

UNIVERSAL TECHNICAL INSTITUTE, INC.

Emergency Management Plan Appendix – Rancho

9494 Haven Ave
Rancho Cucamonga, CA 91730

Phone: 909-484-1929
Fax: 909-510-0646
Toll Free: 888-692-7800

Appendix A

Emergency Management Team Contacts	
<i>TITLE</i>	<i>PHONE NUMBER</i>
Campus President	909-510-6464
Director of Education	909-510-6464
Facilities Director	909-510-6478
Student Services Director	909-758-4002

Appendix B

Community Emergency Contacts		
Emergency	9-1-1	
Non-Emergency Police Department	909-477-2800	
Non-Emergency Fire Department	909-477-2770	
Southern California Edison [Electric]	800-950-2356	
The Gas Company [Gas]	800-427-2200	
Water/Utilities [Water]	909-987-2591	
County Health Department	800-722-4777	
Hospital – San Antonio Hospital	909-985-2811	
Urgent Care – Concentra	909-481-7345	
OSHA	800-321-6742	www.osha.gov
EPA Spills and Emergencies	404-562-8700	cepacomm@calepa.ca.gov
EPA State Agency – CUPA	909-386-8425	cepacomm@calepa.ca.gov
Safety Data Sheets		msdsonline.com
Poison Control Center	800-222-1222	www.aapcc.org
Centers for Disease Control	800-232-4636	www.cdc.gov
Homeland Security		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.

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. NO ONE is allowed to re-enter the facility unless emergency personnel or the Campus President or their Designee give approval to do so. Under no circumstances are elevators to be used to evacuate the premise.

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.

EMERGENCY PROCEDURES

FIRE

- Exit building as outlined from your location. Instructors take roll sheets.
- Meet in your designated area at the back of the parking lot.
- Assemble your class/group and take roll.
- Indicate all are accounted for to safety personnel or manager.
- Remain in this location until the all clear signal is given. All clear will be announced through intercom system and/or first responder radio.

EARTHQUAKE

- If you are inside, remain indoors, stay away from windows.
- Take cover under a table if possible, crouch with your face down and hands covering your neck.
- If you are outside, get into an open area and stay clear of buildings, power lines or anything else that can fall.
- Once shaking has stopped and when it is safe to do so, report to a designated area at the back of the parking lot like in fire drill.

NEARBY EXTERNAL THREAT / BUILDING LOCKDOWN

In the case of a nearby threat the building will be secured and egress limited by going into a Building Lockdown.

- Instructors will lock classroom and exterior garage/overhead/bay doors.
- Clear the hallways, restrooms, vending areas and other rooms, which cannot be secured.
- Pull the window blinds and keep away from the windows.
- Normal levels of work and classroom activities should be maintained, communicating and adjusting to any escalating outside circumstances.
- Move about the facility on announcement only.
- Campus President or his/her designee will announce the "all clear".

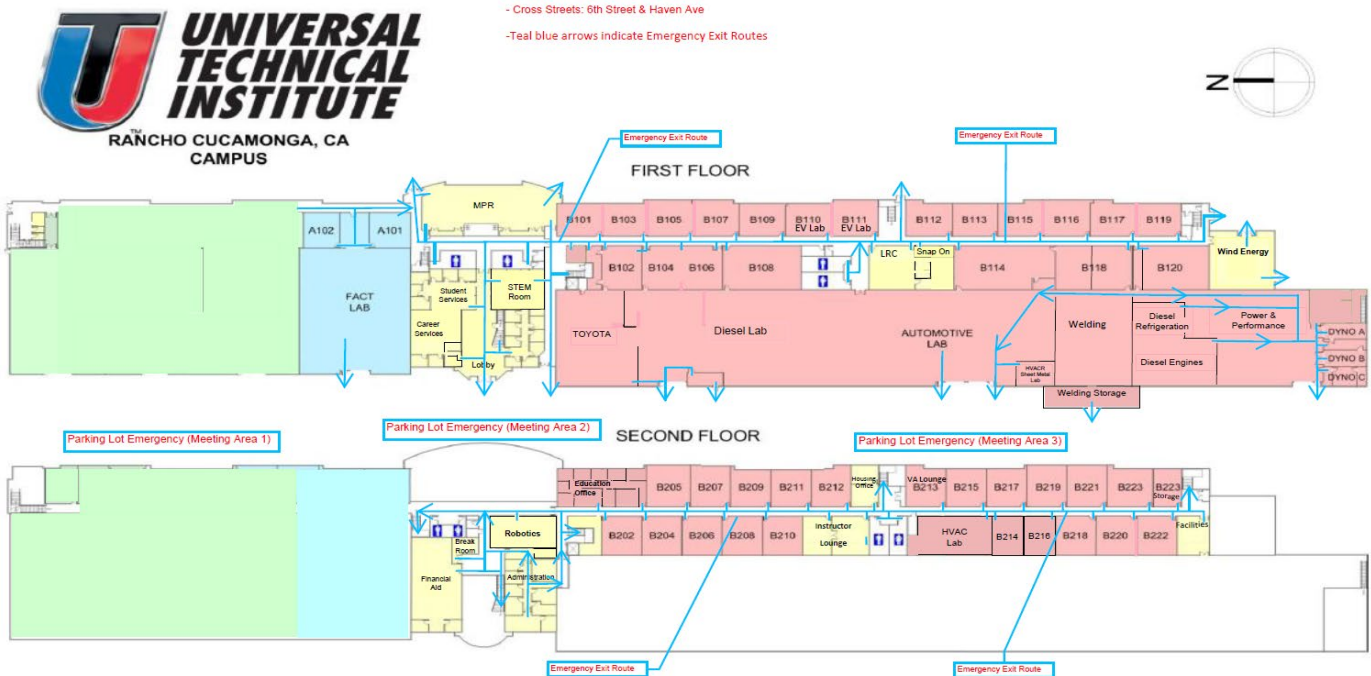
ALICE PROTOCOLS – ARMED INTRUDER

ALERT – Initial Alert may be gunshot, PA announcement, etc.
LOCKDOWN – If Evacuation is not a safe option, barricade entry points. Prepare to *Evacuate* or *Counter* if needed.

INFORM – Communicate real time information on shooter location. Use clear and direct language using any communication means possible. Do not use "code words".

COUNTER – As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects or swarm shooter.

EVACUATE – Run from danger when safe to do so using non-traditional exits if necessary. Rally points should be predetermined.
 *ALICE is not designed to be sequential. *Always call 911 when it is safe to do so.



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

Earthquakes/Aftershocks

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. Evacuation response for earthquakes is the same as documented for fires and events that would require evacuation of the campus.

After the earthquake, the **Campus President** and their **management team** assess the buildings and area for safety issues and provide updates to the campus community.

Fire Season

During Fire Season, local fire 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 **Fire Warning**, staff students and visitors need to be prepared to follow the Fire evacuation procedures.

Appendix G

Building Access

Instructors, staff, and students are required to wear their ID badge through the building and have access to the building during regular hours of operation. Visitors to the Ranch campus are required to check-in at the main lobby.

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.

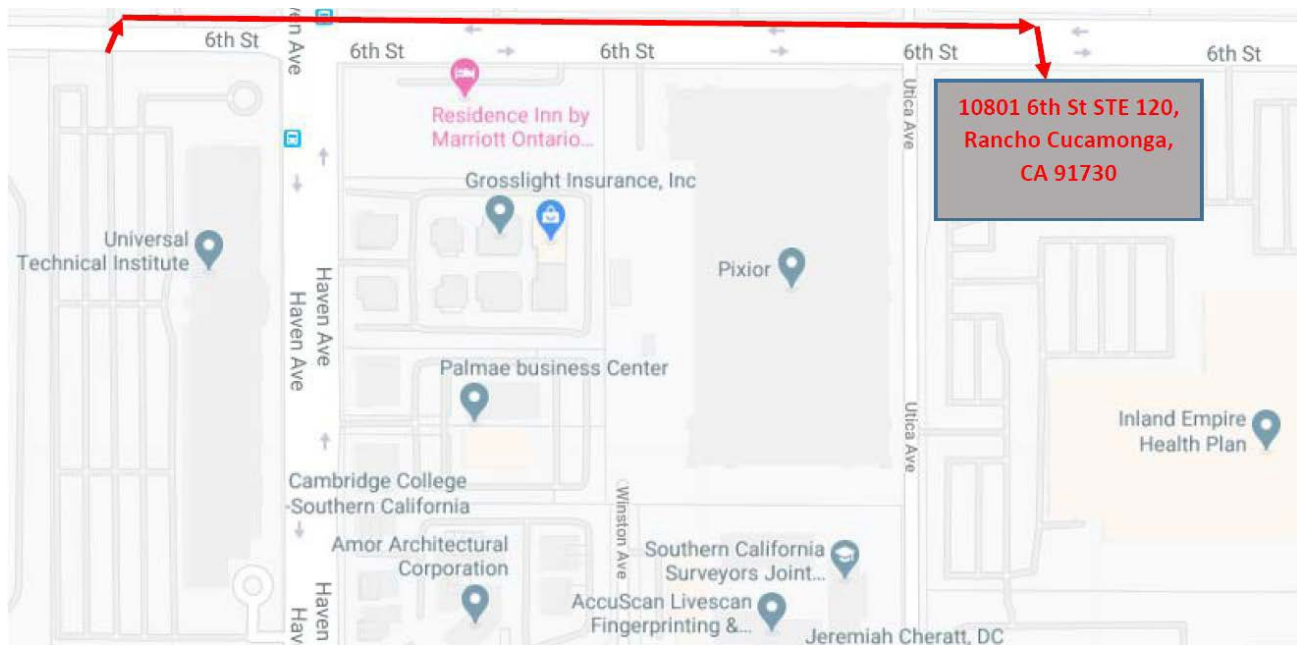
UTI will never run "surprise" active shooter drills – all drills will be preceded with notification that this is a DRILL.

Appendix I

Evacuation Route and Reunification Plan

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

Employees in emergency evacuation situations, should use reunification point of the Inland Empire Health Plan parking lot (10801 6th St. STE 120, Rancho Cucamonga, CA 91730). The parking lot is located on the southeast corner of 6th street and Utica Ave.



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.