Emergency Notification & Timely Warning

All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, president or CFO during the day or the evening dean, or campus security after 5pm. Anyone with information warranting a timely warning (please see Timely Warning below) should report the circumstances immediately to the campus director, president, CFO, or the evening dean by phone or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

During the day:	Phone	Cell
• Don Black, Campus Director	(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
• Campus Security	(916) 767-1259	

During the evening:		
• Sue Thornton, Evening Dean	(916) 339-1970	
• Campus Security	(916) 767-1259	

Emergency Notification

In accordance with the Clery Act, schools must immediately notify the campus community upon confirmation of an emergency or dangerous situation occurring on campus that poses an immediate threat to the health or safety of students or employees. Upon confirmation of an emergency, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The emergency coordinators are responsible for confirming that an emergency exists and will work together to determine the most appropriate response. The pre-written emergency notification scripts are to be used unless it is determined that the situation warrants otherwise. Taking into account the safety of the community, an immediate announcement will be made over the school's telephone intercom system and/or computer alert system by the campus director or designee. The content of the announcement and the segment of the population that will receive the announcement will be determined by the emergency coordinators, and will depend upon the situation and amount of information available. At minimum and where possible, the notification will include the location and nature of the incident and any special instructions as appropriate. The president or campus director will continue to monitor the situation and will notify additional segments of the population as necessary. Other methods of emergency notification may include, but are not limited to, the fire alarm, person-to-person communication, classroom announcements,

text messages, and email. If deemed necessary and depending on the situation, those outside of the campus community will be notified of the emergency through local law enforcement and/or public health agency. The emergency coordinators will inform the campus community when the critical situation is over. The all-clear message may be communicated in person or through email, text messages, and updates posted to the elearning website. Updates and follow-up information will be posted on the elearning website by the director of education. Finally, the president or campus director will document the incident and retain the report on file.

Timely Warning

The Clery Act requires schools to alert the campus community of certain crimes in a manner that is timely, promotes safety, and aids in the prevention of similar crimes. MTI College will issue timely warnings to the campus community on a case-by-case basis in response to reported crimes that 1) meet Clery Act classifications; 2) were committed or are actively occurring on campus property or surrounding public property, and 3) constitute a direct or ongoing threat to students or employees as determined by the campus director, president, CFO and/or designee. Timely warnings may also be issued for other, non-Clery crimes or threats as deemed appropriate by the campus director, president, CFO and/or designee. Anyone with information warranting a timely warning should report the circumstances immediately to the campus director, president, CFO, or the evening dean by phone or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

The content of the timely warning will be determined by the campus director, president, CFO and/or designee depending on the situation and the information available. The warning will be issued through the College e-mail system to students, faculty, and staff; announced over the telephone intercom system and/or computer alert system; and/or posted on the campus white boards, as appropriate. Other methods of communicating a timely warning may include, but are not limited to, person-to-person communication, classroom announcements, posts on the MTI elearning website, and text messages. Depending on the circumstances of the crime or when a situation does not pose an immediate on-going threat, notification may be sent after-the-fact to inform members of the campus community with the intent to increase awareness of campus safety.

Annual Tests of Emergency Response and Evacuation

In accordance with federal regulation, the College tests its emergency response and evacuation procedures on an annual basis. As part of the requirements, the College is to 1) publicize its emergency response and evacuation procedures in conjunction with the tests; and 2) document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced. The annual tests are typically scheduled in September.

- Emergency Notification Test
  The test of the emergency notification system is unannounced. Designated employees are assigned to each building. To test the intercom and computer alert system's functionality, a

test notification is made. The notifications are initiated by an emergency coordinator. Designated employees are asked to confirm that they received the notification. Test emergency notification emails are also sent to the campus community.

- Evacuation Procedures Test
  The test of the evacuation procedures involves a live drill including faculty, staff, and students who are on campus at the time. The test is announced ahead of time. An email announcement with the evacuation procedures, along with the date and time of the test, is sent to faculty and staff. Flyers with the evacuation procedures and date and time of the test are posted on campus to notify students. The president or designee informs the security company of the upcoming test. On the day of the test, the fire alarm is activated. The emergency evacuation coordinators ensure that all students, faculty, staff and visitors are safely evacuated from the buildings. The following areas are checked during the evacuation to ensure that they have been vacated: classrooms, offices, LRC, lounges, restrooms, stairways, hallways, and elevator.