

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

7100 Highlands Parkway SE
 Smyrna, GA 30082

Phone: 470-972-2100
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Appendix A

Emergency Management Team Contacts	
Campus President	(470) 972-2101 ex 32101
Director of Education/Operations	(470) 972-2128 ex 32128
Facilities Director	(470) 972-2204 ex 32204
Student & Career Services Director	(470) 972-2204 ex 29737

Appendix B

Community Emergency Contacts		
Emergency	9-1-1	
Non-Emergency Police Department	770-434-9481	2646 Atlanta Rd SE, Smyrna, GA 30080
Non-Emergency Fire Department	770-434-6667	
Georgia Power (Electric)	1-888-655-5888	Meter: VY2265
Nextera/Fireside Natural Gas	404-630-1269	Account Number: 042500020 Meter Number: 1517653
Cobb County Water System [Water]	770-419-6200	https://www.cobbcounty.gov/water
Georgia Department of Public Health	404-657-2700	dph.georgia.gov
Wellstar Urgent Care	770-333-1300	4480 N Cooper Lake Rd SE Suite 100, Smyrna, GA 30082
Wellstar Windy Hill Hospital	770-644-1000	2540 Windy Hill Rd SE, Marietta, GA 30067
Wellstar Cobb Medical Center	770-732-4000	3950 Austell Rd, Austell, GA 30106
Wellstar Cobb Emergency Room	470-732-4000	3950 Austell Rd SW, Austell, GA
OSHA	800-321-6742	www.osha.gov
OSHA – Atlanta West Area Office	678-903-7301	
EPA Spills and Emergencies	800-424-8802	www.epa.gov
EPA State Agency – Atlanta (Region 15)	404-562-9900	www.epa.gov
Safety Data Sheets		msdsonline.com
Georgia Poison Control Center	800-222-1222	www.georgiapoisoncenter.org
Center for Disease Control	800-232-4636	www.cdc.gov
Homeland Security	404-635-7200	www.dhs.gov
Additional Support		
Alarm Monitoring Company	Meridian Alarms – 678-730-0114	Keir Masters – Owner
ATL-UTI IT Service Desk	623-445-9669 ex 10669	
UTI Public Relations	623-445-0966	Mark Brenner

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.

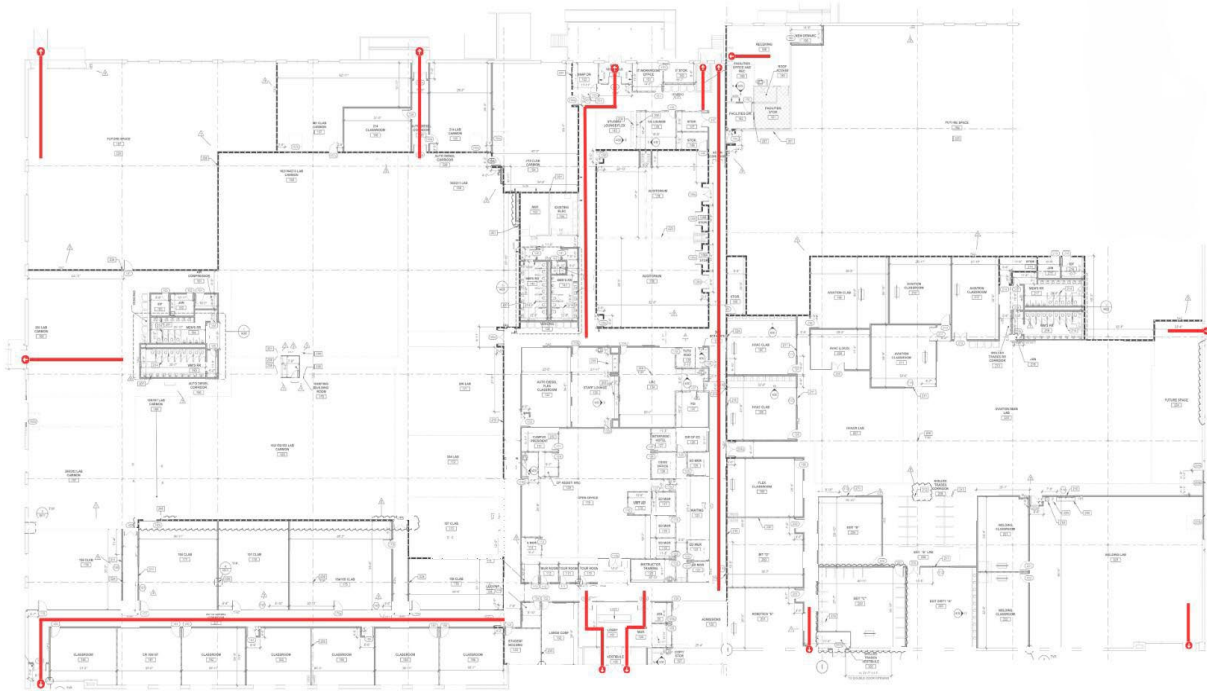
Appendix D

Emergency Evacuation Procedures

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. Follow the Emergency Exit routes defined for each location, be aware that you may need to take an alternate route if fire, smoke, or heat prevents you from safe passage. Instructors will assist directing their lab/class to the designated meeting point and take roll. Leaders will follow the same process for functional work groups.

Everyone is to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Remember during Fire Drills: SMOKING / VAPING is NOT PERMITTED, NO CELL PHONE USE. See image below:

Under no circumstances are elevators to be used to evacuate the premises in the event of a fire. Staff and student rally points are located in front of the student entrance, behind the first row of parking lights. See image below:



Staff and student rally points are located at the farthest ends of the parking lots outside both front and rear entrances to the building. See images below:



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

Flooding

Evacuation response during a flood is dependent on the Facilities Director's assessment of the degree of flooding. Standard shelter-in-place steps should be initiated, and employees should remain inside the building unless there is a potential danger if you remain inside.

In the event of an after-hours disaster, staff is notified via Everbridge to meet an offsite location near the campus.

Snow / Ice Storms

When weather conditions exist such that there is an 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 release early, postpone or cancel classes or any other activity due to the weather.

The Campus President or their designee will communicate any cancellations or postponements through Everbridge, uti.edu, and local media outlets.

Facilities will work to ensure the snow and/or ice has been removed or addressed and take other appropriate steps to prepare the location for safe travel on the campus.

Tornado /High Winds/Hail

During a weather watch, conditions will be monitored, and the campus community will be kept informed through Everbridge notifications. If conditions change from a watch to a Tornado Warning, staff students and visitors will be directed to move to interior rooms, away from glass windows and doors. Shelter in place and use coverings to protect head and neck from debris. Use caution when exiting the building after an all clear as there may be downed power lines and other hazards.

Appendix G

Building Access

Building access is controlled by S2. All ingress campus doors have card readers. Access cards with varying levels of access are issued to all staff upon hiring and are collected or disabled upon termination.

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 Austin 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.