

Northeast Technical Institute

CAMPUS SAFETY & EMERGENCY

RESPONSE PLAN AND PROCEDURES 2017



Main Campus

51 U.S. Route 1 (Suite K)
Scarborough, ME 04074
Tel: (207) 883-5130

Branch Campus

1010 Stillwater Ave.
Bangor, ME 04401
Tel: (207) 848-3888

Extension Campus

20 East Ave.
Lewiston, ME 04240
Tel: (207) 883-5130

ntinow.edu | my.ntinow.edu | mymainejob.com | **800.447.1151**

WHAT DOES THE ERT DO?

The Emergency Response Team (ERT) is the responsible entity during a major emergency/incident.

The ERT follows the principles of the National Incident Management System (NIMS) and the incident commander and their appointed designee(s) are responsible for the overall

- Ensuring that emergency responders have been notified
- Coordinating with the responding emergency services personnel
- Ensuring appropriate campus-wide communication is initiated
- Determining the appropriate course of action based upon the specific emergency/incident



ERT CONTACTS

Scarborough Campus

Laurie Lentz
Financial Aid Advisor
207-883-5130 ext. 1115
llentz@ntinow.edu

Annemarie Dawson
Medical Lead
207-883-5130

Bangor Campus

Katie Freeman
Admissions Representative
207-883-5130 ext. 1131
kfreeman@ntinow.edu

Linda Sakupwanya
Compliance & QA Manager
207-883-5130 ext. 1202

Lewiston Campus

Wendy Berube
Campus Manager
207-883-5130 ext. 1302
wberube@ntinow.edu

ERT GUIDELINES AND PROCESS

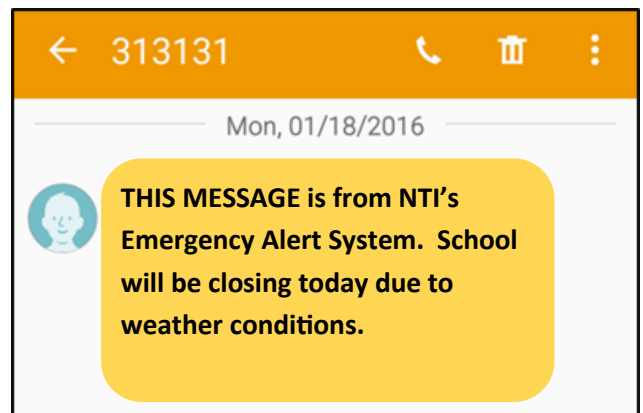
NTI has developed and adopted an incident triage methodology. In the event of an emergency/incident:

- Members of the ERT are notified and convene on a conference call
- ERT members make an initial determination of the type of incident
- An incident commander and delegated roles are assigned
- ERT members determine the initial triage steps based on 4 incident categories
- ERT members implement initial triage steps based upon the category identified
- ERT members continue to manage the incident to the conclusion

EMERGENCY NOTIFICATION SYSTEMS

Notification to evacuate a building will occur via NTI's mass notification system. This includes the **fire alarm**, **texting***, **student portal** (my.ntinow.edu), hand-held '**bull horns**' or any other **media** chosen by the ERT.

- In the event of a fire, all students, employees and visitors are required to evacuate the building.
- In the event of a non-fire emergency/incident, a decision to evacuate will be made by the ERT, in conjunction with public safety authorities (if available/applicable). An evacuation of this nature may be to an off campus area of refuge and will be announced with the evacuation order²
- When an order to evacuate is issued, the procedure is the generally same:
 - Do not use elevators
 - Evacuate via the nearest safe stairway or as directed



* Students can opt out of the SMS texting by typing 'STOP'

EMERGENCY EVACUATION PROCEDURES

Notification of a lock down will occur via NTI's mass notification system. In the event that ERT decides a building or campus lock down is necessary, you will be instructed to:

- **Either remain inside of the building you are currently in or;**
- **Move quickly to the nearest classroom or office**



Notes:

Some processes (such as notification methods) are discussed at a high-level only in an effort to maintain the security and integrity of NTI's response plan(s) in the event of a planned threat against the school.

STUDENT PORTAL

Visit the student portal to check for student alerts, closings, and more:

<http://my.ntinow.edu>

Documents

Disclosures:

- Student Catalog and Handbook
- Campus Security Report
- Operation and Maintenance Plan
- Admissions Information
- Satisfactory Academic Progress
- Emergency and Response Plan
- Certificate vs. Career Diploma
- Consumer Information Guide
- Return to Title IV Policy

Student Forms and Information

- Scarborough & Lewiston Program Schedules
- Bangor Program Schedule
- Immunization Verification

- ✓ Student Alerts and Closings
- ✓ Emergency Response Plan
- ✓ Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
- ✓ School Calendar
- ✓ Financial Planning & Information
- ✓ Program Resources, and more!

Emergency Response Plan

Northeast Technical Institute Emergency Response Master Plan Overview

The purpose of this plan is to establish policies, procedures and an organizational structure for responses to emergencies at Northeast Technical Institute's (NTI) campuses.

This plan identifies strategies and roles assumed and assigned by the Emergency Response Team during the initial response period through the conclusion of the emergency/incident.

The plan shall fall subordinate to State & Federal plans during any declaration of disaster.

Organization

The Emergency Response Team (ERT) is the responsible entity during a major emergency/incident. The ERT follows the principles of the National Incident Management System (NIMS) and the incident commander and their appointed designee(s) are responsible for the overall management of the incident, including:

- Ensuring that emergency responders have been notified
- Coordinating with the responding emergency services personnel
- Ensuring appropriate campus-wide communication is initiated
- Determining the appropriate course of action based upon the specific emergency/incident

ERT Members:

Scarborough Campus

Laurie Lentz
Bob Horr
Joe Richard
Annemarie Dawson

Lewiston Extension Campus

Wendy Berube
Kathy Bolding

Bangor Branch Campus

Katie Freeman
Mike Francis
Linda Sakupwayna

Guidelines & Process

NTI has developed and adopted an incident triage methodology. In the event of an emergency/incident;

1. Members of the ERT are notified and convene on a conference call
2. ERT members make an initial determination of the type of incident
3. An incident commander and delegated roles are assigned
4. ERT members determine the initial triage steps based on 4 incident categories
5. ERT members implement initial triage steps based upon the category identified
6. ERT members continue to manage the incident to the conclusion

Communication

In the event of an emergency/incident, the ERT will begin notification procedures in a prioritized fashion with the obvious priority of individuals on campus including students, faculty, staff and visitors.

- All communications from the Emergency Response Team will start with "From ERT".
- NTI has a mass notification system. Prior to, or during an emergency/incident, the ERT has the ability to notify the campus community via a variety of appropriate methods including audible alerts and text messaging.
- Students, faculty & staff are able to sign up for text messaging alerts via the my.ntinow.edu Student Information Portal.
- The ERT will continue to evaluate upgrades and/or enhancements to the school's mass notification system.

Evacuation Procedures

Notification to evacuate a building will occur via NTI's mass notification system. This includes the fire alarm, texting, student portal (my.ntinow.edu), hand-held "bull horns" or any other media chosen by the ERT.

- In the event of a fire, all students, employees & visitors are required to evacuate the building
- In the event of a non-fire emergency/incident, a decision to evacuate will be made by the ERT, in conjunction with public safety authorities (if available/applicable). An evacuation of this nature may be to an off campus area of refuge and will be announced with the evacuation order

When an order to evacuate is issued, the procedure is the generally same:

- Do not use elevators
- Evacuate via the nearest safe stairway or as directed in the evacuation order
- Evacuate to pre-designated "Areas of Refuge"

Lock Down Procedures

Notification of a lock down will occur via NTI's mass notification system. In the event that ERT decides a building or campus lock down is necessary, you will be instructed to;

- Either remain inside of the building you are currently in or;
- Move quickly to the nearest classroom or office

Notes:

- Some processes (such as notification methods) are discussed at a high-level only in an effort to maintain the security and integrity of NTI's response plan(s) in the event of a planned threat against the school.

Campus Community Roles & Responsibilities

Everyone has a role to play if an emergency/incident occurs on campus, especially in the event of an evacuation.

Students

Each student should make sure that they are familiar with the emergency procedures and evacuation routes for buildings and rooms they are in on campus. Students should evacuate buildings in an orderly manner when either;

- An alarm sounds
- They are directed to do so via instructions from the mass notification system(s)
- They are directed to do so via emergency personnel

Faculty & Staff

All faculty & staff should make sure that they are familiar with the emergency procedures and evacuation routes for buildings and rooms they are in on campus. Faculty & Staff should evacuate buildings in an orderly manner when either;

- An alarm sounds
- They are directed to do so via instructions from the mass notification system(s)
- They are directed to do so via emergency personnel

Faculty members teaching at the time are asked to make sure that all students have left the classroom before leaving the classroom themselves. When leaving a classroom, the faculty member is asked to shut off the lights and close the door to signify that classroom has been "cleared".

Visitors

Visitors to the campus should familiarize themselves with the evacuation routes for buildings and rooms they are in on campus and should evacuate buildings in an orderly manner when either;

- An alarm sounds
- They are directed to do so via instructions from the mass notification system(s)
- They are directed to do so via emergency personnel

Everyone should;

- Not panic and listen carefully to instructions given
- Not go to your car or attempt to leave campus in their vehicle (this is strictly prohibited during an emergency as it impedes emergency responders and any type of campus evacuation)
- Evacuate, when told, to pre-designated "Areas of Refuge" based on the plan posted in each room
- Take only immediate belongings (those belongings directly next to you) with you.