



**Universal Technical Institute**  
**Student Emergency Management Plan**  
**August 2022**

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## Statement of Intent

Universal Technical Institute, Inc. (UTI) is committed to providing a safe campus environment. UTI 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.

UTI has developed an Emergency Management 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.

## Purpose

The EMP is intended to provide guidance for managing emergencies of magnitude that could cause disruption of normal operations to 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 emergency situations.

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 students to review on the Campus Safety page of the uti.edu website (<https://www.uti.edu/campus-safety>). Printed copies are available by contacting Student Services.

## Emergency Management Team

Members from the campus leadership team lead the decision making process during emergencies and act as the incident commander. The members include the Campus President, Director of Education/Operations, Student Services Director, and Facilities Manager/Director. Specific contact information provided in the appropriate campus Appendix.

## Emergency Communications Systems and Methods

Depending on the incident and campus, different methods of communication may be utilized to notify the campus community upon confirmation of a significant emergency or dangerous situation. Some or all of these methods may be activated in the event of an immediate threat. Examples of notification methods include:

- Everbridge Mass Notification System
- Recorded messages to phones or other devices
- Sirens
- Public announcements
- News and other media releases

- Phone calls/Text Messaging
- Postings on campus

## Everbridge Mass Notification System Registration

The Everbridge Mass Notification System allows UTI to send important, time sensitive information to campus community members using multiple communication methods, such as email, phone calls, and text messages. Students and staff can log in and manage their preferred contact methods through the Everbridge portal at <http://notify.uti.edu>.

Any student or staff member who has not elected a preference through the Everbridge portal will be contacted through their primary email address on file in the event of an emergency. For students, this will be their student email address.

## Notifications/Communications to the Broader Community

In the event that a campus emergency may affect the neighboring community, UTI will collaborate with local public agencies to alert the broader community. UTI may use a variety of methods to inform the surrounding community of an emergency on campus, including, but not limited to:

- Circulating hard copy flyers or letters
- Email notifications to businesses in the area
- Posting notification on UTI's website and other community sites
- Phone calls/call trees

Additionally, UTI may provide notifications to family members and other emergency contacts of campus community members utilizing similar methods of communication.

Where applicable, UTI may issue a public service announcement or formal updates/communication, which may include but are not limited to radio, television, or press releases.

The only reason UTI would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise the effort to assist a victim, respond to or contain the emergency, or otherwise mitigate the emergency.

## Notifying/Partnership with Local Authorities

UTI campuses have varying relationships with City Council, Community Relations Officers, and local emergency authorities or agencies. These entities sometimes collaborate with UTI in crime prevention via reviewing evacuation plans or other emergency procedures and/or having an on-site presence for certain campus events.

In the case of a critical incident or emergency, UTI staff or students are empowered to immediately call 911 and notify local authorities. A designee from the Safety Committee may also contact local authorities to report information and/or confirm that emergency response is in action.

## Actions to Take in an Emergency

When a significant emergency occurs, there are typically two immediate strategies that are used to protect people: Evacuate and Shelter in Place.

- **Evacuate** means to immediately leave a potentially hazardous location (building, area of campus, entire campus, city, etc.) due to an imminent or impending threat to life or health.
- **Shelter in Place** generally means to go and/or stay indoors when a situation occurs that may be a threat to life or health. In most cases, this means campus community members will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors and windows. They should remain there until notified by Public Safety or campus emergency communications systems that it is safe to leave.

This EMP provides more details on these strategies in campus specific appendices. In the event of an emergency, campus officials will provide further details at the time, including to Evacuate if needed or what Shelter in Place means for individuals in particular locations and situations.

## 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 the Student Services department at their campus of what special assistance they may require to receive effective emergency communications notices and to respond to emergency situations. This is to ensure that interactive, advance planning can be done to see that such individuals receive emergency communications and special or additional assistance in an emergency. UTI Student Affairs Advisors are designated to address disability accommodations requests by those individuals who self-identify should include consideration of effective emergency communications and emergency response assistance in the accommodations process as relevant to the disability.

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 staff or emergency responders the condition and location of any person unable to leave a building or area being evacuated.

## Reporting an Emergency

Any member of the UTI campus community, upon learning of any emergency from any source should immediately call 911 and notify a campus staff member or instructor. Never assume that the local law enforcement agency has already been contacted and knows 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
- Your name and how the information was received
- The time the information was received

## Training Procedures

Procedures to train staff and students on the emergency evacuation plan and procedures include:

- Person-to-person coaching
- Email notifications
- Hard copy literature or campus postings
- Campus safety tours (emergency escape procedures and route assignments)
- Web-based training
- System and procedure tests/drills
- New Student Orientation/Keys to Success

In all life-threatening emergencies, UTI staff or students should call 911 to notify local police authorities/law enforcement with details of the critical incident.

## Closing the Loop

In most instances, UTI will issue a "wrap-up" communication that will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforce and campus leadership have investigated and concluded the incident.

## Enforcements

All UTI students are responsible to ensure they perform classwork safely and are encouraged to report safety concerns and unsafe conditions to any UTI staff member. Safety on UTI campuses is critical and the campus community must follow all safety rules and procedures. A disregard for these rules and procedures may result in disciplinary action, including but not limited to professionalism infractions, removal from course, or termination.

## 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/explosion, hazardous materials, perimeter lockdown, active shooter or violent intruder, hostage, bomb threat, suicide, pandemic and other infectious diseases, tornado/severe weather, earthquake, and hurricane/flooding. 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 EMP shall be used only as a guide and not as a checklist.
- 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.

## Fire/Explosion

Call 911. Activate the nearest fire alarm pull station while exiting the building. Fire alarms have strobe lights to assist campus community members who are deaf or hard of hearing. Notify the nearest staff member if doing so does not pose a safety risk. Exit the building per the campus emergency evacuation routes and procedures. Do not use

elevators. Refer to your campus specific appendix for the evacuation routes for your location. Remain in the designated meeting point until told otherwise by a staff member. Do not re-enter the facility unless you have been given the all clear by emergency personnel or a staff member.

## Hazardous Materials

### **If a chemical spill occurs within the campus:**

Notify a staff member as quickly as possible and evacuate the area of the spill or the facility. Do not return until given the all clear by a staff member.

## 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 entrance/exits limited by going into a Perimeter Lockdown.

- A staff member will announce a **“PERIMETER LOCKDOWN.”** The message will include ***that there is no imminent threat; this is a precautionary measure in response to an external situation.*** Code words will not be used.
- Staff members will secure the building by locking doors.
- All outdoor lab activity will be brought indoors or suspended during the perimeter lockdown.
- Clear the hallways, restrooms, vending areas, and other rooms that cannot be secured.
- Close 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. All bells should be disabled or announcements to disregard should be made while the external threat is present.
- Everbridge notification may be engaged if it is necessary to alter class schedules due to the external threat.

## 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 **ALICE** Response Protocol training reviewed in New Student Orientation and included in the orientation packets is employed in these situations.

### **Alert, Lockdown, Inform, Counter, Evacuate**

- **A – ALERT**

Alert is when you first become aware of a threat. The sooner you understand the danger is real, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

- **L – LOCKDOWN**

Barricade the room. Prepare to Evacuate or Counter if needed. There may be scenarios where Lockdown is the preferable option.

- **I – INFORM**

Communicate the violent intruder's location and direction in real time. The purpose of Inform is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly which means ongoing, real time information is key to making survival decisions. Information should be clear, direct and in plain language not using codes. If the shooter is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others. An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of the location of a violent intruder.

- **C – COUNTER**

Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. **Counter** is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately.

Creating a dynamic environment decreases the shooters chance of hitting a target and can provide the precious seconds needed in order to evacuate.

- **E – EVACUATE**

When safe to do so, remove yourself from the danger zone. Evacuating to a safe area takes people out of harms' way and hopefully prevents civilians from having to come in contact with the shooter.

For more detailed ALICE protocols see your campus specific appendix.

## Hostage

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

- Notify the Campus President, department leader, or any staff on campus. This individual may wish to initiate lockdown procedures or a campus evacuation.
- Call 911. Give the dispatcher the details of the situation.
- Local law enforcement will take control of the hostage scene. The Campus President or his/her designee will coordinate with police as necessary.



**If taken hostage:**

- Cooperate with the hostage-taker to the fullest extent possible.
- Try not to panic. Avoid responses or measures that might exacerbate or escalate the situation.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak. Do not argue or make suggestions unless asked.

### Bomb Threat

Report all bomb threats and suspicious packages, mail or objects to the local Police Department by dialing 911. In the event of a bomb threat, the Campus President or his/her designee shall become the Evacuation Coordinator.

### Suicide

**Suicide Threat**

- Consider any reference to suicide as serious.
- Do not leave the individual alone.
- Notify a staff member immediately
- Contact the local law enforcement agency.
- Stay with the individual until law enforcement agency representatives arrive.
- Do not allow the individual to leave the campus alone.

**Suicide attempt in school:**

- Notify a staff member immediately.
- Call 911 if the person needs medical attention, has a weapon, or needs to be restrained.
- Talk in a calm manner.
- Stay with the individual until professional help arrives. This may include local law enforcement staff or Emergency Medical Personnel
- Isolate the area, if possible.
- Initiate first aid, if needed and capable.
- Do not allow the individual to leave the campus alone

### Pandemic and Other Infectious Diseases

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, UTI 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.

This includes basic hygiene measures, washing your hands often with soap and water, especially after using the restroom, before eating; and after blowing your nose, coughing, or sneezing. Practice cough etiquette, this means,

covering your mouth/nose when coughing or sneezing, and using tissues followed by hand washing. If soap and water are not readily available, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth.

If you are sick, you should minimize your contact with others, do not go to work/school. Seek appropriate medical attention for diagnosis and treatment.

## Tornado/Severe Weather

Severe weather includes strong winds, tornados, damaging hail, and micro bursts. 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 located in the campus specific appendix.

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 staff members. This may include head counts.

## 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 staff members.
- Designate open areas outside of the facility that are without overhead hazards as a meeting place after an earthquake.

### Hurricane/Flooding

- 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.
- 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 Public Safety or through the Emergency Communications Systems.
- Once out of the building or area, do not reenter under any circumstances until it has been cleared for reentry by Public Safety or through the Emergency Communications System.



**UNIVERSAL TECHNICAL INSTITUTE, INC.**

**EMERGENCY MANAGEMENT PLAN**

Emergency Management Plan Appendix – Sacramento

4100 Duckhorn Drive  
 Sacramento, CA 95834  
 Phone: 916-263-9100  
 Fax: 916-473-6304  
 Toll Free: 877-884-2254

Appendix A

<b>Emergency Management Team Contacts</b>	
<i>TITLE</i>	<i>PHONE NUMBER</i>
Campus President	916-477-0907
Director of Education	916-765-4415
Facilities Director	402-681-5348
Career Services/ Student Services Director	408-807-3815

Appendix B

<b>Community Emergency Contacts</b>		
Emergency	<b>9-1-1</b>	
Non-Emergency Police Department	916-732-0100	
Non-Emergency Fire Department	916-808-1300	
[Electric]	800-456-7683	
[Gas]	800-743-5000	
Water/Utilities [Water]	916-808-5454	
County Health Department	916-875-5881	
Hospital- Sutter 2801 L Street	916-733-3003	
Urgent Care 4321 Truxel Road	916-947-9110	
OSHA	800-321-6742	<a href="http://www.osha.gov">www.osha.gov</a>
EPA Spills and Emergencies	800-852-7550	<a href="mailto:cepacomm@calepa.ca.gov">cepacomm@calepa.ca.gov</a>
EPA State Agency – California		<a href="mailto:cepacomm@calepa.ca.gov">cepacomm@calepa.ca.gov</a>
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	202-202-8000	<a href="http://www.dhs.gov">www.dhs.gov</a>

<b>Additional Support</b>		
UTI Public Relations	Jody Kent	(623) 445-0872

Alarm Monitoring Company	HCI Systems	800-662-1711
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 and Notification

PA system

UTI Sacramento utilizes a Public Announcement system that operates in both buildings for the campus.

Everbridge Mass Notification system

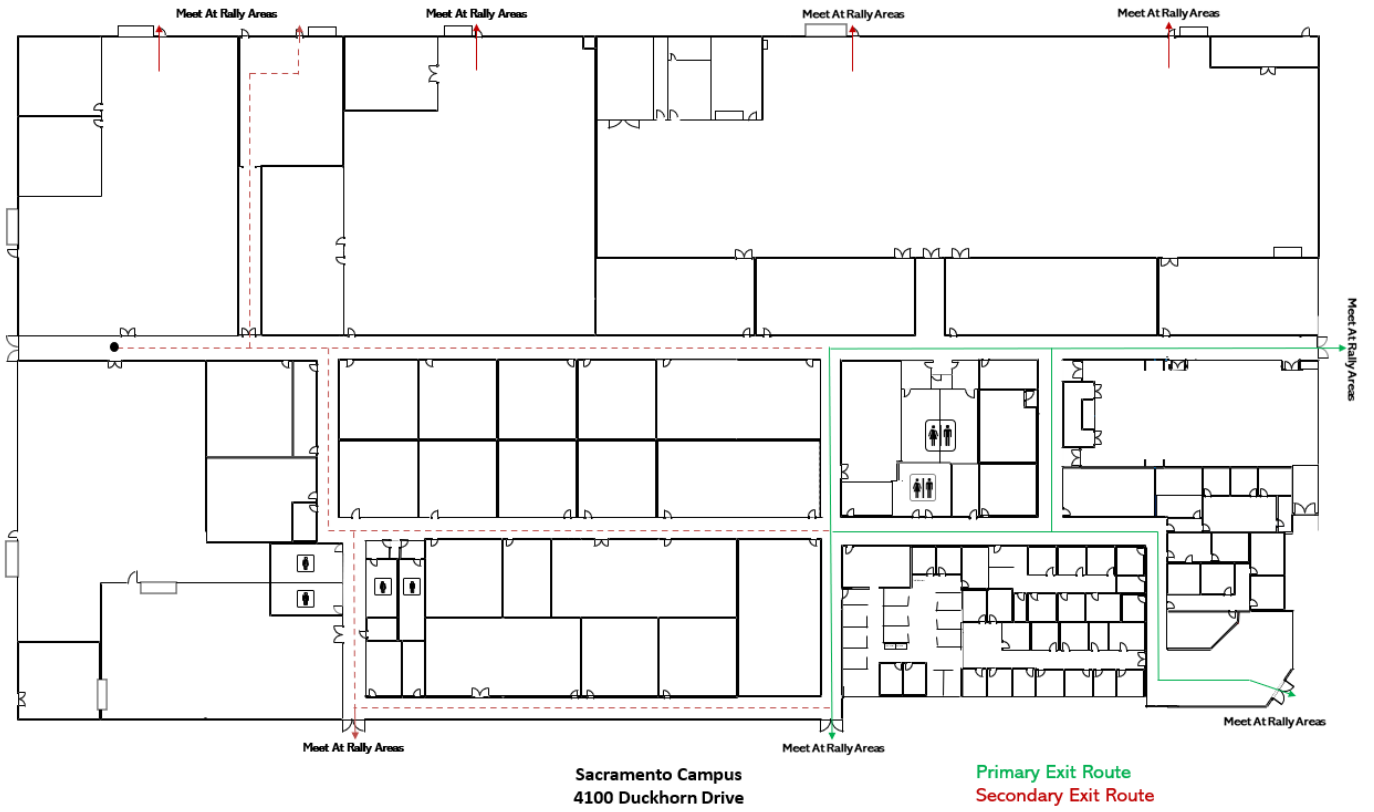
UTI utilizes Everbridge Mass Notification system; this comprehensive notification system enables us to send notifications to administration, employees and students; keeping everyone informed before, during, and after events whether emergency or non-emergency.

[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.



## 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]



**MSDSonline**  
a chemistry 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

### Incident 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 his/her **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 his/her 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 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 Sacramento 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.