

## UNIVERSAL TECHNICAL INSTITUTE, INC.

### Emergency Management Plan Appendix – Orlando

2202 W. Taft-Vineland Rd  
Orlando, FL 32837

Phone: 407-240-2422  
Fax: 407-852-7363  
Toll Free: 800-342-9253

#### Appendix A

Emergency Management Team Contacts	
TITLE	PHONE NUMBER
Campus President	321-281-9808
Director of Operations	312-281-9848
Facilities Manager	312-281-9845
Student Services Director	321-281-9779
Career Services Director	321-281-9855
Director FP&A Campus Operations	407-473-4313
Financial Aid Director	321-281-9815
IT Regional Director	321-281-9614
Education Manager - MMI	321-281-9783
Education Manager - MMI	321-281-9629
Education Manager - MMI	321-281-9791
Education Manager - UTI	321-281-9774
Education Manager - UTI	321-281-9853
Education Manager - UTI	321-281-9776

#### Appendix B

Community Emergency Contacts		
Emergency	9-1-1	
Non-Emergency Police Department	407-836-4357	
Non-Emergency Fire Department	407-246-3473	
Florida Highway Patrol	407-737-2300	
Orlando Utilities Commission OUC Electric	407-423-9018	
Peoples Gas, TECO Gas	877-832-6747	
Orlando Utilities Commissions OUC Water	407-423-9018	
County Health Department	407-858-1400	
Republic Services	407-293-8000	<a href="http://www.republicservices.com">www.republicservices.com</a>
Orlando Regional Medical Center	321-841-5111	<a href="http://www.orlandohealth.com">www.orlandohealth.com</a>
AdventHealth Centra Care – Sand Lake	407-851-6478	
OSHA	800-321-6742	<a href="http://www.osha.gov">www.osha.gov</a>
EPA Spills and Emergencies	800-852-7550	<a href="mailto:cepacomm@calepa.ca.gov">cepacomm@calepa.ca.gov</a>

EPA State Agency – Florida	404-562-9900	<a href="mailto:cepacomm@calepa.ca.gov">cepacomm@calepa.ca.gov</a>
Safety Data Sheets	888-362-7416	<a href="http://msdsonline.com">msdsonline.com</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	202-202-8000	<a href="http://www.dhs.gov">www.dhs.gov</a>
<b>Additional Support</b>		
Securitas ES-Security Contractors	800-548-4478	Kevin Graff; Bldg A, B, C & D
MC2/Central Station – Alarm Monitoring Company	800-633-2677	Bldg A & C
UTI IT Service Desk	866-435-7619	Service Desk
Campus Emergency Hotline (Weather)	888-827-0028	

When necessary, the Facilities Manager and/or their designee(s) are responsible for outreach to governmental or other emergency agencies.

## **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**

#### **PA system**

UTI Orlando has as building-wide Public Announcement system that may be used for general announcements as well as to provide critical information in emergencies.

#### **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.

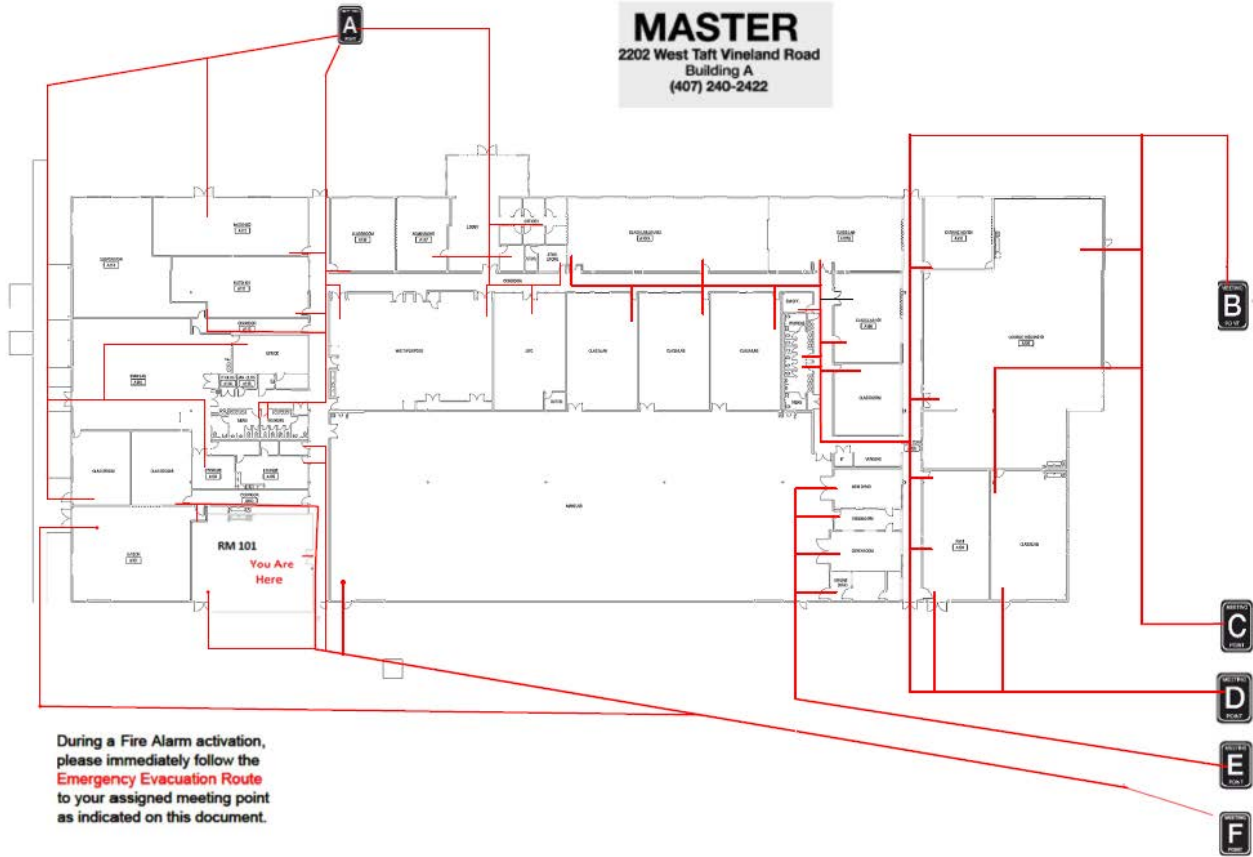
## Appendix D

### **Emergency Evacuation Procedures**

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. Exit the building per the campus emergency evacuation routes and procedures illustrated on the following maps. These maps are posted through the facility for ease of reference.

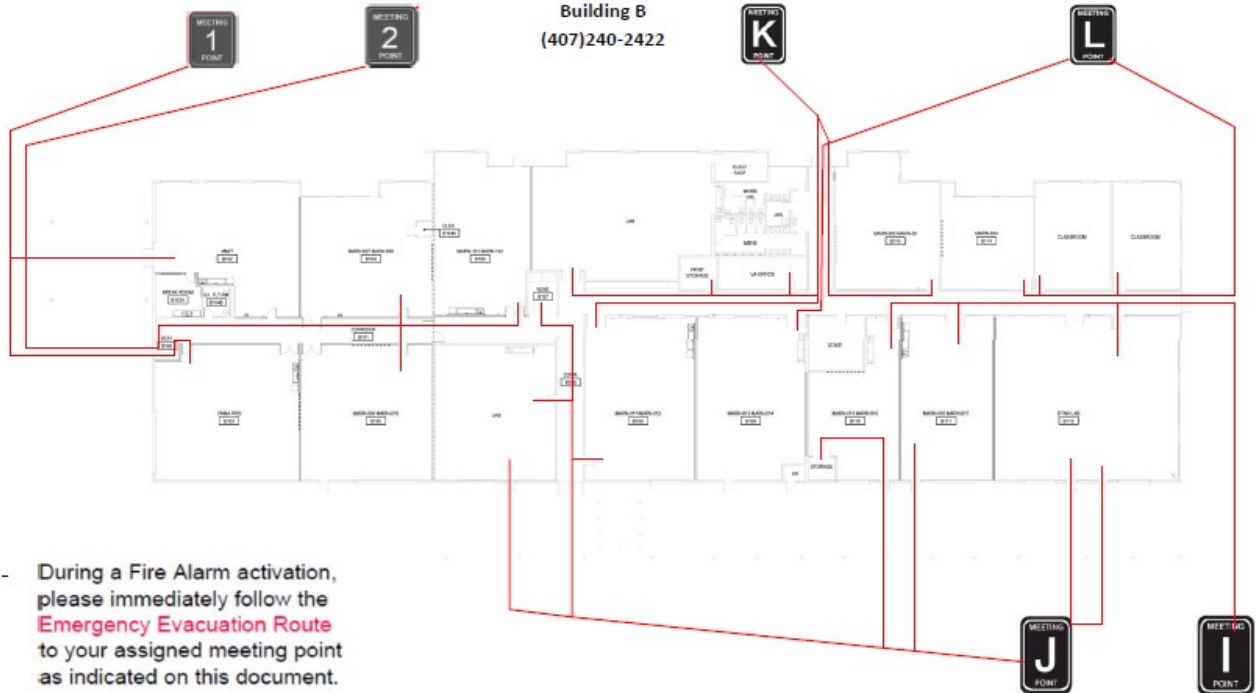
All are to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Smoking is NOT PERMITTED outside during Fire Drills.

**MASTER**  
 2202 West Taft Vineland Road  
 Building A  
 (407) 240-2422



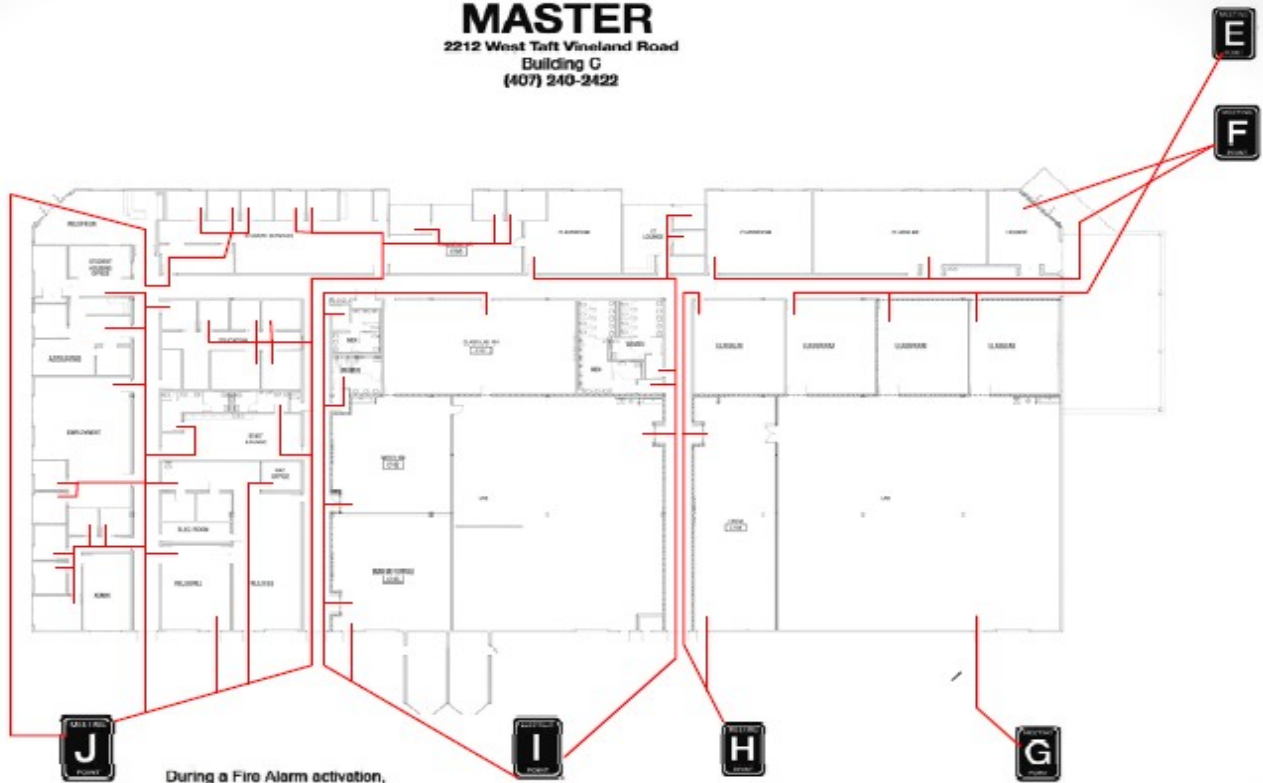
During a Fire Alarm activation, please immediately follow the Emergency Evacuation Route to your assigned meeting point as indicated on this document.

**MASTER**  
 2256 West Taft Vineland Road  
 Building B  
 (407)240-2422

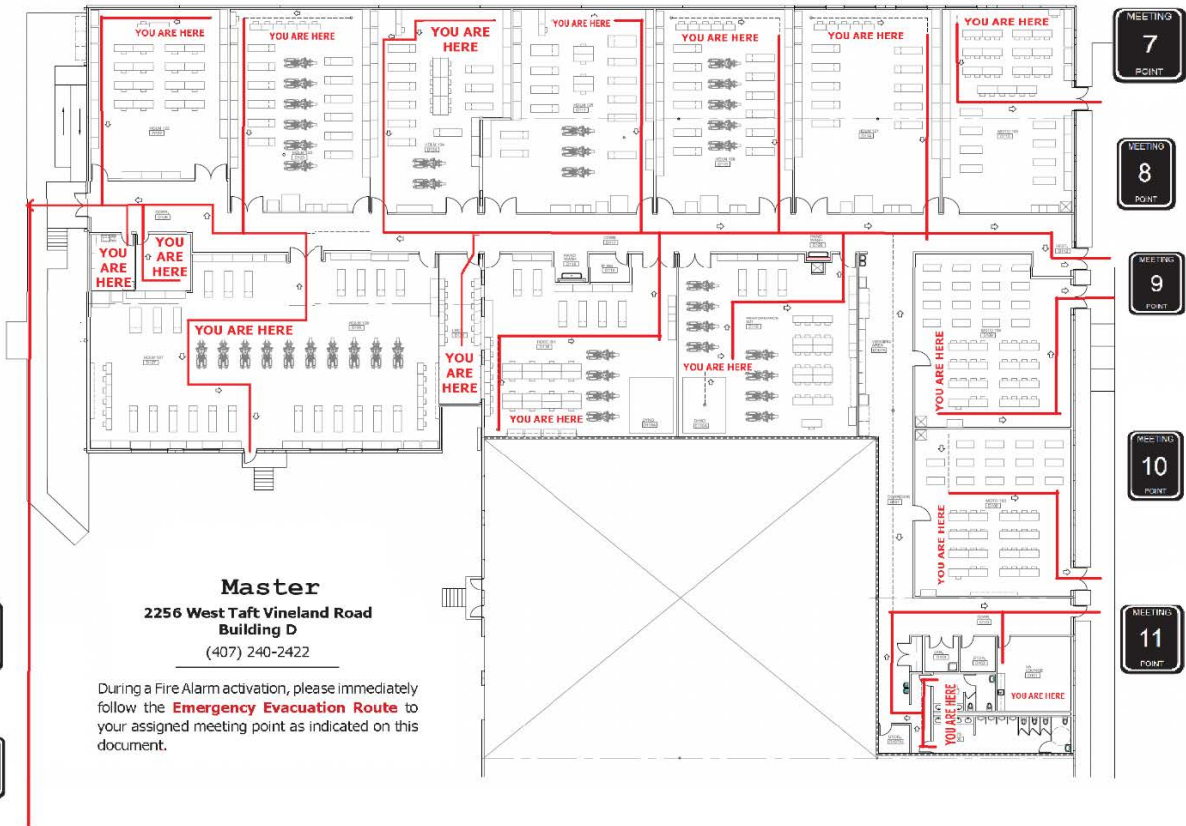


During a Fire Alarm activation, please immediately follow the Emergency Evacuation Route to your assigned meeting point as indicated on this document.

**MASTER**  
 2212 West Taft Vineland Road  
 Building G  
 (407) 240-2422



During a Fire Alarm activation, please immediately follow the **Emergency Evacuation Route** to your assigned meeting point as indicated on this document.



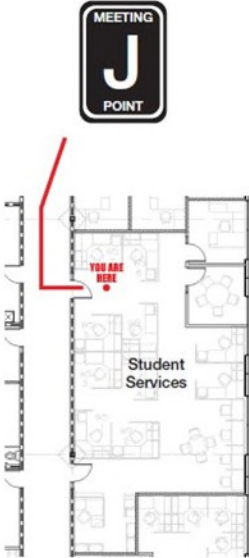
**Master**  
 2256 West Taft Vineland Road  
 Building D  
 (407) 240-2422

During a Fire Alarm activation, please immediately follow the **Emergency Evacuation Route** to your assigned meeting point as indicated on this document.

Exit Diagrams (illustrated below) are posted in labs, classrooms, offices and break areas – these diagrams provide a visual map of safe exit routes in the event of a fire.

2212 West Taft Vineland Road  
Building C  
(407) 240-2422

During a Fire Alarm activation,  
please immediately follow the  
**Emergency Evacuation Route**  
to your assigned meeting point  
as indicated on this document.



## 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

#### Floods/Hurricanes

Weather forecasts and local news media will be monitored, and the campus community will be kept informed through PA announcements and/or Everbridge notifications.

In the event of a Flood; the Campus President, or their Designee, will provide information through the campus PA system and Everbridge.

- All employees and students should relocate to the roof of the campus buildings.
- Close and secure any flood doors, gates, shields or other flood barriers. Close any valves in building drains or plumbing to prevent back up into the buildings.
- Place sandbags at lower building openings such as doors and other openings susceptible to flooding, and around important outdoor equipment, to divert floodwaters.
- Fill aboveground and underground tanks with product or water to improve stability and minimize damage from flooding. Check tanks for proper anchorage and extend vent lines above level of expected flooding. Anchor and secure all portable containers of flammable or combustible liquids.
- Anchor and tie down all small structures, equipment, storage, trailers, conveyors, lumber, process equipment, etc. to prevent movement by floodwaters. Move smaller objects inside if possible. Ensure all traveling cranes and bridges are secured in accordance with the manufacturer's instructions, including setting all rail clamps and securing with wedges and cable anchors. Barricade important outdoor equipment with sandbags to prevent damage from floating debris. Move mobile equipment to higher elevations.
- Brace unsupported structural members and foundations for structures/buildings under construction.
- Secure electrical power to buildings in imminent danger of flooding.

#### Tornado/Severe Weather

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. Move to interior rooms, away from glass windows and doors, secure in place and cover head and neck from potential debris.



## Appendix G

### Building Access

#### Access to Facilities

Only persons employed or enrolled at the Facility and whose class is currently in session or who are meeting with Facility staff when their class is not in session are allowed on campus. From time to time, visitors may desire to view the Facility. Upon request, those persons will be given a tour. All visitors must check in at the main reception desk at the campus and will receive a visitor ID badge.

Students and staff members must have their ID badges displayed on their person so as to be visible from the front and above the waistline at all times while on campus. Students are encouraged not to leave campus grounds during break times. No students are allowed on the premises outside of normal business hours or on weekends, unless they are participating in a school-sponsored activity.

#### Parking Lots

Parking is for staff member vehicles and for student vehicles during assigned class periods or for appointments during non-class times only. All staff member and student cars must be registered with the appropriate Facility and the Facility parking decal must be properly displayed (where applicable).

#### Campus Security

The Operations Director, Education Managers, and Facilities staff patrol the campus property several times a day to check for security and/or parking concerns. These staff members will resolve minor security issues and will report all major security issues to the appropriate staff member and/or the local police department, as appropriate.

## 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, your location, the suspect information, type of weapon, direction of travel and a call back 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 include 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?***

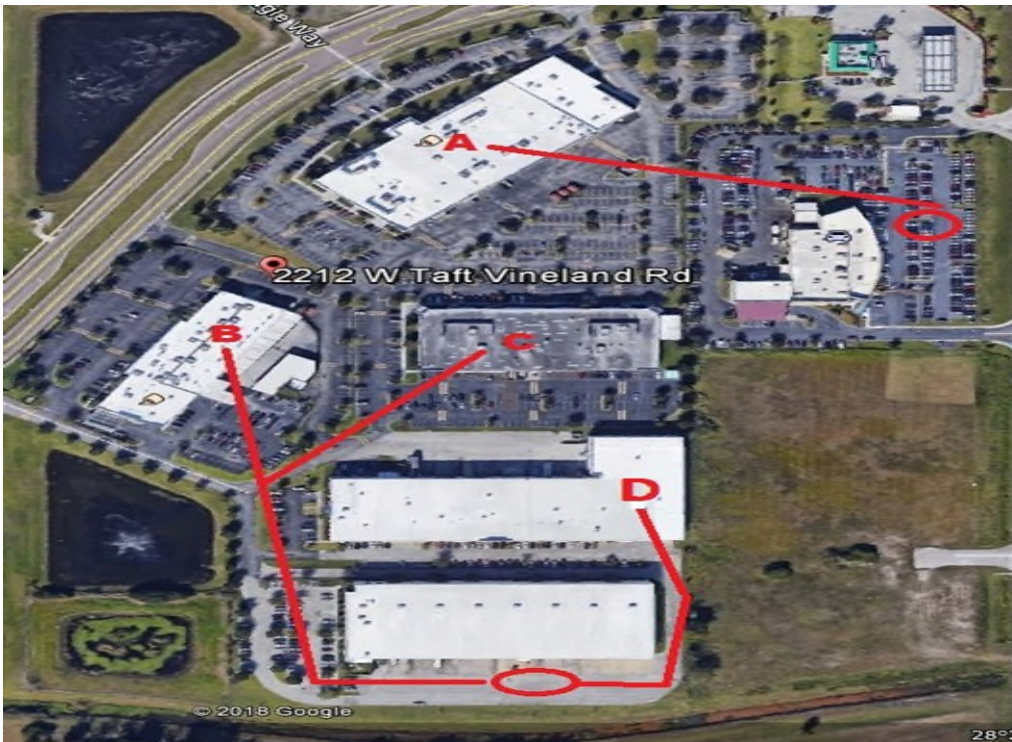
*Staying in a danger area could expose you to the danger eventually, when taking the opportunity to exit the area removes the possibility. Should you be located, already engaging in the use of movement and gaining distance makes you a much harder target than just staying passive and static.*

**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 Orlando 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.



Building A: Proceed to front KIA Parking Lot

Building B, C & D: Proceed to JERRY LEE Parking Lot

## 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.