UNIVERSAL TECHNICAL INSTITUTE, INC.

Emergency Management Plan Appendix – Salt Lake City

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Appendix A

Emergency Management Team Contacts	
TITLE	*PHONE NUMBER*
Campus President	801-995-2650
Director of Education	801-336-8827
Facilities Director	801-839-8275
Career Services/ Student Services Director	

Appendix B

Community Emergency Contacts		
Emergency	**9-1-1**	
Non-Emergency Police Department	801-840-4000	
Non-Emergency Fire Department	801-840-4000	
[Electric]	877-508-5088	
[Gas]	800-767-1689	
Water/Utilities [Water]	801-569-5700	
County Health Department	385-468-4100	
Common Spirit Holy Cross Hospital	801-561-8888	
Urgent Care-Care Now Urgent Care	801-256-0009	
OSHA	800-321-6742	www.osha.gov
EPA Spills and Emergencies	800-424-8802	www.epa.gov
EPA State Agency – Utah Department of Environmental Quality (UDEQ)	801-536-4400	www.epa.gov
Safety Data Sheets	888-362-7416	msdsonline.com
Poison Control Center	800-222-1222	www.aapcc.org
Center for Disease Control	800-232-4636	www.cdc.gov
Homeland Security	800-898-7180	www.dhs.gov
Additional Support		
UTI Public Relations / Communications		(623) 445-0616

Alarm Monitoring Company	HCI Systems	855-857-4888
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 their designee(s).

EMERGENCY RESPONSE NOTIFICATION INFORMATION
(To be provided to local and State emergency response agencies):

Location of incident
Type of incident
Type of hazardous material involved
Injuries
Time of incident
Danger present
Action undertaken

Appendix C

Communication and Notification

PA system
UTI Salt Lake City utilizes a Public Announcement system that operates in both buildings for the campus.

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.

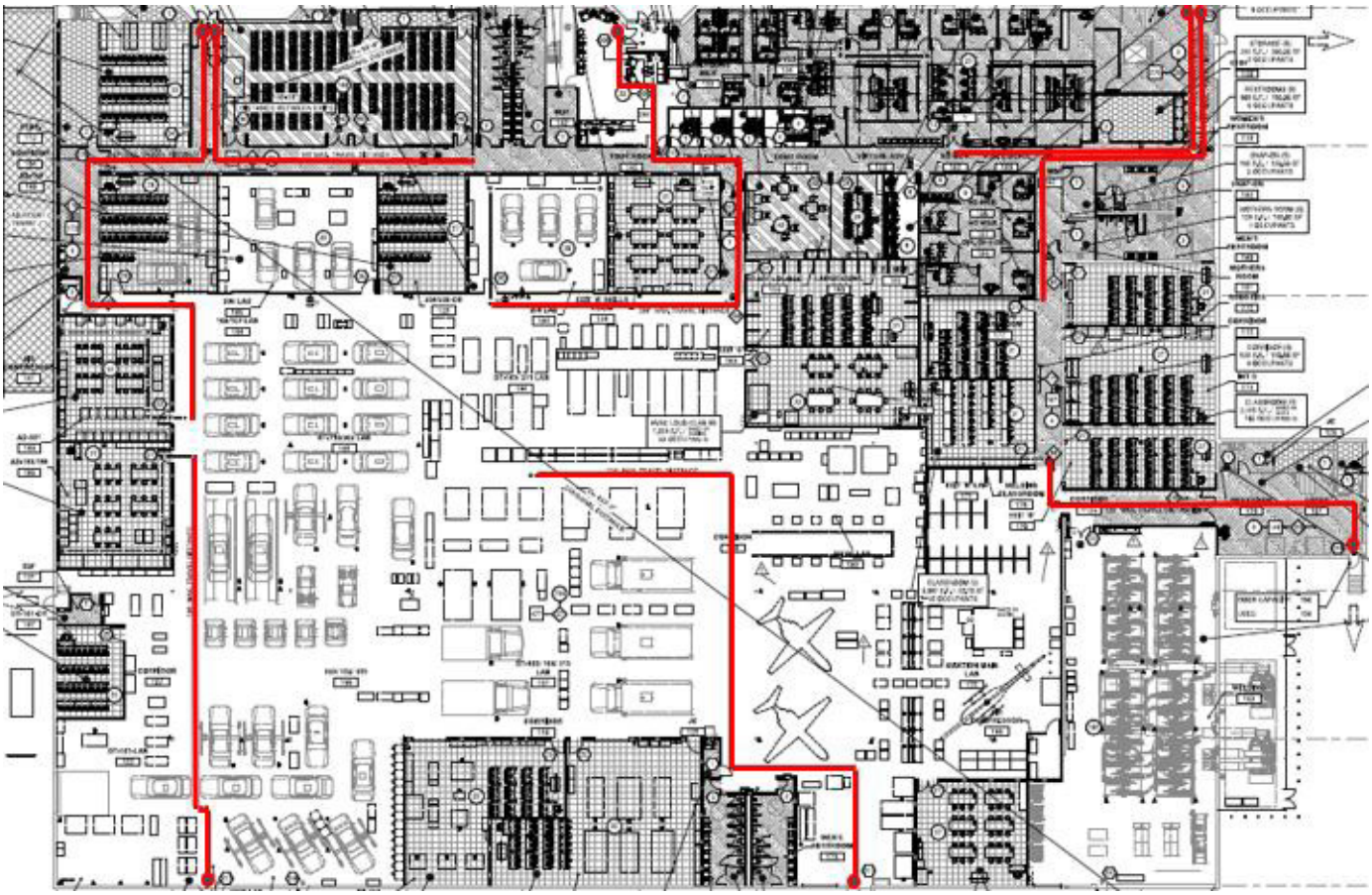
Appendix D

Emergency Evacuation Procedures

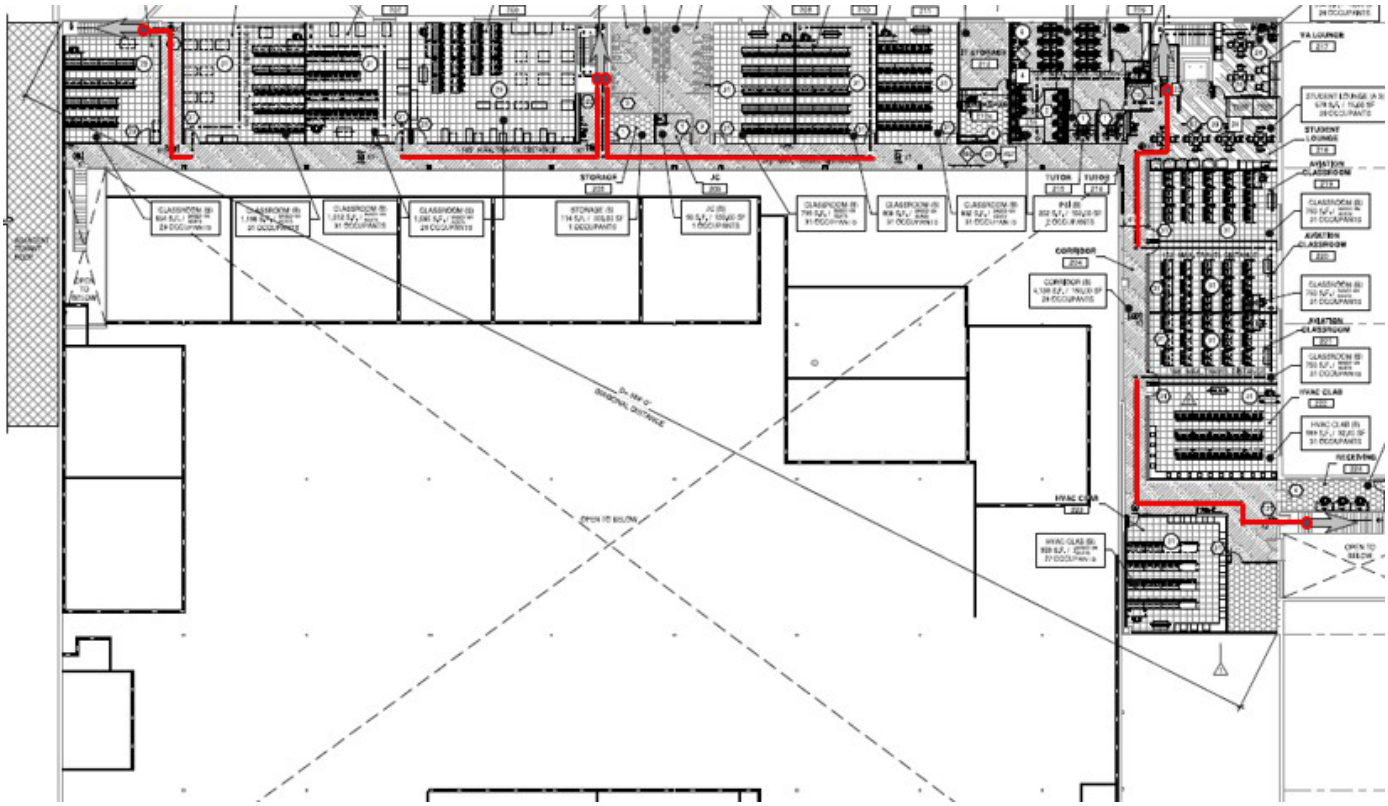
In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. Exit the building per the campus emergency evacuation routes and procedures illustrated on the following maps. These maps are posted through the facility for ease of reference.

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.

First Floor



Second Floor



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.

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.

Floods/Hurricanes

In the event of a Flood; the Campus President, or their Designee, will provide information through the campus PA system and Everbridge.

- All employees and students should relocate to the roof of the campus buildings.
- Close and secure any flood doors, gates, shields or other flood barriers. Close any valves in building drains or plumbing to prevent back up into the buildings.
- Place sandbags at lower building openings such as doors and other openings susceptible to flooding, and around important outdoor equipment, to divert floodwaters.
- Fill aboveground and underground tanks with product or water to improve stability and minimize damage from flooding. Check tanks for proper anchorage and extend vent lines above level of expected flooding. Anchor and secure all portable containers of flammable or combustible liquids.
- Anchor and tie down all small structures, equipment, storage, trailers, conveyors, lumber, process equipment, etc. to prevent movement by floodwaters. Move smaller objects inside if possible. Ensure all traveling cranes and bridges are secured in accordance with the manufacturer's instructions, including setting all rail clamps and securing with wedges and cable anchors. Barricade important outdoor equipment with sandbags to prevent damage from floating debris. Move mobile equipment to higher elevations.
- Brace unsupported structural members and foundations for structures/buildings under construction.
- Secure electrical power to buildings in imminent danger of flooding.

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.

Appendix G

Building Access

Access to Facilities

Only persons employed or enrolled at the Facility and whose class is currently in session or who are meeting with Facility staff when their class is not in session are allowed on campus. From time to time, visitors may desire to view the Facility. Upon request, those persons will be given a tour. All visitors must check in at the main reception desk at the campus and will receive a visitor ID badge.

Students and staff members must have their ID badges displayed on their person so as to be visible from the front and above the waistline at all times while on campus. Students are encouraged not to leave campus grounds during break times. No students are allowed on the premises outside of normal business hours or on weekends, unless they are participating in a school-sponsored activity.

Parking Lots

Parking is for staff member vehicles and for student vehicles during assigned class periods or for appointments during non-class times only. All staff member and student cars must be registered with the appropriate Facility and the Facility parking decal must be properly displayed (where applicable).

Campus Security

The Education/Operations Director, Education Managers, and Facilities staff patrol the campus property several times a day to check for security and/or parking concerns. These staff members will resolve minor security issues and will report all major security issues to the appropriate staff member and/or the local police department, as appropriate.

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 Salt Lake City 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.