Emergency Operations Plan (EOP)

Revised and Approved 07/15/2024

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B. Letter of Promulgation

MOUNTAINLAND TECHNICAL COLLEGE
EMERGENCY OPERATIONS PLAN PROMULGATION

Mountainland Technical College's Mission Statement; *To enhance the employability of individuals through market-driven career and technical education.*

Officials of **Mountainland Technical College** have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

It is designed to promote the coordination of statewide emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the citizens of Utah County. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS).

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its provisions will become official when it has been signed and dated below by the concurring administration.

In recognition of the emergency management responsibilities of Mountainland Technical College and the authority vested in the President of Mountainland Technical College, the Mountainland Technical College Emergency Operations Plan and its provisions have been promulgated.

_____ **Date 7/15/2024**
Clay Christensen, President
Mountainland Technical College

C. Concept of Operations (Purpose, Scope, Mission)

Purpose

The purpose of the MTECH Emergency Operations Plan (EOP) is to establish guidelines, procedures, and an organizational structure for response to emergencies and disasters occurring on campus (including all MTECH campuses). The plan incorporates hazard-specific procedures from the Incident Command System (ICS), the National Response Framework (NFR) and the National Incident Management System (NIMS) for handling emergencies that disrupt normal campus operations such as but not limited to fires, floods, severe weather, earthquakes, hazardous materials incidents, acts of violence, gas leaks, terrorist threats and other potential disasters.

Scope

This EOP is a college level plan that guides the response of MTECH's personnel and resources during an emergency. The EOP and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities. The EOP is designed to provide a framework and guidance for a coordinated response to minor, major, and large scale disasters. This plan does not replace the procedures for safety, hazardous materials response, or other emergency measures already established at the college. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations.

Mission Statement

MTECH's EOP mission is to provide an integrated, comprehensive emergency management program for MTECH in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of a large-scale disaster. This is accomplished by following the emergency management principles of:

Preparedness, Planning, Protection: Activities completed or ongoing before the emergency incident, such as writing or updating the EOP, establishing or updating hazards, risks, and threats analysis, training/education for incidents that rank high on the hazards risk assessment. Participating in disaster drills and exercises on campus and off-campus interfacing with the community with their associated planning/preparation.

Mitigation: Actions or activities that will lessen the impact of a disaster or emergency incident examples may include: stabilization of non-structural infrastructure (securing

objects that can shift during an earthquake), administering flu vaccine to employees, plowing roads and applying salt to walkways during a snowstorm, testing generators that turn on during a power outage, establishing and practicing communications with students, employees and the community before an emergency or disaster.

Response: Actions or activities that start directly after a disaster or emergency incident has begun or shortly after it is over. The following are examples of response actions or activities: Law enforcement responding to an active shooter incident, building coordinators evacuating a building during a fire, Emergency Medical Services (EMS) responding to a mass casualty incident, and structural engineers completing assessments on buildings after an earthquake.

Recovery: Actions or activities that begin as soon as the disaster or emergency incident is over and may be separated into short-term and long-term phases. May include activities such as: rebuilding infrastructure, clean-up and debris removal, long-term medical care, mental health services, and returning to normal or better, if possible.

Concept of Operations: The EOP is an "all-hazards" document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework for emergency operations staff and other relevant department and agency personnel to work together developing and maintaining hazard specific annexes. Because this plan is designed as a flexible management system, part, or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of the college during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

D. Plan Assumptions

The following statements reflect certain known facts and reasonable assumptions upon which components of the plan are based.

- A disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning
- The succession of events in a disaster is not entirely predictable; hence, published support and operational plans will serve only as a guide and may require field modification in order to meet the requirements of the incident
- Incidents may affect residents in the neighborhoods surrounding the college and beyond. Therefore, city, county, and state services may be overwhelmed. There may be a delay in off campus response services in a catastrophic disaster that may take 72 hours or more for a response
- Incidents that affect portions of the city, county, or region and not the college directly may require the involvement of the college. The degree of involvement would be dependent on MTECH leadership
- People may become stranded on campus, and conditions may be unsafe to travel off campus
- Communication and exchange of information will be one of the highest priority operations for MTECH's EOC
- An Emergency Operations Center (EOC) may be activated to coordinate response actions and resources
- A plan such as this can never address every possible incident. It defines a process for resolving most any situation
- Contact with families and households of the college community may be interrupted.
- Normal suppliers may not be able to deliver materials
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems

E. Plan Objectives

Organization

This plan will:

- Provide guidelines for the most critical functions during an emergency response
- Provide an easy to follow format in which users (MTECH employees and students) can quickly determine their roles, responsibilities, and primary tasks
- Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response in which all entities have access to the emergency response process and know what is going on at the College

Communications and Information Management

This plan will:

- Serve as the central point of communications both for receipt and transmission of urgent information and messages
- Serve as the official point of contact of the college during emergencies when normal channels are interrupted
- Provide 24-hour, comprehensive communication services for voice, data, and operational systems
- Collect all disaster information for notification, public information, documentation and post incident analysis
- Provide a basis for training staff and organizations in emergency response management

Decision Making

This plan will serve as a reference for:

- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur through a clear decision process

Response Operations

This plan will provide guidelines for:

- Utilizing MTECH resources to implement a comprehensive and efficient emergency management response team (those who respond to the EOC and those who may be at the scene)
- Continuously preparing a proactive emergency response management action plan for the possibilities and eventualities of emerging incidents. This includes providing training for and practice of likely disaster scenarios (training, table top exercises, full-scale exercises)

Recovery Operations

This plan will supply guidelines for:

- Transitioning response operations to more normal management processes
- Supporting business continuity plans or return to operation plans and processes, as needed, during recovery phases
- Providing documentation and information support to the FEMA disaster assistance program as needed

F. Activities by Phase of Emergency Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

Mitigation

MTECH will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, and lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Preparedness/Protection

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, schools and divisions must develop specific plans and procedures to assist in the overall implementation and maintenance of emergency plans. The preparedness activities included in the emergency management program are:
- Providing emergency equipment and facilities
- Emergency planning, which includes maintaining this plan, its annexes, and its appropriate guidelines
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training. As much as possible, drills and exercises should be conducted with the community (city, county, healthcare facilities, and state)

Response

MTECH will respond to emergency situations as effectively and efficiently as possible. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, communications, as well as other associated functions.

Recovery

If a disaster occurs, MTECH will carry out a recovery program that involves both short-term and long-term efforts.

Short-term recovery seeks to restore vital services and provide the basic needs of the College community. These activities may include mental health services, immediate medical services, law enforcement activities, safety and security to immediately affected areas, emergency and crisis communications, infrastructure operations, utilities restoration, returning to all normal operations quickly, and other immediate activities depending on the incident.

Long-term recovery focuses on restoring the College to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, government entities and other public institutions. Examples of recovery programs include: restoration of College services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

G. Federal and State Authorities

Federal Authorities

- Presidential Policy Directive PPD-8: National Preparedness
- President Policy Directive PPD-21: Critical Infrastructure
- Homeland Security Presidential Directive HSPD-5: Management of Domestic Incidents • Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC 1092f

Utah State Authorities

- Utah Code Title 53 (Public Safety Code) Chapter 2a (Emergency Management Act)

H. Levels of Response

The College classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and College property, as well as the ability of the school to handle the incident.

Low Risk Emergency (Most Common Incident)

A minor emergency situation that is limited in scope and potential effects, which involve:

- A limited area and/or limited population
- An evacuation or in-place sheltering, typically limited to the immediate area of the incident
- The provision of warnings and public instructions in the immediate area, not College-wide
- Incident management by local response agencies (Lehi Police, Orem City Police, Provo City Police, Spanish Fork Police, Payson City Police, Heber City Police or EMS) or departments acting under the IC, with requests for resource support being handled through agency and/or departmental channels
- The limited external assistance from other local response agencies or contractors

Normal College response services will be able to manage incidents without activation of an EOC. The incident may result in minor injury to members of the campus community and minor damage to College facilities and will affect a single localized area of the campus.

Moderate Risk Emergency

A moderate emergency situation that is larger in scope and more severe in terms of actual or potential effects. Characteristics include:

- A large area, significant population, or important facilities
- The implementation of large-scale evacuation or in-place sheltering and implementation of possible temporary shelter
- College-wide warning and public instructions
- A multi-agency response operating under an IC
- External assistance from other local response agencies, contractors and limited assistance from state or federal agencies

- Activation of the EOC to provide general guidance and direction, coordinate external support, and provide resource support for the incident

High Risk Emergency

A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the College and local government to handle with its own resources. A High-Risk Emergency involves:

- A large area, sizable population, and/or important facilities (this could be on campus or involve the entire community)
- The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
- Community-wide warning and public instructions
- Response by multiple local response agencies operating under one or more IC (includes city, county ICs.)
- Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
- Activation of the EOC to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations

OPERATIONS

I. Activation of Emergency Operations Center (EOC) / Emergency Operations Plan (EOP)

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during a disaster or emergency incident. The Emergency Operation Plan (EOP) is activated whenever disaster/emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

1. Save and protect lives.
2. Coordinate communications on and off-campus.
3. Prevent damage to the environment, systems, and property.
4. Provide essential services (law enforcement, information technology, business services, healthcare).
5. Temporarily assign College staff to perform emergency work.
6. Invoke emergency authorization to procure and allocate resources.
7. Activate and staff the Emergency Operations Center (EOC).

Activation of the Emergency Operation Center (EOC)

MTECH'S EOC may be activated partially or fully depending upon the need in the following ways:

Limited Activation (Low Risk Incident): a response to a small incident in the field that would require only the responding staff to manage the problem. This is the most common incident type, which occurs frequently. This type of incident is managed using campus resources and may need outside assistance (city law enforcement, EMS, or vendors with specific supplies for restoration of services). Notification to senior leadership is not immediate.

Examples of this type of incident include: flooding due to a pipe break, a small fire that can be extinguished by those present, a chemical vapor that requires evacuation of a small location, utility failure (loss of power) for a brief period of time. This type of incident will likely resolve within hours. Most incidents in this category will not escalate to the opening of an EOC, but incident management principles could still be utilized to manage the situation.

Partial Activation (Moderate Risk Incident): a response to a larger incident that involves more resources than are on campus. This would likely involve the media, and notification to senior leadership would be immediate. Timely communication campus-wide may be necessary. There is the potential of imminent harm to people and damage or destruction to property.

Activation of the EOC may be initiated by the College President (or designee) in collaboration with the following positions as possible: ICS Command Staff Designees. This will depend upon the availability of these people, all do not need to be contacted in order to activate the EOC or initiate the EOP.

The EOC should be activated even if only partially so that decision-makers and EOC staff may gather and manage the incident, which may include but is not limited to: managing resources off-campus, media relations, communications with staff, faculty, students, and visitors, communications with the Board of Trustees and the community at large, business continuity measures, recovery strategies, and so forth. This type of incident has the potential to quickly escalate into a larger incident or could as quickly decrease in severity.

Examples of this type of incident may include: Bomb threat or explosion, active shooter, hostage situation, larger fire that engulfs an entire building with the potential to grow, large chemical spill that requires sheltering in place for a lengthy period of time, severe weather that may cause damage or trap people on campus, an infectious disease outbreak that is affecting the staff/faculty/students ability to be on campus, and so forth. This type of incident could last for many hours or even days.

Full Activation (High Risk Incident): in response to a large-scale incident requiring resources on campus, off-campus and beyond. The likelihood of running out of resources is great or imminent. The likelihood of injury to people and damage or destruction to property is high. Notification to senior leadership would be immediate. This is a catastrophic event with huge implications for business, reputation, and everyday operations. The incident would potentially last for weeks, months, or longer.

Activation of the EOC would be initiated by the College President (or designee) in collaboration with the following positions as possible: ICS Command Staff Designees. Due to the severity of the incident, the EOC activation is obvious and does not formally require a decision.

Examples of this type of incident include: Large scale earthquakes (over 6.0 in magnitude) causing structural damage and injuries to people, multiple bomb explosions

on campus, utility disruption lasting for weeks, flood inundation due to dam failure, and so on. This type of incident would last for weeks, months, or longer.

Note: It is understood any one of these incidents could escalate to something bigger or deescalate. This will depend upon many unknown factors that will determine what level of activation is needed. To the degree that this occurs, the College will also determine the size and scope needed to manage the incident through the activation of the EOC.

J. Emergency Operations Center (EOC) Incident Command System (ICS)

When the decision has been made to activate the EOC, the location may vary depending on the severity, length, or other determining factors of the incident. It may be as simple as a few people in the Presidential Suite to pre-designated locations that will accommodate more people, equipment, and resources. When the activation of the EOC has been announced the location of the EOC will be assumed to be in the primary EOC location unless otherwise directed.

Locations of the EOC:

- Primary EOC will be located in the Lehi A Building Campus Board Room, room 231
- Secondary EOC will be located in the Lehi B BuildingBusiness and Training Room, room 102
- Small incident will be located in the Lehi A Building Campus Board Room, room 231
- Other locations may be selected as well, depending on what is needed and the type of situation and campus location

Methods for notification of those who would respond to and manage the EOC:

- Telephone use landlines or cell phones by voice or by text
- Radios used by police, security, custodial, facilities, building marshals, or others
- In-person use of runners, if communications systems have failed

Organization of Incident Command System (within the EOC)

Incident Commander (IC): The person at the scene whose responsibility it is to manage the activities, functions, and tactical efforts where the incident is located. There may be other agencies involved as well and they will communicate with the IC. The IC will communicate directly with the EOC giving a status report, sharing situational awareness, and requesting additional resources.

Policy Group: The President, cabinet, and others as designated. This group is ultimately responsible for establishing the College's overarching priorities and direction during a disaster incident. The Policy Group works closely with the Emergency Operations Center (EOC). The Policy Group communicates with the Board of Trustees, Board of Regents, and other groups as needed throughout the incident. This group defines and endorses the emergency management and business continuity program roles and responsibilities found in this document.

There may be overlap in representatives of the Policy Group and the EOC, this may be modified as needed. There should be good communication between the two established groups. At times the two groups may be housed together. Factors that may affect this would be severity and length of the incident.

The Emergency Operations Center (EOC): Is the group responsible for supporting the IC at the scene as it relates to operations, tasks, activities associated with the incident overall. The disaster incident will dictate who and what positions of the ICS may be involved in the operations of response and recovery throughout the disaster. The following MTECH positions or department representatives may be needed to fill ICS positions within the EOC. Remember this system is flexible and scalable depending upon the needs of the incident type or severity. Other positions and departments may be included depending on the need.

- Vice President of Administrative Services
- Senior Director of Facilities and Risk Management
- Associate Director, Physical Plant Operations
- Local Law Enforcement
- Senior Director, Communications & Student Success
- Vice President of College Relations (Public Information Officer PIO)
- Associate Director of Technology
- Senior Director of Finance/Budget/Procurement
- Director of Human Resources
- Director of Student Services
- MTECH First Responders
- Fire Marshall
- Safety Coordinator
- Risk Manager
- Vice President of Instruction
- MTECH Board of Trustees

ICS Positions in the EOC: Below is the EOC Organizational Chart, which indicates the main positions held in the EOC and provides a brief description of how each position functions. This is a guide to use when deciding what positions need to be activated and who will likely be appointed to fill each position.
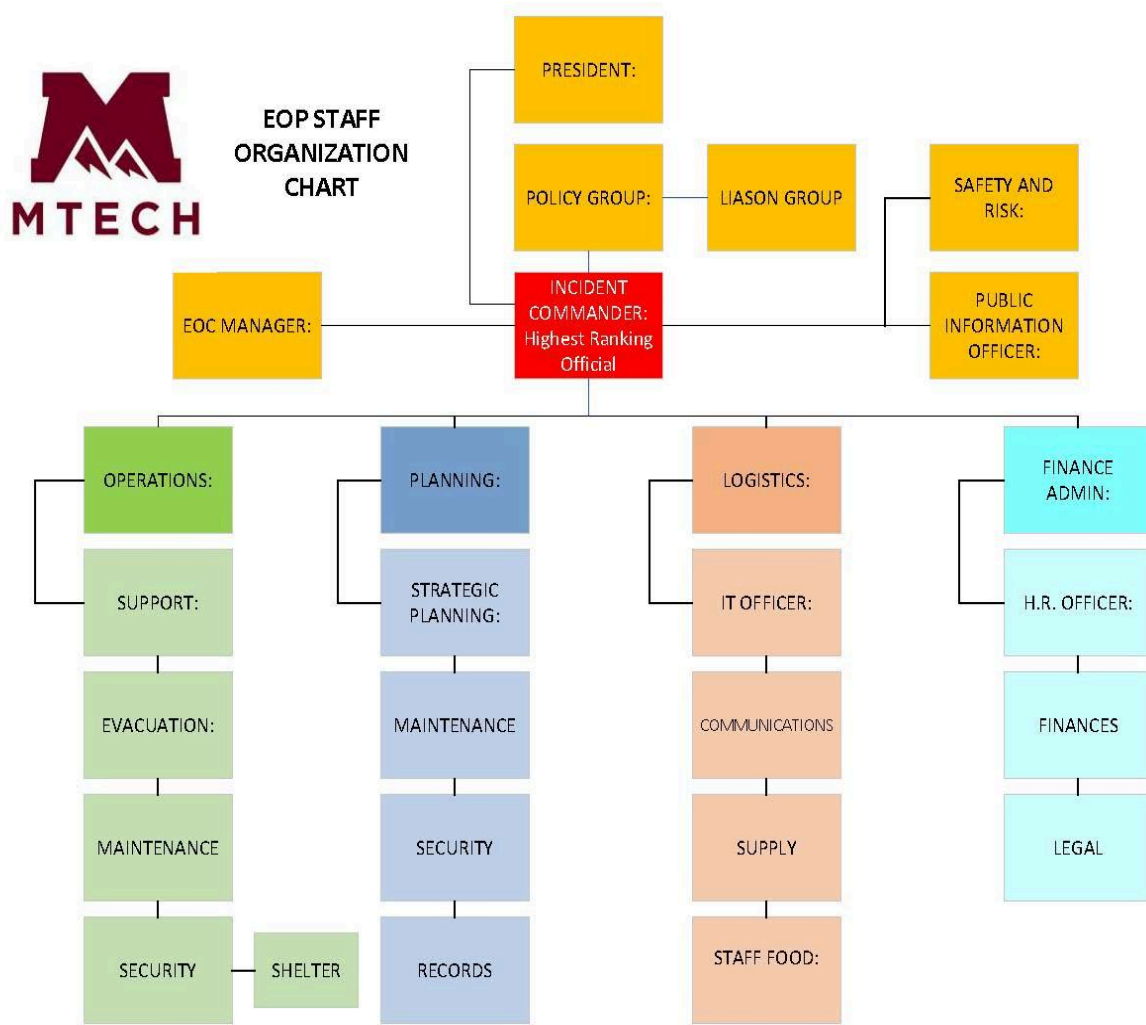
Position/Roles in the EOC with a brief description: (All positions have a Job Action Sheet (JAS) associated with their role, found in Appendix J)

EOC Manager: Supervising position within the EOC, communicates with the IC at the scene and with the Policy Group as needed (if activated). This position supports operations at the scene, coordinates communication with other entities and groups, documents incidents, coordinates possible outside resources or communications that may be needed, and other duties as assigned.

EOC Staff: The group that may be needed to run the EOC

Public Information Officer (PIO): Communicates with the media (when needed), writes messages that go out to students/employees (approved by EOC manager and/or Policy Group). Acts as a liaison between the IC at the scene and the EOC, receives and transmits information at the scene, and may communicate and coordinate with outside agencies as well (City Police Representatives, SWAT, Bomb Squad, State Resources, etc). Accesses and utilizes the text messaging system.

Liaison Group: Interfaces with outside agencies to coordinate and communicate status reports, request resources, and gather intelligence concerning the scene (on or off campus).

Safety and Risk: Has full authority to stop any unsafe operations in EOC. Monitors operational practices. Updates EOC Manager on any potential safety concerns. Responsible for ensuring a safe working environment, as well as the health for all personnel in the EOC.

Chief of Finance Admin (payers): Tracks and documents expenditures, expedites procurement measures, tracks and documents supplies, equipment, and people; Responsible for identifying potential and actual costs associated with an incident, activate agreements (MOU's) if needed and work closely with other EOC staff.

Chief of Operations (doers): Coordinates people getting jobs and tasks completed. Examples: barricade roads, provide traffic control points, get equipment from one location to another, fix and repair systems if there is a failure (utilities), assess infrastructure damage after an earthquake. Provides Security.

Operations Support: Records and documents the timeline of the event, keeps track of requests made and filled and other duties as assigned. There may be a need for more than one person to fill this role.

Specialist: A person who has a specific skill set or a content matter expert that may be needed during a type of scenario (Medical/Health: Student Health Services Representative, Chemical Spill/Exposure: Faculty Chemistry Representative or HAZMAT Specialist)

Chief of Logistics (getters): Coordinates obtaining or procuring supplies, equipment, people that may be needed for the operations of the incident. Takes

care of the needs of people (coordinates food, water, shelter, if needed). Creates staging areas for supplies, equipment, and students if needed.

IT Specialist/Communications: Answers all incoming phone calls or radio transmissions, ensuring those messages or calls get to the right position within the EOC. Tracks communications that leave and enter the EOC. There may be a need for more than one person to fill this role. Assist with any/other IT-related issues.

Chief of Planning (thinkers): Anticipate future needs depending on the incident, write and publish the Incident Action Plan (IAP) (goals, objectives during the operational periods). Note: Each Chief may need others to execute, perform, complete tasks, functions or to be their eyes and ears outside of the EOC positions may be created as needed and people activated as needed depending on the incident.

There are additional positions with corresponding Job Action Sheets (JAS). These positions are subordinate to the chief positions. It is up to each Chief to activate them depending on the need. The additional positions simply stimulate thinking or provide possible areas that may need to be considered and can be incident-specific or used every time. The JAS can be found in Appendix J.

An Incident on Campus:

Examples: Large structural fire requiring evacuation, chemical spill that requires evacuation, large utility failure not easily repaired, active shooter, hostage situation, bomb threat or explosion, or an incident that affects the geographic area of the campus.

If the incident is on campus, then the Incident Commander (IC) will be the highest ranking official on scene. That person will be at or near the scene. The IC will communicate regularly with the EOC staff. The EOC's purpose is to support the IC and the scene with what is needed (people, equipment, supplies, etc.). The EOC staff will manage and coordinate other activities such as media, notification to outside groups, and communications with students and employees and so forth.

If the incident is large enough to include the Policy Group, they will be physically located near the EOC.

An Incident off Campus:

>Examples: Flood inundation from dam failures (Deer Creek and Jordanelle), earthquake, wildfire with smoke inhalation, and large chemical spill (railroad tanker, freeway tanker).

>If the incident is off-campus, affects the daily operations on campus, and requires activation of the EOC, law enforcement or designee will be at or near the scene, where possible. Their purpose will be to communicate with the EOC on campus giving intelligence, status reports, expected outcomes, and timelines. Many times the disaster will be widespread, and having an IC at the scene may not be possible. If a multiple agency EOC is activated (Unified Command), this person would represent MTECH's interests and provide possible assistance to the community.
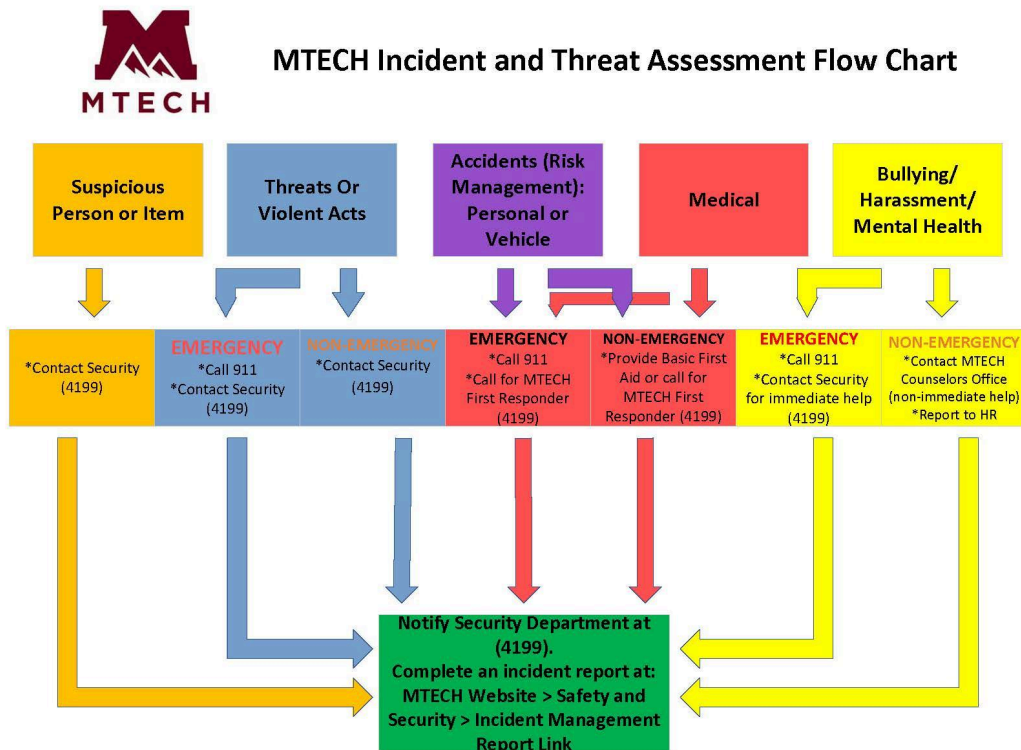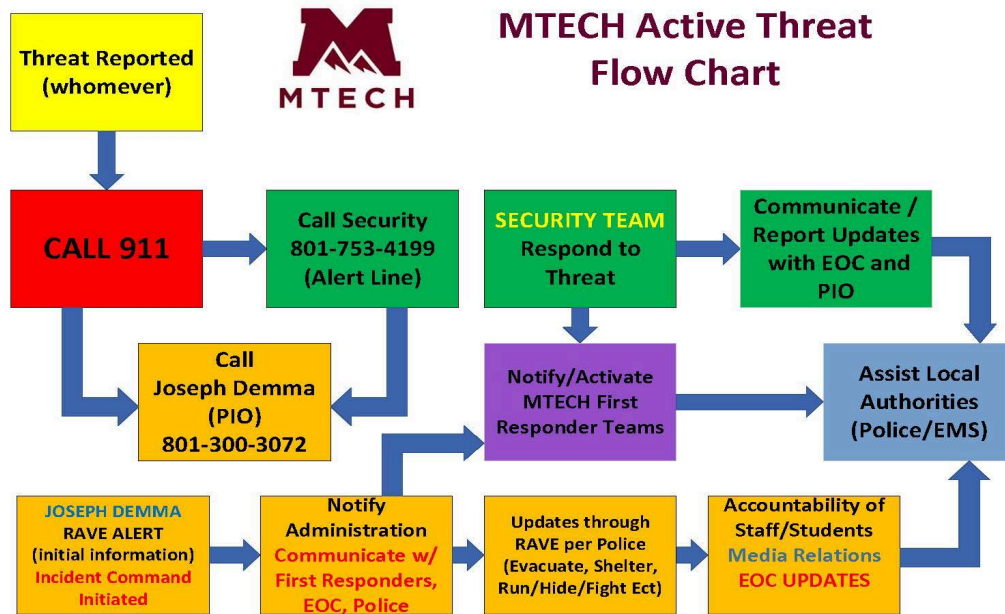
Flow of Communications and Operations after the EOC is activated: The flow of communication is critical throughout the duration of the incident.

In the first few minutes to hours of an incident, all types of information are needed. Below is a list of questions that may need to be answered if the incident is on campus.

Communications from the scene on campus to EOC:

- Nature of incident: fire, bomb threat or device, gas leak, etc.
- Where is the incident located?
- Are College operations impacted (immediately and potentially)?
- What types of injuries exist? Is EMS needed from the city?
- What College assets are damaged?
- What resources are currently at the scene (campus, community)?
- Who needs to be notified?
- What is the message to the students, employees, and public?
- Is evacuation of campus needed?
- Estimated time for stabilization, repairs, and return to normal (where applicable)

First responders provide information to the on-scene incident commander and/or to the directors of their departments or designees. They will communicate via handheld radio, cell phone, or by runner to the EOC. Below are flowcharts of how the communication flow may work.

MTECH Active Threat Flow Chart

Threat Reported (whomever)
→ **CALL 911**

CALL 911
→ **Call Security 801-753-4199 (Alert Line)**
→ **Call Joseph Demma (PIO) 801-300-3072**

Call Security 801-753-4199 (Alert Line)
→ **SECURITY TEAM Respond to Threat**

SECURITY TEAM Respond to Threat
→ **Communicate / Report Updates with EOC and PIO**
→ **Notify/Activate MTECH First Responder Teams**

Communicate / Report Updates with EOC and PIO
→ **Assist Local Authorities (Police/EMS)**

Notify/Activate MTECH First Responder Teams
→ **Assist Local Authorities (Police/EMS)**

JOSEPH DEMMA RAVE ALERT (initial information) Incident Command Initiated
→ **Notify Administration Communicate w/ First Responders, EOC, Police**
→ **Updates through RAVE per Police (Evacuate, Shelter, Run/Hide/Fight Ect)**
→ **Accountability of Staff/Students Media Relations EOC UPDATES**
→ **Assist Local Authorities (Police/EMS)**

MTECH Incident and Threat Assessment Flow Chart

Suspicious Person or Item	Threats Or Violent Acts	Accidents (Risk Management): Personal or Vehicle	Medical	Bullying/ Harassment/ Mental Health

Suspicious Person or Item
→ *Contact Security (4199)

Threats Or Violent Acts
→ EMERGENCY *Call 911 *Contact Security (4199)
→ NON-EMERGENCY *Contact Security (4199)

Accidents (Risk Management): Personal or Vehicle
→ EMERGENCY *Call 911 *Call for MTECH First Responder
→ NON-EMERGENCY *Provide Basic First Aid or call for MTECH First Responder (4199)

Medical
→ EMERGENCY *Call 911 *Call for MTECH First Responder
→ NON-EMERGENCY *Provide Basic First Aid or call for MTECH First Responder (4199)

Bullying/ Harassment/ Mental Health
→ EMERGENCY *Call 911 *Contact Security for immediate help (4199)
→ NON-EMERGENCY *Contact MTECH Counselors Office (non-immediate help) *Report to HR

All →

**Notify Security Department at (4199).
Complete an incident report at:
MTECH Website > Safety and Security > Incident Management Report Link**

K. Direction, Control, and Coordination of the Incident:

First responding agencies work with other campus departments for assistance with logistics, resources, and intelligence.

L. Support Teams

Community

City Emergency Management

Depending on the scope of the disaster and what part of campus is involved communication and coordination with City EM may be necessary.

Lehi City Emergency Management:
EM: Scott DaBell
EOV Phone Number: 385-201-1000
EOC Location: 153 N 100 E

Orem City Emergency Management:
EM: Heath Stevenson, cell phone: 801-472-8621, office: 801-229-7146
EOC Phone Number:
EOC Location: Public Safety Building adjacent to Orem City Center (State Street and Center Street)

Provo City Emergency Management:
EM: Chris Blinzinger, cell phone: 801-404-6368
EOC Phone Number (s): 801-377-7135, 801-377-9379
Alternates: 801-852-7131, 801-852-7132
EOC Location: 351 West Center Street, Police Training Room

Spanish Fork Emergency Management:
EM: Trevor Sperry, phone: 801-804-4768
EOC Phone Number: Emergency Manager: 801-404-6368
EOC Location: 789 W Center Street, SFPD Station

Payson City Emergency Management:
EM: Payson City Fire
EOC Phone Number: 801-465-5252

EOC Location: 429 W Utah Ave

Heber City Emergency Management:
See *Wasatch County Emergency Management* Below

County Emergency Management

Utah County Emergency Management:
EM: Peter Quittner, cell phone: 801-404-6050
EOC Phone Number: 801-851-4150
EOC Location: Spanish Fork Sheriff's Office Complex, same building as jail

Wasatch County Emergency Management:
EM: Jeremy Hales Office: 435-657-3544
EOC Phone Number: 435-657-3525, Fax: 435-657-4055
EOC Location: Search and Rescue Building, 1359 South US Highway 40, Heber City

Other Support Groups:

Lehi City EMS/Fire/Law Enforcement	801-768-7110
Orem City EMS/Fire/Law Enforcement	801-229-7070
Provo City EMS/Fire/Law Enforcement	801-852-6210
Spanish Fork City EMS/Fire/Law Enforcement	801-804-4700
Payson City EMS/Fire/Law Enforcement	801-465-5240
Heber City EMS/Fire/Law Enforcement	435-654-3040
Utah County Health Department	801-851-3000
	801-851-7503
Wasatch County Health Department	435-657-3262
Wasatch Behavioral Health	801-373-4760

Campus

Incident Commanders/Building Coordinators: These are people assigned to a building to help during a disaster or emergency incident. They will coordinate with the EOC Manager during an incident. This person may be relieved of their duties to a higher Ranking official on scene. This person will assist with emergency drills.

Behavior Intervention Team (BIT Team): This team meets regularly to identify and assist troubled students and potential threats to student/staff safety. Their primary purpose is to proactively respond before a student/staff escalates to violence (when possible).

M. Communications

Rapid and timely communication of information to the campus community during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for an adequate response to emergency incidents. MTECH will coordinate and communicate with all appropriate agencies, boards, and other local county groups.

MTECH utilizes several means of communication in managing varying levels of incidents. These means of communication will be tested for proper functionality. During day to day emergency and disaster incidents, the following response organizations will communicate with their designated liaison groups:

> **PIO:** Media Outlets, Public Safety Outlets
> **Safety and Risk:** Law Enforcement Agencies, EOC's for appropriate city, county, and County Health Department
> **Operations:** All Utility Providers, UDOT, Contractors/Vendors as appropriate.
> **IT:** Vendors, contractors, or other services that enhance the ability to communicate
> **Liaison Group:** Outside agency leaders, outside resources and agencies, customers (parents of students)

Alerts And Notifications:

MTECH has several communication methods that would be used (as possible) to reach students and employees with time-sensitive information during unforeseen incidents or emergencies using:
> Public Announcement System: through fire alarm annunciation system
> Email: RAVE alert that goes through MTECH email service
> Text messaging: RAVE alert that goes to cell phones unless the person has opted out
> Electronic bulletin boards: alert goes to monitors in major hallways and gathering areas
> College homepage: (www.mtec.edu)
> Social Media outlets will be used as possible
> MTECH App: alerts to those that have downloaded the app

Communications during an incident:

> There are several types of communication abilities that can be utilized during an incident. The communication method used may vary depending on the incident. The following are examples of how these methods will be used:

- Radios
- Cell Phones
- LandLines/Desk Phones
- Runners
- Desktop Computers

Note: Cell phone communication is often the first type of communication to be lost in a large incident. Remember that texting may be a better means of communication than a phone call as it uses a smaller band width.

Communication with the Media:

The PIO will communicate with media outlets providing them with timely and appropriate information concerning the incident. These messages are approved by the EOC and/or Policy Group as needed. It is important to share accurate and appropriate information with the media by way of one source to reduce rumors and false or misleading information. For this reason, if a media outlet contacts a College employee they will refer the contact to the PIO.

Locations for Press Conferences:

Locations for speaking with the media may be set up in advance and communicated with the media outlets. Depending on the incident, the following principles should be used when selecting a location:

- Easy to access (parking, easy to find) for both media outlets and MTECH campus officials
- Keep designated media location away from affected family and friends of those involved
- Close enough to see campus without being in the way of response efforts
- Away from the EOC

RECOVERY

N. Recovery Plan

Recovery operations should be considered at the start of the incident and not only following the response phase. Recovery will have three phases: short-term, intermediate-term, and long-term. Section Chiefs should begin considering recovery along with demobilization of personnel and supplies early in the incident.

Short-Term

The objective for short term recovery is to restore the College to minimal capacity. The short-term could last from 0-3 months.

- Life Safety (most immediate)
- Damage assessment
- Debris removal
- Infrastructure restoration
- Reestablish College's responsibilities
- Restore academic instruction
- Reduction and demolition of hazardous structures
- Restore critical business functions
- Crisis counseling to the affected population
- Emergency repairs to damaged infrastructure
- Look at the business continuity plan (how do we stay in business?)

Intermediate-Term

The objective for intermediate-term recovery is to have ongoing activities that are characterized by temporary actions that will assist in providing a bridge to more permanent measures. In this term, most of the essential services have been restored, but the College is far from a pre-disaster state.

The intermediate-term could last from 1-6 months and will typically overlap the short-term and long-term.

- Academic instruction has resumed but could be on a limited basis and in unconventional formats, for example: alternate site locations, web-based delivery, independent study, etc.
- Mental and behavioral health services are available to individuals and families

- Primary transportation routes in and out of the College have been open but might not be fully restored
- Information technology, critical servers and networks, and the widely used applications have been re-established
- Insurance claims are being processed

Long-Term

The objective for long-term recovery is to restore facilities to pre-disaster conditions or better. The long-term could last from a few months to a few years. The main goals for long-term recovery operations include:

- Returning the College to pre-disaster level or better
- Developing an After Action Report and Improvement Plan
- Improving the College's EOP based on lessons learned from the incident
- Reimbursement for qualifying disaster costs
- Integration of mitigation strategies into recovery and operations planning
- Delivering mental and behavioral health services to individuals and families
- Providing assistance to those transitioning to permanent housing if applicable
- Rebuilding College's buildings and facilities to appropriate resiliency for future disasters

College Recovery Command and Governance

The College's initial recovery operations will take place within the Emergency Operations Center (EOC) and will be structured similarly to the Incident Command System (ICS). Functions of the EOC will decline as recovery transitions through each phase. The EOC Manager will determine, with the consultation of the Policy Group, when demobilization of the EOC will take place and what the long-term recovery will look like. During short-term and intermediate-term recovery, some departments may be asked to defer their normal day-to-day operations to devote personnel and equipment to assist in the recovery process.

O. Post Incident Review/After Action Report and Improvement Plan

After any real incident or exercise a post-incident review will take place. This would include those key stakeholders who were involved in response to the incident. This is often called a debriefing or hot wash. It allows those involved to offer or suggest comments regarding processes or procedures that went well and should be repeated or enhanced if needed. It also allows those involved to offer or suggest comments regarding weaknesses or failures in processes or procedures that occurred during the response to the incident. When making changes, a focus on correcting processes and procedures, not people, will be most helpful.

A hot wash or debriefing should be held as soon after the incident as possible. Because memory of the incident will fade, it is critical to capture the information of the incident so that changes can be made. The debriefing should take place in a no-fault environment to best gather the critical information that is needed for improvement.

The incident is documented in writing; this is called an After Action Report/Improvement Plan (AAR/IP). This is usually completed by the Emergency Manager with the assistance of those involved if needed. The contents will be shared with any department that may need to participate in the improvement plan as well.

The Emergency Manager will track the Improvement Plan elements to ensure they are not only identified but corrected as possible. All reports or paperwork produced during a disaster incident will be saved and stored with the Emergency Manager. This becomes critical for tracking improvements and for any potential FEMA reimbursements if the disaster is Presidentially Declared.

See MTECH After Action Report form (next page).

MTECH AFTER ACTION REPORT

Email completed form to: campussecurity@mtec.edu

MTECH Campus: _____

Date: _____

Event: (check one)   ___ Drill
                            ___ Fire
                            ___ Tornado
                            ___ Earthquake
                            ___ Threat Lockdown
                            ___ Tabletop
                            ___ Mock-Drill (Full Scale)

Incident: (check one)   ___ Fire
                            ___ Tornado
                            ___ Earthquake
                            ___ Threat Lockdown
                            ___ Intruder
                            ___ Other: specify _____

Start time: _____   End time: _____

Length of event or incident: _____

Reported time for 100% accountability of all student, staff, and visitors: _____

Total number of participants (headcount): _____

Was a Sweep Performed: __ Yes __ No Explain: _____

Did First Responders Participate: __ Yes __ No Explain: _____

Did Emergency Equipment Function Properly: __ Yes __ No Explain: _____

_____

Commendations: _____

_____

_____

_____

Recommendations: _____

_____

_____

_____

Print Name: _____

Signature: _____   Date: _____

OTHER

P. Training and Exercises

The College will participate in and conduct regular training for employees that relates to hazards, risks, and threats identified on the Hazardous Vulnerability Analysis. There will be ongoing assessments performed if new threats or hazards arise that may need attention, education, or training. Student participation in exercises would be through the annual fire drills and Shakeout earthquake exercise.

Different methods of training and exercises:

Tabletops: A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. Tabletop exercises can be used to assess plans, procedures, and guidelines.

Functional Exercises: A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (EOC, Scene, Policy Group). A functional exercise does not involve any "boots on the ground" (emergency officials responding to an incident in real time)

Full-Scale Exercises: A full-scale exercise is a multi-agency, multi-discipline, multi-department, and "boots on the ground" response. There are people, equipment, and supplies moved. The purpose is to pattern the response as close to what would really occur during an actual emergency/disaster incident.

Drills: A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity, such as radio checks, communications plans, or evacuation drills. (fire drills, hazardous materials spill, radio checks, activation, and use of campus HAM radios).

Q. Emergency Operation Plan Development and Maintenance

The purpose of the College's emergency planning effort is to coordinate enterprise-wide planning related to protection of our greatest resource, our people, as well as our teaching and community service responsibilities.

The following are basic operating principles for the planning effort:

- Decisions based on reliable data
- Planning based on stakeholder inclusion
- Commitment to continuous improvement of plan outcomes

The College's Emergency Committee is tasked to develop a basic EOP, which articulates the implementation and development of supplemental plans and appendices and annexes (as determined to be necessary) to accomplish plan goals and objectives.

The Emergency Committee is responsible for reviewing regulations, hazard analysis, mitigation strategies, and discussing and developing recommended language for a campus plan. This EOP follows the principles that come from state and local guidance, FEMA's concept for developing risk-based, all-hazard emergency operations plans, and incorporates the National Incident Management System (NIMS) concepts.

The Emergency Committee works with content experts in its work. Content experts are individuals with unique experiences, education, preparation, authority deemed necessary and/or useful to the development of an EOP. Content experts are invited to inform and influence the Emergency Committee in its work.

The Director of Emergency Management/Safety is responsible for ensuring all plans and procedures are developed and executed in accordance with local, state, and federal plans, regulations, and standards relevant to emergency management. Those duties include:

- Developing plans in support of NIMS
- Working with city, county, and state officials when developing plans
- Ensuring plans are reviewed and approved by the Emergency Committee, promulgated by University Administration (the President), tested by way of exercise and drills, and updated every three years or sooner as needed
- Writing and tracking any After Action Reports/Improvement Plans

The Emergency Committee will meet regularly and organize their meetings to ensure all aspects of the plan requiring review are completed. A complete review of the EOP and incident-specific plans will occur every three years.

The Emergency Manager, with the assistance of the Emergency Committee, is responsible for developing and implementing the campus drills and exercises. These should be held regularly and with enough frequency to keep the members of the EOC prepared. At a minimum, this should occur annually.

R. Glossary of Terms/Acronyms

Alphabetical

AAR/IP: After Action Plan/Improvement Plan
AVP: Associate Vice President
BIT: Behavioral Intervention Team
CERT: Community Emergency Response Team
EM: Emergency Management
EMS: Emergency Medical Services
EMT: Emergency Medical Technician
EOC: Emergency Operations Center
EOP: Emergency Operation Plan
Emergency Committee: Emergency Committee
FEMA: Federal Emergency Management Association
HAM: Amateur Radio
HAZMAT: Hazardous Materials
IAP: Incident Action Plan IC: Incident Commander
ICS: Incident Command System
IT: Information Technology
JAS: Job Action Sheet
MOU/MOA: Memorandum of Understanding/Agreement
MTECH: Mountainland Technical College
NIMS: National Incident Management System
NRF: National Response Framework
PD: Police Department
PIO: Public Information Officer Stafford Act:
UDOT: Utah Department of Transportation
UTA: Utah Transit Authority

INCIDENT SPECIFIC PLANS

1. General Guidelines in an Emergency

A. In Emergency Situations:

- Assess the situation
- Address life-threatening issues (first aid, victim safety, physical surroundings, etc.)
- Immediately call 9-911 with a campus landline or 911 with a cellular phone
- Provide "status" information
- Verify/check Information
- Follow emergency procedures
- Warn students/others, if advised
- Refer media to the Public Information Officer | 801-753-4125

B. Definitions To Be Aware Of:

HOLD: Hold in your room or area. Clear the halls. Close and lock the door. Account for students, visitors and others. Do business as usual. Remain in Hold until "All Clear" is announced.

SECURE: Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students, visitors and others. Do business as usual. Remain in Secure until "All Clear" is announced.

LOCKDOWN: Recover people from the hallway if possible. Close and lock the door, turn out the lights. Move away from sight, maintain silence. Do not open the door. Prepare to evade or defend. Remain in "Lockdown until "All Clear" is announced or you are instructed by Law Enforcement.

EVACUATE: Lead evacuation to specified location following MTECH evacuation procedures. Account for students, visitors and others. Notify if missing, extra or injured people.

SHELTER: Use appropriate safety strategy for the hazard. Account for students, visitors and others. Notify if missing, extra or injured people.

SAFE CORNER: An area along a wall or in a safe corner where you cannot be seen

FATAL FUNNEL: The area where you can be seen when looking into a room – avoid this area

2. Natural Disasters

A. Earthquakes:

During an earthquake:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building
- Stay away from glass, windows, outside doors and walls, and anything that could fall (such as light fixtures or furniture)
- Do not use doorways unless you know it is a strongly supported, load-bearing doorway and it is close to you
- Stay inside until the shaking stops and it is safe to go outside
- Do not exit the building during the shaking
- DO NOT use the elevators
- Be aware that the electricity may go out or the sprinkler systems and/or fire alarms may turn on

After an earthquake:

- When the shaking stops, look around to make sure it is safe to move, then exit the building
- Expect aftershocks
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake
- Stay away from damaged areas unless your assistance has been specifically requested by law enforcement, emergency agencies, or relief organizations

3. Bomb Threats/Found Devices

A. Upon Receiving A Message That A Bomb Has Been Planted:

- Utilize Bomb Threat Information Form (see form below)
- Record Caller ID number/location, if possible
- Call 9-911 using a phone other than cellular or two-way radio (i.e., regular campus landline)
- Make visual check of area
- Report suspicious objects to the MTECH Emergency Alert Line | 801-753-4199

BOMB THREATS
USE FORM TO COLLECT ALL AVAILABLE INFORMATION

Time: _____ Date: _____

Number/Extension call was received: _____

Exact Wording of the Threat:

_____

_____

_____

Sex of Caller: _____ Age of Caller: _____

Length of Call: _____ Race of Caller: _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE

❑ Accent ❑ Distant ❑ Angry ❑ Clearing Throat
❑ Calm ❑ Excited ❑ Familiar ❑ Cracking Voice
❑ Normal ❑ Raspy ❑ Ragged ❑ Deep Breathing
❑ Crying ❑ Laughter ❑ Lisp ❑ Intoxicated
❑ Deep ❑ Loud ❑ Rapid ❑ Disguised
❑ Soft ❑ Stutter ❑ Slurred ❑ Whispered
❑ Muffled ❑ Slow ❑ Nasal

If voice is familiar, who did it sound like? _____

BACKGROUND NOISES

❑ Static ❑ Locals ❑ Office ❑ Machinery
❑ Music ❑ Echoes ❑ PA System ❑ Animal Noises
❑ Voices ❑ Clear ❑ Long Distance ❑ Motor
❑ Factory Machinery ❑ House Noise
❑ Street Noises ❑ Other?_____

THREAT LANGUAGE

❑ Taped ❑ Message read by threat-maker ❑ Irrational
❑ Foul/Offensive ❑ Well Spoken/Educated ❑ Incoherent

REPORT CALL IMMEDIATELY

Call-taker: please fill out YOUR information in the space provided below.

Date: _____

Name: _____

Office: _____

Phone #: _____

B. If Suspicious Device Is Found:

- DO NOT touch or move found object
- Secure area, preserve scene, and be aware of the possibility of more bombs
- Evacuate area
- Call 9-911 with campus landline or 911 with cellular phone

C. Evacuation Procedures:

- Leave doors and windows open
- Do not take any belongings
- Follow the designated Evacuation Plan which can be found in the Emergency Procedure Guide book found in all classrooms
- Do not re-enter buildings until declared safe by local police

D. If A Bomb Is Detonated:

- Immediately cease all two-way radio and cell phone use: do not use any type of transmitting device

- Do not retrieve personal possessions or make phone calls
- Leave quickly when it is safe to do so
- Watch for falling debris, and weakened floors and stairs
- Do not use elevators
- Check for fire or other hazards
- Once you are out, do not stand in front of windows, glass doors, or other potentially hazardous areas
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building
- If you are trapped in debris, use a flashlight if possible to signal your location to rescuers
- Tap on pipe or wall so rescuers can hear where you are
- If possible, use a whistle to signal rescuers
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust
- Avoid unnecessary movements
- Cover your nose and mouth with anything you have on hand
- Dense-weave cotton material can act as a filter
- Try to breathe through the material

4. Active Threat

A. When An Active Threat Is In Your Vicinity:

Run

- If there is an accessible escape path, attempt to evacuate the premises
- Have an escape route and plan in mind
- Silence or set your cell phone to vibrate
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Hide

- Hide in an area out of the shooters view and turn out the lights
- Block entry to your hiding place and lock the doors

- Silence your cell phone and stay spread out

Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

B. Instructors Are To:

- Have everyone silence or set cell phones to vibrate
- Lock your door
- Lower or close any blinds
- Place students against the wall, so that the intruder cannot see them if they look in the door
- Look for the 'SAFE CORNER' and avoid 'FATAL FUNNELS'
- Turn out lights and computer monitors
- Keep students quiet
- If in the bathrooms, move to a stall, lock it, and stand on the toilet
- Stay in safe areas until directed by law enforcement officers
- Never open doors during a lockdown, even in the event of a fire alarm
- For further directives, law enforcement officers and administrators will have keys to open doors
- Emergency personnel will signal "ALL CLEAR" when lockdown is lifted If an evacuation occurs, all persons/classes will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class

C. When Law Enforcement Officials Arrive:

- The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow initial officers
- Remain calm and follow officers' instructions
- Put down any items in your hand (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help when evacuating

● Do not leave until law enforcement authorities have instructed you to do so

D. Information To Provide To Law Enforcement:

● Location of active shooter
● Number of shooters, if more than one
● Physical description of shooter(s)
● Number and type of weapons held by the shooter(s)
● Number of potential victims at the location

5. Weapons/Suspicious Mail

A. If You Become Aware Of A Weapon On Campus:

● Call 9-911 with campus landline or 911 with cellular phone immediately. Give 911 a detailed description of suspected persons, the location of any weapons, and if threats were made
● Keep detailed notes of crisis event for responder
● If threatened by a weapon, do not try to disarm him/her
● Back away and remain calm

B. Suspicious Mail:

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents:

● Call 9-911 with campus landline or 911 with cellular phone and notify Campus Administrator; MTECH Emergency Alert Line | 801-753-4199 Refrain from eating or drinking in a designated mail handling area
● Place suspicious envelopes or packages in a plastic bag or other type of container to prevent leakage of contents
● Never sniff or smell suspect mail
● If you do not have a container, cover the envelope/package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover
● Leave the room and close the door or section off the area to prevent others from entering
● Wash your hands with soap and water to prevent spreading any powder to your face
● List all people who were in the room or area when the suspicious letter/package was recognized
● Give a copy of this list to both the local public health authorities and law enforcement officials

6. Cyber Security

A. If A Cyber Threat Should Occur On Campus:

- Unplug network cable or turn off Wi-Fi Immediately call the MTECH Helpdesk | 801-753-4190
- Take note of any details (e.g. what you clicked on, who the email came from, etc.)
- If possible, leave the computer on for Helpdesk to collect data

7. Utility Failure

A. Utility Emergency Situations:

- For all utility emergencies, notify the MTECH Emergency Alert Line | 801-753-4199
- If evacuation of the building is required, exit using the stairways
- DO NOT USE ELEVATORS
- Seek out persons needing assistance
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels
- Laboratory and/or culinary personnel should secure experiments or activities that may present a danger when the electrical power is off, or when it is restored unexpectedly
- Close sashes on fume hoods and clean up or put away chemicals
- Notify the lab/culinary supervisor immediately
- Do not perform procedures using hazardous materials until power is restored

B. Flooding Or Water Break:

- If flooding occurs, stop using all electrical devices
- Notify the MTECH Emergency Alert Line | 801-753-4199
- Evacuate the area or building

C. Gas Leak:

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave
- Call the MTECH Emergency Alert Line | 801-753-4199
- Do not switch lights on or off
- Do not take time to open windows or close doors
- Do not re-enter the building until cleared to do so by the Fire Department, Police or Public Safety

D. People Trapped In Elevator:

- If you are trapped, use the emergency phone in the elevator or push the alarm button, or use a wireless phone to call the MTECH Emergency Alert Line | 801-753-4199
- Wait for help to arrive
- Remain calm
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives
- Do not attempt to open elevator doors at any time

E. Power Outage:

- If the power failure is not caused inside the building, report outage to the electric service provider
- Do not open refrigerators and freezers as much as possible – they will keep food and perishables cold for a longer period of time (about two days) if not opened
- Preserve body heat by wearing multiple layers of clothing. Blankets and towels around windows and doors will help keep heat in
- Never use kerosene or propane heaters inside without proper ventilation, as they create dangerous fumes
- Turn off or disconnect appliances, equipment, or electronics in use when the power goes out. Power may return with momentary "surges" or "spikes" that can damage computers as well as motors in appliances like the air conditioner, refrigerator, washer, or furnace
- Use cell phone or two-way radio for emergencies only
- Do not call 911 for information – call only to report a life-threatening emergency
- Remember that equipment such as elevators may not work during a power outage

8. Shelter/Evacuation Procedures

A. Sheltering Instructions:

- Administration or Police will initiate Shelter-in-Place procedures
- Ensure all appropriate persons are inside buildings or rooms
- If possible, account for all persons in your designated area and secure doors and windows
- Keep all persons away from exposed windows and doors
- All persons are to remain in the secured area until "ALL CLEAR" is declared by emergency personnel

B. Evacuation Instructions:

- Evacuation assembly locations have been determined for all buildings: review evacuation locations.
- Occupants should use the nearest and safest exit after the order to evacuate has been given
- Occupants should avoid blocking entrance routes to buildings to allow emergency responders unhindered access
- Based on type of emergency – occupants may be instructed to evacuate farther from certain areas; please remain attentive to all emergency communications
- Remain calm at all times and follow established procedures for safe evacuation

9. Suicide Attempt/Serious Injury/Death

A. Helping a suicidal person:

- Listen, offer help and resources; trust your instincts
- Recognize warning signs of distress
- Report suspicions to appropriate resources; Suicide Hotline | 988; 911
- For additional resources and information visit https://utahsuicideprevention.org https://safeut.org

B. Suicide Attempt On Campus:

- Notify Campus Administrator; MTECH Emergency Alert Line | 801-753-4199 and call 911
- DO NOT LEAVE the person alone
- Try to remove the individual calmly but firmly from immediate means of hurting him/herself
- If the individual has a weapon, do not try to take it physically or through force.
- Alert emergency responders
- Keep the area off limits and isolated until emergency medical personnel and/or police arrive
- Render first aid if necessary
- Witnesses should be directed to stay in the area in case police or emergency services personnel need further information

C. Death On Campus – Natural Causes, Accident, Suicide, Or Homicide:

- Ensure the area is safe to approach the victim

- Identify the problem and the location, secure and isolate the area
- Call 9-911 with campus landline or 911 with cellular phone
- Assist Police, EMS, and other first responders in locating and identifying possible suspect(s)/victim(s)
- Discourage large crowds from forming
- When possible, obtain witness names
- Ascertain emergency contact information to notify family members Provide the EMS/Police with emergency information

D. Serious Injury:

- Call 9-911 with campus landline or 911 with cellular phone.
- Contact Campus First Responders 801-753-4199
- Do not attempt to move a person who has fallen and appears to be in pain. If possible, provide the following information to the officer/dispatcher:
  - Your Name
  - Your Location
  - Description of medical emergency
  - Description of symptoms
  - Allergies
  - Medications
  - Major medical history (heart condition, asthma, diabetes, etc.)
  - The name(s) of the ill/injured person(s), if known
- Enlist help and stay with the injured person until help arrives
- Do not unnecessarily expose yourself to hazards including fire, electricity, chemicals, or bodily fluids
- While waiting for help, ask for proper medical procedures by phone and render appropriate first aid by direction
- Remain at the scene after emergency personnel have arrived to provide information

10. Assaults/Fight

A. Assault/Fights:

- De-escalate and defuse the situation, if possible
- Call 9-911 with campus landline or 911 with cellular phone if necessary
- Notify Campus Administrator; MTECH Emergency Alert Line | 801-753-4199
- Do not move or make any sudden gestures that may alarm or attract the perpetrator's attention

- If you can move without attracting attention, leave the area immediately and summon help. If you must stay, try to seek cover under a table or desk, or just lie on the floor where you are
- If you will attract attention if you move, stay where you are. Do not move until otherwise directed. If you are near the location of a violent act, do not go toward that location
- Go to a safe area
- Document all actions
    - Ask victim(s) and/or witness(es) for their account of the incident

11. Terrorism

A. Terrorism – Person Carrying/Using A Weapon, Bomb, Knife Or Other Suspicious Item:

- Call 9-911 with campus landline or 911 with cellular phone
- Call MTECH Emergency Alert Line | 801-753-4199
- Provide secure sheltering if applicable
- Take note of suspect with detailed description (height, weight, race, hair, clothing) for Police
- Wait for "ALL CLEAR" message from Police before resuming activities

12. Hazardous Materials/Fire/Fire Alarms

A. When Fire Or Smoke Is Detected:

- Activate the fire alarm if not already activated
- Dial 9-911 with campus landline or 911 with cellular phone. Give your name, location, and address
- All personnel are to leave the building
- Do not use elevators
- Do not stop to gather personal belongings
- Proceed cautiously
- Feel doors for warmth before opening. If the door is hot, do not open it. Breathing fresh air is important. Determine if it is more available in a fire escape, stairwell or an exterior window
- If caught in smoke, take short breaths through your nose. Crawl on hands and knees, or walk in a crouched position to exit. Do not crawl on your stomach, toxic vapors settle six inches above the floor
- Re-enter building only when authorized to do so
- Report any damage to Campus Administrator; MTECH Emergency Alert Line | 801-753-4199

B. During A Hazardous Material Incident:

If you are asked to evacuate:

- Do so immediately
- Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures
- Follow the routes recommended by authorities – shortcuts may not be safe
- If you have time, minimize contamination by closing all windows and shutting all vents
- Take pre-assembled disaster supplies if available

If you are sheltered in place:

- Close and lock all exterior doors and windows. Close vents, fire dampers, and as many interior doors as possible
- Go to a preselected shelter room. This room should be above ground and have fewest openings to the outside
- Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape
- Seal gaps around windows and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel
- Avoid eating or drinking any food or water that may be contaminated

C. Biological/Bloodborne Pathogen Exposure:

Get first aid immediately

- If the mucous membranes of your eyes, nose or mouth have been affected, flush them with clean water at a sink or eyewash station If there is a sharp injury, allow the wound to bleed freely. Then wash the area thoroughly with non-abrasive soap and water
- If an area of broken skin is affected, wash the area thoroughly with non-abrasive soap and water

Report the incident

- Report the incident as soon as possible to your supervisor/instructor. Make sure there is no significant delay in seeking medical attention

Seek medical attention immediately

- Seek medical attention immediately at the closest hospital emergency room or health care facility
- Immunizations or medications may be necessary. These may prevent infection or alter the course of the disease if you do become infected. Blood tests should also be done at that time

13. Flooding/Severe Weather

A. This guideline will focus on flooding that is weather-related.

- If an employee notices water coming into a building during or after a rainstorm, they should call the MTECH Alert Line at 801-753-4199
- If there are any actions that can be reasonably taken to direct water away from causing property damage, they should be taken, if these actions would be risky for the employee they should NOT be taken

B. Severe Thunderstorm, lightning, or hail: a storm with thunder and lightning and typically also heavy rain or hail.

- Be aware of the weather forecast in advance, be prepared to come indoors for cover if lightning begins
- Seek shelter during heavy rainstorm, lightning, or hailstorm. If you are unable to get inside a building, get in a vehicle, if possible
- During lightning do not stand under a tree or metal poles
- Get medical help if needed for injured people by calling 911, or request an MTECH First Responder by calling the MTECH Alert Line at 801-753-4199
- Remove hazards or secure damaged property
- Contact the Facilities Director to initiate repairs on damaged property

14. Wildfire

A. When Fire Or Smoke Are Detected on MTECH Property (wildfire):

- If smoke or fire is visible inside a building, activate the fire alarm if not already activated
- Dial 9-911 with campus landline or 911 with cellular phone. Give your name, location, and address
- Contact MTECH via the MTECH Alert Line | 801-753-4199
- Do not leave the building if there are dangerous conditions outside. Follow instructions from MTECH personnel and/or First Responders

- Do not use elevators
- Do not stop to gather personal belongings
- Proceed cautiously
- Feel doors for warmth before opening. If the door is hot, do not open it. Breathing fresh air is important. Determine if it is more available in a fire escape, stairwell or an exterior window
- If caught in smoke, take short breaths through your nose. Crawl on hands and knees, or walk in a crouched position to exit. Do not crawl on your stomach, toxic vapors settle six inches above the floor
- Report any damage to the assigned building coordinator and to the MTECH Emergency Alert Line | 801-753-4199

15. Notification Procedure/Media Information

A. Campus Alert Policy:

- When faced with a Critical Incident, College Relations will distribute pertinent information via the following: www.mtec.edu, Student Services, Instructors, and the RAVE alert system

B. Alert Notifications – Potential Types:

- Weather Closing
- Facility Closing
- Timely Warning of Criminal Activity or threat to safety and Security Emergency Alert – General or specific to a targeted area of Campus Emergency Situation – Potential danger
- ALL CLEAR – Return to business as usual

C. Media Information & Office Of Public Relations:

- All inquiries from the media should be forwarded to the Public Information Officer | 801-753-4125
- Administration will designate an official spokesperson that external media will have access to in the event to an emergency or crisis situation Administration will designate an area for official media interactions

16. Emergency Support Function

A. Emergency Communication Tools

Radios:

- Maintenance: keep radio turned on at all times, must be cycled everyday: take radio off charger at beginning of each shift and put back on the charger at the end of each shift
- Battery will be ruined if left on the charger for prolonged periods
- Use: keep on channel four, push button, give short message, and wait three seconds before speaking again

Mega Phones:

- Maintenance: check batteries quarterly (8 EA C batteries)
- Use: hit the foghorn button twice, wait one second – give evacuation order, or other instruction. Hit foghorn button once, wait one second and give all clear notification
- To notify of hostile intruder/active shooter use one long blast of foghorn button (thirty seconds)

Flashlights:

- Maintenance: crank handle for at least one minute on a monthly basis. There is a port to charge cell phones
- Keep flashlight clipped to megaphone strap for ease of access and transport

Emergency Kit:

- Includes: Building access, building floor plans, forms, emergency contact card, notepad, pens, etc.

Mutual Aid Agreements:

- American Leadership Academy

17. Evacuation Maps

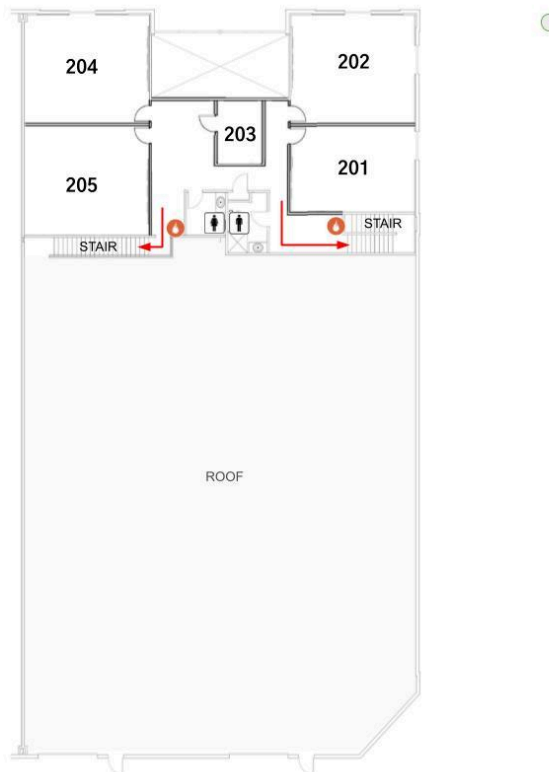### 1. Lehi Campuses
a. Lehi Building A
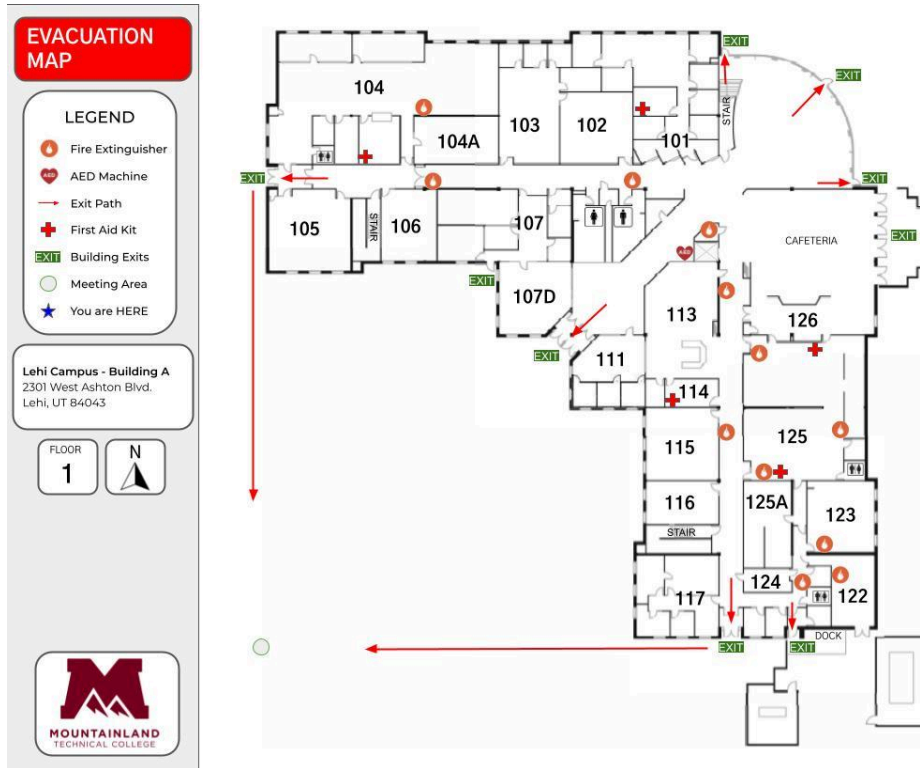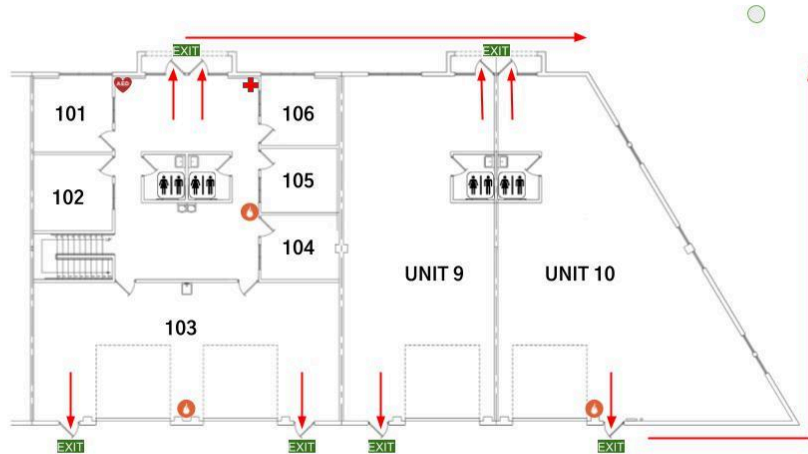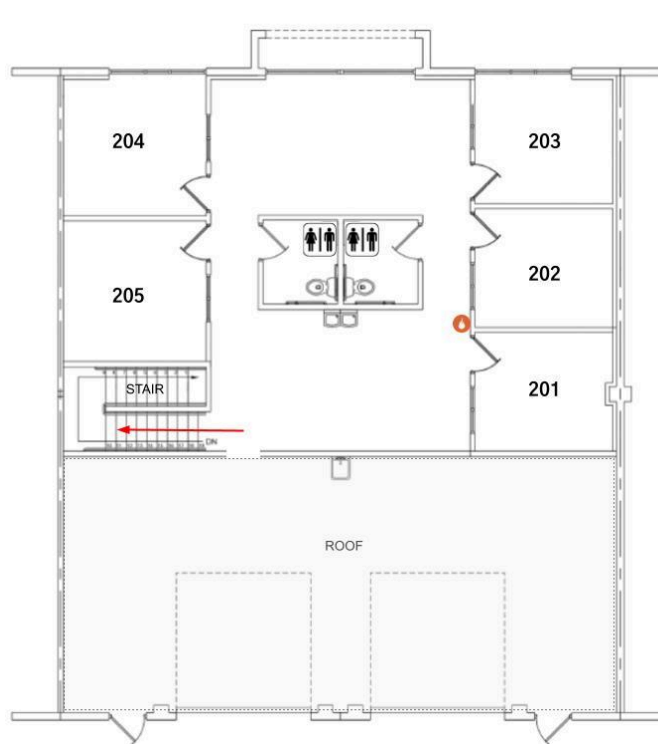
EVACUATION MAP

LEGEND
- 🔥 Fire Extinguisher
- ❤️ AED Machine
- → Exit Path
- ➕ First Aid Kit
- EXIT Building Exits
- ◯ Meeting Area
- ⭐ You are HERE

Lehi Campus - Building A
2301 West Ashton Blvd.
Lehi, UT 84043

FLOOR 2   N

MOUNTAINLAND
TECHNICAL COLLEGE

EVACUATION MAP

LEGEND
- 🔥 Fire Extinguisher
- ❤️ AED Machine
- → Exit Path
- ➕ First Aid Kit
- EXIT Building Exits
- ◯ Meeting Area
- ⭐ You are HERE

Lehi Campus - Building A
2301 West Ashton Blvd.
Lehi, UT 84043

FLOOR 3   N

MOUNTAINLAND
TECHNICAL COLLEGE

b. Lehi Building B

c. Lehi Building C

d. Lehi Building D

2. Orem Campuses
a. Orem Building A
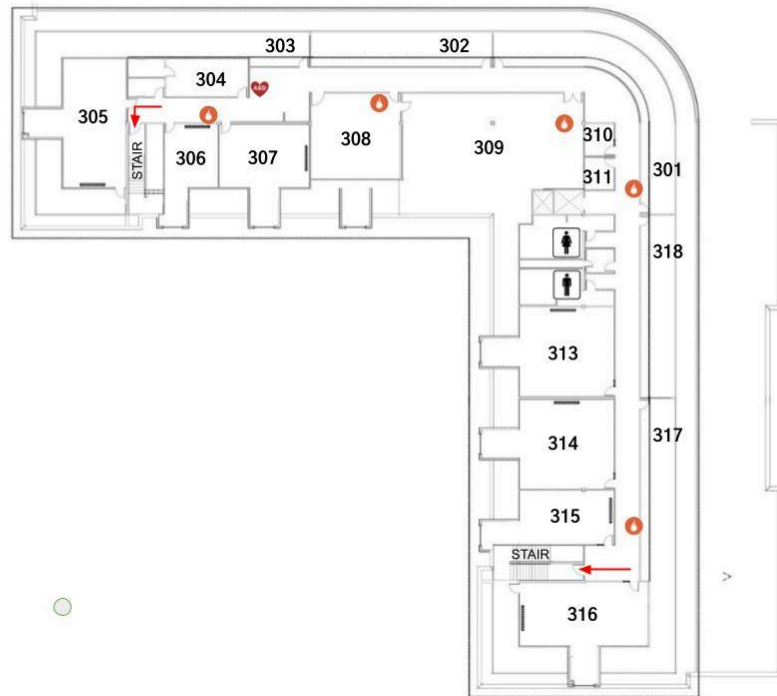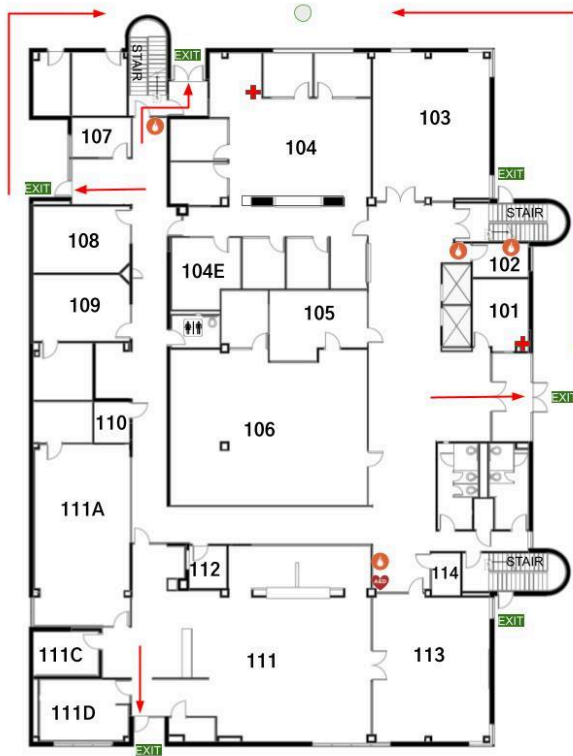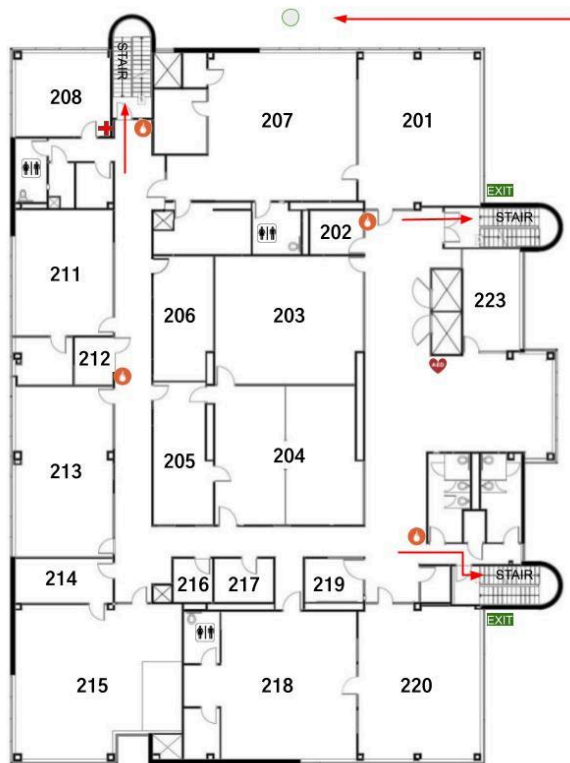
b. Orem Building B

EVACUATION MAP

LEGEND
- Fire Extinguisher
- AED Machine
- Exit Path
- First Aid Kit
- EXIT Building Exits
- Meeting Area
- You are HERE

Orem Campus - Building B
1276 South 1380 West
Orem, UT 84058

FLOOR 1   N

MOUNTAINLAND
TECHNICAL COLLEGE

101
108
107
102
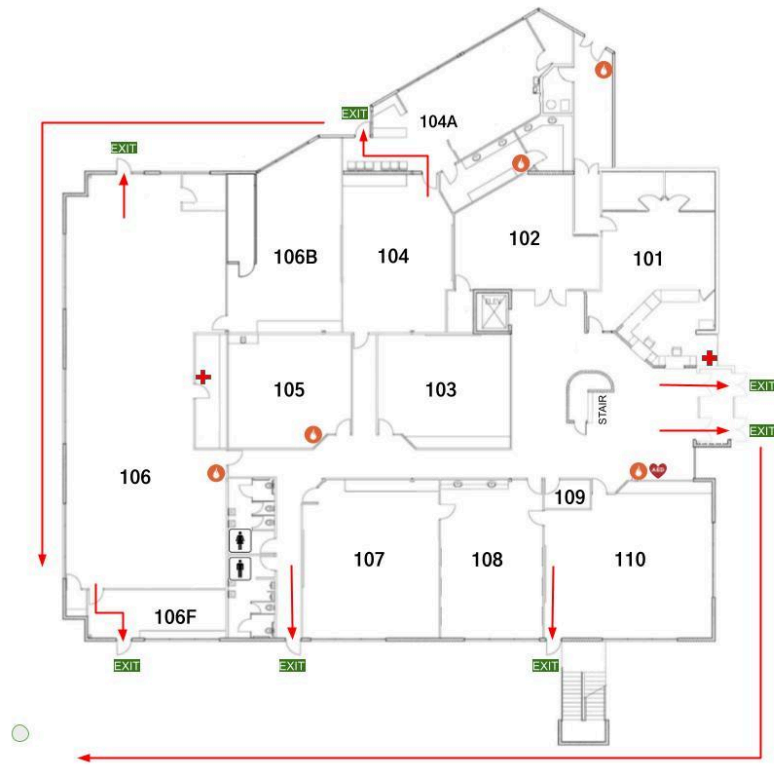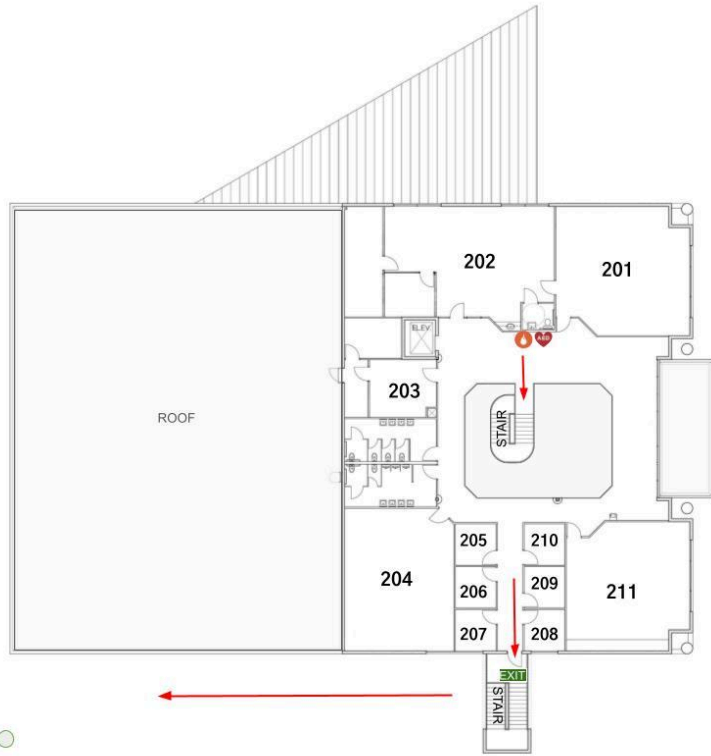103
106
STAIR
STAIR
104
EXIT   EXIT
EXIT

EVACUATION MAP

LEGEND
- Fire Extinguisher
- AED Machine
- Exit Path
- First Aid Kit
- EXIT Building Exits
- Meeting Area
- You are HERE

Orem Campus - Building B
1276 South 1380 West
Orem, UT 84058

FLOOR 2   N

MOUNTAINLAND
TECHNICAL COLLEGE

204
202
203
205
201
STAIR
STAIR
ROOF

c. Orem Building C

3. Provo Campuses
a. Provo Building

Key

🔥 Fire Extinguisher

❤️ AED Machine

→ Exit / Safe Path

➕ First Aid Kit

EVACUATION MAP
MTECH Provo Floor 3

Key

🔥 Fire Extinguisher

❤️ AED Machine

→ Exit / Safe Path

➕ First Aid Kit

EVACUATION MAP
MTECH Provo Floor 4

4. Spanish Fork Campuses
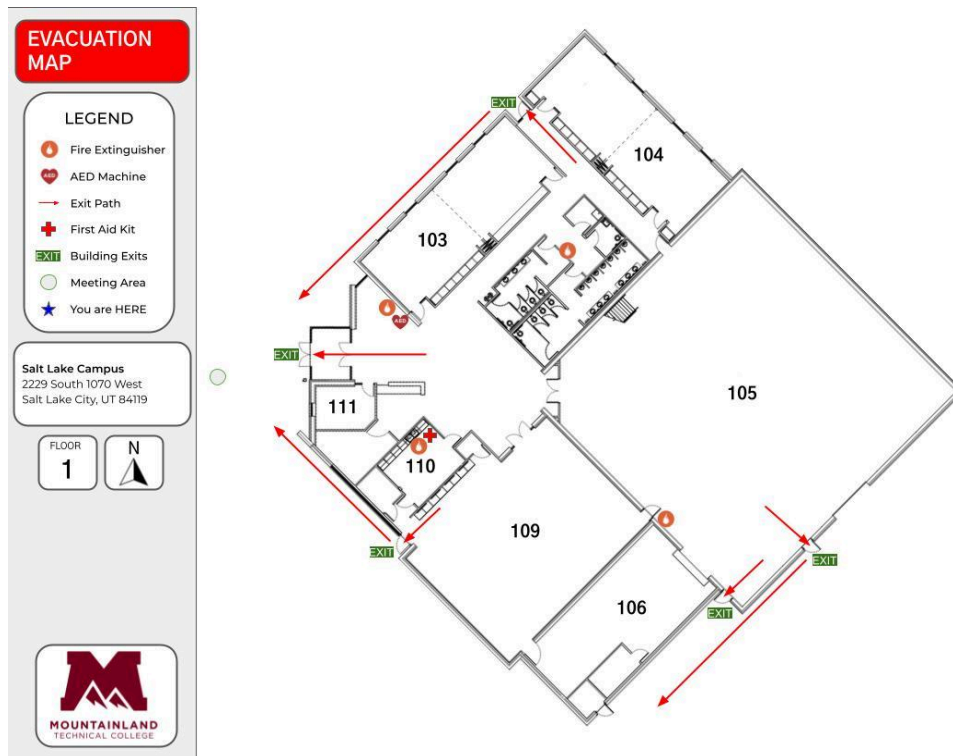### a. Spanish Fork Building A

b. Spanish Fork Building B

5. Salt Lake City Campus - A

6. Payson Campuses (COMING SOON)

a. Payson Campus

7. Heber Valley Campuses (COMING SOON)

a. Heber Valley Campus

<u>APPENDICES</u>

A. Critical Contact Information

POLICY GROUP/PRESIDENT'S EXECUTIVE COMMITTEE

Title/Name	Office Phone
President, **Clay Christensen**	801-753-4123
Assist. to Pres., **Barbara Miner**	801-753-4124
VP/CFO, **Kirt Michaelis** – Liaison / Lehi Building Coordinator	801-753-4128
VP of Instruction, **Holly Peterson** - Logistics Officer	801-753-4126
VP of College Relations, **Joe Demma** - PIO	801-753-4127
AVP of Instruction, **Becky Fenton**	801-753-4129
AVP of Instruction, **Lisa Birch**	801-753-4164
AVP of Human Resources, **Justin Browning** - SF Building Coordinator	801-753-4137
AVP of Technology/CIO, **Jason Pugh**	801-753-4191
Manager of Student Services, **Brenda Murray**	801-753-4102
AVP of Facilities, **Blake Hendry** - EOC Manager	801-753-4218
Program Director of Technology and Services, **Alan Barth**	801-753-4225
Senior Program Director of Apprenticeship, **Cliff Carron-Campbell**	801-753-4214
Program Director of Healthcare, **Jennifer McAllister**	801-753-4178
Senior Director of Comm. Affairs, **Kelly Stone**	801-753-4264
AVP of Finance, **Keven Cottle**	801-753-4132
- Finance Officer/Orem Building Coordinator	
Director of College Rights and Advocacy, **Lynn Adams**	801-753-4245
Senior Director of Communications, **Maile Richardson**	801-753-4260
-Lehi Trades & Tech Building Coordinator	
Security and Risk Manager, **Jake Haggerty** - Safety Manager EOC	801-753-4288
Security Lead, BIT Team Manager **Adam Kallas**	801-753-4289

EMERGENCY COMMITTEE

Emergency Committee		
CORE COMMITTEE MEMBERS:	**Title**	**ICS Role**
Clay Christensen	President	Incident Command
Kirt Michaelis	VP of Admin Services	Liaison Officer / Lehi IC
Blake Hendry	AVP of Facilities	EOC Manager
Joseph Demma	VP of College Relations	PIO
Jake Haggerty	Security Manager	Safety Officer
Adam Kallas	Security and Risk Lead	Safety Officer Backup / Strategic Planning
Keven Cottle	AVP of Finance	Finance Officer / Orem IC
Morgan Jarvis	Associate Director of Operations	Operations Officer
Ryon Price	Director of Cybersecurity	IT Officer
Holly Peterson	VP of Instruction	Logistics Officer
Brenda Murray	Student Services Manager	SS Evacuation Support
Jacee Snyder	Facilities Specialist	Operations Support
Justin Browning	AVP of Human Resources	SF IC / HR Officer
Caden Perez	Maintenance Technician Plumbing Specialist	Operations Support
Maile Richardson	Senior Director of Communications	PIO Team
SUB COMMITTEES:		
Lehi Sub Committee:		
Lynda Middlebrook	Practical Nursing Program Coordinator	North Nursing IC
Maile Richardson	Senior Director of Communications	PIO Team / Trades IC
Lucas Sandgren	Manager, Grounds and Fleet Maintenance	Operations Support
Orem Sub Committee:		

Keven Cottle	AVP of Finance	Finance Officer / Orem IC
Lark Zundel	Copy and Print Center Specialist	Orem East IC
John Halcrow	Plumbing Apprenticeship Program Coordinator	Orem S IC
Gustavo Garcia	Manager, Facilities	Operations Support
Provo Sub Committee:		
Mark Middlebrook	Manager, Student Outreach	Provo Building Coordinator
Michael Cassleman	Provo Full Time Security Guard	Provo IC (Day)
Owen Winward	Provo Night Security Guard	Provo IC (Night)
Doug Davis	Provo Day Security Guard	Provo IC (Morning)
SF Sub Committee:		
Justin Browning	AVP of Human Resources	SF IC / HR Officer
Teddy Howard	Security / EMT	SF
Manuel Beltran	General Maintenance	Operations Support

MTECH FIRST RESPONDERS

To request an MTECH First Responder response, Please call the MTECH Alert Line at 801-753-4199. For immediate emergency medical response, please call 911.

CITY CONTACTS

Lehi City Contacts:

City of Lehi
Administration   801-768-7100   153 North 100 East
Ambulance   801-768-7140   176 N Center St
Animal Control   801-768-7110
Building & Inspections   801-768-7120
Cemetery   801-768-7100
Chamber of Commerce   801-836-0836
Fire   801-768-7130   176 N Center St

Garbage Collection	801-753-3000	
Justice Court	801-768-7160	154 North Center St.
Legacy Center	801-768-7124	123 North Center St.
Library	801-768-7150	
Parks	801-768-7102	
Planning & Zoning	801-768-7120	
Police	801-768-7110	
Power	801-768-4833	
Streets	801-768-7102	
Water & Sewer	801-768-7102	2538 North 300 West
Youth Council	801-768-7100	

Orem City Contacts

Orem City Emergency	801-229-7070	
Orem City Police Department	801-229-7070	95 E Center
Orem City Victim Assistance	801-229-7128	95 E Center
	801-229-7126	
Orem City Fire Dept. Offices	801-229-7327	95 E Center
Fire Station #1	801-229-7270	300 E 1000 S
Fire Station #2	801-229-7029	911 N Main
Fire Station #3	801-229-7212	255 N 1200 W
Lindon Fire Station	801-785-5048	35 W 60 N
Orem City Ambulance	801-229-7327	95 E Center
Orem City Emergency Man.	801-229-7146	95 E Center
	801-318-0387	
Orem City Public Works	801-229-7500	1450 W 550 N
Orem City Water and Sewer	801-229-7275	56 N State
Report street flooding	801-229-7570	
	801-229-7070	
Orem City Community Services	801-229-7025	56 N State #222
Orem City Government	801-229-7000	54 N State
Waste Management (W. Jordan)	801-280-8200	8652 S 4000 W
	888-496-8824	
Building Inspections	801-229-7060	56 N State
Orem City Cemetery	801-229-7124	1520 N 800 E

Provo City Contacts:

Provo City Emergency	801-852-6210	
Provo City Police Department	801-852-6210	445 W Center, Suite 130
Provo City Victim Assistance	801-852-6210	445 W Center, Suite 130
Provo City Fire Dept. Offices	801-852-6321	445 W Center, Suite 430
Airport Fire Operations	801-852-6715	1140 Aviation Drive
Fire Station 21	801-852-6321	80 S 300 W
Fire Station 22	801-852-6322	2737 N Canyon Rd
Fire Station 23	801-852-6323	601 W Columbia Ln
Fire Station 24	801-852-6324	95 S 2050 W
Fire Station 25	801-852-6325	275 S 700 E
Provo City Public Works	801-852-6700	1377 S 350 E
Provo City Government	801-852-6000	445 W Center
Provo Airport	702-830-5944	1331 Sky Way
Provo City Building Inspections	801-852-6400	330 W 100 S
Provo City Cemetery	801-852-6607	610 S State St

Spanish Fork Contacts:

Administration	801-804-4531	40 S. Main St.
Attorney	801-484-4670	
Airport	801-798-9888	
Ambulance	801-804-4755	370 N. Main St
Building Inspection	801-804-4540	
Cemetery	801-798-5020	
City Hall	801-804-4500	40 S. Main St.
Economic Development	801-804-4586	
Electric	801-804-4430	
	801-804-4440	
Emergency Preparedness	801-804-4755	
Engineering	801-804-4550	
Fire	801-798-5075	370 N. Main St
Mayor	801-804-4530	
Planning & Zoning	801-804-4580	
Police	801-804-4700	3075 N. Main St
Sewer Disposal	801-804-4466	
Utility Billing	801-804-4505	
Water & Sewer	801-804-4450	

Payson City Contacts:

Administration	801-465-5209	439 W Utah Ave
Attorney	801-465-5207	439 W Utah Ave
Ambulance	801-465-5245	439 W Utah Ave
Building Inspection	801-465-5204	439 W Utah Ave
Cemetery	801-465-5260	400 N 800 E
City Hall	801-465-5200	439 W Utah Ave
Electric	801-465-5217	439 W Utah Ave
Engineering	801-465-5217	439 W Utah Ave
Fire/Emergency Preparedness	801-465-5252	429 W Utah Ave
Mayor	801-465-5200	429 W Utah Ave
Police	801-465-5240	430 W Utah Ave
	801-794-3970	
Water & Sewer	801-465-5217	429 W Utah Ave

Heber City Contacts:

Administration	435-654-0757	75 N Main St
Ambulance	435-654-9728	88 W 100 S
Building Inspection	435-654-6330	75 N Main St
Cemetery	435-654-3952	680 N 550 E
City Hall	435-654-0757	75 N Main St
Electric	435-654-1581	31 S 100 W
Engineering	435-657-7931	75 N Main St
Fire (Wasatch County Fire)	435-940-9636	10420 N Jordanelle Blvd
Police	435-654-3040	301 S Main St
	435-654-1411	
Water & Sewer	435-654-3275	749 W 300 S

B. Authorities and References:

Federal Authorities

- Presidential Policy Directive PPD-8: National Preparedness
- President Policy Directive PPD-21: Critical Infrastructure
- Homeland Security Presidential Directive HSPD-5: Management of Domestic Incidents • Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

- Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC 1092f

Utah State Authorities

- Utah Code Title 53 (Public Safety Code) Chapter 2a (Emergency Management Act)

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https://training.fema.gov/hiedu/aemrc/eplanning/l363.aspx

Occupational Safety and Health Administration, *Safety and Health Topics / Alphabetical Listing of Topics*
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U.S. Department Of Education, Office of Safe and Drug-Free Schools, *Action Guide For Emergency Management At Institutions Of Higher Education*, D.C., (2010)
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Utah State Board of Education, *Welcome to Safe and Healthy Schools*, (2021)
https://www.schools.utah.gov/safehealthyschools

Utah State Board of Education, *Emergency Preparedness Planning Guide for Utah Public Schools,* (2021)
https://www.schools.utah.gov/file/4fc3e9a0-b795-4742-a06d-a03b22f6e431

Utah Valley University, *Utah Valley University Emergency Operations Plan*, (2021)
https://www.uvu.edu/emergencymanagement/docs/uvueop2021.pdf

Work Safe BC, *Student WorkSafe Infosheet: Exposure to Biological Hazards*, (2013)
https://www.worksafebc.com/en/resources/health-safety/information-sheets/student-worksafe-infosheet-exposure-to-biological-hazards