or broken glass.
- Follow the instructions provided by emergency workers, law enforcement officials, or staff members. This may include head counts.

Earthquake

In the event of an earthquake:

- If indoors during an earthquake, go to a corner of a room, doorway, or under a sturdy table or chair. Stay away from windows and mirrors.
- Cover your head and hold this position until the ground stops shaking.
- Stay inside until you are instructed to exit. Falling debris is a concern.
- If outdoors, get to an open area away from buildings, trees and power lines.
- Expect aftershocks. Most of these will be smaller than the original earthquake. Some aftershocks may be strong enough to topple already weakened structures. Do NOT re-enter the campus.
- Use flashlights for artificial light. Do NOT use candles or matches, as there may be natural gas leaks.
- Keep streets and parking lot entrances clear for emergency vehicles.



- After the quake and aftershocks, turn off electricity, gas, and water, if feasible.
- Do not drink water unless it is bottled water.
- Never approach downed power lines, even if they appear to be de-energized.
- Follow the instructions of emergency personnel or staff members.
- Designate open areas outside of the facility that are without overhead hazards as a meeting place after an earthquake.

Hurricane/Flooding

- If, based on the severity of the flooding, there is any potential danger if you remain inside the building, evacuate the area.
- If it is safer to remain inside the building, shelter in place.
- Use extreme caution around any electrical appliances or outlets near any leak or water.
- Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.
- If it is safe to do so, secure vital equipment, records, and hazardous material, and shut off all non-essential electric equipment.
- If there is any potential for danger if you remain inside the building, or if otherwise instructed, evacuate the area.
- If it is safer to remain inside the building, shelter in place.
- If instructed to shelter in place, move to the upper floors of the building, if possible.
- Do not leave the building or area under any circumstances until you have been cleared to do so by Public Safety or through the Emergency Communications Systems.
- Once out of the building or area, do not reenter under any circumstances until it has been cleared for reentry by Public Safety or through the Emergency Communications System.