



**TOOELE TECHNICAL  
COLLEGE**

# **Emergency Response Procedures Plan**

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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 emergencies. The plan also addresses a variety of building safety, security, and medical response procedures.

The Emergency Response Procedure Manual has been developed to assist students, faculty/staff and visitors during an emergency or evacuation. Tooele Tech staff will coordinate bi-annual emergency drills, maintain current student/employee lists, maintain safety 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 City Fire Department, Tooele City Police Department, and Tooele County Sheriff's Department (emergency personnel) with information necessary to protect occupants and reduce property damage.

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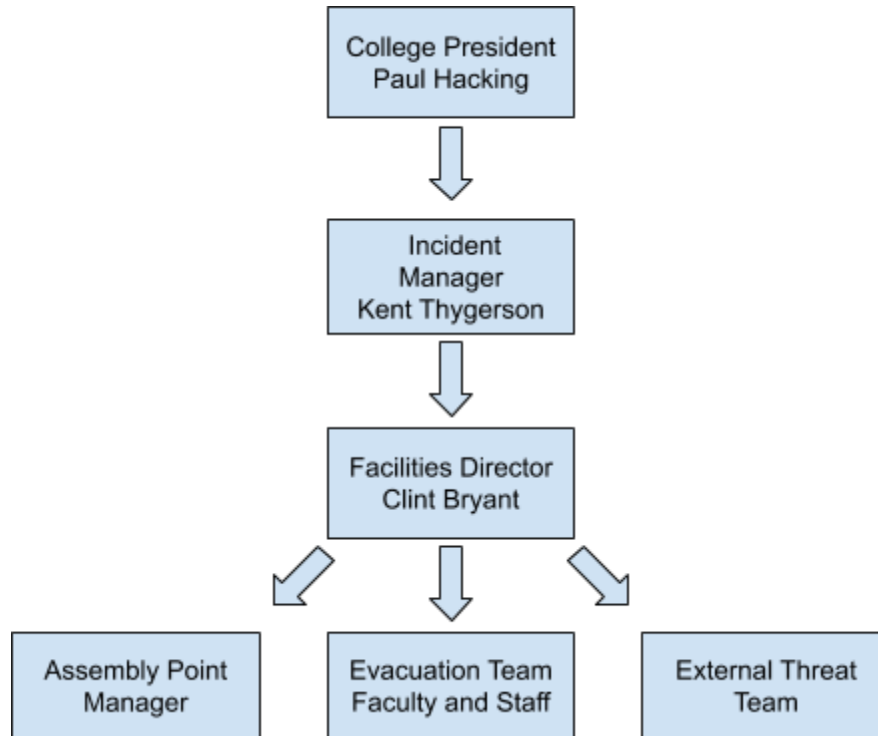
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# TOOELE TECHNICAL COLLEGE

## Chain of Command



## **Emergency Response Command Structure**

Tooele Technical College maintains an up to date Emergency Response Plan.

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

### **College President (CP):**

1. Determines and makes the call for all school closures.
2. Designates Spokesperson to give official information to the media.
3. Delegates duties and responsibilities to others in his/her absence.

### **Incident Manager (IM):**

The Incident Manager is the Vice President of Finance and Operations. When not available, the Vice President of Instruction or Student Services will assume the role.

1. Provides for the safety and comfort of building occupants during an emergency.
2. Assists the Response Team with the coordination of emergencies, including coordinating evacuations with emergency personnel.
3. Receives instructions from the CP or Facilities Director (FD) on the release of students, faculty, and staff.
4. Coordinates building inspections with emergency personnel in the event of an incident.

### **Facilities Director (FD):**

The FD establishes building security, selects safe evacuations routes, reports directly to the IM and has the following responsibilities:

1. Selects and meets regularly with the Emergency Response Team.
2. Continually assesses the state of building and grounds against threat/event activity.
3. Establishes alternate evacuation routes for building occupants when necessary.
4. Establishes and maintains communications with the IM and/or CP.
5. Provides training for faculty and staff.
6. Assesses the emergency and determines the need to evacuate the building.
7. Conducts fire, earthquake and active shooter drills.
8. Responds to fire alarms and other emergency situations and reports to IM and/or CP.
9. Executes the evacuation order given by the IM and/or CP to safely and efficiently evacuate the building.

10. Receives information from faculty/staff on the safety and location of building occupants and coordinates this information with IM and/or CP to obtain building occupancy numbers.
11. Assists with monitoring building entrances until emergency personnel are able to secure the building.
12. The FD can request assistance and delegate tasks as necessary to properly coordinate the response to emergencies.

### **Assembly Point Manager (APM)**

The Assembly Point Manager is a role assigned within Student Services staff.

Assembly Point Manager's duties are:

1. Respond to the flag pole or other predetermined meeting point equipped with the black equipment pack and red medical pack and receive a status report from each Evacuation Team member regarding occupants and incident specific information.
2. Provide status report to the IM on each designated area.

### **Evacuation Team**

The Evacuation Teams is comprised of assigned staff and faculty members for students.

Evacuation Team duties are:

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

### **External Threat Team:**

The External Threat Team consists of key staff under the direction of the Facilities Director. The Team will be on alert anytime there is a threat near the campus. They will watch and be ready to put the building in Lockdown if the threat comes close enough or on to the campus.

### **Emergency Management Committee**

The Emergency Management Committee consists of key administration and staff and meets semi-annually under the direction of the Facilities Director. The Emergency Management

Committee administers the Emergency Management Program and develops 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 semi-annually to discuss any new procedures, improvements to current procedures, and make changes as necessary.
  - Making certain that changes are distributed to all staff and departments and training is conducted in a timely manner.
  - Gathering input from students, faculty, and staff through after each drill and/or incident in an effort to continually improve our procedures.

# 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, and periodically as part of Emergency Management Training.

## IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

### **LOCKDOWN!** LOCKS, LIGHTS, OUT OF SIGHT.

#### **STUDENTS**

Move away from sight  
Maintain silence  
Prepare to Evade or Defend

#### **STAFF**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Prepare to evade or defend



### **EVACUATE!** (Evacuate to: East of Flag Pole)

#### **STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

#### **STAFF**

Lead evacuation to location  
Take attendance  
Notify if missing or injured students



### **SHELTER!** (Shelter in place: Employee Lounge)

#### **STUDENTS**

Hazard	Safety Strategy
Tornado	Shelter in place
Hazmat	Shelter in place
Earthquake	Drop, cover and hold
Flood	Get to high ground

#### **STAFF**

Lead safety strategy  
Take attendance  
Notify if missing or injured students



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## **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 coordinate with the Director of Nursing when items need to be replaced. The Director of Nursing will coordinate quarterly inspections of first aid kits and restock as needed.

# 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, found in the Standard Response Protocol.
3. Know the location of all the fire extinguishers.
4. Know how to use 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 from the Standard Response Protocol.

#### 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 such as coats, purses, and cell phones.
2. If you notice smoke, use an alternate 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 alternate 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 Flagpole on the East side of the campus, the alternate location is the North end of the Parking Lot).
6. If you suspect that someone is missing or trapped, exit the building and report it to the Assembly Point Manager, faculty or staff.
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 Guidelines:

1. Incident Manager or Facilities Director will voice the **ALL CLEAR** and release the building from lockdown.
2. Incident Manager will verbally announce the **ALL CLEAR** to Evacuation Team members.
3. Evacuation Team members will direct re-entry of the building by occupants.
4. Immediately after re-entry of the building, a meeting will be conducted by the College President, Incident Manager or Facilities Director with Evacuation Team members for a debriefing of the incident.

## Earthquake

There will be no warning or indication of a pending earthquake. 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 found in the Emergency Response Protocol.
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 and wait for directions by the College President, Incident Manager or Facilities Director.
4. Do not use the telephone, light switches, matches, candles or other open flames unless absolutely certain natural gas is not leaking.
5. Do not move injured persons unless they are in greater danger if they are not moved.
6. If asked to evacuate, remember secondary shockwaves make hallways and exits

hazardous. Proceed cautiously toward the safest exit; beware of falling objects or debris.

7. Never re-enter the building after an earthquake unless instructed to do so by a member of the Evacuation Team.
8. Incident Manager will report major structural damage to the College President, 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 from the College President, Incident Manager or Facilities Director.
5. Wait until the All Clear directive is given before returning to the building
6. Do not attempt to move your car or to go home until released by the Incident Manager or College President. City streets may be more dangerous than staying put and gas lines may be damaged creating a fire hazard. Roads and infrastructure may be damaged creating fire hazards from damaged gas lines, flooding from broken water lines, damaged bridges, and downed power lines.

### **Bomb Threat**

Bomb threats or suspicious items are rare, but should always be taken seriously. When a bomb threat is received, the Incident Manager will consult with the Tooele City Police 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. Direct someone to call 911.

#### Suspicious Package or Bomb Found

1. Do not touch the device or package.
2. Do not use cellular or radio communication within 100 feet of the device.
3. Immediately evacuate the area to the evacuation point.
4. Call 911.

#### **Hazardous Materials and Chemical Spills**

With input from faculty and/or staff, the Incident Manager will consult with the Tooele City Fire Department and Tooele City Police 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.
4. Know what hazardous materials are in the area and know where to find appropriate Safety Data Sheets and Personal Protective Equipment.
5. Be aware of any odd odors or headaches or light-headedness.

#### What to do:

1. If the hazardous material is inside, leave the area immediately and notify the Site Manager. 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. Call 911.
4. If an evacuation order is issued, proceed immediately to the safest exit.
5. Follow instructions of emergency responders.
6. Never re-enter a building after a hazardous material incident unless instructed to do so by the Incident Manager, Tooele City Fire Department, or the Tooele City Police.
7. Evacuation Team members will report information on the safety and location of students, faculty, and staff and other occupants of the building to the Incident Manager.

### **Active Shooter or Threatening Person**

If you observe someone appearing to be threatening with a weapon, or another dangerous device, hear a possible gunshot or feel lives are in danger:

1. Put Building into Lockdown and call 911. If there is a direct exit use it. Do not enter the hallways. Do not pull the fire alarm.
2. If there is not a direct exit then follow the Lockdown procedure: Locks, Lights, Out of Sight. Move to a classroom or office, lock the doors, make sure the lights are turned off and stay clear of doors and windows. Remain inside the room and await further directions.
3. If the assailant attempts to enter your area or backs you into a corner, then fight back using any means available (as stated in Utah Code 76-2-402).
4. When law enforcement arrives, follow all of the instructions and keep your hands visible.
5. The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours or days.

### **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 Facilities Director
2. The Facilities Director 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 Facilities Director or an Evacuation Team member.
4. Re-entry instructions will be provided by the Facilities Director.
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 the 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 text and email, when available.
7. If necessary, alternate college sites will be determined by the College President in coordination with the Facilities Director 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, Inclement 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. The College President will make the determination for School Closures. If not available, the Incident Manager will make the determination.
2. If at the college, remain in your work area or classroom until instructed to do otherwise. The Incident Manager will inform the Faculty and Staff, who in-turn will inform students of the weather conditions and advise students to remain in the building until weather conditions improve.
3. If at home, students may contact Student Services concerning School closures. Notification of school closures will be given via, texts, or the Tooele Tech website. Faculty and staff will be contacted by the same line of communication.
4. The Incident Manager will contact state and local emergency management agencies to determine the seriousness of the weather and receive recommendations for class closure.
5. If there is a major storm, stay inside and move away from windows and doors. The Incident Manager will notify students, staff, and visitors through Evacuation Team members when it is safe to exit the building.
6. The Evacuation of the building will be determined by the Incident Manager or Facilities Director.
7. Evacuation instructions will be given verbally by the Evacuation Team members.
8. Long-term evacuations and/or class closure will require students to contact Student Services, faculty and staff will contact immediate supervisors.

ALL CLEAR Guidelines:

1. Incident Manager or Facilities Director will voice the **ALL CLEAR** and release the building from lockdown.

2. Incident Manager will verbally announce the **ALL CLEAR** to Evacuation Team members.
3. Evacuation Team members will direct re-entry of the building by occupants.
4. Immediately after re-entry of the building, a meeting will be conducted by the College President, Incident Manager or Facilities Director with Evacuation Team members for a debriefing of the incident.

## **Security Response Procedures**

### **Hostage Situation**

Prior to an actual hostage situation, students and staff should become familiar with these 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 the requested information to the dispatcher.
  - Notify the Incident Manager, Facilities Director 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 the police.

**ALL CLEAR Guidelines:**

1. Incident Manager or Facilities Director will voice the **ALL CLEAR** and release the



building from lockdown.

2. Incident Manager will verbally announce the **ALL CLEAR** to Evacuation Team members.
3. Evacuation Team members will direct re-entry of the building by occupants.
4. Immediately after re-entry of the building, a meeting will be conducted by the College President, Incident Manager or Facilities Director with Evacuation Team members for a debriefing of the incident.

### **Intruder Situation**

If intruder refuses to leave:

1. Walk away from intruder if he/she indicates a potential for violence (be aware of actions, locations, weapons, packages, etc.).
2. Notify the Facility Director or Front Desk and call 911. Provide a full description of the intruder.
3. The Facility Director may invoke lockdown 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 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 place building into Lockdown and call 911. 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 Incident Manager or Facilities Director as soon as possible.

#### ALL CLEAR Guidelines:

1. The Incident Manager or Facilities Director will voice the **ALL CLEAR** and release the building from lockdown.
2. Incident Manager will verbally announce the **ALL CLEAR** to Evacuation Team members.
3. Evacuation Team members will direct re-entry of the building by occupants.
4. Immediately after re-entry of building, a meeting will be conducted by College President, Incident Manager or Facilities Director with the Evacuation 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:

1. Be familiar with the layout of your building and all exits.
2. Be familiar with Tooele Tech Emergency Evacuation Procedures.
3. 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 types of wrapping
- Any unknown substance

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 the package.
4. Notify the Incident Manager or Facilities Director 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 Incident Manager.

### **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:

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

Definitions:

- “On or about school premises”
  - It is defined as: public or private elementary school, secondary school, and public or private institutions 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”
  - A 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 Front Desk as soon as the loss is discovered.

Staff:

1. Instructors will not loan access keys to students or visitors.
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, DVDs, televisions, laptops, cell phones and other equipment in desk drawers, storage rooms, cabinets, or other secure locations.
4. Faculty and Staff 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 Facilities Director 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 for an accident on school property:

1. All automobile accidents should be reported to 911.

2. Report all auto accidents to the Facilities Director or VP Finance as soon as possible and provide the following information:
  - Time and Date
  - Location, description of area and conditions
  - Photographs of all four sides of each vehicle and drivers, if possible
  - People involved including any injuries and contact information
  - Witnesses
  - Police report, it is the responsibility of the parties involved in the accident to contact the police and their insurance company
3. Accidents involving damage to the building may require evacuation. Students and staff will be notified through the Facilities Director and Evacuation Team members if the building or a portion of the building is to be evacuated.

All accidents involving students, staff, or other building occupants (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. Direct someone to notify the front desk about the emergency.
5. Remain with the victim reassuring him/her that help is on the way. Try to make the person as comfortable as possible.
6. 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 or Threat**

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

person alone.

7. 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 the 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. Coordinate action plan with Tooele County Health Department.
2. Plan to maintain all critical functions of the college.
3. Minimize infection risks to faculty, staff, and students:
  - Remain home when sick
  - Send students and staff showing symptoms home
  - Conduct proper handwashing techniques
  - Use proper respiratory etiquette
  - Conduct routine disinfecting of the 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**

<b>Emergency</b>	911
<b>Police</b> - Tooele City Police 50 North Garde Street Tooele, Utah 84074	435-882-8900
<b>Sheriff</b> - Tooele County Sheriff 47 South Main Street Tooele, Utah 84074	435-882-5600
<b>Fire</b> - Tooele City Fire Department 90 North Main Street Tooele, Utah 84074	435-843-2200
<b>Poison Control Center</b> (Emergency Phone) 585 Komas Drive, Suite 200 Salt Lake City, Utah 84108 Administrative Phone: 801-587-0600 Fax: 801-581-4199 Website: <a href="http://uuhsc.utah.edu/poison">http://uuhsc.utah.edu/poison</a>	800-222-1222
<b>Rocky Mountain Power</b>	877-548-3768
<b>Questar Gas Company</b> ( <i>Gas Odors Only</i> )	800-767-1689
<b>Tooele County Health Department</b>	435-277-2300
<b>Tooele Animal Control</b>	435-882-8300
<b>Fish and Game Department</b>	801-538-7200



## Tooele Tech Emergency Contacts

<b>Administration</b>	<b>Title</b>	<b>Work Phone</b>	<b>Cell Phone</b>
Paul Hacking	College President	435.248.1801	
Ellen Lange-Christensen	VP Student Services	435.248.1840	801.580.0976
Kent Thygerson	VP of Finance	435.248.1810	385.321.0855
Mark Aiken	VP of Instruction	435-248-1849	
Jay Olson	IT Director	435.248.1808	801.674.9933
Clint Bryant	Facilities Director	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 the 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 College President 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 designer 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 the 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 the 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 Director of Student Services 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 a fireproof four drawers \*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.