

**UNIVERSAL TECHNICAL INSTITUTE, INC.**  
**Emergency Management Plan Appendix – Canton**

2955 S. Haggerty Road  
 Canton, MI 48188

Phone: 734-423-2100  
 Fax: 734-398-0556  
 Toll Free: 800-447-1310

**Appendix A**

<b>Emergency Management Team Contacts</b>	
Campus President	734-498-0201
Director of Education	734-564-0468
Facilities Manager	734-717-2635
Education Manager & Safety Chair	734-423-2124 ; 734-787-1991
Education Manager	734-423-2169

**Appendix B**

<b>Community Emergency Contacts</b>		
Emergency	<b>9-1-1</b>	
Non-Emergency Police Department	734-394-5400	
Non-Emergency Fire Department	734-394-5455	
DTE Energy [Electric]	800-477-4747	
DTE Energy [Gas]	800-947-5000	
Canton Township [Water]	734-394-5240	
County Health Department	734-727-7100	Wayne County
Hospital	734-844-8743	Trinity Health Medical Center
Urgent Care	734-844-8743	Trinity Health Medical Center
Animal Control	734-394-5000	
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 – Michigan	734-214-4300	<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	281-985-0500	<a href="http://www.dhs.gov">www.dhs.gov</a>
<b>Additional Support</b>		
UTI IT Service Desk	866-435-7619	Service Desk

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 Canton 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.

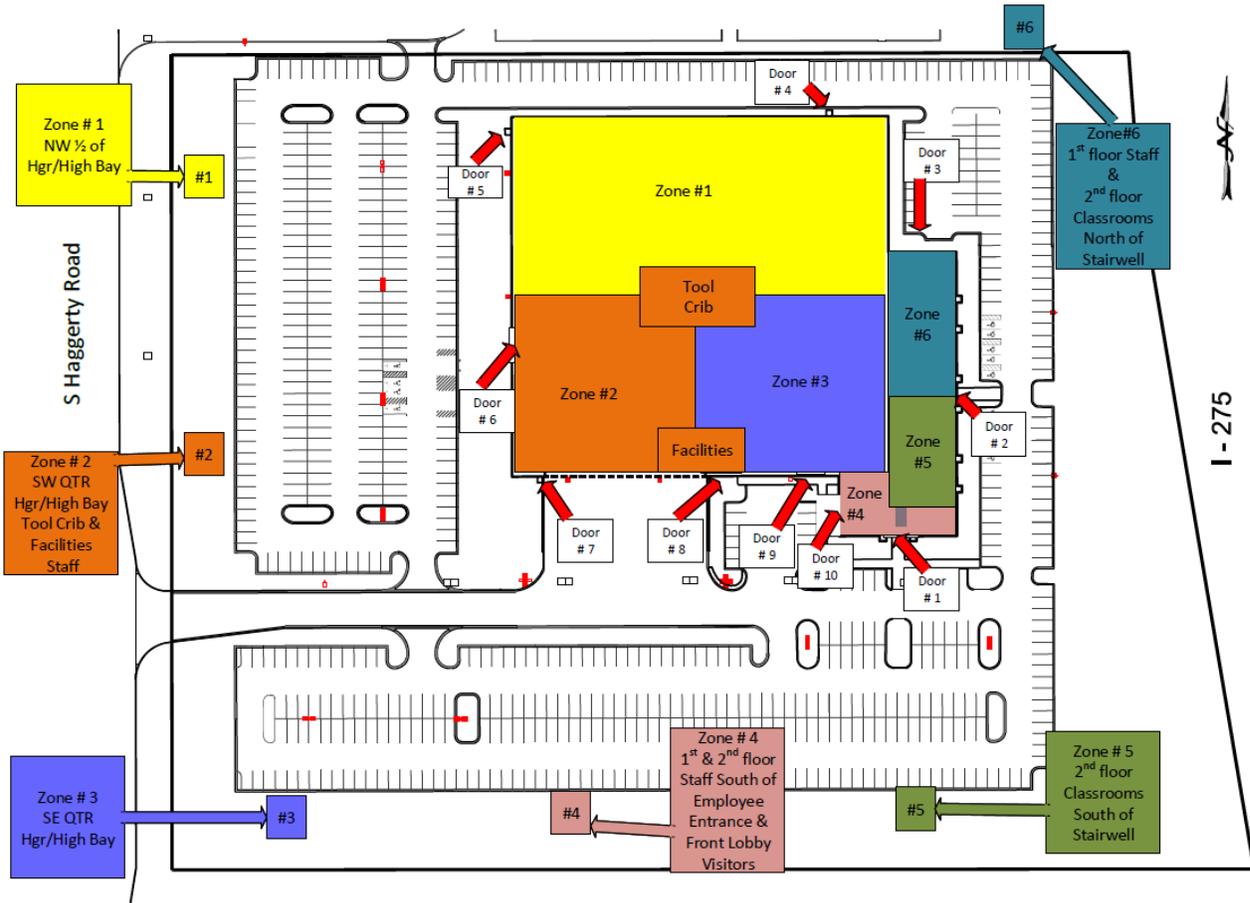
**Appendix D**

**Emergency Evacuation Procedures**

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. All are to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Smoking is NOT PERMITTED.



## Evacuation Staging Areas



## 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

During a winter storm warning or other event that may cause snow or ice, local news and weather stations will be monitored and the decision to close the campus will be consistent with advice from local authorities, based on road and travel conditions. The campus community will be kept informed through Everbridge notifications and social media.

#### Floods

In the event of a flash flood watch, conditions will be monitored through local weather reports and the campus community will be kept informed through Everbridge notifications. Once the campus is under a flood warning staff, students and visitors will be advised on continuing campus operations or campus closure.

#### Tornado /High Winds

During a weather watch, conditions will be monitored, and the campus community will be kept informed through PA announcement and/or Everbridge notifications. If conditions change from a watch to a **Tornado Warning**, staff, students, and visitors need to be prepared to follow the severe weather procedures.

## Appendix G

### Building Access

All exterior doors into the campus building are secured through magnetic locks controlled by guardian alarm and facilities. The system includes threat level escalation and complete lock-down ability. All employees are issued an access badge, which can be controlled/ restricted using the cardholder management system. Visitors to the Canton campus are required to check-in at the main lobby and are issued visitor passes.

## 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.

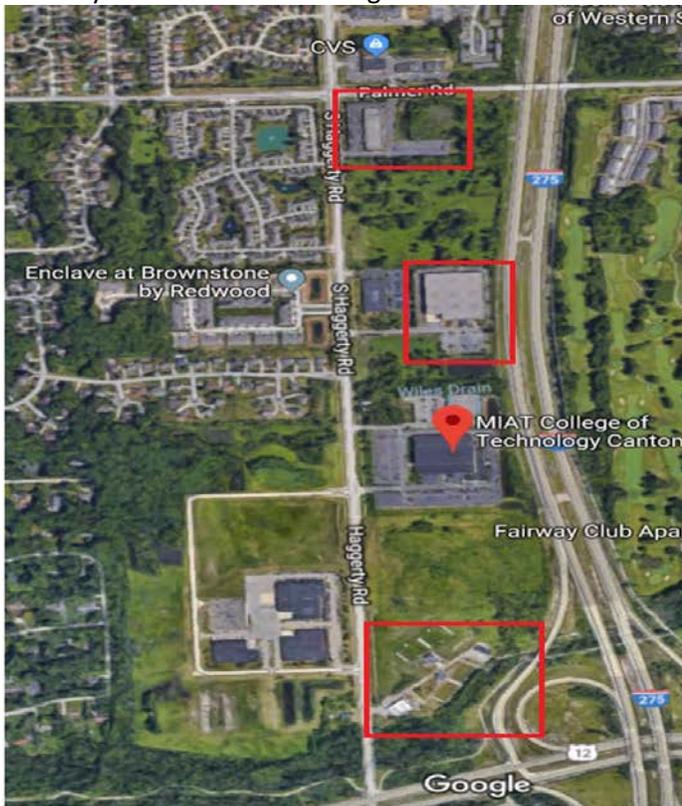
**UTI will never run “surprise” active shooter drills – all drills will be preceded with notification that this is a DRILL.**

## Appendix I

### Evacuation Route and Reunification Plan

Following the ALICE protocols for response to an active shooter event the UTI Canton 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.

The rally and reunification designated area is the Double Tree by Hilton hotel.



Law Enforcement Command Posts Template

**Primary Command Post**

Western Township Utility Authority  
3501 Haggerty rd, Canton, MI, 48188

**Secondary Command Post**

MCWS-Medina Activity Center  
1905 S. Haggerty rd., Canton, MI, 48188

**Primary Staging Area**

MCWS-Medina Activity Center  
1905 S. Haggerty rd., Canton, MI, 48188

**Secondary Staging Area**

National Parts Depot  
2435 S. Haggerty rd., Canton, MI, 48188

## 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.