



Universal Technical Institute

MIAT Canton

Student Emergency Management Plan

March 2023

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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 Emergency Notification System
- Recorded messages to phones or other devices
- Sirens
- Public announcements
- News and other media releases
- Phone calls/call trees
- Postings on campus

Everbridge Emergency 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 escape 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 with 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
- Town-hall meetings
- Hardcopy 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 follow-up notification to the Facilities Director and/or Campus President to coordinate on-site response during a 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 enforcement 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 campus. Remain in the designated meeting point until told otherwise by a staff member. Do not re-enter the facility unless you have been given 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.

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.

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.

Emergency Management Plan Appendix

MIAT Canton Campus
 2955 S. Haggerty Road
 Canton, MI 48188
 Phone: 734-423-2100
 Toll Free: 800-447-1310

Appendix A – Emergency Management Contacts

Emergency Management Contacts		
TITLE	NAME	PHONE NUMBER
Education Director	Chris Pipesh	734.564.0468
Education Manager and Safety Chair	Derek Cichewicz	734.423.2124, 734.787.1991
Education Manager	Chris Pudduck	734.423.2169
Facilities Manager	Andrew Cichewicz	734.717.2635

Appendix B – Community Emergency Contacts

Community Emergency Contacts		
AGENCY	PHONE NUMBER	WEBSITE
Emergency	911	
Non-Emergency Police Department	734.394.5400	
Non-Emergency Fire Department	734.394.5455	
DTE Energy (Electric)	800.477.4747	
DTE Energy (Gas)	800.947.5000	
Animal Control	734.394.5000	
OSHA	800-321-6742	www.osha.gov
EPA Spills and Emergencies	404-562-8700	www.epa.gov
Poison Control Center	800-222-1222	www.aapcc.org
Center for Disease Control	800-232-4636	www.cdc.gov
Homeland Security	281.985.0500	www.dhs.gov

Additional Support		
DEPARTMENT	NAME	PHONE NUMBER
UTI Public Relations	Mark Brenner	623.445.0966
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
- Type of incident
- Type of hazardous material involved
- Time of incident
- Danger present
- Injuries
- Action undertaken

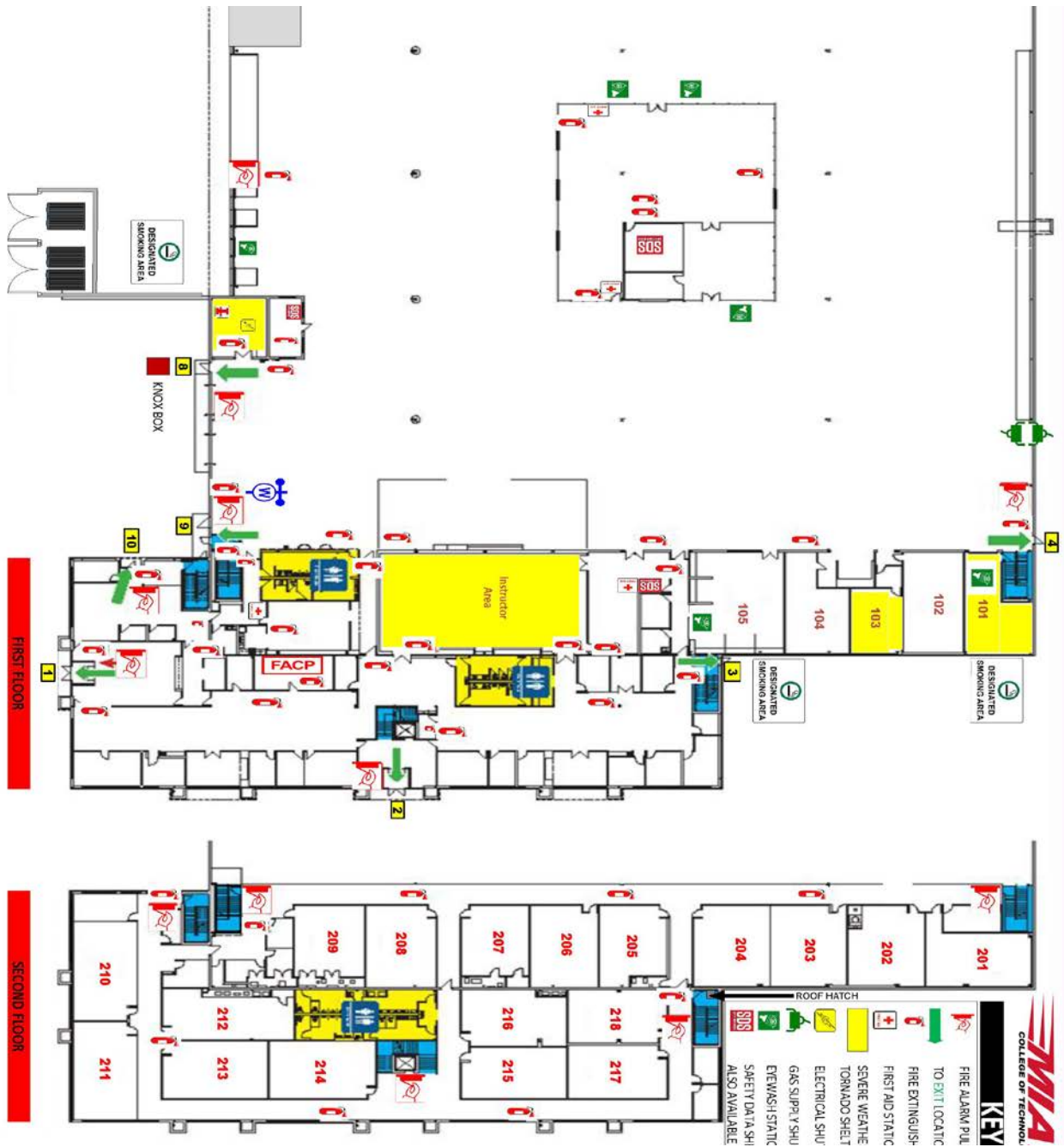
Appendix C – Communication and Notification

Everbridge Mass Notification System

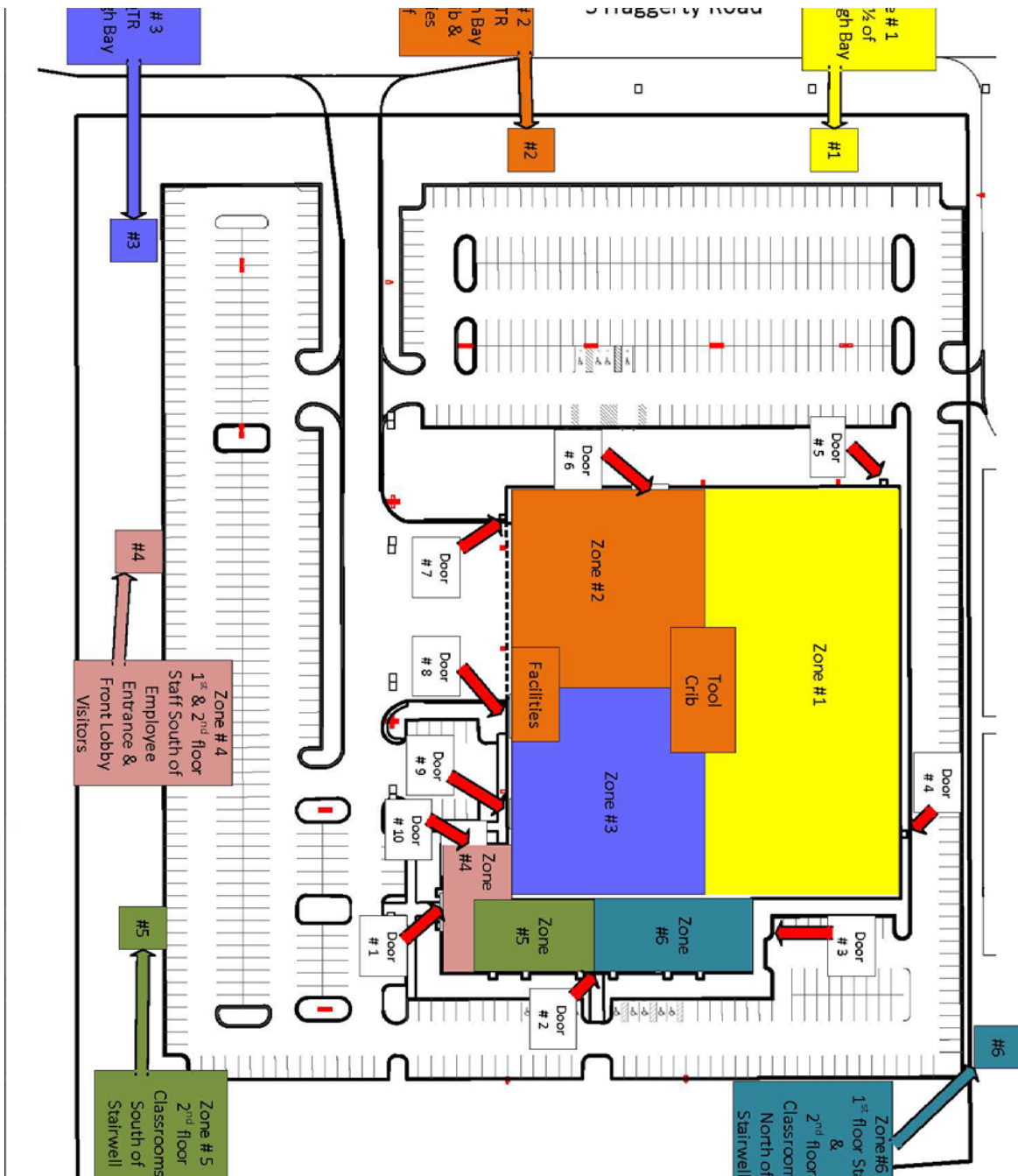
MIAT utilizes Everbridge Mass Notification system; this comprehensive notification system enables us to send notifications to administration, employees and students; keeping everyone informed before, during, and after events whether emergency or non-emergency.

Appendix D – Emergency Evacuation Procedures

In the event of a Fire/Fire Alarm, we will evacuate the building for the safety of staff/students. All are to stay clear of the building and adjacent roadways to allow unimpeded access to the Emergency Services. Smoking is NOT PERMITTED



Evacuation Staging Areas



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.

Safety Data Sheets are updated by the Facilities Manager and are stored in these locations:

- Physical copies are housed in the Maintenance Office SDS Binders
- Digital copies are housed in Canvas and on the MIAT SharePoint site.

Standardized information

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; trade secret claims.

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, protective equipment, proper methods of containment and 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 list 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

Floods/Hurricanes

In the event of a hurricane watch, weather forecasts and local news media will be monitored, and the

campus community will be kept informed through Everbridge notifications. Once the campus is under a hurricane warning, pre-landfall activities will begin to prepare the facility and employees for evacuation, as well as initial communications and plans for after the storm has passed.

In the event of a flash flood watch, conditions will be monitored through local weather reports and the campus community will be kept informed through Everbridge notifications. Once the campus is under a flood warning staff, students and visitors will be advised on continuing campus operations or campus closure.

Snow or Ice Storms

During a winter storm warning or other event that may cause snow or ice, local news and weather stations will be monitored and the decision to close the campus will be consistent with advice from local authorities, based on road and travel conditions. The campus community will be kept informed through Everbridge notifications and social media.

Tornado /High Winds

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.

Appendix G – Building Access

All exterior doors into the campus buildings are secured through magnetic locks controlled by guardian alarm and facilities. The system includes threat level escalation and complete lock-down ability. All employees are issued an access badge, which can be controlled/restricted using the cardholder management system. Visitors to the Canton campus are required to check-in at the main lobby and are issued visitor passes.

Appendix H – Run-Hide-Fight Protocols

Your actions can make a difference for your safety and survival. Be aware and be prepared.

Run and escape, if possible

1. Getting away from the shooter or shooters is the top priority
2. Leave your belongings behind and get away.
3. Help others escape, if possible, but evacuate regardless of whether others agree to follow.
4. Warn and prevent individuals from entering an area where the active shooter may be.
5. Call 9-1-1 when you are safe, and describe the shooter, location, and weapons.

Hide if escape is not possible

1. Get out of the shooter's view and stay very quiet.
2. Silence all electronic devices and make sure they won't vibrate.
3. Lock and block doors, close blinds, and turn off lights.

4. Don't hide in groups – spread out along walls or hide separately to make it more difficult for the shooter.
5. Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
6. Stay in place until law enforcement gives you the all clear.
7. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

Fight as an absolute last resort

1. Commit to your actions and act as aggressively as possible against the shooter.
2. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
3. Be prepared to cause severe or lethal injury to the shooter.
4. Throw items and improvise weapons to distract and disarm the shooter.

When law enforcement arrives:

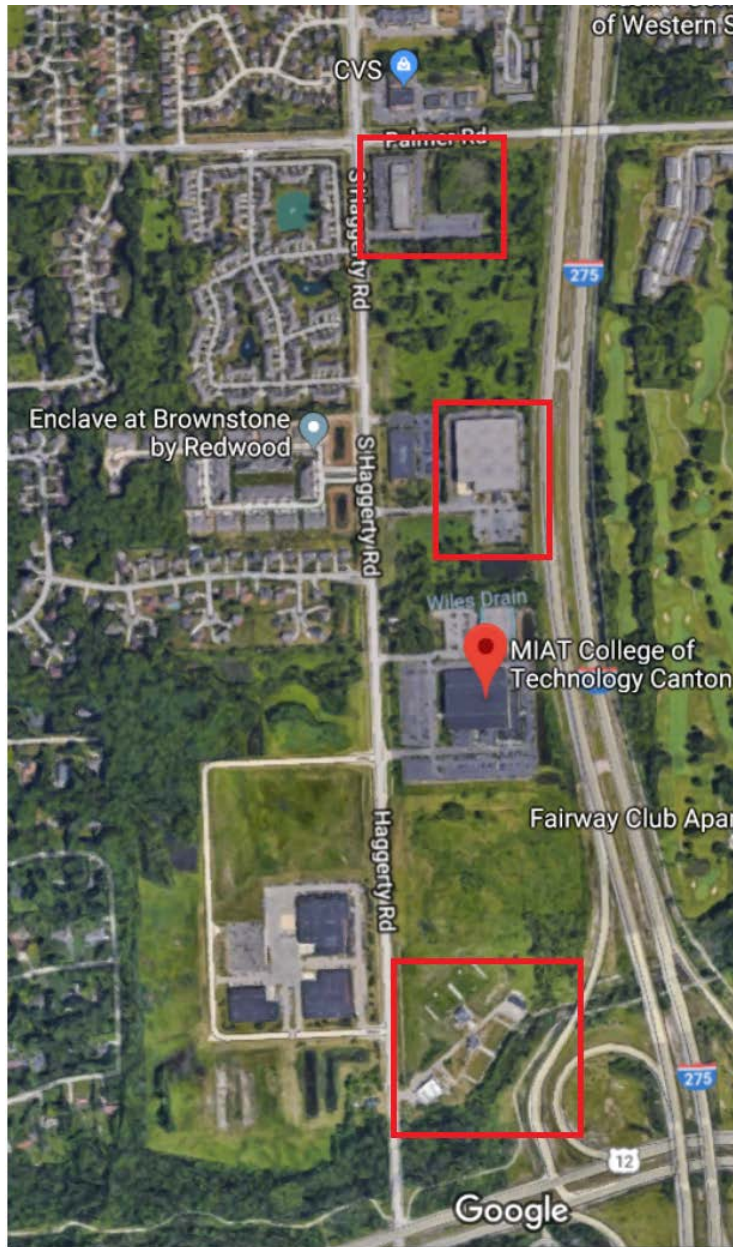
1. Keep hands visible and empty.
2. Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
3. Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
4. Officers will shout commands and may push individuals to the ground for their safety.
5. Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
6. Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
7. If injured are in immediate danger, help get them to safety.
8. While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
9. Turn wounded people onto their sides if they are unconscious and keep them warm.
10. Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Link to: Run. Hide. Fight

https://www.youtube.com/watch?v=5VcSwejU2D0&feature=player_embedded

Appendix I – Evacuation Route and Reunification Plan

Following the Run-Hide-Fight protocols for response to an active shooter event the MIAT - Canton 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.



Law Enforcement Command Posts Template

Primary Command Post

Western Township Utility Authority
3501 Haggerty rd, Canton, MI, 48188

Secondary Command Post

MCWS-Medina Activity Center
1905 S. Haggerty rd., Canton, MI, 48188

Primary Staging Area

MCWS-Medina Activity Center
1905 S. Haggerty rd., Canton, MI, 48188

Secondary Staging Area

National Parts Depot
2435 S. Haggerty rd., Canton, MI, 48188

Appendix J - Screening and Prevention Requirements

In the event of a pandemic or localized infectious disease outbreak, MIAT 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.