

## UNIVERSAL TECHNICAL INSTITUTE, INC.

### Emergency Management Plan Appendix – Miramar

2601 SW 145<sup>th</sup> Avenue  
Miramar, FL 33027

Phone: 754-946-5595  
Fax: 754-946-5585  
Toll Free: 866-460-2454

#### Appendix A

Emergency Management Team Contacts	
TITLE	PHONE NUMBER
Campus President	(804) 894-6308
Director of Education/Operations	
Facilities Manager	(561) 690-8537
Student Services & Career Services Director	(305) 972-0822
Financial Aid Director	
Campus President Admin/HRC	(305) 915-6899

#### Appendix B

Community Emergency Contacts		
Emergency	9-1-1	
Non-Emergency Police Department	954-764-4357	
Non-Emergency Fire Department	954-764-4357	
Electric- Florida Power & Light	800-226-5885	<a href="https://www.fpl.com/home.html">https://www.fpl.com/home.html</a>
Water & Utilities- City of Miramar Utilities Department	954-602-HELP (4357)	<a href="https://www.miramarfl.gov/665/Utilities">https://www.miramarfl.gov/665/Utilities</a>
County Health Department	954-762-3812	
Hospital – Memorial Hospital Miramar	954-538-5000	<a href="https://www.mhs.net/locations/memorial-hospital-miramar">https://www.mhs.net/locations/memorial-hospital-miramar</a>
Urgent Care – Baptist Health Pembroke Pines	954-837-1300	<a href="https://baptisthealth.net/">https://baptisthealth.net/</a>
Florida Emergency Management	850 815-4000	<a href="https://www.floridadisaster.org/">https://www.floridadisaster.org/</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 – Florida	305-536-6700	<a href="http://www.epa.gov">www.epa.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>
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**

**PA system**

Miramar utilizes a building-wide public address (PA) system to provide general announcements and critical information in times of 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 Fire/Fire Alarm, we will evacuate the building for the safety of staff/students.


- Exit the building per our campus emergency evacuation routes and procedures. NOTE: Evacuation plans are posted throughout the building.
- Staff and students are to go to the designated Rally Point A & B, depending on where in the building they are located.
- Instructors must have the roster sheet.
- Leaders must ensure their team is out of the building.
- Staff, students, and visitors and all present on the site shall begin to evacuate the building per the posted evacuation signs.
- Staff, students and visitors are to walk far away from the building to Rally Point A or B.
- Elevators must not be used, therefore, go to the nearest Exit and take staircase.
- Once the evacuation site has been reached. Staff and Instructors will conduct head counts and any missing students shall be noted.
- When all are accounted for the instructors will raise their hand.
- Nobody is to re-enter the building Emergency Personnel or Safety Team gives the “All Clear”.



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


Street View of Campus Evacuation Routes


- **Lobby**


**Rally Point A**

**Rally Point A**

**Employees' Parking**
- **Welding / Aviation Access**

**Auto / Diesel Access**

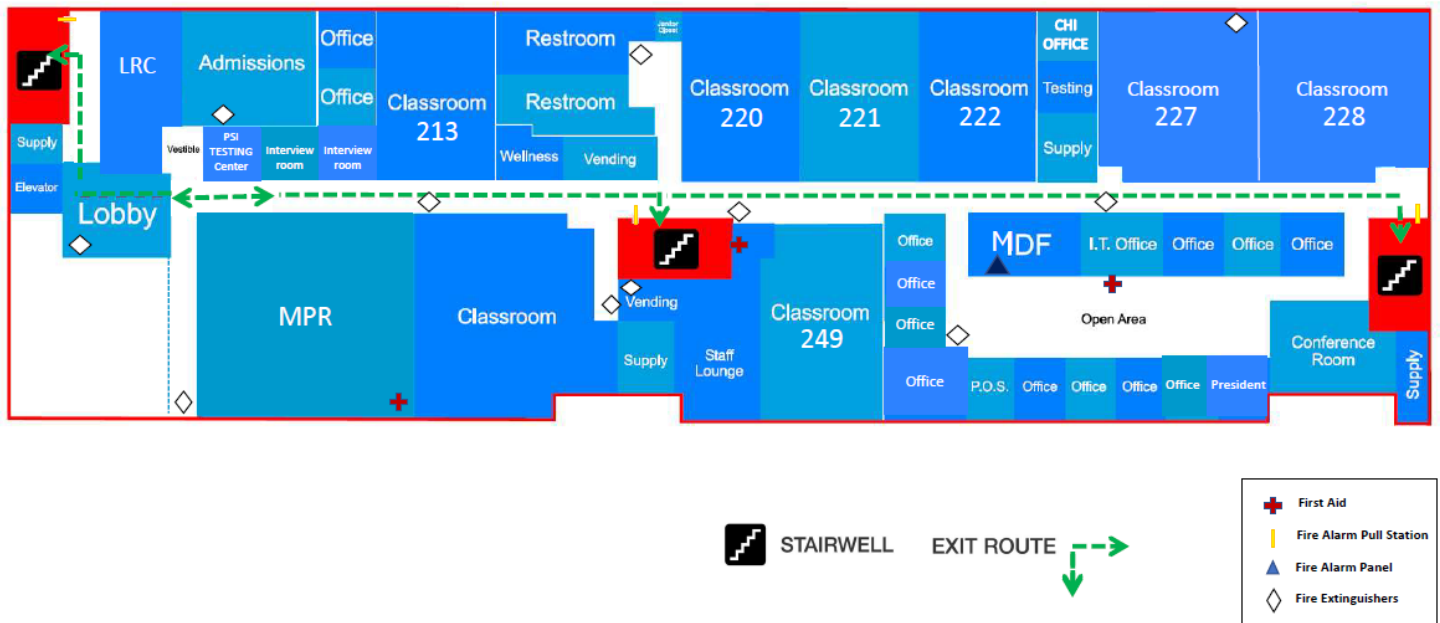
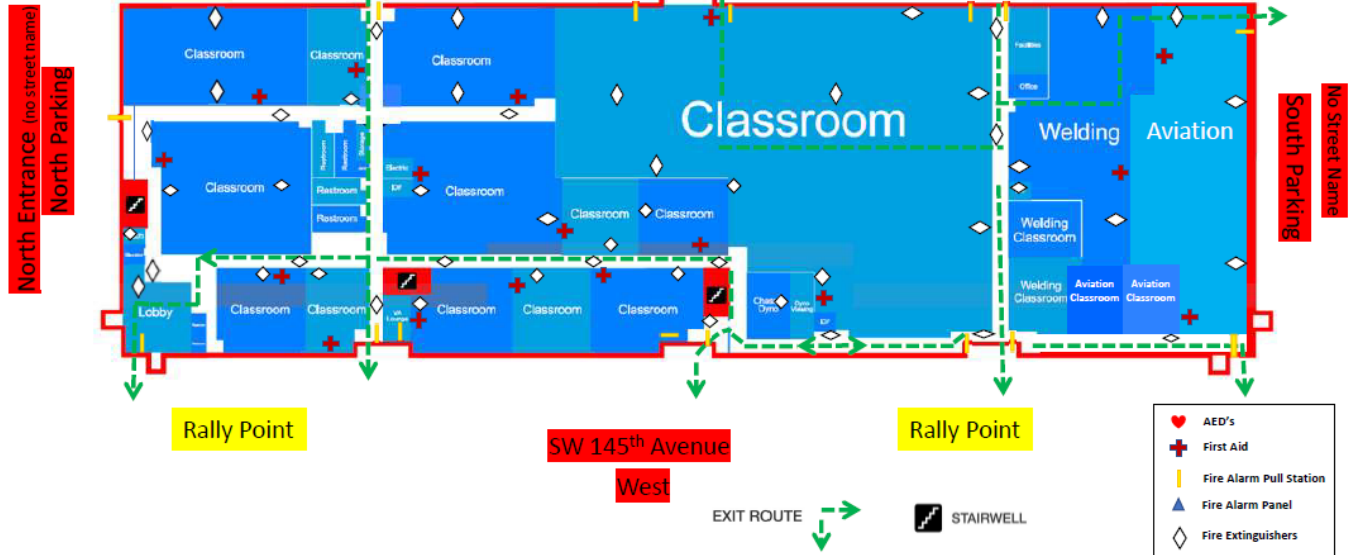
**Students' Parking**

**Visitors' Parking**

**EMERGENCY EVACUATION MAP**  
2601 SW 145TH AVE, MIRAMAR, FL 33027



Ground Level Evacuation Map (1<sup>st</sup> Floor)



## 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]



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

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 an **Inclement Weather Warning**, staff, students and visitors need to be prepared to follow the severe weather procedures.

- Use extreme caution around any electrical appliance or outlet 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 materials, 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 the Campus President or their designee.
- Once out of the building or area, do not reenter under any circumstances until it has been cleared for reentry by the EMT or Campus President.

#### 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.

Once in location, cover your head to protect against flying debris and glass. Assist those who are in need of additional assistance. Do not seek shelter in large lab areas. Remain calm so you can hear verbal instructions. Report all injuries immediately. DO NOT leave the facility until the storms have passed and an “All Clear” message has been communicated. Once an “All Clear” message has been given to exit the building, be aware of down power lines, debris and broken glass. Do not re-enter the building unless the Campus President or their designee has given approval. Follow instructions provided by emergency workers, law enforcement officials, or the Campus President or their designee. This may include roll call or head counts.

## Miramar Inclement Weather Procedures

To ensure the safety of students, staff, and visitors at the Miramar Campus has adopted an Inclement Weather procedure and drill process.

“Safe zones” are designated in class/labs rooms 112, 132, 143, and 144 as well as welding classrooms and aviation classrooms. These rooms have been selected based on proximity free of exterior windows and doors. Severe weather shelter signs are posted outside these rooms.

### Initiation Phase:

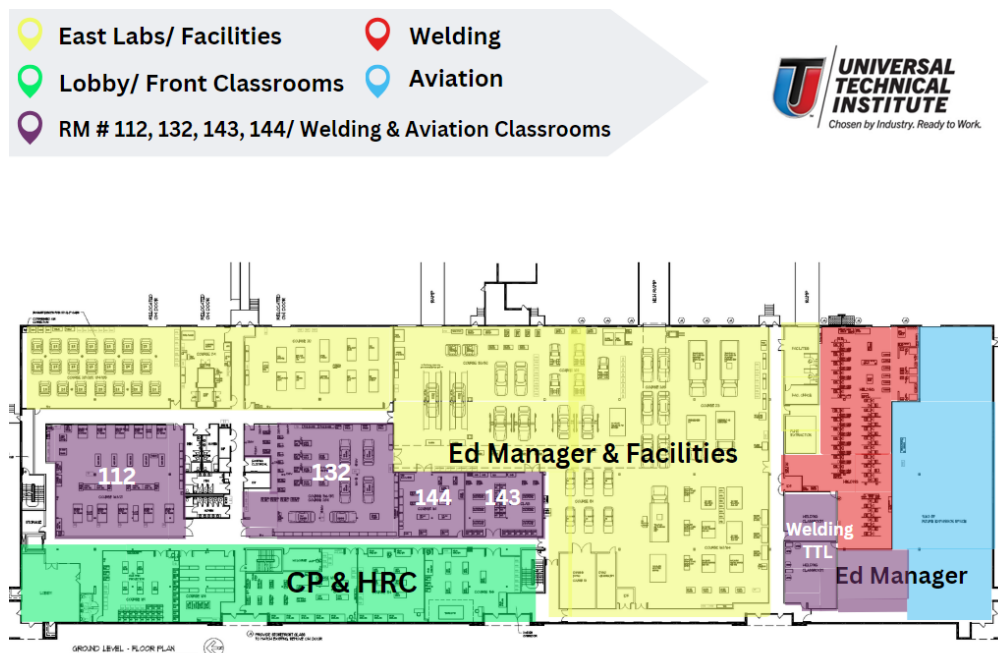
CP, HRC, and/or EM's will initiate severe weather protocol when necessary or when conducting drills. Staff members have been assigned roles by position and office location in the campus to “clear” areas and ensure other students, staff, and guests are in designated “safe zones”.

- TSA and LRC-S are designated to clear mezzanine.
- EM's and FM are designated to clear the east end of the building from the clip car lab to facilities office.
- Welding instructors (TTL, Welding) are designated to clear welding area.
- Aviation instructors are designated to clear the aviation area.
- CP and HRC are designated to clear the west portion of the building from the lobby to the central stairwell.

### Termination Phase:

CP, HRC, and EM's will do a walkthrough to release students and staff to normal activities to provide further information in the event of a real information.

Campus Safe Zones – Classrooms: #112, 132, 144, 143, Welding, Aviation (Purple)



\*Campus Safe Zones – Classrooms (Purple)

## Appendix G

### Building Access

Miramar utilizes an Access Control System to secure the property and maximize the safety of the staff, students and visitors. All campus doors are locked and access is limited to those with security badge access. The lobby entrance is locked, and guests are let in by reception. A buzzer is installed at the front desk for entry and a panic button for emergencies.

#### Initiation Stage:

Every student and staff member are assigned a security badge by the Technology Support Administrator (TSA), Learning Resources Supervisor (LRC-S), or Facilities Manager (FM). Student and staff badge assignment is stored in the security software (S2). TSA, LRC-S, and FM will badge manage to cover in the event of vacation/illness.

#### Staff:

1. The Human Resources Coordinator (HRC) alerts the FM of new hires.
2. The FM gives new employees badges to the HRC.
3. The HRC issues the badge during onboarding.

#### Students:

1. The Director of Financial Aid (DFA) will provide the LRC-S a list of upcoming students for a start date the Friday prior to orientation.
2. On Monday prior to Orientation, the LRC-S will load the students into the security software and provide a roster with badge numbers.
  - a. Five extra badges will be created without a student assigned if unanticipated students either attend orientation or class.
3. Students are issued a badge at orientation by the LRC Supervisor.
  - a. Students will sign an acknowledgement of badge receipt, and the LRC-S will upload the acknowledgment into the appropriate folder in Teams organized by start date.
  - b. The LRC-S will ensure that the Badge Tracking Spreadsheet will be annotated.
  - c. Extra badges (for student no-shows) will be returned to the TSA the Wednesday after each start.

#### Shift Hours:

- ADIT 6:00am - 2:30pm
- WELD 6:00am - 10:30pm
- A&P 6:00am – 10:30pm
- HVACR 6:00am – 10:30pm
- BMW 12:00pm - 8:00pm
  - Badge will need re-programmed upon entry to BMW.

#### Termination Stage:

#### Staff:

1. HRC will collect the badge during the exit interview and return the badge to the FM who will disable the badge.

#### Students:

1. Graduation:
  - a. The Student/Career Services Advisor will collect the badge from the student while completing the Exit Checklist and return the badge to the LRC-S who will disable the badge.
  - b. The LRC-S will update the badge tracking spreadsheet and add the badge back into circulation. Badge Tracking
2. Leave of Absence (LOA), Suspension, Withdraw:
  - a. If student is present at the termination phase:
    - i. The SCSA will collect the badge and return the badge to the LRC-S who will disable the badge.



- b.If the student is not present at the termination stage:
  - i. The SCSA will email the LRC-S with the student information and the LRC-S will disable the badge.
- c. The LRC-S will update the badge tracking spreadsheet and add the badge back into circulation.

#### Replacement Stage:

In the event a new badge is requested due to damage, misplacement, or lost badge, students must be directed to the COS.

- 1.The COS will charge the student a \$25 replacement fee.
- 2.Students must show the receipt to LRC-S to issue a new badge.
3. LRC-S will assign a badge to the student and update the badge tracking spreadsheet.

## 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?***

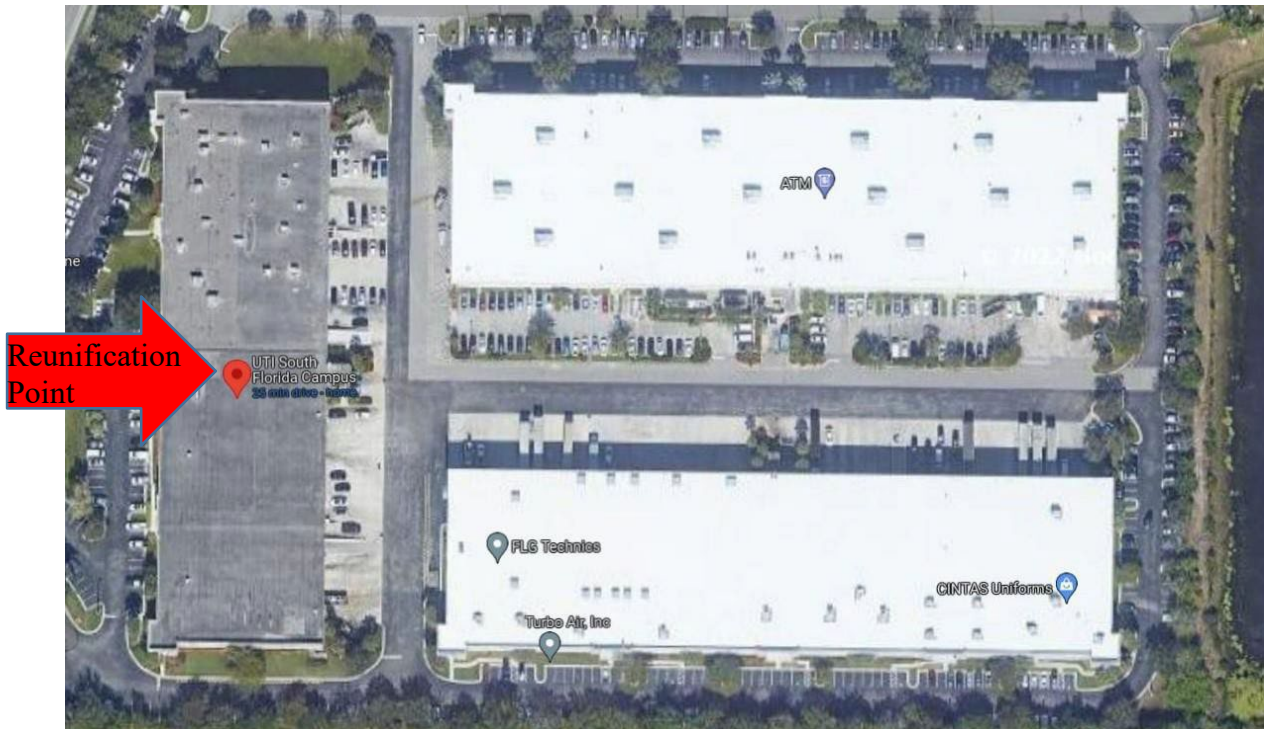
*Staying in a danger area could expose you to the danger eventually, when taking the opportunity to exit the area removes the possibility. Should you be located, already engaging in the use of movement, and gaining distance makes you a much harder target than just staying passive and static.*

***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 Miramar 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.



## 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.