

# Emergency Response and Evacuation

The safety and well-being of MTI students, employees and guests is of utmost importance. The following procedures have been created to make employees aware of what to do in the event of an emergency. During an emergency situation, staff and faculty are expected to work together to ensure the welfare and safety of each other as well as any students and visitors on campus. While the following emergency procedures are in place and apply campus-wide, MTI staff and faculty are expected to cooperate fully with police, fire or rescue personnel in the event that alternate instructions are given.

At the conclusion of any emergency situation, the Campus Director shall be responsible for communicating with MTI and the surrounding community regarding the event(s) which have taken place and the measures that were taken to ensure safety.

## Tips for Calling 911

Whenever help is needed in an emergency situation, **Call 911.**

- Stay calm and speak clearly.
- State your emergency.
- Give your name and the address and phone number from which you are calling.
- Allow the 911 dispatcher to direct the conversation.
- Answer the dispatcher's questions clearly and calmly.
- Follow any directions the dispatcher gives you.
- Listen carefully and ask questions if you do not understand.
- Remain on the telephone. Do not hang up until directed to do so by the dispatcher.

## Contact the Emergency Coordinator

MTI maintains three Emergency Coordinators on campus to act as primary points of contact in the event of an emergency. When a situation arises, contact an Emergency Coordinator immediately. You may ask someone else call while you are talking to 911 dispatch.

MTI Emergency Coordinator(s)	Phone	Cell
Don Black, Campus Director (primary)	(916) 339-4371	(916) 941-5016
Michael Zimmerman, President	(916) 339-4360	(916) 837-6803
David Allen, Chief Financial Officer	(916) 339-4336	(916) 212-8506
Sue Thornton, Night Dean (backup – evenings)	(916) 339-1970	

## **Evacuation Procedures**

In the event of an emergency, the Campus Director or a designated backup will determine if it is necessary to evacuate the campus. If a complete evacuation is necessary, the Campus Director or designee will activate the fire alarm in each building which will signal to staff and faculty to inform students and begin exiting the buildings. If only a portion of the campus needs to be evacuated, the Campus Director or a designee will communicate directly with the staff and faculty who are involved.

### **When evacuating the buildings:**

- Take personal belongings.
- Walk (*do not run*) to the nearest stairway or exit.
- Do not use the elevator.
- Exit the building and proceed to the designated evacuation location.
- Leave walkways and driveways open and clear for arriving fire and rescue personnel.
- Follow directions given by fire, police, or rescue personnel.
- Do not leave the evacuation location until you are told is it OK to do so.

\*Note: If there is a first aid kit in your work area, take it with you to the evacuation location.

### **Procedures for Instructors:**

- Remain calm and instruct students to exit the building following the procedure outlined above.
- Secure assistance for any students who may need help exiting the building due to physical limitations.
- Prior to exiting, make sure that the classroom is empty and the door is closed.
- Bring the attendance roster to the designated evacuation location and verify that all students who are in attendance that day are accounted for.
- Instruct students to remain in the evacuation location until they are told it is OK to leave.

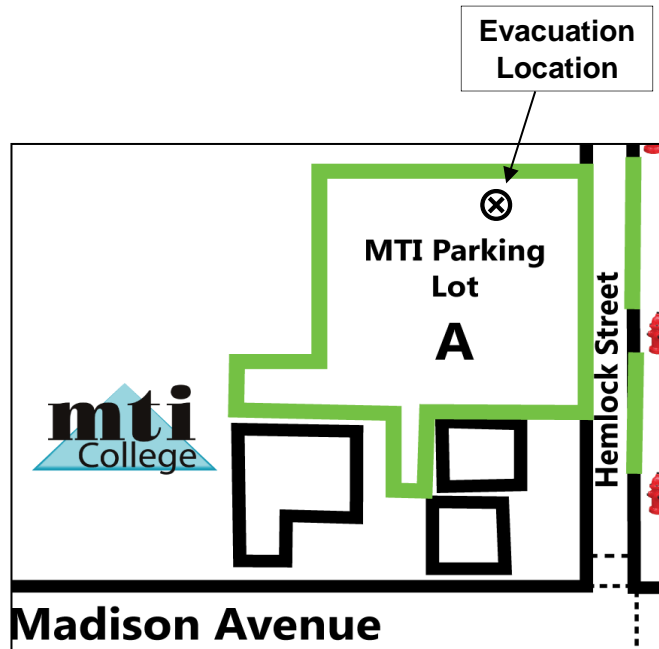
### **Procedures for Emergency Coordinators:**

Emergency Coordinators will ensure that all students, faculty, staff and visitors have been safely evacuated from the buildings. The following areas are to be checked during an evacuation to ensure they have been vacated:

- |              |             |
|--------------|-------------|
| • Classrooms | • Restrooms |
| • Offices    | • Stairways |
| • LRC        | • Hallways  |
| • Lounges    | • Elevator  |

### Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The Campus Director or designee will adjust the evacuation location as necessary to best ensure the safety of all.



### Fire

#### **In the event of a fire in the building:**

- Activate the fire alarm immediately.
- Call 911.
- Contact the Emergency Coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above.

#### **Clothing Fires – STOP, DROP and ROLL**

- If clothing catches fire, *do not* run!
- Immediately drop to the floor and roll repeatedly to extinguish the flames, covering your face with your hands to protect it from the flames.

#### **Fire Extinguishers**

Fire extinguishers are located throughout each building in hallways, laboratories, mechanical rooms, and other areas. Report missing, discharged or damaged fire extinguishers to the Director of Operations as soon as possible. If a fire extinguisher is used, do not return it to its cabinet or bracket. Report the used fire extinguisher to TSD immediately so it can be replaced.

## Fire Extinguisher Locations

Main Building	Outside rooms 100, 104, 109, 110, and in Financial Aid hallway
North Annex (Downstairs)	Outside rooms A19, A20, and student lounge
North Annex (Upstairs)	Outside rooms B10, B11, B14, and across from elevator
Paul Mitchell Building (Downstairs)	Outside CORE classroom and next to side door on clinic floor
Paul Mitchell Building (Upstairs)	Outside Project Room

## Earthquake

### **If you are inside at the time of an earthquake:**

- Immediately move away from windows and take cover under something sturdy such as a table or desk.
- Cover your head with your arms to protect your face.
- If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
- Do not try to go outside.
- Remain in the building until the need for evacuation is considered necessary.
- When evacuation is necessary, follow evacuation procedure outlined above.

### **If you are outside at the time of an earthquake:**

- Move away from the sides of buildings, overhead wires, or other hazards.
- Stay clear of any wires that have fallen, exposed pipes or other hazards.
- Do not light fires or matches due to possible gas leaks.
- Proceed to the designated evacuation location.

### **If you are driving at the time of an earthquake:**

- Pull over to the side of the road and stop.
- Avoid overpasses and power lines.
- Stay inside the vehicle until the shaking is over.
- Be prepared for aftershocks.

## Bomb Threat/Explosive Device

Take any bomb threat seriously and report it immediately to an Emergency Coordinator.

### **If a written threat is received:**

- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Do not handle the note any more than necessary.
- Place the note in an envelope to preserve possible fingerprints.

**If the threat is made over the telephone:**

- Note the exact time of the call.
- Attempt to write down the exact words of the caller.
- Ask the caller to repeat information.
- Try to get information about where the bomb is planted, when it may be detonated, etc.
- Ask specific questions: when, where, what, who, why.
- Make notes of the caller's voice: male/female, accent, use of unusual phrases, tone, etc.
- If possible, signal to another person (ie. write a note) that the call is a bomb threat.
- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Do Not attempt to physically locate or verify the placement of the device.

**If a suspected explosive device is found on campus, DO NOT touch it:**

- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above, directing the flow of traffic away from the area where the device may be located.
- Do not use walkie/talkies or cell phones in the suspected vicinity of the bomb as transmission may detonate the device.

**Medical Emergencies**

- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to a supervisor, manager or the Campus Director. The staff person receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.
- In the event of a life-threatening medical situation, call 911 immediately. Conditions may include (but are not limited to): severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.
- When there is an individual who is ill or injured, the following steps should be taken:
  - Keep the victim as comfortable as possible.
  - Do not move the victim any more than is necessary for his/her safety.
  - Never administer liquids to an unconscious victim.
  - Do not remove objects that may be embedded in the victim's skin.
  - Secure the accident scene.

### **First Aid Kit Locations**

Main Building	Front Desk, Room 114, and Evening Dean's office
North Annex (Downstairs)	Director's Assistant's office (in director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

### **Persons Acting Suspiciously**

If a person is acting suspiciously on or near campus property:

- Notify an Emergency Coordinator immediately.
- Provide a complete description of the person, including what he/she was doing, his/her last known location and direction of travel.
- Call 911 to make a report.

### **Incident Reporting**

It is the responsibility of the Personnel Officer (Vice President/CFO) to keep accurate records of injury reports, safety records, and other related records. Please refer to policy on Safety, Emergency and Reporting Injuries for more information.

### **Annual Training**

Training for staff and faculty on MTI's emergency response and evacuation procedures is conducted annually by the Campus Director at one of the Townhall meetings. Information is also posted on the Instructor Resources area on Moodle (<http://elearning.mtcollege.edu/course/view.php?id=52>).