

EMERGENCY MANAGEMENT PLAN

For Students



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Statement of Intent

Universal Technical Institute, Inc. (UTI) is committed to providing a safe campus environment. The Company realizes that crises or critical incidences may occur within the campus community and an effective and timely response is critical to mitigate the effects of the incident.

The Company has developed an EMERGENCY MANAGMENT PLAN (EMP) and location specific Emergency Management Teams (EMT) consisting of the Campus President and staff, to respond to the needs of the campus community and broader community during and after the occurrence of a critical situation.

Creating a culture of preparedness is a team effort involving staff, instructors, and students. Ultimately everyone is responsible for their own personal safety, but by working together to understand and practice appropriate safety procedures, in times of critical incidences, all UTI campuses will become safer places to work, study, learn, and enjoy.



Jerome Grant, Chief Executive Officer

Purpose

The EMERGENCY MANAGMENT PLAN (EMP) is intended to provide guidance for managing emergencies of magnitude that could cause disruption of normal operations of UTI campuses. These basic emergency procedures are designed to protect lives and property through effective use of UTI and community resources. The EMP is intended to communicate policies and procedures for staff and students to follow in an emergency situation.

It is to serve as a guide for UTI campuses, staff, visitors, students, and community members to address a wide range of potential crises. EMP procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Accessing the Plan

The EMP and location specific appendices are available for employees to review and/or print from the Inside Track. Students can access EMP information on the uti.edu website and may request printed versions through Student Services.

The EMP location specific appendices, evacuation procedure records and test records are maintained by the Facilities Department under the office and responsibility of the Facilities Manager or Director. UTI has also established an Injury and Illness Prevention Program (employee safety manual) containing safety rules and policies to be always observed by employees.

Employees may access the IIPP on-line, housed on Inside Track. It is the employee's responsibility to read and adhere to the safety rules and policies contained within. The safety rules found in the IIPP are considered the minimum standard for all employees.

Emergency Management Team:

Each campus/location shall form an Emergency Management Team [EMT]. The goals of the EMT are as follows:

1. To report, confirm and/or coordinate the campus' response to critical incidents involving staff and students while paying special attention to the safety and security needs of all members of the campus community,
2. To offer guidance and appropriate support to members of the campus community,
3. To use critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all those touched by an event.

The EMT shall meet at least semi-annually to review procedures, and at least once per year to discuss and update the EMERGENCY MANAGEMENT PLAN – location specific appendices. The team will also conduct post-incident meetings to evaluate the effectiveness of the crisis management procedures. The EMT has also made provisions for back-up/substitute responders in an emergency situation. The EMT typically encompasses representation from a variety of business units comprised of staff members from the following departments:

- Leadership
- Administration
- Facilities
- Human Resources
- Education
- Student Services

Initiating the EMT Response:

Any member of the UTI campus, staff or student body, upon learning of any emergency from any source should immediately communicate such information to the local authorities or police department and the Campus President and/or their designee. Never assume that the local law enforcement agency has already been contacted and know about the emergency. As much information as possible should be communicated to the law enforcement agency including:

- The nature of the emergency.
- The specific location of the emergency.
- How information was received.
- The time the information was received

Critical Incident Classification:

Each emergency situation requires a specific response in terms of needed resources and proper procedures. The EMP addresses each type of emergency on a case-by-case basis (which may include but are not limited to: fire; hazardous materials; tornado/severe weather; earthquake; perimeter lockdown procedures; violent intruder/active shooter; civil unrest/disturbance/rioting; assault; weapons; hostage; bomb threat; explosion; terrorist; outbreak of an applicable communicable disease; suicide) however, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day, night, weekend, or holiday, with little or no warning;
- The succession of events in an emergency or disaster is not predictable; therefore, the EMERGENCY MANAGEMENT PLAN shall be used only as a guide and a checklist. Each campus shall modify it to meet the requirements of an emergency at their site.
- Community-wide disasters may affect the entire community where the campus is located. As such, local and county emergency services may not be available to assist; particularly for the first day or two. The more severe the disaster, the more likely UTI campuses may be left on their own.

The following are factors in determining, case-by-case, the classification of risk and identifying, in the judgment of UTI, those issues which warrant an alert message.

- The nature of the situation
- The scope
- The continuing danger to the UTI or larger community
- The possible risk of compromising local authority efforts related to the issue
- Determining the content and direction of any emergency notification

The classification of critical incidents that could occur at any UTI campus is as follows:

ISOLATED CRITICAL INCIDENT

An isolated critical incident is defined as an occurrence impacting only a small part of the campus community or physical property. It does not affect the overall functioning capacity of the campus. Examples include, but are not limited to:

- Illness of a campus community member
- Small, localized fire
- Isolated power outage

Even though an isolated incident may be considered small or insignificant, it is by no means to be taken lightly. Immediate attention must be given to mitigate the situation as quickly as possible.

Upon the occurrence of an isolated critical incident, the priority is the safety of all individuals involved. This would include the safety of the individuals directly involved by the incident as well as the safety of those within the area. An isolated critical incident may not require the intervention of the EMT as a whole; however, selected members of the team may be involved, as necessary.

MAJOR CRITICAL INCIDENT

A major critical incident is defined as a serious emergency which completely disrupts one or more operations at the campus. Examples include, but are not limited to the following:

- Major fire
- Civil disturbance
- Widespread power outage

DISASTER

A disaster is defined as a campus or municipal-wide emergency which seriously impairs or halts the operations of the UTI campus. Examples include a damaging tornado or a hurricane. Outside emergency services would be essential but may not always be immediately available. Major policy considerations and decisions would be required and the EMT would be activated.

TEMPORARY BUSINESS SHUTDOWN

In response to a major critical incident, natural disaster or governmental orders, UTI may be required to temporarily suspend operations. Campus Emergency Management Teams in coordination with Corporate Office would respond by appointing leadership team to oversee processes and make critical decisions, identify key personnel with expertise necessary for shutdown and start up, and create working committees to address impact and options for Academic progression for student population, core operating functions, communication plan for employees, students and OEM partners, physical security of premises. EMT and/or committees would also be tasked with the requirements and safety protocols for resuming operations.

Notification Content and Scope:

Upon the EMT confirming and classifying a critical incident, UTI will without delay, and in taking in to account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of a responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Campus Notification Methods:

Notifications may consist of, but are not limited to the venues cited below:

Technology alerts to campus personnel and students utilizing the Everbridge Mass Notification system, which includes email notifications, text messages, recorded and/or customized messages to phone or other devices; sirens; public announcement system; company social media or other company web pages.

Visual alerts – news releases; posting alerts on web sites used by the UTI community; hard copy literature or postings on front doors, bulletin boards, campus centers, etc.

Direct contact notifications – in-person classroom notifications; phone calls; text blast, media releases

Notifications to the Civil and UTI Communities:

UTI communicates and partners with the civil community regarding prevention and any applicable updates such as drills or testing procedures as appropriate through various means which may include: Neighborhood Block Watch Club participation, soliciting and storing records of community telephone and electronic contact information in order to launch technological communications if needed as well as through means of sending hard-copy flyers or letters to circulate information.

The community may also include appropriate communications to the UTI community and/or guardians or parents of students through means of the student database in forums as listed above.

In the case of the EMERGENCY MANAGEMENT PLAN notification being activated, UTI may use these and other community resources, in partnership and under the guidance of local authorities, to notify the community of any critical incident or necessary direction/updates to ensure safety.

Public service announcements or formal updates/communications, which may include but is not limited to radio, television or press releases -- to the community are provided through UTI Corporate Communications Department via the Director External Communications, a designee (including but not limited to the Campus President) or the Legal Department.

Public service announcements or formal updates/communications to the UTI community are provided through either a Campus President, VP of Regional Operations, Senior Vice President of Campus Operations, UTI Corporate Communications Department or the Legal Department.

Notifying/Partnership with Local Authorities:

UTI locations have varying relationships with City Council, Community Relations Officers and/or local emergency authorities or agencies. These relationships partner in prevention, the reviewing of testing escape or other emergency procedures; as well as having an on-site presence for necessary campus activity/outreach events. Further UTI's relationship with local authorities' request of those authorities to keep applicable UTI campuses abreast of any safety or critical incident/hazard issues of which they have knowledge and would be in the best interest of the campus to be aware of and/or respond to.

In the case of a drill, a designee from the EMT may provide such local authorities notification of such. In the case of a critical incident or emergency, UTI staff or students are empowered to call 9-1-1 and notify local authorities. A designee from the EMT will also call in the critical incident or emergency to the local authorities to report information and/or confirm that emergency response is in action. The Facilities Director, or a designee, will be the point-person to the local authorities to coordinate on-site response during a critical incident.

People Requiring Additional/Special Assistance

People who have certain disabilities or impairments (specifically including, but not limited to, those limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform Human Resources to make requests for disability accommodations, and/or, classmates, co-workers, friends, faculty, and supervisors, of what special assistance they may require to receive effective emergency communications notices and to respond to emergency situations, so that interactive, advance planning can be done to see that such individuals receive emergency communications and to provide special or additional assistance in an emergency.

In an emergency situation, all members of the campus community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the campus community should report to campus personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated.

Training and the Testing of Procedures:

To ensure effective and timely execution of school emergency plans, staff must be trained in emergency response procedures. Drills and exercises are essential parts of emergency planning. They provide a real test of staff and student awareness and the plan's effectiveness. Exercises are more effective if they vary throughout the year. A point is made to change the times and/or block the test routes for fire drill evacuation. There is also every attempt to include a hazardous material scenario in a fire drill or host a community emergency response drill using a school emergency scenario. Plans, procedures, and training should be updated annually based on the results of these drills.

UTI ensures:

- Procedures to review the written Emergency Evacuation Plan and test emergency response and evacuation procedures on an annual basis as minimum. This includes announced and unannounced tests. This also includes procedures to test the process for accounting for staff and students following emergency escape.
- Procedures to document the execution of the exercise including:
 - The date, time, drill or emergency response type, status as to if announced or unannounced, etc.
 - Documentation should also identify any partnerships in testing with local authorities; any learnings or opportunities discovered as a result, and an action plan on preparedness to improve going forward.
- Procedures to train staff and students concerning emergency response. This may include:
 - Proactive safety information or essential topics through means of person-to-person coaching; email; in-person lecture; intranet/internet; town-hall (all employee) meetings; hard copy literature or postings; campus safety tours (training on emergency escape procedures and route assignments)
 - Web-based training
 - System and procedures tests/Drills
 - Training as to how to report a hazard, risk, incident or injury

Enforcements:

It is the responsibility of all UTI employees to ensure they perform their work safely. Employees should report all safety concerns and unsafe conditions to the appropriate supervisor or Human Resources representative immediately. This includes but is not limited to all work-related injuries and illnesses, regardless of the degree of severity.

Decisions regarding employees should always be guided by UTI's commitment to safety. Employee safety will not be compromised. Disregard of UTI safety rules and procedures may result in disciplinary action, up to and including employment termination.

Critical Incidents

UTI plans and prepares for a variety of critical incidents, ensuring that all instructors, staff, and student know how to respond if an emergency situation should arise.

FIRE

Our facilities are equipped with fire extinguishers, various alarms, fire-suppression equipment, and sprinkler systems (may include the use of strobe lights). Equipment is tested on a regular frequency and evacuations/fire drills are completed on an annual basis (locations may elect to conduct fire drills with greater frequency).

Staff and students need to familiarize themselves with the quickest evacuation route from their normal work/class/lab area and look for alternate routes, should the quickest route become inaccessible due fire/smoke etc.

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

- Smoke detectors may activate fire alarm.
- Activate the nearest fire alarm pull station.
- Call 9-1-1.
- Exit the building per the campus emergency evacuation routes and procedures.
- Do not block or prop open fire doors. In a fire situation, closed doors provide you with protection and time to exit safely.
- Feel door from top to bottom. If it is hot, do not proceed; go back.
- If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- Avoid smoke-filled areas. If you are caught in smoke or heat, stay low to the ground where the air quality is better. Take short breaths through your nose until you reach safety.
- If the nearest stairwell or exit is blocked by fire, heat, or smoke, go to another exit.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- Contact the EMT, Campus President or designee as soon as feasible.
- Staff, students, visitors, and all others present at the site shall immediately evacuate the building per the posted emergency evacuation routes.
- Head counts shall be conducted, and missing persons shall be noted.
- 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 premises in the event of a fire.
- If a pull station does not exist or is inoperable, notify the EMT of the situation and a public address announcement to evacuate the building will be made.

HAZARDOUS MATERIALS

A hazardous materials incident may be a spill or release of chemicals, or biological materials that could endanger people or the environment. Simple spills that can be managed by the user and do not endanger people or the environment can be cleaned up by an individual who has been trained and do not constitute an emergency situation for purposes of this Plan.

If a chemical spill occurs within the campus:

Make the spill known to Education and Facilities

- Do not walk into or touch any spilled materials.
- If it can be done safely, isolate the area by closing doors and windows.
- Deploy spill response kits if applicable.
- Stop the leak from entering storm sewers.
- Retrieve and review a Safety Data Sheet (SDS) See Appendix E for accessing online SDS
- Follow, to the extent possible, the instructions on the SDS
- Seal off the area of the spill and close all doors in close proximity to the leak/spill.
- If the spill poses an immediate threat to life and health, immediately vacate the area of the spill and Call 9-1-1.
- Notify the EMT and Campus President as soon as is feasible
- Evacuate the area of the spill or the facility. This will be dictated by the size of the spill and the product spilled.
- If 9-1-1 is called, follow instructions of the response team.
- Seek medical help as necessary.
- Resume normal operations once professional responders, the Campus President, or designee, announce the “all clear” sign.

EXPLOSION

An explosion is defined in this guide as the uncontrolled release of energy from any source. This could be chemical energy (a gasoline explosion), or a stored energy explosion (compressed air in a tire, or other vessel). Explosions, by nature release a large amount of energy in a very short period of time. The largest concerns will be injuries and damage caused by high velocity fragments, secondary impacts and pressure waves.

- Call 9-1-1.
- Exit the building per the campus emergency evacuation routes and procedures.
- Staff, students, visitors, and all others present at the site shall immediately evacuate the building per the posted emergency evacuation routes.
- NO ONE is allowed to re-enter the facility unless emergency personnel or the Campus President or their Designee give approval to do so.

Inclement Weather

EARTHQUAKE

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.
- Instructors are to conduct classroom head counts and report to the Campus President and/or their management team.

FLOODING

In the event of flooding

- Communication will come from the EMT or Campus President or designee. If, based on the severity of the flooding, there is any potential danger if you remain inside the building, evacuate the area.
- If it is safer to remain inside the building, shelter in place.
- Facilities personnel will assess and investigate the situation and take steps to mitigate the damage, remove the water, and perform repairs, as appropriate.
- Depending on the nature and degree of the flooding, other support agencies and resource units may be brought in for service or assistance.

HURRICANE

In locations where hurricanes, tropical storms/depressions pose a threat, the EMT will monitor/track storm activity and will communicate all applicable advisories. The Campus President or their designee will communicate any closures, cancellations or postponements to the campus community through Everbridge, UTI.edu, weather hotline number and/or local media outlets (tv/radio).

Campuses located in hurricane-prone areas have a dedicated Hurricane Preparedness and Response Annex.

[Link to annex] These campuses are required to use this annex when preparing for and responding to hurricane events.

SNOW or ICE STORMS

When weather conditions exist such that there is actual or predicted snow and/or ice, the Campus President or their designee will evaluate the conditions of the roads and walkways, among other things, and decide whether to postpone or cancel classes or any other activity due to the weather. The Campus President or their designee will communicate any cancellations or postponements to the campus community through Everbridge, UTI.edu, weather hotline number and/or local media outlets (tv/radio). Remember to stay in a warm, secure location, avoid traveling if you cannot do so safely and follow instructions from public safety and the Campus President.

Campus Facilities will work to remove the snow and/or ice and take other appropriate steps to prepare and protect the campus community and facilities from snow and/or ice.

TORNADO/SEVERE WEATHER

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 may be received by mobile notification, from

emergency broadcast radio and/or television announcements. The local community may also have a municipal-wide siren system.

When taking shelter for a tornado, all employees, students, and visitors shall move to the predetermined locations as identified in their site-specific Emergency Evacuation Plan.

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, and whoever else may need assistance.
- Do not seek shelter in large rooms.
- Stay indoors, 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.
- Once an all clear has been given to exit the building, beware of downed power lines, debris in parking lots and/or broken glass.
- Follow the instructions provided by emergency workers, law enforcement officials, or the Campus President or Designee. This may include head counts.
- Never re-enter the campus unless given approval from a senior member of the campus management team or local officials.

Violent Incidents

PERIMETER LOCKDOWN - NEARBY THREAT

The campus may receive notification of a potential threat outside of the building.

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

- The Campus President or designee will order and announce a **“PERIMETER LOCKDOWN”** include in the communication ***that there is no imminent threat; this is a precautionary measure in response to an external situation.*** Code words will not be used.

ACTIVE SHOOTER OR VIOLENT INTRUDER

An active shooter or violent intruder on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter or Violent Intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement officers. The Campus President or designee will be relieved by a law enforcement official to assume jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

FIGHT/DISTURBANCE

- Ensure the safety of staff and students first.
- Notify a member of the Management team and law enforcement. Work as a team, especially when separating participants.
- Do not let a crowd entice participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed.

- Education/ Student Services/Human Resources should address the event per UTI's Code of Conduct standards.
- Assess counseling needs of participants and witnesses.
- Remember that fights or disturbances may elevate to the level of Assault.

ASSAULT

- Ensure the safety of staff and students first.
- Notify law enforcement officials if circumstances lead you to believe that criminal activity is involved. For example, if a weapon is used; if a sexual assault has taken place; or if there is physical injury that causes substantial pain.
- If the victim requires medical attention, Call 9-1-1 and allow first responders to determine or address transport to the local clinic or hospital. Notify the Campus President or their designee.
- Seal off the area to preserve evidence and disperse onlookers.
- Never leave the victim alone.
- Document all activities witnessed by staff and other students.
- Assess counseling needs as necessary.

WEAPONS

Staff or students who are aware of a weapon on school property should immediately notify the Education Director and Campus President, or law enforcement.

- Provide the following information, if it is known:
 - Name of the person(s) suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
- Any other details which may prevent the suspect from hurting someone or him/herself.

If the suspect threatens you with the weapon, DO NOT try to disarm them. Back away with your hands up. STAY CALM.

HOSTAGE

If the hostage-taker is not aware of your presence, DO NOT INTERVENE!

- Notify the Campus President or their designee. This individual may wish to initiate lockdown procedures or a campus evacuation.
- Call 9-1-1. Give the dispatcher the details of the situation.
- Seal off the area near the hostage scene, ONLY if safe to do so.
- Local law enforcement will take control of the hostage scene. The Campus President or their designee will coordinate with police as necessary.

If taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible.
- Try not to panic.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage taker.

BOMB THREAT

Report all bomb threats and suspicious packages, mail or objects to the local Police Department by dialing 9-1-1. In the event of a bomb threat, the Campus President or their designee shall become the Evacuation Coordinator.

DEATH OF A STUDENT, INSTRUCTOR or STAFF

- Notify the Campus President or their designee immediately.
- Call 9-1-1
- Comply with all law enforcement procedures and requirements

PANDEMIC and DISEASES

A pandemic may affect multiple communities simultaneously. Individuals are urged to plan in advance based on campus and external agency guidance and instructions.

In case of world-wide health emergencies or alerts from agencies such as the World Health Organization and/or the Centers for Disease Control and Prevention, regarding infectious diseases that may be transmitted from person to person, UTI instructors, staff and students are expected to follow preventive measures to take to avoid or minimize the likelihood of spreading the infectious disease. All employees and students are urged to stay informed and to follow guidance issued by UTI and/or external agencies.

If an individual requires immediate medical attention as a result of a pandemic or infectious disease, call 911 or seek medical attention, as appropriate.