

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

### **Emergency Management Plan Appendix – UTI Mooresville**

220 Byers Creek Road  
Mooresville, NC 28117  
Phone: 704-658-1950  
Fax: 704-658-1952  
Toll Free: 866-316-2722

#### Appendix A

<b>Emergency Management Team Contacts</b>	
<i>TITLE</i>	<i>PHONE NUMBER</i>
Campus President	610-646-8301
Director of Education/Operations	704-658-2162
Facilities Director	704-658-2180
Student Services Director	704-658-2139

#### Appendix B

<b>Community Emergency Contacts</b>		
Emergency	<b>9-1-1</b>	
Non-Emergency Mooresville Police Department	704-664-3311	<a href="http://www.mooresvillenc.gov">www.mooresvillenc.gov</a>
Non-Emergency Mooresville Fire Department	704-664-1338	
Duke Power [Electric]	800-777-9898	
PSNC Energy [Gas]	877-886-2427	
Town of Mooresville Water/Utilities [Water]	704-664-3705	
Iredell County Health Department	704-664-5281	
Hospital- Lake Norman Regional Medical Center	704-660-4000	
Urgent Care –Iredell Occupational Medicine	980-444-2630	
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 – North Carolina	877-623-6748	
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>		
UTI IT Service Desk	866-435-7619	

When necessary, outreach to governmental or other emergency agencies is the responsibility of the Facilities Director, and/or his/her 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, Notification & Safety Devices**

#### **PA System**

UTI 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.

#### **SOS BUTTON**



All employee PC Desktops are equipped with an SOS Button for added security measures. In the event of an emergency, click on the SOS Button on your Desktop and choose either the HELP Button or the SOS Button. You can type a message and click send or just click send to transmit.



**HELP Button** will contact all Education Managers on their mobile phones.

**SOS Button** will contact all Department Heads on their mobile phones.



**Silent Alarm/Panic Switch** 13 designated switches are located throughout Administration and Education offices, instant Police alert when activated.



**Door Lock/Panic Switch** located at main Reception Desk. Locks all 7 double glass entry/exit doors when activated.

## Appendix D

### **Emergency Evacuation Procedures**

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students.



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 utiworldwide 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

Use extreme caution around any electrical appliances or outlets 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 material, 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 his/her 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.

#### Snow or Ice Storms

When weather conditions exist such that there is actual or predicted snow and/or ice, the Campus President or his/her 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 his/her designee will communicate any cancellations or postponements through Everbridge, uti.edu and local media outlets.

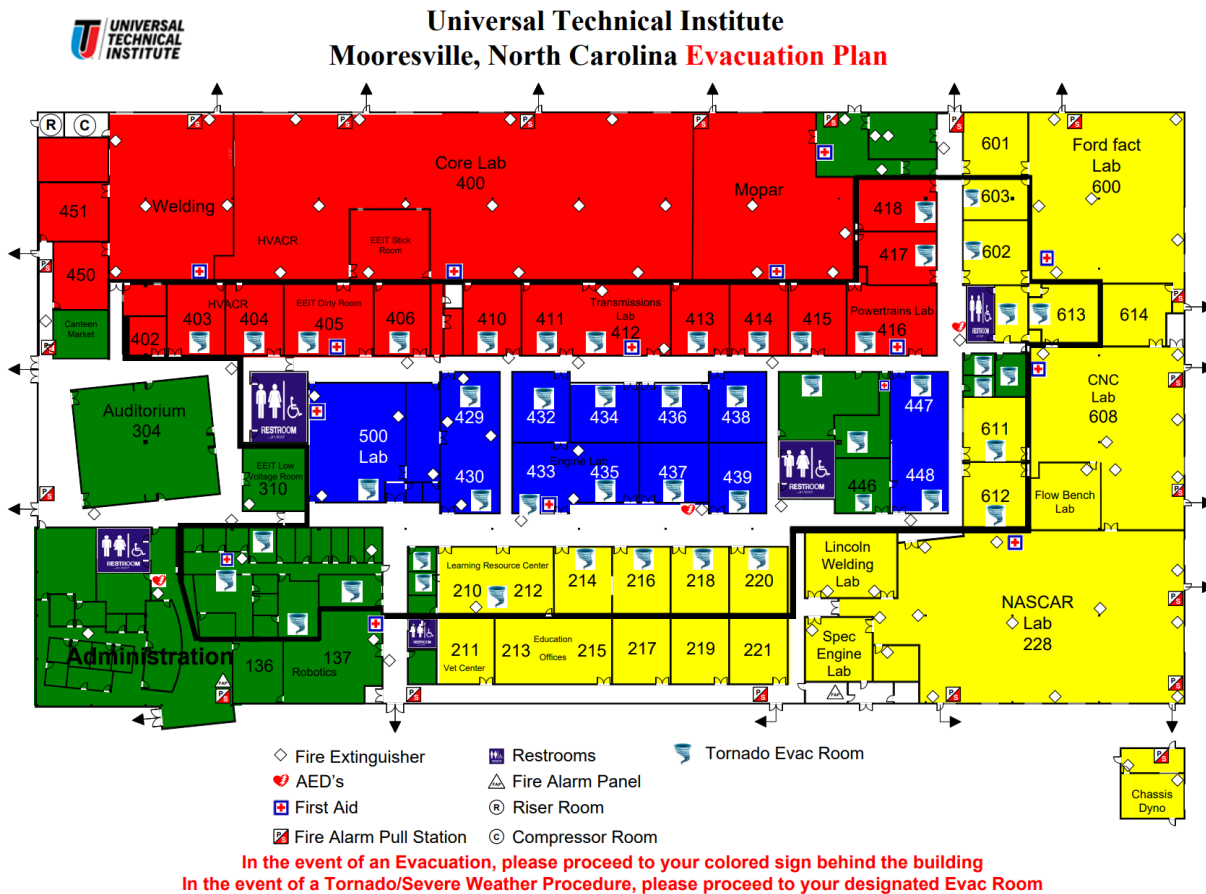
Facilities will work to remove the snow and/or ice and take other appropriate steps to prepare the location for safe travel on the campus.

#### Tornado /High Winds

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.

When directed by PA announcement and/or Everbridge notification, please proceed to the following designated rooms to shelter in place. If you are in a room identified as “SAFE” on the building map above [Evacuation Plan maps are posted in each classroom/lab] then remain where you are. Otherwise, proceed to the designated Evacuation Room:



Room 450/451 proceed to Room 405  
Room 211/213 proceed to Room 210/212  
Room 215 proceed to Room 214  
Room 217 proceed to Room 216  
Room 219 proceed to Room 218  
Room 221 proceed to Room 220  
Room 601 proceed to Room 603  
Room 614 proceed to Room 613  
Conference Room proceed to 500 Lab

All Accounting remain in Accounting Office  
CHS proceed to 500 Lab  
All Student Services proceed to SSD Office  
All Financial Aid proceed to FAD Office  
All Career Services proceed to CSD Office  
IT proceed to IT Work Room  
Facilities/Receiving proceed to FD Office  
All Admissions/Admin proceed to 500 Lab  
Robotics proceed to 500 Lab

Once at these locations, cover your head with a sweater, jacket, or any other clothing to protect against flying debris and glass. In addition.

- Assist those in wheelchairs, on crutches, visitors and whoever else may need assistance.
- Do not seek shelter in large lab areas.
- Stay indoors, interior building locations, 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 facility until the storms have passed and an “All-Clear” message has been communicated.
- Once an “All-Clear” has been given to exit the building, be aware of downed power lines, debris and broken glass.
- Follow the instructions provided by emergency workers, law enforcement officials, or the Campus President or his/her Designee. This may include roll call or head counts.
- Never re-enter the campus unless given approval from a senior member of the campus management team or local officials.

## Appendix G

### Building Access

UTI utilizes an Access Control System to secure our property and maximize the safety of our Staff, Students and Visitors. Employee’s with Alarm Access will be granted 24/7 Access Cards. All other employee’s will be granted Access Cards from 5:30am – 9:00pm M-F.

Normal Operating Schedule is as follows:

Student Entrances on West and North ends of the Building

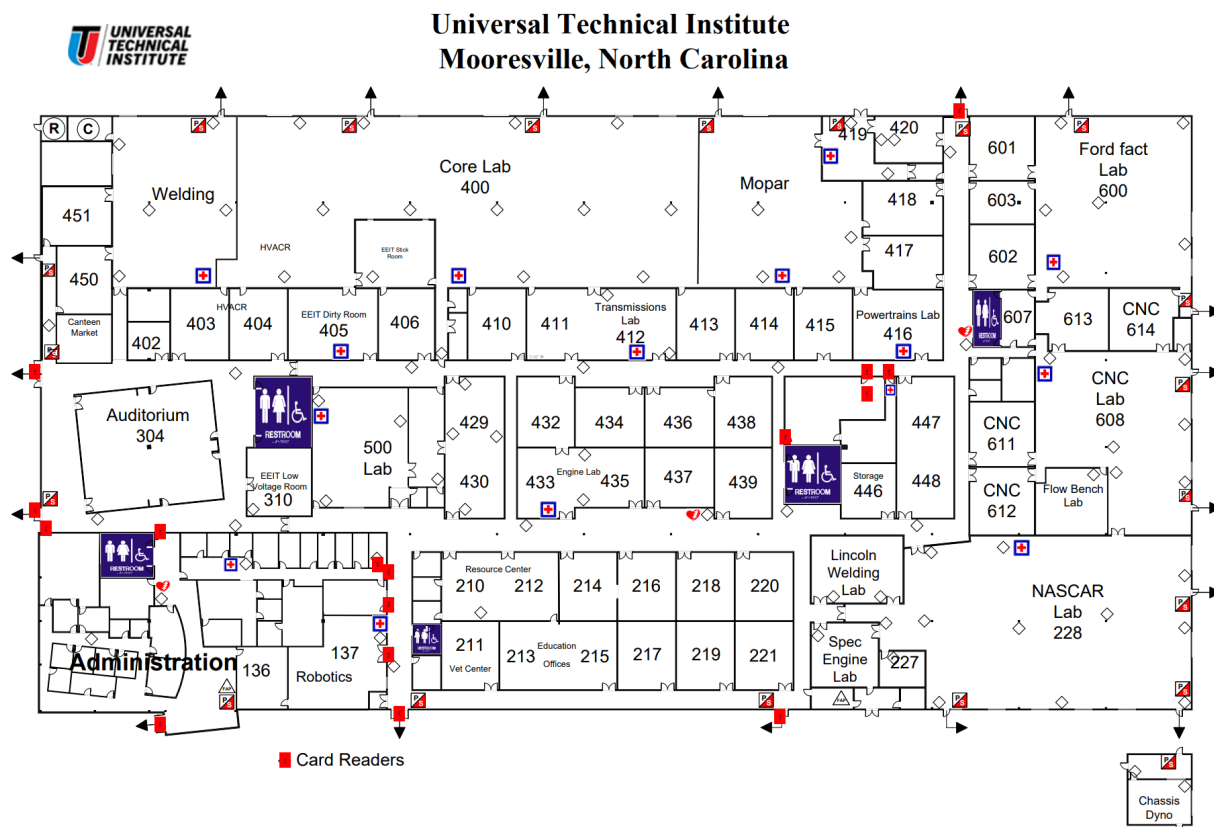
Door Schedules	
Rear/Ford Entrance	Student Commons Entrance
6:15 AM – 6:45 AM	7:00 AM – 7:45 AM
12:00 PM – 12:45 PM	11:30 AM – 12:15 PM
1:30 PM – 2:15 PM	



Outside of the schedule hours, students will need to request entry by using the Video Door Station located at the Rear/Student Commons Entrance. Master Station w/Display Screen is

located in the Resource Center. Access times and control system utilization are subject to change.

## CARD READERS



## 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 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.*

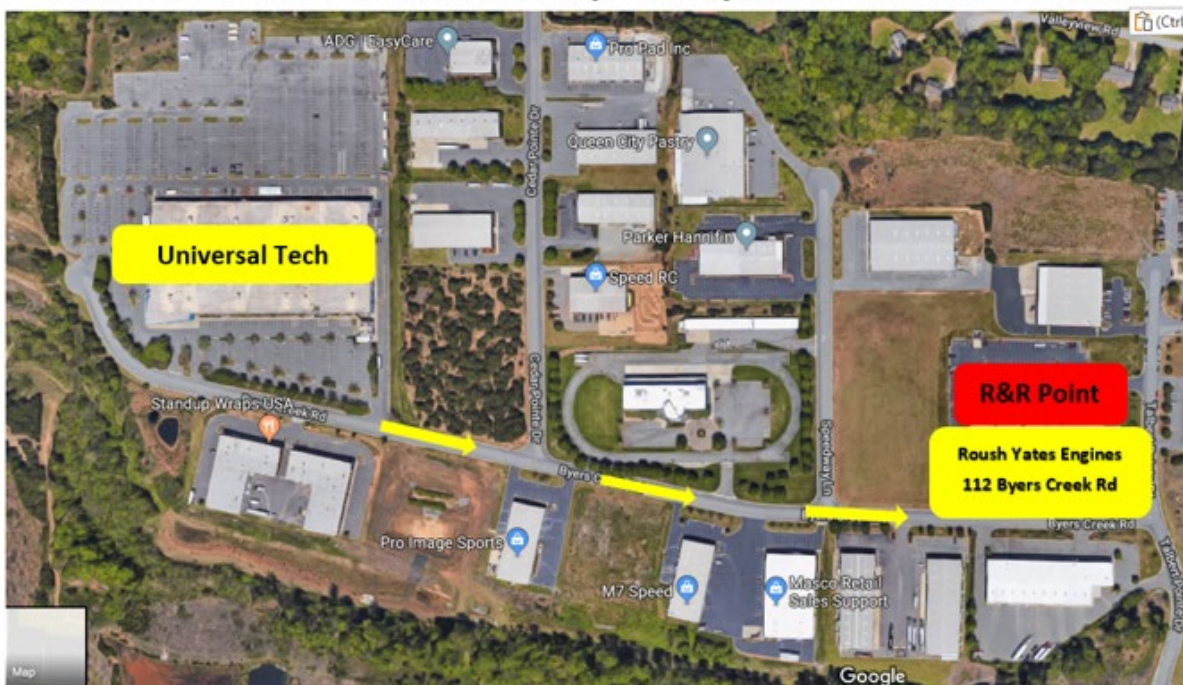
***UTI will never run “surprise” active shooter drills – all drills will be preceded with notification that this is a DRILL.***

## Appendix I

### Evacuation Route and Reunification Plan

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

#### Armed Intruder Evacuation Map – Rally & Reunification Point



## 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.