



**TOOELE TECHNICAL
COLLEGE**

Emergency Response Procedures Manual

Tooele Technical College

Reviewed By Executive Staff

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Introduction

Tooele Technical College (Tooele Tech) has produced this plan to provide students, faculty, staff, and visitors with information on emergency response procedures at the institution. The plan outlines procedures for the safe, quick and orderly evacuation in the event of a fire, earthquake, bomb threat, or other emergency.

The plan also provides information on security procedures involving hostile persons, hostage situations, thefts and other building security issues. A section on Medical Emergency Response Procedures is included to provide information on requesting assistance in the event of a sudden illness or accident involving injuries to an employee or building occupants.

The Emergency Response Procedures Manual has been developed to assist students, faculty/staff and visitors during an emergency or evacuation. Tooele Tech staff will coordinate annual fire drills, maintain current student/employee lists, maintain safety equipment and first aid supplies, and assist with the safe and orderly evacuation of the campus in the event of an emergency. Tooele Tech staff will also provide the Tooele County Fire Department and Tooele County Sheriff's Department with information necessary to protect occupants and reduce property damage.

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Emergency Response Command Structure

Tooele Technical College maintains an Emergency Response Plan.

The College Response Authority, with the cooperation of supervisors and staff, provides the resources necessary to ensure the safety of students and staff when an emergency occurs.

College Response Authority (CP):

The Response Authority for the Tooele Tech is the Campus President (CP).

1. Determines and makes the call for all school closures
2. Provides for the safety and comfort of building occupants during an emergency.
3. Assists the Response Team with the coordination of emergencies, including coordinating evacuations with the Tooele County Fire and Sheriff's Departments.
4. Designates Spokesperson to give official information to the media.

Emergency Preparedness Committee

The Emergency Preparedness Committee consists of key administration staff and meets semi-annual under the direction of the Site Manager. The Emergency Preparedness Committee directs the Emergency Response Plan and has the following responsibilities:

1. Ensures that an emergency response command structure is in place and kept current by the following:
 - Conducting an annual review of the Emergency Response Plan.
 - Meets quarterly to discuss any new procedures and make changes as necessary.
 - Making certain that changes are distributed and training is conducted.

Emergency Response Team:

The Emergency Response Team consists of key staff and meets semi-annual under the direction of the Site Manager. The Team directs the Standard Response Protocol and has the following responsibilities:

- Help guide and direct staff and students during Evacuation, Lockout, Lockdown, and Shelter
- Gathering input from students, faculty, and staff through "Hot Wash" participation after each practice and/or incident. A Hot Wash is a meeting conducted shortly after an incident to evaluate elements of a response.

Site Manger (SM):

The Site Manager (SM) is the Facilities Manager. The SM establishes building security, selects safe evacuations routes, reports directly to the Camus President (CP) and has the following responsibilities:

1. Selects the Emergency Response Team the Standard Response Protocols and to assess the state of building and grounds against threat/event activity.
2. Establish alternate evacuation routes for building occupants when necessary.
3. Establish and maintain communications with the CP.
4. Provide training for faculty and staff on the Emergency Response Plan.
5. Ensures that students, faculty, and staff are trained in the safe and orderly evacuation of the building.
6. Assesses the emergency and determines the need to evacuate the building.
7. Conducts semi-annual emergency response practice exercises.

The SM can request assistance and delegate tasks as necessary to properly coordinate the response to emergencies.

All Clear Manager

Employees, selected by the All Clear Manager from available faculty/staff may be assigned to form sweep teams and perform emergency duties including:

1. Sweep assigned building/ground areas as designated by the All Clear Manager.
2. Respond to fire alarms and other emergency situations and report to SM or CP.
3. Execute the evacuation order given by the SM and/or CP to safely and efficiently evacuate the building.
4. Receive information from faculty/staff on the safety and location of building occupants and coordinate this information with SM and/or CP to obtain exact headcounts of building occupants.
5. Assist with monitoring building entrances until emergency response personnel are able to secure the building.
6. Coordinate building inspection with proper emergency personal if there has been a bomb threat.
7. Receive instructions from the CP or SM on the release of students, faculty, and staff, under the ALL CLEAR guidelines.

Assembly Point Manager

Assembly Point Managers duties are:

1. Grab clip board with roll and a two-way radio.
2. Stand next to the flag pole and take role from Evacuation Managers.
3. Report back to All Clear Manager with roll call.

Evacuation Manager

Evacuation Managers duties are:

1. Make sure you are always aware of students and staff in area assigned.
2. During evacuation, lead people out of the building.
3. Assist anyone that may look lost.
4. Gather students and staff from your area and take role.
5. Report to the Assembly Point Manager with role of your area.

Chain of Command

- Campus President (CP)
- Site Manager (SM)
 - Facilities Manager
- All Clear Manager
 - Daytime: Facilities Manager and Head Custodian
 - Evening: Bill Hill
- Shutdown Manager
 - Daytime: Clint Bryant / Head custodian
- Critical Data
 - Network Administrator
- Assembly Point Manager(s)
 - Front Desk Receptionist on duty, backup is custodian
- Student, Staff Evacuation Manager(s) Broken into areas
 - Administration: Campus President / Executive Secretary
 - Student services : Student Services VP / Debbi Hill
 - Classrooms : Lead Instructor on duty in each college

Standard Response Protocol

The Standard Response Protocol is a nationally recognized program created to provide a consistent language and series of actions for students, staff and first responders, during a crisis. Students and College employees will receive and review Standard Response Protocols during their initial orientation to Tooele Technical College.



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our campus is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

NOTIFICATION PROGRAM

Timely notification is essential with any type of crisis. Please verify that you have the correct information in the campus notification system.

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



LOCKOUT SECURE THE PERIMETER

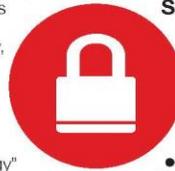
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

STAFF

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence
- Prepare to Evade or Defend

STAFF:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

STAFF:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Drop, Cover and Hold
- Seal the room

STUDENTS:

- Use Appropriate Safety Strategy

STAFF:

- Use Appropriate Safety Strategy
- Account for staff and occupants



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://iloveuguy.org>

First Aid Kits

First Aid Kits are located in each classroom, student services, faculty workroom, and the administration office hallway.

Instructors are responsible to keep the first aid kits properly stocked and notify the facilities manager when items need replaced.

Emergency Response Procedures

Fire

NEVER ATTEMPT TO FIGHT A FIRE ALONE

Preparation:

1. Be familiar with the layout of your building and all building exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. Know the location of all fire extinguishers.
4. Know how to use the fire extinguishers.
5. Know the location of the evacuation assembly areas.
6. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

What to do:

1. If you discover a fire:
 - Sound Fire Alarm.
 - Follow the Evacuation Procedures.

If Fire Alarm Sounds:

1. Immediately evacuate the building via the shortest and safest route. Do not use elevators. If not in immediate danger, grab essential items only such as coats, purses, and cell phones.
2. If you notice smoke, use an alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low if you have to go through smoke.
5. Go to designated assembly area outside of the facility (East side of the Flag Pole on the East side of the campus).
6. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
8. Stop Drop and Roll if your clothing catches fire.

ALL CLEAR Guideline:

1. Find your Evacuation Manager (for students it will be your instructor).
2. If you suspect that someone is missing or trapped tell you're Evacuation Manager and they will contact the Assembly Point Manger.

3. Do not re-enter the building until instructed to do so by All Clear Manager.
4. Follow directions of fire and police personnel and the team leader and all clear staff.
5. Never re-enter the building to save your personal belongings.
6. Stay calm.

Earthquake

There will be no warning or indication of a pending earthquake. Since the average length of time for an initial quake is 60 seconds - students, faculty, and staff should take time to become familiar with the earthquake procedures listed below prior to an actual emergency.

Preparation:

1. Be familiar with the layout of your building and all building exits.
2. Be aware of potential hazards near your location.
3. Be familiar with Tooele Tech Emergency Evacuation Procedures.
4. Know the location of the evacuation assembly areas.
5. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

What to do:

1. If inside, stay inside and position yourself under something like a desk, table, or stand under a permanent doorway or against an inside wall. Stay away from windows and outside walls.
2. If outside, stay outside and move away from the building, gas lines/meter, overhead power lines, and trees.
3. After the earthquake, stay put wait for directions by the CP, SM or a Sweep Team member.
4. Replace all phone receivers. This will help in the evacuation process.
5. Do not use the telephone, light switches, matches, candles or other open flame unless absolutely certain natural gas is not leaking.
6. Do not move the seriously injured unless they are in greater danger if not moved.
7. If asked to evacuate secondary shockwaves make hallways and exits hazardous. Proceed cautiously toward the safest exit; beware of falling objects or debris.
8. Never re-enter the building after an earthquake unless instructed to do so by a member of the Sweep Team.
9. SM will report major structural damage to the CP, along with information concerning the safety and location of students, staff, and visitors that were in the building during the earthquake.

If you hear a verbal or electronic alarm:

1. Remain calm and proceed immediately to the nearest exit.
2. Collect personal belongings that are easily within reach.
3. All students, faculty, staff, and visitors evacuating the building must assemble at the designated assembly area.

4. Do not return to the building or leave the grounds without authorization.
5. Wait until the All Clear Manager directive is given before returning to the building
6. Do not attempt to move your car or to go home until released by a member of the Sweep Team, SM, or CP. City streets may be more dangerous than staying put and gas lines may be damaged creating a fire hazard.

Bomb Threat

When a bomb threat is received, the CP will consult with the SM, Tooele County Fire Department, and the Tooele County Sheriff's Department to determine if evacuation of the building is required. Since bomb threats can happen at any time, students, faculty, and staff should become familiar with the procedures listed below prior to an actual emergency.

Preparation:

1. Be familiar with the layout of your building and all building exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

Bomb Threat

1. Keep the caller on the phone as long as possible
2. Get detailed information from the caller
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What will cause it to go off?
 - Did you place it?
 - Why?
 - What is your name?
 - What is your location?
3. Use caller ID if possible.
4. Have someone Call 9-1-1.

Suspicious Package or Bomb Found

1. Do not touch the device.
2. Do not use cellular or radio communication within 100 feet of the device.
3. Immediately evacuate the area to the evacuation point.

Hazardous Materials and Chemical Spills

With input from faculty and/or staff, the SM will consult with the Tooele County Fire Department and/or the Tooele County Sheriff's Department to determine evacuation of the building after a hazardous material incident or chemical spill. Since chemical spills can happen at any time, students and staff should become familiar with the procedures listed below prior to an actual emergency.

Preparation:

1. Be familiar with the layout of your building and all exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

What to do:

1. If the hazardous material is inside, leave the area immediately and notify the SM. Be prepared to follow specific decontamination and evacuation instructions.
2. If the hazardous material is outside, stay inside and move away from windows and doors.
3. If evacuation order is issued, proceed immediately to the safest exit.
4. Follow instructions of emergency responders.
5. Never re-enter a building after a hazardous material incident unless instructed to do so by the SM, Tooele County Fire Department, or the Tooele County Sheriff.
6. Sweep Team members will report information on the safety and location of students, faculty, and staff and other occupants of the building to the SM.

Loss of Power or Utility Outage

A power outage or interruption of the natural gas or water supply to the building can occur without warning. Students, faculty, and staff should review the information below to be prepared for a loss of power or utility outage. See also the Class Closure Process.

What to do:

1. Remain in your work area or classroom until instructed to do otherwise by the SM.
2. The SM determines the nature of the outage and estimates of the length of time needed to correct the problem. If necessary, follow the Class Closure Process.
3. Evacuation instructions will be given verbally by the SM or a Sweep Team member.
4. Re-entry instructions will be provided by the SM.
5. Short-term evacuation (20 to 30 minutes) of the building will require students, faculty, and staff to remain at the designated assembly area until instructed to re-enter building.
6. Long-term evacuations and/or class closure will require students to contact Student Services staff regarding occupancy. Information will also be posted on the website and notifications sent via Crisis Manager App.
7. If necessary, alternate college sites will be determined by the CP in coordination with the SM and Administrative staff.
8. Students, faculty, and staff may remain in the building for a short period of time without power, water, or heat.

Storms, Bad Weather, or Floods

Major storms or a flood may occur without warning. Students and staff should review the

information listed below before an actual emergency occurs.

What to do:

1. If at the college, remain in your work area or classroom until instructed to do otherwise. CP or SM will inform instructors, who in-turn will inform students of the weather conditions and advice students to remain in the building until weather conditions improve.
2. If at home, students may contact Student Services if open for instructions concerning class closures. Notification of school closures will be given via Crisis Manager App, texts from the Rained Out services, or Tooele Tech website. Faculty and staff will be contacted by the same line of communication.
3. The CP will contact state and local emergency management agencies to determine the seriousness of the weather and receive recommendations for class closure. In the event of class closure, the CP will notify administration who in-turn will notify faculty and staff.
4. If there is a major storm, stay inside and move away from windows and doors. The CP or SM will notify students, staff, and visitors through Sweep Team members when it is safe to exit the building.
5. Evacuation of the building will be determined by the SM.
6. Evacuation instructions will be given verbally by the Sweep Team members.
7. Long-term evacuations and/or class closure will require students to contact Student Services, faculty and staff will contact immediate supervisors.

ALL CLEAR Guideline:

1. Find your Evacuation Manager (for students it will be your instructor).
2. If you suspect that someone is missing or trapped tell your Evacuation Manager and they will contact the Assembly Point Manger.
3. Do not re-enter the building until instructed to do so by the fire department or All Clear Manager.
4. Follow directions of fire and police personnel and the team leader and all clear staff.

Security Response Procedures

Hostage Situation

Prior to an actual hostage situation, students and staff should become familiar with Security Response Procedures described in the Emergency Response Plan.

Preparation:

1. Be familiar with the layout of your building and all exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.
4. Always inform a co-worker if you will be out of the office for a significant period of time.

What to do:

1. If you are taken hostage:
 - Remain calm.
 - Do what the hostage taker tells you to do.
 - Do not argue or antagonize the hostage taker.
 - It is important for the hostage taker to see you as an individual.
 - Attempt to establish a positive bond between you and the hostage taker.
2. If you become aware of a hostage situation:
 - Call 911 and provide requested information to the dispatcher.
 - Notify the CP, SM and other staff and faculty members in your area who are responsible to direct activities in an emergency situation.
 - Indicate that a hostage incident is in progress.
 - Provide details.
 - Indicate that you have already notified police.

ALL CLEAR Guideline:

1. CP or SM will voice the **ALL CLEAR** and release the building from lockdown.
2. SM will verbally announce the **ALL CLEAR** to Sweep Team members.
3. Sweep Team members will direct re-entry of building by occupants.
4. Immediately after re-entry of building, a meeting will be conducted by CP and/or SM with Sweep Team members for a debriefing of the incident.

Intruder Situation

If intruder refuses to leave:

1. Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, packages, etc.).
2. Notify the SM and call 911. Provide a full description of intruder.
3. The SM may invoke lock down or evacuation procedures.

Hostile Persons and Violent Acts

Prior to an actual hostile security threat, students and staff should become familiar with the Security Response Procedures described in the Emergency Response Plan.

Preparation:

1. Be familiar with the layout of your building and all exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

What to do:

1. If you encounter a hostile non-violent individual:
 - Do not take the person's remarks personally.
 - Focus on the situation. Be helpful and attentive.
 - Let the hostile person vent his/her feelings.
 - Listen actively. Acknowledge what the person communicates.
 - Maintain eye contact.
 - Be polite and professional.
 - Take notes. Write down details the person tells you so he/she will see that you are interested in helping.
 - Ask questions. Clarify anything that you do not understand.
 - Repeat details back to the person. This demonstrates that you understand important points.
 - Apologize sincerely for their inconvenience.
 - Take responsibility to solve problems. If you do not know the answer, say that you do not know. Then tell the person you will find the answer.
 - Do not make promises that you cannot keep.
2. In response to a hostile and violent individual:
 - Do not move or make any sudden gestures that may alarm or attract the perpetrator's attention.
 - If you can do so without attracting attention, immediately leave the area and summon help. If you must remain, seek cover under a table or desk, or just lie on

the floor where you are.

- Stay where you are and do not move or you may attract attention. Do not move until otherwise directed.
- If you are near the location of a violent act, do not go toward that location.
- Notify the CP or SM as soon as possible.

ALL CLEAR Guideline:

1. The CP or SM will voice the **ALL CLEAR** and release the building from lockdown.
2. SM will verbally announce the **ALL CLEAR** to Sweep Team members.
3. Sweep Team members will direct re-entry of building by occupants.
4. Immediately after re-entry of building, a meeting will be conducted by CP and/or SM with Sweep Team members for a debriefing of the incident.

Suspicious Package

Prior to an actual discovery of a suspicious package, students and staff should become familiar with the Security Response Procedures described in the Emergency Response Plan.

Preparation:

3. Be familiar with the layout of your building and all exits.
4. Be familiar with Tooele Tech Emergency Evacuation Procedures.
5. The following represent characteristics of a suspicious letter or package:
 - Foreign mail, airmail, or special delivery
 - Restrictive markings
 - Excessive weight
 - Handwritten or poorly typed envelope
 - Incorrect titles
 - A title but no name
 - Misspelled common verbs
 - Oily stains or discolorations
 - Rigid envelope
 - Lopsided or uneven envelope
 - Wires or foil protruding from package or envelope
 - Excessive masking tape, string or other wrapping

What to do:

1. Keep hallways and stairways clear so that suspicious items can be easily identified.
2. Do not touch suspicious packages.
3. Do not allow anyone else to touch or move package.
4. Notify the SM or CP immediately.
5. If you receive an evacuation order, proceed immediately to the safest exit.
6. Do not re-enter the building unless instructed to do so by the SM or CP.

Weapons

By Utah law, Section [76-10-505.5](#), a person may not possess any dangerous weapon, firearm, or short barreled shotgun, as those terms are defined in Section [76-10-501](#), at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.

However, there are exceptions to this law and a person is authorized to possess a firearm as provided under Section [53-5-704](#), [53-5-705](#), [76-10-511](#), or [76-10-523](#), or as otherwise authorized by law.

List of exceptions:

- Person has a permit to carry a concealed firearm (the fire arm should be concealed)
- Law enforcement
- Federal law enforcement
- U.S Marshal
- Judges

Definitions:

- “On or about school premises”
 - Is defined as: In a public or private elementary school, secondary school, and public or private institution of higher education. This includes all property and school grounds.
- “Dangerous weapon”
 - A firearm; or
 - An object that in the manner of its use or intended use is capable of causing death or serious bodily injury.
- “Concealed firearm”
 - Firearm that is covered, hidden, or secreted in a manner that the public would not be aware of its presence.
 - Readily accessible for immediate use.

Work Area Security

All students and staff are responsible for security on the campus.

What to do:

Students:

1. Students will keep personal items under their control at all times.
2. Report lost or stolen items to college staff as soon as the loss is discovered.

Staff:

1. Instructors will not loan access keys to students or staff.
2. Always secure work areas by controlling personal items, locking filing cabinets, desks, office doors, and storage rooms.
3. Protect property from theft by locking cameras, DVD's, televisions, laptops, cell phones and other equipment in desk drawers, storage rooms, cabinets, or other secure locations.
4. Instructors will protect computers with a password to prevent inappropriate access to computer programs.
5. Question strangers that are in the building. Offer to help them find the person or location they are looking for.

The SM may ask students and/or staff to file a police report for theft of personal property.

Automobile Accidents

Students and staff should become familiar with the procedures listed below prior to an actual automobile accident occurring on school property.

What to do:

1. Automobile accidents requiring medical assistance will be reported immediately to 911.
2. Report all auto accidents to the SM or personnel as soon as possible and provide the following information:
 - Time
 - Location
 - People involved
 - Witnesses
 - It is the responsibility of the parties involved in the accident to contact police and their insurance company
3. Accidents involving damage to the building may require evacuation. Students and staff will be notified through the SM and Sweep Team members if the building or a portion of the building is to be evacuated.

All accidents involving students, staff, or other building occupant (however minor) must be reported to the Director of Human Resources.

Medical Emergency Procedures

Significant responsibilities are necessary for every medical emergency and must be coordinated efficiently and consistently. The following procedures apply to all medical emergencies involving students, staff, and other building occupants.

Preparation:

1. Be familiar with the layout of your building and all exits.
2. Be familiar with the Tooele Tech Emergency Evacuation Procedures.
3. Be familiar with the location of first aid kits, flashlights, and fire extinguishers.
4. Know which staff and faculty members in your area are responsible to direct activities in the event of an emergency situation.

What to do:

If you are the first person to discover a victim or to observe the scene of an accident with injuries:

1. Immediately call 911 and inform the dispatcher of the exact location and extent of the medical emergency including the best entrance for the emergency personnel to enter the building.
2. Follow any instructions provided by the 911 dispatcher.
3. Obtain assistance by seeking out someone in the immediate area to assist with the medical emergency.
4. Remain with the victim reassuring him/her that help is on the way. Try to make the person as comfortable as possible.
5. Ensure that someone meets emergency personnel at the designated entrance and escorts them to the location of the victim.

First Aid Kits are located in each classroom as well as administration and student services.

Suicide Attempt

1. Immediately call 911 and describe situation to dispatch.
2. Notify the SM or staff of situation and location.
3. Administration advises parents or guardians if a minor student is suicidal.
4. Try to calm suicidal person.
5. Try to isolate suicidal person from other students and staff.
6. Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.

Suicide Threat

1. Immediately call 911 and describe situation to dispatch.
2. Notify the SM or staff of situation and location.

3. Administration notifies faculty and staff before the next school day following a death, serious injury, or attempted suicide. Implement post-crisis intervention as necessary.

Post-crisis Intervention

1. Administration will meet with appropriate mental/health professionals and/or officials to determine the level of intervention for staff and students.
2. Designate rooms as private counseling areas.
3. Escort siblings, friends, and other highly stressed students to counselors.
4. Resume normal routine A.S.A.P.
5. Assess stress level of staff; recommend counseling as required.
6. Do not allow media to interview students.
7. Professionals will follow up with students and staff who require counseling.

Pandemic Response

Understand and post signs and symptoms of an outbreak.

Response Plan:

1. Identify all critical functions of the college.
2. Ensure continuity of critical functions by maintaining staffing levels required to sustain essential functions in all departments.
3. Minimize infection risks to faculty, staff, and students:
 - Remain home when sick
 - Separate infectious students and staff
 - Conduct proper hand washing techniques
 - Use proper respiratory etiquette
 - Conduct routine disinfecting of work area
 - Permit high-risk students and employees to stay home
 - Students and employees with infected household members should stay home
 - Increase social distances within the school environment
4. Initiate contingency plans for dealing with campus quarantines or other developments that require the reduction in operating hours or the closure of facilities.
5. Communicate essential information to employees, students, staff, and the community at large.

Community Emergency Contacts

Emergency	911
Police – Tooele City 323 North Main Street Tooele, Utah 84074	435.882.8300
Sheriff - Tooele County Sheriff 47 South Main Street Tooele, Utah 84074	435.882.8300
Fire - Tooele City Fire Department 90 North Main Street Tooele, Utah 84074	435.843.2200
Poison Control Center <u>Emergency Phone:</u> UTAH POISON CONTROL CENTER 585 Komas Drive, Suite 200 Salt Lake City, UT 84108 Administrative Phone: (801) 587-0600 FAX: (801) 581-4199 Website: http://uuhsc.utah.edu/poison	800.222.1222
Rocky Mountain Power	877-548-3768
Questar Gas Company (<i>Gas Odors Only</i>)	800.767.1689
Public Health Department	435.277.2300
Communicable Diseases	435.277.2300
Tooele Animal Control	435.882.8300
Fish & Game Department (Wildlife Resources)	801.538.7200

Tooele Tech Emergency Contacts

Administration	Title	Work Phone	Cell Phone
Scott Snelson	Campus President (CP)	435.248.1801	801.870.9927
Ellen Lange-Christensen	VP Student Services	435.248.1840	801.580.0976
Rob Allen	VP of Finance	435.248.1810	801.989.6805
Linda Skinner	VP of Instruction	435.248.1849	801.860.1066
Jay Olson	Network Administrator	435.248.1808	801.674.9933
Clint Bryant	Facilities Manager (SM)	435.248.1820	435.840.4192

Incident Report Process

1. If necessary, seek medical attention as needed, and keep all applicable information.
2. Visit the College website at <http://www.Tooeletech.edu> and print the Incident Report form located under FACULTY & STAFF, FORMS POLICIES & PROCEDURES, and STUDENTS or use the Crisis Manager app under incident report.
3. Fill out College Incident Report (basic information of what happened, where, when, and how it happened).
4. Send the completed Incident Report form to Tooele Tech Director of Human Resource

Class Closure Procedures

Tooele Technical College provides training that coincides with all scheduled classes and the instructional calendar. It is recognized, however, that there are times when classes must be closed due to uncontrollable circumstances such as power outages, inclement weather, and other emergencies. During these periods of time, it is the responsibility of the CP to authorize class closure. When class closure is authorized, an instructor or staff member (designee) will follow the student release process.

In the event that administration is not available, or the seriousness of the situation precludes immediate contact, an instructor or staff member may become the designee by default and dismiss students without pre-authorization following the appropriate emergency processes or if time allows the outlined dismissal process. The administration will be notified of the dismissal as soon as possible.

Student Release Process

Releasing students early from the College for any reason is taken seriously by all employees of the institution. Care will be taken to ensure that students' safety is the first factor in determining the release of students. Students will be provided shelter and supervision at the college as long as deemed reasonable by the administration or designee.

Students are expected to remain seated in the classroom and follow the instructions being provided by administration or designee.

Examples of appropriate release:

- Power Outages – Call Power Company (877-548-3768) to determine anticipated event duration. Students can be released if power is off for more than ten to fifteen minutes. Care must be taken to ensure students can move from the classroom to the outside of the building safely. Flashlights are available in all instructors' classrooms to assist with this process.
- Inclement Weather – Allow students to make transportation arrangements. It is ultimately the responsibility of the student or the student's parent/guardian to arrange for safe transportation.
- Instructor Emergency – Work with administration to make arrangements for a substitute when feasible.

Student Services Emergency Response

Chain of Command

1. In the event of an emergency, the Vice President (VP) of Student Services and Instruction will react in a manner consistent with the College's Emergency Response Procedures. In the event that the VP is not physically on site, the SIS Specialist is identified as second in command, followed by the Enrollment Specialist. These individuals will be responsible for coordinating with the VP of Student Services in a manner consistent with the College's Emergency Response Procedures.

Student Record Safety

1. In the event of an emergency, physical student records must be secured preventing theft or exposure to harmful elements.
2. Student records are housed in fire proof four drawer *lateral file located in the SIS Specialist's office area.
3. In response to emergencies as addressed in the College's Emergency Response Procedures, the cabinet containing student records must be locked immediately by the SIS Specialist, Enrollment Specialist or in their absence, any other member of the staff.
4. One set of keys to the student records cabinet is maintained by the SIS Specialist, a spare set is located in the College's safe.

