

UNIVERSAL TECHNICAL INSTITUTE, INC.
Emergency Management Plan Appendix – Lisle

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Appendix A

Emergency Management Team Contacts	
Campus President	630-893-2650
Director of Education / Operations	630-893-2728
Facilities Manager	630-893-2806
Student Services Director	630-893-2828
Career Services Director	630-529-6640
Financial Aid Director	630-893-2730
Supervisor Campus Events & Visit	630-893-2651

Appendix B

Community Emergency Contacts		
Emergency	9-1-1	
Non-Emergency Police Department	630-271-4200	
Non-Emergency Fire Department	630-353-3032	
Comed [Electric]	630-391-8135	
Nicor [Gas]	888-642-6748	
Village of Lisle – Public Works [Water]	630-271-4180	
County Health Department	630-682-7400	
Hospital	630-527-3000	
Urgent Care – Duly	888-693-6437	
OSHA	800-321-6742	www.osha.gov
EPA Spills and Emergencies	404-562-8700	www.epa.gov
EPA State Agency – Illinois	800-621-8431	www.epa.gov
Safety Data Sheets		msdsonline
Poison Control Center	800-222-1222	www.aapcc.org
Center for Disease Control	800-232-4636	www.cdc.gov
Homeland Security	202-282-8000	www.dhs.gov
Additional Support		
UTI IT	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 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.

Public Announcement (PA) System

UTI Lisle campus utilizes an internal and external Public Announcement (PA) system to provide direct and immediate crucial information to the students, staff, and visitors who are on campus. This system is deployed in all support departments, classrooms, labs, and outside grounds ensuring all occupied spaces are covered via this system.

Radios

UTI Lisle campus has ensured the leadership, instructor, education manager, and facilities teams are equipped with two-way radios to provide timely communication. There are different channels for lines of communication based on the need.

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.

The campus is equipped with various modern alarm and fire-fighting systems. Certain key staff including Facilities, Education Managers, Directors, and some instructors have received training on these systems. The Lisle/Woodridge Fire Department have toured the campus and are familiar with the campus layout, alarm systems and fire-fighting equipment. However, in the event of a Fire Alarm we will evacuate the building as a precaution for the safety of staff and students and to aid the Fire Department efforts if required.

In the event of a fire, explosion, or smoke from a fire:

- 1. Activate the nearest fire alarm pull station.
- 2. Call 9-1-1.

3. If a pull station does not exist or is inoperable, go to the nearest phone and make an announcement of the situation through the paging system by using the code red button.
4. Exit the building per the campus emergency evacuation routes and procedures.
5. If the employee feels comfortable doing so, they may use a portable fire extinguisher to fight ONLY the EARLY stages of a fire. NEVER place yourself at risk of death or injury.
6. Contact the Campus President or their designee as soon as feasible.
7. Staff, students, visitors and all other present at the site shall immediately begin to evacuate the building per the posted emergency evacuation routes.
8. Head counts shall be conducted, and missing persons shall be noted.
9. NO ONE is allowed to re-enter the facility unless emergency personnel or the Campus President or their Designee give approval to do so.
10. Under no circumstances are elevators to be used to evacuate the premises in the event of a fire.

Evacuation Plan

The Lisle Evacuation map is divided into four quadrants colored YELLOW, RED, BLUE & GREEN, North and South from the mid-point of the Power and Performance and High Bay Labs and East/West of the main N/5 hallway. Color coded floor plan maps are posted in all rooms and labs.

Primary Escape Routes (RED ARROWS) 1st and 2nd Floors

Primary Escape Routes will be the SIX main wide stairways leading to the FOUR main exits as follows:

Reception (NW Corner of North Wing) – YELLOW Quadrant

Stairway A (NE Corner of North Wing) – RED Quadrant

Stairway B (SE Corner of South Wing) – BLUE Quadrant

Stairway C (SW Corner of South Wing) – GREEN Quadrant

And the two 2nd floor stairways

Hallway Emergency Exit adjacent to the Learning Resource Center and Education Offices.

Main hallway just South of the High Bay/ Power and Performance viewing windows.

Staff are to become familiar with the quickest route from their normal workspaces and ALSO an alternate route, should the quickest route become inaccessible due fire/smoke etc.

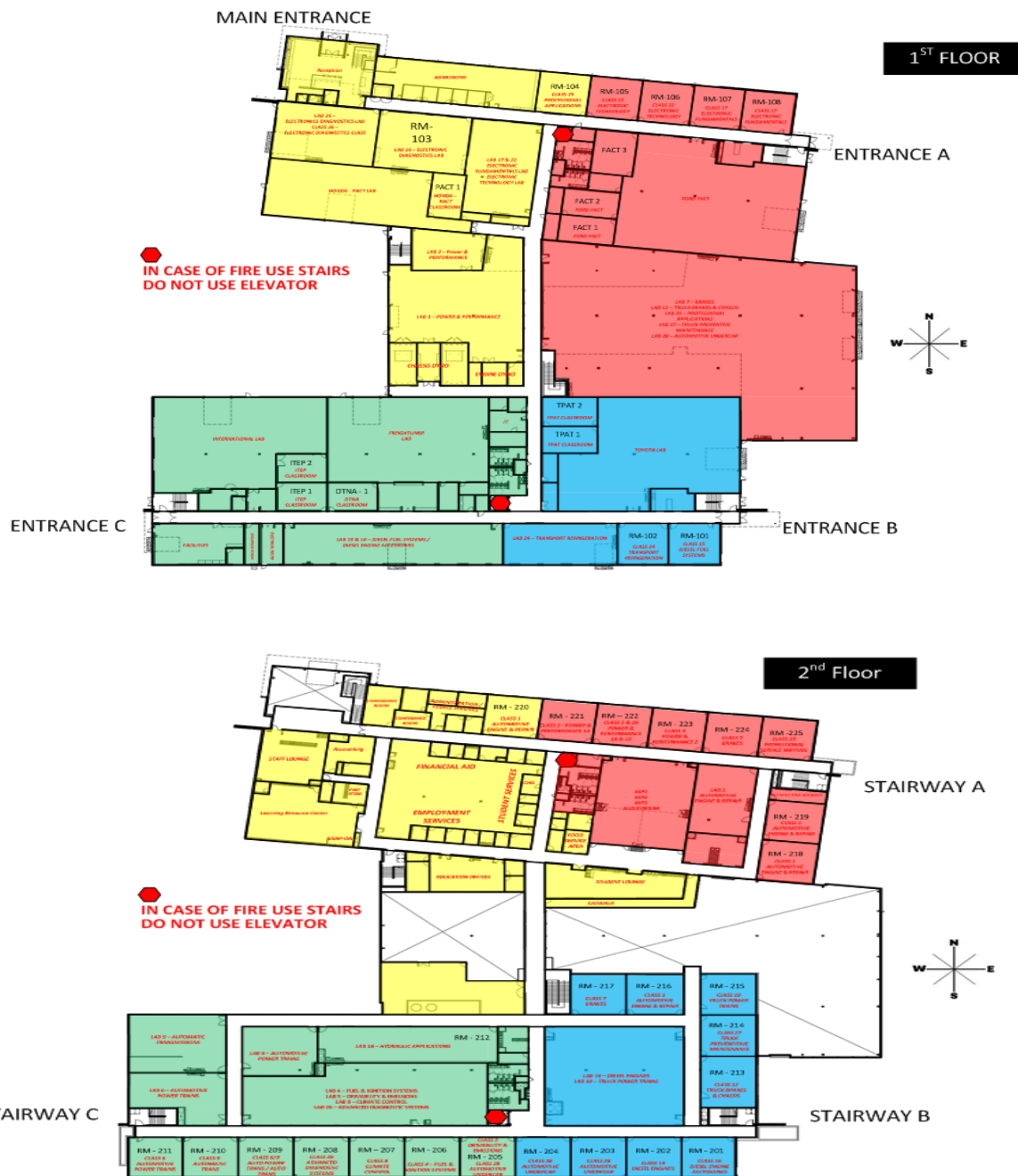
Secondary Escape Routes 1st Floor ONLY

Secondary Escape Routes will be any “Main Door” from Labs that lead to the outside of building, including the Compound.

Parking Lot Assembly Points

There will be four assembly points, 2 in the East side parking lot and 2 in the West side parking lot colored YELLOW, RED, BLUE & GREEN to match each quadrant of the building. Signs will be posted on the lamp posts for each Assembly Point. In the event of an evacuation, staff is to exit as quickly and safely as possible and proceed to the designated Assembly Point for their normal work area.

Instructors are to escort students to the closest assembly point. All are to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Smoking is NOT PERMITTED and DO NOT re-enter the building until given the “All Clear” by the Emergency Services or the Campus Leadership Team.



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 velocity® 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

Earthquakes/Aftershocks

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 the Campus President or their designee.
- Designate open areas outside of the facility that are without overhead hazards as a meeting place after an earthquake.
- After the earthquake, the **Campus President** and their **management team** are to:
 - Assess the situation inside and out.
 - Decide whether to evacuate all parts or portions of the campus.
 - Communicate to staff to meet in departmental groups, conduct a head count, and report back.
- Instructors are to conduct classroom head counts and report to the Campus President and/or their management team.

Snow or Ice Storms

- When the determination has been made to close the school due to weather and/or power this SOP would provide guidance on next steps.
- Everbridge notice sent out to staff and students from the SSD, Director of Operations or National Manager of Support Services.
- Campus President to update Emergency Closing Center (permission is needed to do this). If Campus President is unavailable the SSD, or Director of Operations will contact ECC.
- The CVES to post closing on UTI website. If CVES is unavailable the receptionists or HRC will post (permission is needed to do this).
- The CVES calls the UTI Service Desk at x10669, 623-445-9669, or 866-435-7619
- Tell the service desk agent that you want to implement the alternate greeting message for Lisle.
 - “Thank you for calling Universal Technical Institute, Lisle Campus. To check for school closures, please go to emergencyclosingcenter.com. Thank you and have a great day.”
- Be sure to call after the weather event to return to the primary greeting message for Lisle
- If outside Service Desk Normal operating hours Mon-Thurs 7am to 9pm Central time, Friday 7am to 7pm-select after hours emergency assistance.
- Each leader to call their staff using phone tree.
- Notify affiliated employees
- Snap-On – Mitch Vella, 331-220-4677
- Best Quality Cleaning – Arthur Zinkevitchous, 847-233-0202

- CHS – Lisa Ward, 224-325-6821
- Interpreters -Cheryl Keeter, cheryl@reputableinterpreting.com
- Employers on campus that day
- Anyone using the facility at the time of closure
- Tours scheduled for that day
- CP to send email notifying all users of the closure. If CP is unavailable, the SSD will send.

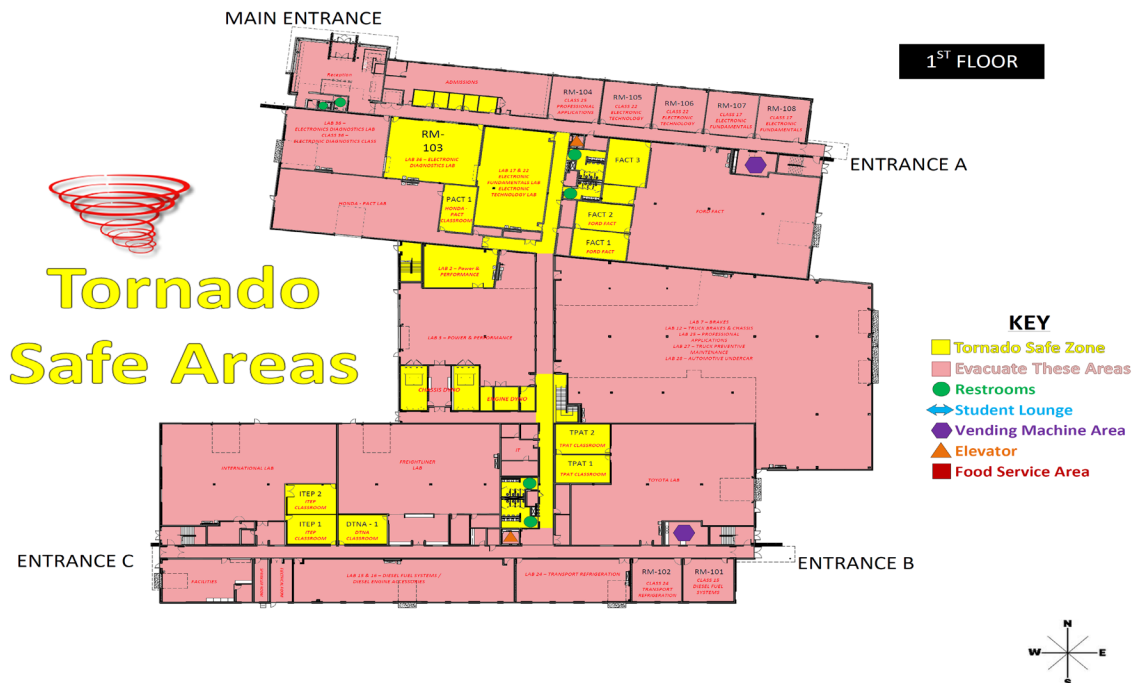
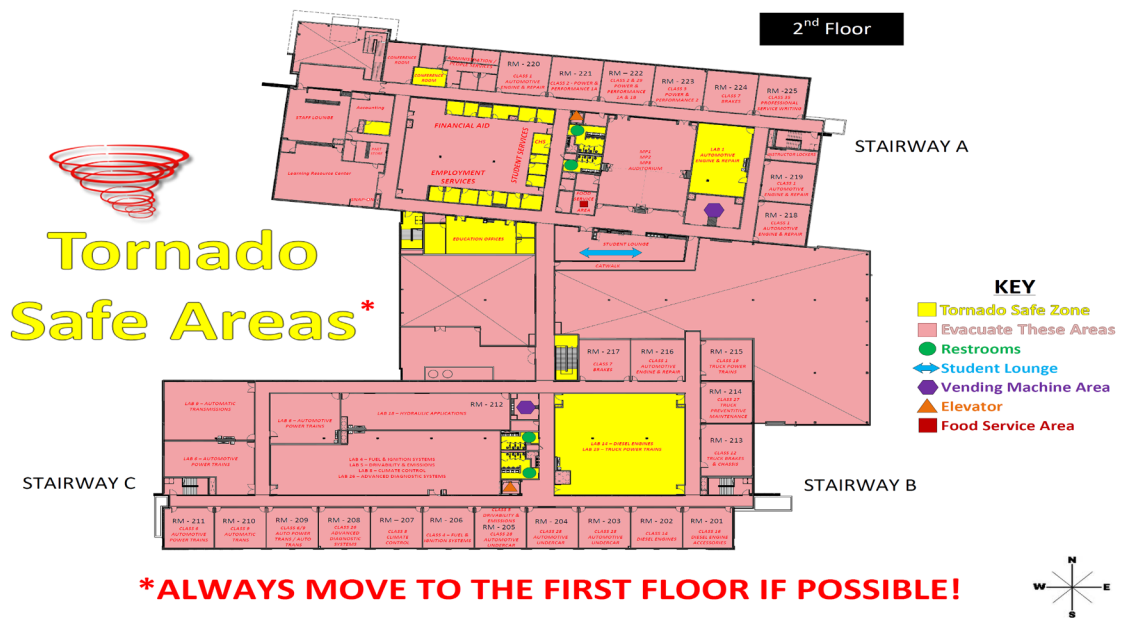
Tornado /High Winds

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.

- Severe weather includes strong winds, tornados, damaging hail, and microbursts. 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 will be received from Campus Safety or emergency broadcast radio and/or television announcements. The Village of Lisle also has a “Code Red” telephone warning system as well as a village wide siren system. Additionally, UTI has contracted with Everbridge Mass Notification Systems to allow administrators to send Severe Weather-related information via text, voice, or email to staff and students.
- When taking shelter for severe weather, including tornados, all employees and students shall move to predetermined locations as identified by the emergency evacuation routes. These locations were selected because they allow the least amount of exposure to flying debris and glass. In addition, the overhead facility construction provides the least amount of exposure in the event of a roof collapse.
- As Lisle is a two-floor facility all staff and students on the 2nd floor must make their way down to the 1st floor as designated below:
 - North Bar Classrooms 218-225/Lab 1/MPR /Student Lounge -Stairway A to Ford Hallway/Vending Area.
 - Admin/Student Support Area/Accounting/Learning Resource Center/Education Office-Central stairway to central hallway.
 - South Bar Labs/Classrooms-Stairway B or C to central part of South Bar hallway.
- The Tornado Plan for those on the 1st floor is as follows:
 - Several labs and classrooms have been identified as already offering the best possible protection in the event of a Tornado. Personnel in the following areas are to REMAIN in that area until either the ALL CLEAR is given or otherwise instructed by the campus Leadership Team or Emergency Services.
 - Ford FACT classrooms
 - DTNA classroom
 - PETERBILT classroom
 - Welding classrooms
 - Labs 2/17/22 and DTNA Lab
 - Personnel in Reception, Admissions and classrooms 104-108 are to proceed to labs 17/22.
 - Personnel in Labs 15/16/24 and classrooms 101-102 are to proceed to the DTNA Lab.
- Once at these locations, cover your head with a jacket, sweater, or any other clothing to provide protection 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 and 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 building until the storm has passed.
- Once an All Clear has been given to exit the building, exit with care and beware of debris, downed power lines and broken glass.
- Follow the direction provided by emergency workers, law enforcement officials, or the Campus President or their designee.
- Never use an elevator to gain access to another level in the event of a tornado or severe weather.

Never re-enter the facility unless given approval from a senior member of the campus management



Appendix G

Building Access

All guests must enter through the main lobby entrance and check in with the receptionist. Receptionist will ensure all visitors sign in at the front desk, providing information of name, which department, whom they’re meeting with, how many individuals in party, check in time/out.

All doors open prior to class times. All doors lock at the start of class and then all students, and visitors must enter through the main lobby entrance. Employees are provided door fobs to access building during operating hours.

Location	Times Open
Front Lobby Doors	6am to 5:35pm
Perimeter Doors	6am to 7:35am
	11am to 12:05pm
	1pm to 2pm
	4:30pm to 5:35pm

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 callback 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.

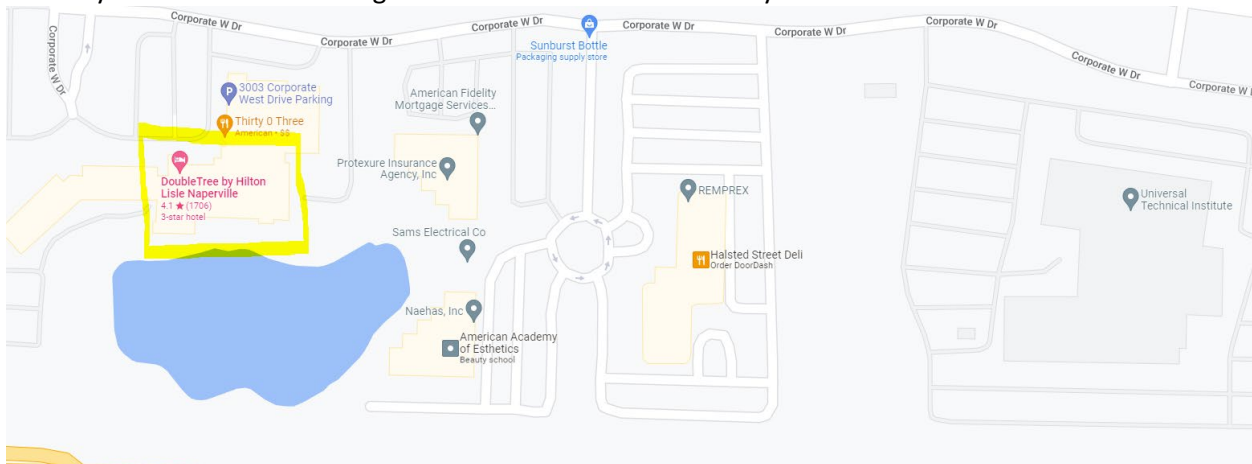
UTI will never run "surprise" active shooter drills – all drills will be preceded with notification that this is a DRILL.

Appendix I

Evacuation Route and Reunification Plan

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



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.