

## **UNIVERSAL TECHNICAL INSTITUTE, INC.**

### **Emergency Management Plan Appendix – Bloomfield**

1515 Broad Street  
Bloomfield, NJ 07003

Phone: 973-866-2200  
Fax: 833-207-6076  
Toll Free: 833-207-6077

#### Appendix A

<b>Emergency Management Team Contacts</b>	
Campus President	623-670-0373
Director of Education/Operations	201-587-4995
Facilities Director	551-206-7456
Director of Student & Career Services	201-805-9131
Financial Aid Director	201-744-6536
HRC/Campus President Admin	862-202-6400

#### Appendix B

<b>Community Emergency Contacts</b>		
Emergency	<b>9-1-1</b>	
Non-Emergency Police Department	973-680-4141	
Non-Emergency Fire Department	973-680-4141	
PSE&G [Electric]	800-553-7734	
[Gas]	800-553-7734	
Water/Utilities [Water]		
County Health Department	973-648-7500	
Hospital	973-322-6363	
Urgent Care	973-748-7459	
State Emergency Management		<a href="http://www.ready.nj.gov">www.ready.nj.gov</a>
OSHA	800-321-6742	<a href="http://www.osha.gov">www.osha.gov</a>
EPA Spills and Emergencies	404-562-8700	<a href="http://www.epa.gov">www.epa.gov</a>
EPA State Agency – New Jersey	877-251-4575	<a href="http://www.epa.gov">www.epa.gov</a>
Safety Data Sheets		<a href="http://msdsonline">msdsonline</a>
Poison Control Center	800-222-1222	<a href="http://www.aapcc.org">www.aapcc.org</a>
Center for Disease Control	800-232-4636	<a href="http://www.cdc.gov">www.cdc.gov</a>
Homeland Security		<a href="http://www.dhs.gov">www.dhs.gov</a>
<b>Additional Support</b>		
Alarm Monitoring Company	800-932-3822	Central Station
UTI IT Service Desk	866-435-7619	Service Desk
Property Management	908-295-2662	Bill Fisher

Security Contractors	201-967-7800	IPS Security
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When necessary, outreach to governmental or other emergency agencies is the responsibility of the Facilities Director, and/or their designee(s).

**EMERGENCY RESPONSE NOTIFICATION INFORMATION**

(To be provided to local and State emergency response agencies):

Location of incident	Time of incident
Type of incident	Danger present
Type of hazardous material involved	Action undertaken
Injuries	

**Appendix C**

**Communication and Notification**

**Everbridge Mass Notification system**

UTI utilizes Everbridge Mass Notification system; this comprehensive notification system enables us to send notifications to administration, employees, and students; keeping everyone informed before, during, and after events whether emergency or non-emergency. The leadership and Safety Team uses the GroupMe app for emergency communications.

**Appendix D**

**Emergency Evacuation Procedures**

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. Follow the Emergency Exit routes defined for each location, be aware that you may need to take an alternate route if fire, smoke, or heat prevents you from safe passage. Instructors will assist directing their lab/class to the designated meeting point and take roll. Leaders will follow the same process for functional work groups.

Everyone is to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Remember during Fire Drills: SMOKING / VAPING is NOT PERMITTED, NO CELL PHONE USE

Under no circumstances are elevators to be used to evacuate the premises in the event of a fire.

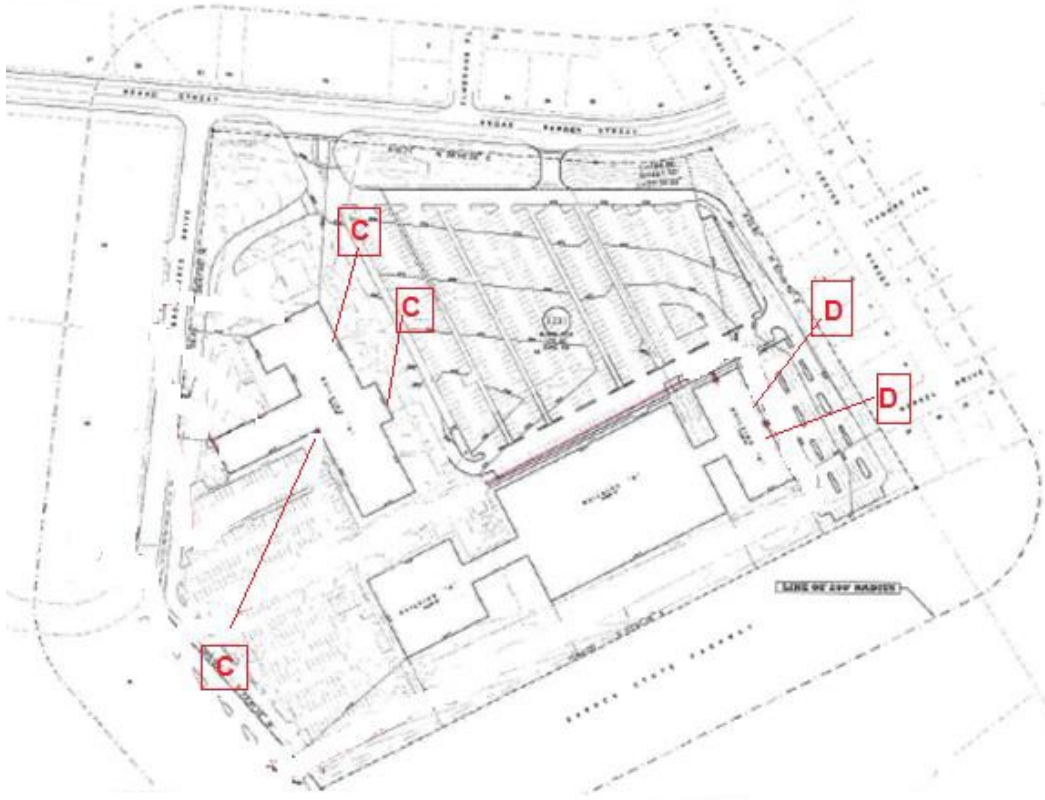
Note: Evacuation route maps are posted on every classroom and lab door (example below).

**BUILDING D - 2<sup>ND</sup> FLOOR**

**EVACUATION PLAN  
IN CASE OF FIRE USE STAIRS**



## Fire Evacuation - Meeting Locations



## Appendix E

### Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products and guidelines for safe handling and storage. Staff and students have online access to SDS information for products in use in labs and throughout the facility.

# SDS - SAFETY DATA SHEETS

MSDSONLINE.COM

FOR ONLINE ACCESS TO SDS INFORMATION



Click the MSDSOnline shortcut icon on any  
UTI Desktop or Laptop

or Employees can click the Link on the  
People Safety Page on Inside Track



TO HAVE AN SDS FAXED TO YOU

Contact MSDSOnline 24 hours/day, 7 days/week

**1-888-362-7416**

PROVIDE:

- Product Name – Manufacturer - Your Fax Number
- Product Code [optional]



**MSDSonline**  
— a safety solution —

Standardized information includes the following:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients.

**Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; PPE; proper methods of containment/cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\* Section 13, Disposal considerations\*Section 14, Transport information\*

Section 15, Regulatory information\* **Section 16, Other information**, includes the date of preparation or last revision.

## Appendix F

### Inclement Weather Response

#### Snow or Ice Storms

When weather conditions exist such that there is actual or predicted snow and/or ice, the Campus President or their designee will evaluate the conditions of the roads and walkways, among other things, and decide whether to release early, postpone or cancel classes or any other activity due to the weather.

The Campus President or their designee will communicate any cancellations or postponements through Everbridge, uti.edu and local media outlets.

Facilities will work to remove the snow and/or ice and take other appropriate steps to prepare the location for safe travel on the campus

#### Tornado /High Winds/Hail

During a weather watch, conditions will be monitored, and the campus community will be kept informed through Everbridge notifications. If conditions change from a watch to a **Tornado Warning**, staff students and visitors will be directed to move to interior rooms, away from glass windows and doors. Shelter in place and use coverings to protect head and neck from debris. Use caution when exiting the building after an all clear as there may be downed power lines and other hazards.

#### Floods/Hurricanes

During a weather watch, conditions will be monitored, and the campus community will be kept informed through Everbridge notifications. If conditions change from a watch to a **Flood or Hurricane Warning**, the Campus President or their designee will communicate any cancellations or postponements through Everbridge, uti.edu and local media outlets.

## Appendix G

### Building Access

Building Access is limited – doors are controlled by timed MagLocks. Some entry points are only accessible by key cards. The controls and restrictions by building, door, and calendar day are managed by the Bloomfield Facilities/IT teams.

## Appendix H

### ALICE Protocols

UTI has adopted the following strategy for Active Shooter/Violent Intruder and Terrorism Response known as **ALICE**. **ALICE** is an acronym for **Alert, Lockdown, Inform, Counter** and **Evacuate**. Prior to **ALICE**, lockdown procedures utilized for higher education involved the staff locking their doors, moving the students to a part of the room where they could not be seen, and quietly remaining there until an “all clear” announcement was given. This passive response plan was predicated on exterior threats and was never meant or developed for interior threats or people in contact with threats.

The **ALICE** plan offers a different philosophy in light of lessons learned over the past twenty-five

years. The philosophy of **ALICE** is to use technology and information in a way so that faculty, staff and students can make informed decisions in a crisis, evacuate, if possible, from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

Please familiarize yourself with the **ALICE** program detailed in the summary below

The **ALICE** program is designed to give a person, or group of people, who may find themselves in a violent, life-threatening situation, some mental and physical tools that could play a vital role in their survival. The program is designed so that anyone can employ the strategies. Young, old, male, female, it does not matter. One does not have to be police or military trained in order to survive a violent encounter. He or she does need to have a frame of reference from which to draw, when making life saving decisions under extreme pressure, much like preparing for a fire, tornado, or earthquake. **ALICE** is an acronym for:

**ALERT**, notify authorities and those in harm's way of the danger at hand. It is important to be as clear and accurate with the information as possible. Remember to identify yourself, you location, the suspect information, type of weapon, direction of travel and a call aback number. Do not hang up unless your safety is compromised or you are directed to by the dispatcher.

**LOCKDOWN**, or shelter in place. By locking down and barricading entry points, you are making yourself a hard target and creating a stronghold that nobody should be able to enter. Only police personnel may enter a locked down room.

**INFORM**, give real-time updates. This can be accomplished with things such as video surveillance equipment or public address systems. Updates during a violent intruder incident allow you to make sound decisions about how to react and what steps, if any to take next. They can also act as good distractors for the intruder.

**COUNTER** the attacker as a last resort. There have been instances where victims did not have the ability to lockdown or get out because the violent incident occurred right next to them, or they were in an area that was not securable. There is also the possibility of the intruder breaching a secured area. If this is the situation, then total commitment to countering the attacker is essential. Many objects can be used as distraction devices, spread out, turn out the lights and be ready to cause confusion for the intruder and make yourself a hard target.

**EVACUATE**, or get out! Your goal here is to put as much time and distance as possible between you and the attacker. Do not use the same rally point as with a fire or earthquake drill, you will want to move much further away from this danger zone.

Remember, there are no guarantees in an active shooter/violent intruder situation, but just as in most other emergency situations the more you prepare, the better your chances of survival.

### ***ALICE Frequently Asked Questions***

#### ***Is ALICE to be followed chronologically?***

*No, ALICE is an acronym that is not linear. Occupants use the steps that are best for them. Evacuation is always the preferred action if it is safe to do so.*

***Are concealed weapons allowed on campus?***

*No. All weapons are prohibited on our campuses, this includes all property - Buildings and Parking lots.*

***If we counter the attacker, won't it make him mad and make the situation worse?***

*The goal of the attack is to hurt as many people as possible in the time afforded. The objective cannot be made worse. In interviews, survivors of various active shooting events have reported the same thing time and time again: "the shooter's attitude was calm, cool, flat affect, systematic and 'on a mission' ". The emotion we do not hear is mad, upset, or angry. Our goal is to affect them physically, emotionally and attempt to have a psychological impact to change the plan. Showing anger indicates the shooter is not being successful. This will likely lead to frustration and unplanned actions that will work to the benefit of those under attack.*

***If we do move out of a hiding place and try to gain distance or evacuate, won't that make it easier for the shooter to find us?***

*Staying in a danger area could expose you to the danger eventually, when taking the opportunity to exit the area removes the possibility. Should you be located, already engaging in the use of movement, and gaining distance makes you a much harder target than just staying passive and static.*

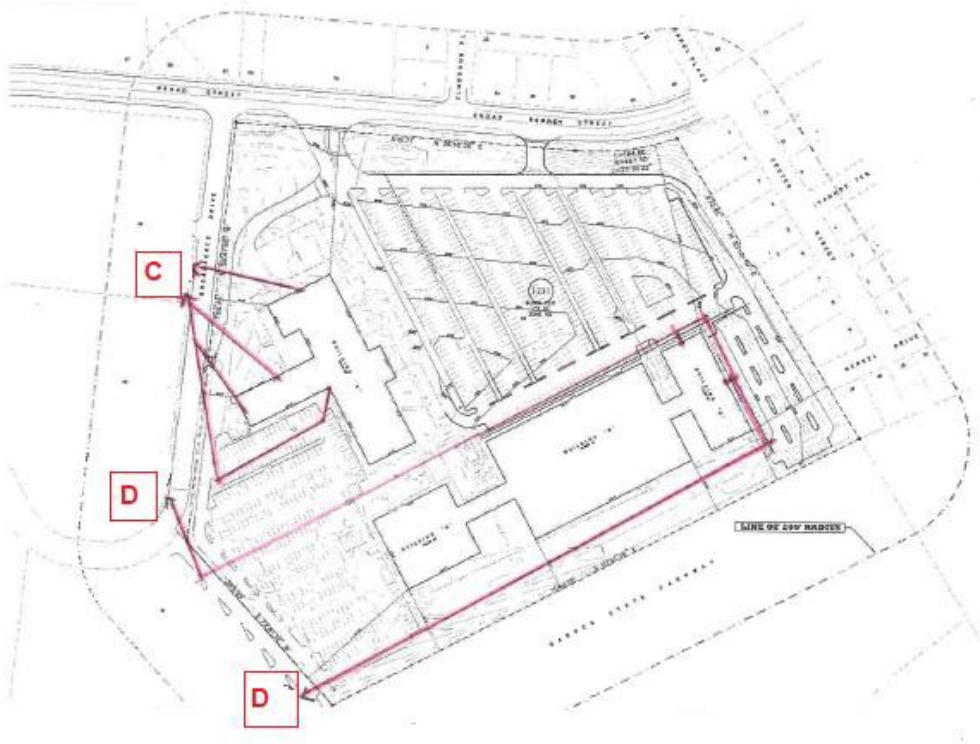
***UTI will never run "surprise" active shooter drills – all drills will be preceded with notification that this is a DRILL.***

## **Appendix I**

### **Evacuation Route and Reunification Plan**

Following the ALICE protocols for response to an active shooter event the Bloomfield campus has identified the following rally and reunification points for staff and students evacuating the facility to safely distance themselves from the emergency. Evacuations of this type would be leaving the campus on foot in order to not create congestion or impassability for emergency responders to access the facility.

## Rally and Reunification Map



## Appendix J

### Screening and prevention requirements

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, we 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.