NORTHWESTERN
TECHNOLOGICAL INSTITUTE

Emergency Response and Evacuation Procedures

Emergency Notification - Response and Evacuation Procedures

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus, Northwestern Technological Institute will immediately notify, without delay, all offices, classrooms and student areas simultaneously via intercom alert system, or via a text alert. A warning may be withheld if the warning jeopardizes or compromises efforts to contain the emergency. To ensure, as far as practicable, that no individual suffers injury or illness as a result of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, Northwestern Technological Institute has developed and implemented the following emergency response and evacuation procedures. Furthermore, Northwestern Technological Institute provides annual training to all faculty and staff as well as offers new students an overview of the Emergency Response and Evacuations Procedures. The procedures that follow are designed to assist in the organization and implementation of emergency evacuation procedures for all areas occupied by Northwestern Technological Institute.

Statement of Immediate Notification

Northwestern Technological Institute will immediately notify the campus community upon confirmation of an emergency or dangerous situation.

How the Institution will Confirm that a Significant Emergency or Dangerous Situation Exists

The School Director is responsible for confirming that an emergency or dangerous situation exists. In the event that the School Director is not available, the Program Coordinator will make this confirmation. To make this confirmation, the School Director will gather all applicable information from all available resources at the time.

Segment or Segments of the Campus Community to Receive a Notification

The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. If only specific segments of the campus are notified, there will be a continuing assessment of the situation, and additional segments of the campus community may be notified if a situation warrants such action.

Determining the Content of a Notification

The School Director (or designated individual in the absence of the School Director) will determine how much information is appropriate to disseminate at different points in time. Depending on which segment or segments of the campus community the notification is targeting, the content may differ.

Initiating the Notification System

The School Director (or designated individual in the absence of the School Director) will initiate notifying the campus community that there is an emergency or dangerous situation. In all cases of emergencies and/or dangerous situations, every attempt is made to alert first responders first, so that they are able to respond quickly to an emergency situation. The method(s) used to notify the campus community will differ depending upon the situation and may include fire alarms or public address systems to alert the community. Specific methods are discussed below where specific emergencies or dangerous situations are addressed.

Timeliness of Notification

As soon as the Institute has confirmed that a significant emergency or dangerous situation exists, the Institution will:

- Take into account the safety of the campus community.
- Determine what information to release about the situation; and
- Begin the notification process.

The only time the Institution would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency; or
- Otherwise mitigate the emergency

Persons Responsible for Carrying Out Confirmation and Notification Procedures

- Lorne Gauthier, School Director
- Eric Vuichard, Program Coordinator
- Vince Knight, Evening Manager

Disseminating Emergency Information to the Larger Community Outside the Campus Community

Not all emergencies require dissemination of information to the larger community outside of the campus community, and procedures differ depending on the situation. If disseminating information is necessary, the Institution will notify local radio/tv outlets in order to issue alerts, or the Institution may utilize its various social media accounts (ie.. website, X, Facebook) in order to issue alerts to the larger community.

1. **Emergency Response Team (ERT)**
   Northwestern Technological Institute has developed an Emergency Response Team (ERT) to assist in the response and evacuation of an emergency situation on campus. The Emergency Response Team is comprised of individuals employed within Northwestern Technological Institute, who have been given specific responsibilities to ensure the safety of the students and staff and resolution of the situation at hand.

- The Emergency Response Team members are comprised of:
  - Lorne Gauthier - School Director
  - Chris Johnson - Instructor
  - Vince Knight - Instructor/Evening Manager
  - Daniel Kubacki - Instructor
  - Monika Ramos – Financial Aid Director
  - Amy Roberts – Default Management
  - Amar Shaouni – Instructor
  - Eric Vuichard – Program Coordinator

- Location Responsibility Breakdown of Emergency Response Team
  - Monika Ramos (Primary) 1st Floor
  - Amy Roberts (Back Up) – 1st Floor
  - Daniel Kubacki (Primary) 2nd Floor
  - Chris Johnson (Back-up) 2nd Floor
  - Amar Shaouni (Primary) – 3rd Floor
  - Vince Knight (Back-up) – 3rd Floor

- Responsibility Breakdown of Emergency Response Team
  - Assist individuals to safety wherever possible.
  - If possible, ensure that all individuals on their designated floor, including restrooms, have evacuated the building via the safest and nearest evacuation route.
  - Secure their designated floor to prevent unauthorized individuals from entering.
  - Perform secondary search of their entire designated floor area to ensure complete evacuation (if possible).

NOTE: In the event any of the individuals are not available during an emergency, the School Director or designee will provide alternate instructions to members of the ERT.

2. Emergency Response and Evacuation Practice Tests

Northwestern Technological Institute will annually test its Emergency Response and Evacuation procedures. All Emergency Response Team members will be notified prior to the test and their attendance is required. It is the School Director's responsibility to ensure that at least one emergency response and evacuation practice test is conducted each year. These tests may be announced or unannounced and each will be documented with a description of the exercise, the date, time, and whether the test was announced or unannounced. Northwestern Technological Institute will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year, documenting, for each test, a description of the exercise, the date and time and whether it was announced or unannounced.

- Tests will use simulated scenarios Tests will contain drills, testing the various procedural operations of this plan
- Tests will contain simulated exercises in order to test coordination of efforts
- A follow-up email survey will be conducted with ERT members to review the test and obtain feedback.
- The goal of the tests are to ensure that all ERT members understand their roles and responsibilities
- All results and feedback from tests will be used to evaluate emergency plans and capabilities

3. Types of Emergencies Requiring Emergency Notification

Upon the confirmation of a significant emergency or dangerous situation involving a threat to the health or safety of students or staff on campus, Northwestern Technological Institute will immediately notify all offices, classrooms and student areas simultaneously via the Institute's intercom alert system or via text alert. Please note, a warning may be withheld if the warning jeopardizes or compromises efforts to contain the emergency.

Lockdown

To ensure that all students and staff are safe, secured and accounted for, the school may proceed to a lockdown status. Conditions for which a Lockdown status may be activated include:

- Someone has a gun/weapon in or on campus.
- Someone with a gun/weapon is en route to the campus.
- Shots are heard on campus.
- ERT (Emergency Response Team) action.
- Law Enforcement action.

- The pursuit or search of a dangerous individual.

    1. If the need arises for the school to proceed into a "lockdown" status, the School Director (or designee) will contact 911, and announce the lockdown over the intercom alert system or via text alert.

    2. Once activated, all students and faculty are to immediately report to the nearest available classroom and staff are to seek the closest office available. Do not attempt to evacuate the building unless instructed to do so.

    3. For safety, all individuals are to be directed away from doors and windows. If possible, close and lock all doors and windows and turn off all lights in the immediate area. Once on lockdown, no one is to leave their secured area for any reason. A lockdown may only be cleared by the School Director, or the designated back-up if serving in that role, who will announce over the intercom alert system or via text alert when all is clear.

Fire Emergency

In the event of a fire emergency:

- Manually activate the building's fire alarm system by pulling down the arm of the alarm, which is automatically responded to by the City of Southfield Fire Department
- Follow the Emergency Response Team's directions.
- Close all doors and windows in your immediate area, if possible.
- Evacuate the building. Do not use the elevators.
- If you are caught up in smoke, drop to your knees land crawl to the nearest exit. If possible, use a wet shirt or towel to cover your mouth and nose.
- Report to the main entrance of the parking lot for a head count by faculty.

Fire extinguishers are located throughout the building and may be used to contain a small fire. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area. To use a fire extinguisher, follow the P.A.S.S. method:

Pull the pin to break the tamper seal.

Aim low and point the extinguisher nozzle at the base of the fire.

Squeeze the handle to release the extinguisher foam.

Sweep from side to side of the fire with the extinguisher until the fire is out.

Weather Emergency

In the case of a weather emergency (including, but not limited to an approaching tornado, or other extreme weather conditions):

- If possible, secure and store hazardous material such as propane and gasoline accordingly.
- Evacuate to the 1st floor lobby of the building for safety and a head count.
- Do not use the elevators.
- Stay away from windows and glass.
- Follow the Emergency Response Team's directions.

Tornado Watch: A tornado(s) is possibly in the area.
Tornado Warning: A tornado has been spotted or is imminent in the area.
Thunderstorm Watch: Severe weather is possibly in the area.
Thunderstorm Warning: Severe weather is imminent in the area.

Tornado Emergency Procedure

In the event of a tornado warning, the City of Southfield will sound the alarm, followed by the School Director's announcement to ERT members to execute Tornado Emergency Procedures. In the event of a tornado warning, please refer to these procedures for everyone's safety and security:

- All those located on the first floor are to utilize the School Library, Student Lounge, and first floor hallways in the event of a tornado emergency. In the event that more space is needed, the first floor bathrooms and lobby may be used.
- All those located on the second floor are to take the stairs to the first floor and utilize the School Library, Student Lounge, and first floor hallways in the event of a tornado emergency. In the event that more space is needed, the first floor bathrooms and lobby may be used.
- All those located on the third floor are to take the stairs to the first floor and utilize the School Library, Student Lounge, and first floor hallways in the event of a tornado emergency. In the event that more space is needed, the first floor bathrooms and lobby may be used.
- All staff are to secure doors and windows after leading those to safety. Students will be instructed to sit facing forward in a crouched position holding their heads down for proper safety until the threat has passed. The School Director will then announce when it is safe for staff and students to return to their designated areas.

Medical Emergency

If a medical emergency arises (including, but not limited to outbreak of meningitis, norovirus, or other serious illness):

- Call 911.
- Do not move the individual unless there is an immediate threat to life or if it is necessary to provide assistance.
- Follow the Emergency Response Team's directions.
- If the medical emergency is on the scale of an illness outbreak that would require notification of the Oakland County Health department, they will be notified by the School Director or designee.

Note: These same procedures are to be followed in the event of the medical emergency of an individual, employee or student (ie. heart attack, seizure, or any other similar medical emergency that would not require emergency notification of the campus community).

Gas Leak or Hazardous Chemical Situation Nearby

In the event of a gas leak or hazardous chemical situation nearby:

- Follow the Emergency Response Team's directions.
- If a leak or situation is located outside of the building, close and seal off all doors and windows.
- If a leak is located inside of the building, evacuate the building.
- If it is determined first responders are necessary, the fire alarm will be activated and the City of Southfield Fire Department will respond to automatically.

Bomb Threat

If a bomb threat is received:

- Call 911.
- Follow the Emergency Response Team's directions for safety and possible evacuation procedures.
- Do not attempt to approach, move or disarm the potential bomb.

4. Situations that Would Not Require Emergency Notification

Power Outage

In the event of a power outage:

- Follow the Emergency Response Team's directions.
- Unplug any and all electrical equipment.
- Do not light candles or use items that have a flame for lighting.
- If possible, secure and store hazardous materials such as propane and gasoline accordingly.

Snow Closure

In the event of a snow closure:

- Status of classes will be made available to students via the school's text alert system.
- Students may tune in to the following TV and radio stations for class status information: WJBK-Fox 2, WDIV-Channel 4, WXYZ- Channel 7, WKBD (CW50), WWJ News Radio 950, and WJR 760

5. Emergency Response Contact Information

To report any police, fire, or medical emergency, dial 911.

Poison Control

(313) 745-5711

Southfield Fire Department

2600 Evergreen
Southfield, MI 48076
(248) 796-5000

Southfield Police Department

2600 Evergreen

Southfield, MI 48076

(248) 354-1000

6. Instructions for Using Classroom Phones

Calling 911 Emergency

Classroom phones are equipped to dial out only to 911 Emergency if needed. Once a dial tone is heard, dial 911.