



**Campus  
crime  
report Houston**

Year	2013	2014	2015	2013	2013	2013	2014	2014	2014	2015	2015	2015
Location	Total, all categories	Total, all categories	Total, all categories	On Campus	Non-campus Buildings or Property	Adjacent Public Property	On Campus	Non-campus Buildings or Property	Adjacent Public Property	On Campus	Non-campus Buildings or Property	Adjacent Public Property
Type of Offense												
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible ex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	1	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (by prejudice)</b>												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS/REFERRALS FOR SELECTED OFFENSES</b>												
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	2	0	0	0	0	0	3
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0	0	2
Referrals	0	0	0	0	0	2	0	0	0	0	0	0
<b>Weapons Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded Crimes</b>												
Total unfounded crimes	0	0	0	0	0	0	0	0	0	0	0	0

Notes:  
 Referrals are violations handled by campus disciplinary authorities and/or police that do not result in arrests. Data include employees and students.  
 The term "non-campus buildings" includes the areas off campus that third party organizations own or control. MediaTech Institute has no such properties.  
 Public property includes thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.  
 All reported data for violations occurring on Adjacent Public Property are obtained from Houston Police Department crime reports.  
 View maps of areas used to compile crime statistics for this report  
 Refer to [www.houstontx.gov/police/cs/beatpages/beat\\_stats.htm](http://www.houstontx.gov/police/cs/beatpages/beat_stats.htm)

### **1.1 Policy Statement Addressing Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, campus wide “timely warning” will be issued. The warning will be issued through the MediaTech email system to staff and faculty, and the campus Facebook page for students. Anyone with information warranting a timely warning should report the circumstances to the Campus Director by phone or in person at the local campus.

### **2.1 Policy Statement Addressing Preparation of Disclosure of Crime Statistics Policy for Reporting the Annual Disclosure of Crime Statistics**

The Campus Safety Survey Administrator (CSSA) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at [www.Mediatech.edu](http://www.Mediatech.edu). This report is prepared in cooperation with local law enforcement agencies surrounding each of our campuses. Campus crime, arrest and referral statistics include those reported to the designated campus officials.

Each year, a notification is posted in campus public areas that provides the web site to access this report along with email notifications to students and staff with the web site information. Copies of the report are available to anyone upon request. All prospective employees may obtain a copy from the receptionist. Inquire at your school’s reception desk.

### **3.1 Policy Statement Addressing how to report criminal Offenses**

To report a crime:

Contact the Campus Director at your Campus (non-emergencies)  
Call 9-1-1 (emergencies only)

Dallas VP/Campus Director – Tracy Doyle – 972-869-1122 x 205  
Houston/Campus Director – Gary Bailey – 832-242-3426 x 502  
Austin/Campus Director – Beki Peregrine – 512-447-2002 x 302  
Oceanside/Campus Director – Cherrita Webster – 760-231-5368 x 402

### **4.1 Policy Statement Addressing Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action in the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the campus can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant,

and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### **5.1 Policy Statement Addressing Security and Access**

During Business hours, MediaTech Institute campuses are open to students, employees, contractors, guests and invitees. During non-business hours access to all facilities is by keys assigned to designated personnel. MediaTech Institute does not have any campus residences. Access to the Dallas and Austin campus is monitored by student services staff and video surveillance. Access to the Houston and Oceanside campus is monitored electronically by fingerprint codes issued to each student and video surveillance. As problematic areas are revealed, the Campus Director is prompt in resolving the issue within 24 hours or as the issue necessitates.

### **6.1 Policy Statement Addressing Campus Law Enforcement Authority**

MediaTech Institute does not have any security personnel employed.

### **7.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the local police department since MediaTech Institute does not have a campus police department.

To report a crime or an emergency at any of the campuses call 9-1-1. To report a non-emergency security or public safety related matter call the numbers below.

Dallas VP/Campus Director – Tracy Doyle – 972-869-1122 x 205  
Houston/Campus Director – Gary Bailey – 832-242-3426 x 502  
Austin/Campus Director – Beki Peregrinet – 512-447-2002 x 302  
Oceanside/Campus Director – Cherrita Webster – 760r 231r 5368 x  
402

### **8.1 Policy Statement Addressing Counselors and Confidential Crime Reporting. (for Institutions without Confidential Reporting Procedures)**

All reports will be investigated. The Institution does not have procedures for voluntary confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Campus Director for review. When a potentially dangerous threat to the campus arises, timely reports or warnings will be issued through class announcements, posting of flyers, or other appropriate means.

## **9.1 Policy Statement Addressing Security Awareness programs for Students and Employees**

During Orientation in January, May and August, a slide presentation outlines ways to maintain personal safety on campus. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Periodically, seminars are offered in crime prevention, sexual assault prevention and environment awareness.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is made available to students and employees through crime prevention awareness packets, security alert posters, displays, and articles.

When time is of the essence, information is released to the campus community through security alerts posted throughout the campus and classroom announcements.

## **10.1 Policy Statement Addressing Crime Prevention Programs for Students and Employees**

The MediaTech Institute campuses do not have any programs designed to inform students and employees about crime prevention. The campus does offer a Power Point during Orientation for both employees and students that discuss Crime Prevention.

## **11.1 Policy Statement Addressing Criminal Activity off campus**

MediaTech Institute does not have any officially recognized student organizations with off-campus locations.

## **12.1 Policy Statement Addressing Alcoholic Beverages**

The possession, sale or furnishing of alcohol on a MediaTech Institute campus is governed by campus Alcohol Policies and state laws for the state in which the campus is located. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Texas Department of Alcohol and Beverage Control or California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is primary responsibility of the campus. All MediaTech Institute campuses have been designated “Drug Free” and the consumption of alcohol is prohibited. The possession, sale, manufacture or distribution on any

controlled substance is illegal under both state and federal laws. Violators are subject to campus disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the MediaTech Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

### **13.1 Policy Statement Addressing Illegal Drug Possession**

All MediaTech Institute campuses have been designated “Drug Free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced at the campus level and by the local police department. Violators are subject to campus disciplinary action, criminal prosecution, fine and imprisonment.

### **14.1 Policy Statement Addressing Substance Abuse Education**

#### ***Prevention Programs***

MediaTech Institute has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and campus disciplinary actions.

Student Services provides the overall coordination of Alcohol and Substance Abuse Information. These include:

**Alcohol and Drug Education:** On campus seminars that will utilize information from National Council on Alcoholism and Drug Dependence, Inc., drug free world.org, and National Institute on Drug Abuse.

**Referral Services:** Locations and Services are listed in the student handbook and employee handbook or can be supplied by Student Services.

**Campus Disciplinary Actions:** Campus Director

#### **LOCAL, STATE & FEDERAL LEGAL SANCTIONS**

##### **Legal Sanctions – Laws Governing Alcohol**

The State of Texas and California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the State office of Public Safety.

A violation of any law regarding alcohol on campus is also a violation of the Student Code of Conduct and will be treated as a disciplinary matter by the school.

## **15.1 Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

MediaTech Institute will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense, MediaTech Institute will provide the results of the disciplinary decision to the victim's next of kin, if so requested.

## **16.1 Policy Statement Addressing Sex Offenses**

### Sexual Assault Prevention and Response

Mediatech Institute educates new students about sexual assaults and date rape through mandatory orientation each January, May and August. Students Services offers information meetings on sexual assault for students and employees upon request. Literature on date rape education, risk reduction and school response is available through Student Services.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Institute strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Director, Vice President or to the Local Police Department. MediaTech personnel will assist the student in notifying the authorities, if the student requests assistance. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a Victim of Sexual Assault receives the necessary medical treatment and tests at no expense to the victim.

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Counseling and support services outside the campus system can be obtained through the National Sexual Assault Hotline at 1-800-656-HOPE or [www.rainn.org](http://www.rainn.org)

## **17.1 Policy Statement Addressing Sex Offender Registration**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, MediaTech Institute is providing a link to the Texas Department of Public Safety Sex Offender Registry and the State of California Department of Justice Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Texas and California, convicted sex offenders must register with the Sex Offender Registry maintained by the Texas Department of Public Safety and State of California Department of Justice.

The Sex Offender Registry is available via Internet. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Texas Department of Justice is responsible for maintaining this registry. Follow the link below to access the website.

<https://records.txdps.state.tx.us/sexoffender/>

The California Department of Justice is responsible for maintaining this registry. Follow the link below to access the website.

<http://www.meganslaw.ca.gov/index.htm>



The purpose of Clery is to encourage reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. This report form provides a uniform method of documenting the What, When, and Where of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred and have been reported to Campus Security Authorities (CSA). Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required.

It is the policy of MediaTech Institute to encourage victims and/or witnesses to report crimes to the police and/or a designated CSA. A complete list of CSA's can be found in the 2015 Annual Clery Report, by campus location. For the purposes of Clery, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

1. On-campus property: Offense statistics for any building or property owned or controlled by MediaTech Institute in direct support of, or in a manner related to, MediaTech's educational purpose.
2. Public Property: Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, and streets.

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of any of the Crime Definitions occurs, documentation is required. Clery documentation is not satisfied by simply directing/ referring the reporting party to the local police department. In order for MediaTech Institute to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when any of the specified offenses listed are reported to them. In addition, a person reporting a crime shall also be encouraged to report the crime to the local Police Force.

## Crime Definitions

- **Murder/Non-Negligent Manslaughter:** The willful (Non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Negligent Manslaughter:** the killing of another person through gross negligence.

### **Sex Offense (Forcible): any sexual; act directed against another persons without the other person's consent. Includes attempts.**

- **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Sodomy** – Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Sexual Assault with an Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's



will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

**Sex Offense (Non-forcible): Any unlawful, but consensual sex act with another person. Includes attempts.**

- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- Burglary: The unlawful entry of a structure to commit a felony or a theft, For reporting purposes this definition includes; unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
- Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demurrall, methadone); and dangerous non-narcotic drugs (barbiturates, and Benzedrine).
- Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

# Clery Incident Report Form

Reporting Person/Campus Security Authority

Phone Number

  

Date\*

  

M M      D D      YYYY

Incident (See Crime Definitions)\*

Name of Victim or Witness. (Write refused if they do not wish this info to be given to the Police Department)\*

Brief Description of the Incident\*

Date and time the Incident Occurred\*

Did the crime occur in a building or on the street?\*

Building      Street

Did the crime occur on MediaTech Institute owned, controlled or leased property?

Yes      No

Did the crime occur at a MediaTech Institute sponsored activity or event?\*

Yes      No

\*Designates mandatory fields

# Emergency Response Guide

**MediaTech Institute**  
**3324 Walnut Bend Lane**  
**Houston, Texas**

**IN THE CASE OF AN EMERGENCY,**  
**CALL 911**

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## Emergency Response Guidelines

# Emergency Contacts

### **POLICE/FIRE/RESCUE**

**911**

Police Non-Emergency	713-884-3131
Physical Security Contact	713-209-3209
Interpersonal Violence Response Team	713-528-2121
Community Education	713-528-6798
Local Hospital – Memorial Herman – SW	713-456-5000
Property Management	713-789-6870
IT Service	972-660-3737
Weather Hotline	713-267-1704
Local Radio Stations	KTRH-740
	KPFT – 90.1
Local TV Stations	ABC – CH13
	CBS – CH 11
	NBC – CH2
	PBS – CH8
Utility Companies	713-207-5183
	713-207-1111
Poison Center Hotline	800-222-1222

## Emergency Response Guidelines

### Guidelines

The following notifications should be made:

- Contact School Director – 979-299-9524
- Contact Studio Manager - 832-740-5424
- Contact VP of Operations – 972-869-1122

Notify school/facility leadership regarding any needs for intervention for student witnesses.

Custodial services should clean and decontaminate areas that may have potential blood borne pathogens present (custodial services should be trained in universal precautions and decontamination).

All contaminated waste and equipment should be properly handled, treated or disposed.

Preserve the scene of the medical emergency in the event the incident will require an investigation by MTI or law enforcement.

## Emergency Response Guidelines

### Evacuation Plan – Office Building

The following information is provided if it becomes necessary to evacuate the facility due to fire, structural damage, contamination, or weather related emergency.

Building Name/Location: MediaTech Institute  
3324 Walnut Bend Lane  
Houston, Texas 77042

Rally Point: In the event that it becomes necessary to evacuate this facility, occupants are directed to report to:

Parking Lot of:

Jehovah Witness Hall  
Bulwagang, Pangkaharian, NG MGA, Saksi Ni, Jehovah Church  
3500A Walnut Bend Lane  
Houston, Texas 77042

## Emergency Response Guidelines

### Evacuation

Once the determination is made to evacuate, leave your building immediately.

Notify others on your way out.

Secure hazardous operations if possible.

Take important personal items.

Walk quickly to the nearest safe exit.

Close doors behind the last person out.

Move away from the building.

Report any missing or trapped persons to authorized emergency personnel.

Do not re-enter the building until authorized emergency personnel give the “all clear” signal.

Facility persons:

Evacuation decisions and/or shelter-in-place should be clearly communicated to employees to ensure they follow appropriate protocol.

Designated personnel should go door to door to make all notifications.

Designated persons should station themselves in the lobby or most central location of the building to monitor evacuation.

Direct the immediate evacuation of the building.

Everyone should evacuate the building by way of the primary routes, the nearest marked EXIT. If a route is blocked, use the next nearest marked exit.

Ensure that all persons with disabilities are evacuated safely from the building.

Everyone should report to the designated evacuation point.

Conduct a head count and account for all students, faculty and staff affected.

Advise security or designee whether or not all students, faculty, employees and staff have been accounted for and if there are any persons missing.

Wait at the evacuation point with evacuated members until advised or further action by security or designee or local police or fire official.



## Emergency Response Guidelines

### Evacuation of Persons with Disabilities

Consider the following when planning the evacuation for people with disabilities:

Assisting blind/visually impaired: Visually impaired persons may require guidance to the primary exit or to a secondary exit.

- Clearly announce the type of Emergency.

- Offer your arm for guidance.

- Tell the person where you are going and alert him/her to obstacles along the way.

Assisting deaf/hearing impaired: Hearing impaired persons may not realize the evacuation is being announced and may require alerting and guidance to the primary or secondary exit.

- Turn lights on and off to gain the person's attention.

- Indicate directions with gestures and/or a written note.

Assisting mobility impaired/wheel chair users:

- One individual should remain with the person if it can be done without unreasonable personal risk.

- Others should advise emergency personnel as to the location of mobility impaired individuals so that the evacuation can be completed.

- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive on the scene, evacuate the person per his/her instructions.

## Emergency Response Guidelines

### Medical Emergency

If life threatening, contact off-site emergency services-**911**. Some incidents may be life threatening to some and not to others (i.e. bee sting, allergic reaction to nuts, etc). If in doubt, call **911**.

If a poison may be involved, call the Poison Center Hotline (800-222-1222). Administer first aid as directed by poison information center.

If not life threatening, go to the office to notify a school official or call the Poison Center Hotline. If possible, have the following information ready:

1. Location of the incident or the injured person(s)
2. Nature of the injury, cause and severity
3. Victims age and name, if possible
4. Any medical information known

All personnel should remain calm and composed.

Keep all non-essential personnel away from the scene.

Keep the victim calm and reassure that help is on the way.

Do not attempt to treat or move the injured if you are not formally trained and/or certified (i.e. first aid, CPR, AED).

Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using universal precautions.

Universal Precautions: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Exposure occurs through contact with mucous membranes (e.g. eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

Protect everyone from coming into contact with blood and other bodily fluids.

If you are providing medical treatment, use proper personal protective equipment.

Office personnel can begin to attempt to notify the parents/guardians and inform them of the incident. Office personnel should also maintain telephone communication with emergency responders.

Have a staff member meet the local medical emergency responders in order to lead them to the scene of the emergency.

## Emergency Response Guidelines

### Violent Crime in Progress

If exiting the building IS possible:

Exit the building immediately.

Notify others as you exit the building.

Be aware of your surroundings.

Notify police at **911** immediately upon reaching a safe location.

If exiting the building IS NOT possible:

Go to the nearest room or office.

Close and lock the door.

Cover the doors and windows.

Keep quiet and act as if no one is in the room.

DO NOT answer the door.

NOTIFY THE POLICE – **911**.

## Emergency Response Guidelines

### Active Threat

IN THE EVENT THAT AN “ACTIVE THREAT” BECOMES APPARENT AT ANY MTI LOCATION, THE THREAT SHOULD BE REPORTED IMMEDIATELY TO THE POLICE AT **911**.

Each individual is responsible for his or her own safety. In any response to an “active threat” on MTI property, the local police will implement any and all means necessary to neutralize the threat. In most cases a response to an “active threat” will involve a coordinated response from multiple law enforcement agencies. Remember, school/facility emergency preparedness is everyone’s concern!

Active Threat Description/Types:

An “active threat” is defined as any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to the campus community.

Types of “active threats:”

Active shooter

Hostage/barricaded subject

Sniper

Suicide/Homicide bomber

Known or suspected terrorist threat

Guidelines for Protection: The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation.

Individual/Group Safety:

Stay calm and assess the situation, determine the location of the threat if possible. Call **9-1-1** as soon as it is safe to do so.

Evacuate the area by a safe route if possible. If not, seek an area of safe refuge.

If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. arm chairs, tables, cabinets, etc.).

Render simple first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so.

Do not attempt to make contact (verbal or physical) with the individual responsible for the threat. **DO NOT OPEN THE DOOR.**

## Emergency Response Guidelines

### Bomb Threat

ALL BOMB THREATS ARE TO BE TAKEN SERIOUSLY.

NOTIFY POLICE AT **911** IMMEDIATELY.

#### Telephone Calls:

PERSON RECEIVING CALL SHOULD REMAIN CALM, WRITE DOWN THE CALLER'S EXACT WORDS AND NOTE THE TIME OF THE CALL. CHECK THE CALLER ID.

#### **ASK THE CALLER THE FOLLOWING:**

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

What is your name and address?

Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue about the caller's location.

Listen closely to the voice - male, female - calm, excited, accents, and speech impediments.

Notify local security but do not broadcast for others to overhear.

#### Email Threats:

PERSON RECEIVING EMAIL THREATS SHOULD DO THE FOLLOWING:

Leave the email message open on the computer until assistance arrives.

Notify security.

Print the message.

Save the email.

#### Incident Response:

Follow your school's evacuation procedures.

## Emergency Response Guidelines

### Menacing Behavior

#### Threats/Unsettling Conduct:

Stay calm and unhurried in your response to the person.

Be empathetic and show your concern. Be helpful. Stay out of arm's reach.

Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.

Limit eye contact. Do not argue, yell, or joke. **DO NOT TOUCH THE PERSON.**

#### Threat Response:

Leave the scene.

Notify the School Director of the threat and/or call police at **911**.

Identify and interview other affected individuals as required.

Determine if threatening person has access to the threatened person.

Alert coworkers.

Coordinate with appropriate authorities for escorting the threatening person from the property.

Identify the parking location, when applicable, of threatening person.

Identify threatening person's location and/or personal belongings (any weapon?)

Distribute information to assist in identifying the threatening person to appropriate authorities.

#### Incident Response:

Call for emergency medical assistance, **911**.

Notify appropriate authorities.

Provide additional security protection, as required.

## Emergency Response Guidelines

### Suspicious Mail/Package

**DO NOT PANIC. DO NOT USE A CELL PHONE, AS IT MAY TRIGGER AN EXPLOSIVE DEVICE.**

**DO NOT SHAKE OR EMPTY THE CONTENTS OF ANY SUSPICIOUS ENVELOPE OR PACKAGE.**

**DO NOT DIRECTLY HANDLE LETTER OR PACKAGE AFTER THREAT IS RECOGNIZED.**

**IF POSSIBLE, COVER THE ENVELOPE OR PACKAGE WITH ANYTHING TO LIMIT EXPOSURE AND DO NOT REMOVE THIS COVER.**

**NOTIFY POLICE AT 911. ALERT EVERYONE IN ADJACENT AREAS THAT A SUSPICIOUS LETTER OR PACKAGE HAS BEEN FOUND AND DIRECT THEM TO CLEAR THE AREA.**

If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for bomb threats.

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 this suspicious letter or package was recognized.

Follow the instructions of local police.

Envelope with powder and/or powder spills out onto surface:

Do not try to clean up the powder. Cover the spilled contents carefully and immediately with anything and do not remove the cover.

Leave the room and close the door or section off the area to prevent others from entering the area.

Direct facilities to shut down all air handling systems in the building.

Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to emergency responders for proper handling.

All who have come into contact with the suspicious powder should shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

Follow the instructions of local police and health care personnel.

## Emergency Response Guidelines

### Fire

Alert people in the immediate area of the fire and evacuate.

Confine the fire by closing doors as you leave.

Notify police/fire by calling **911**. Always call from a safe location.

Evacuate the building.

Do not re-enter the building until authorized emergency personnel give the “all clear” signal.

If smoke, heat, or flames block your exit routes stay in the room with the door closed.

Signal for help using a bright-colored cloth at the nearest window.

Designated MTI staff will:

- Respond to scene and assess the situation.

- Set up a designated site as close to the scene as possible.

- Try to determine if everyone was able to evacuate the area. Full evacuation must be initiated when a fire occurs within any campus structure.

- Make sure the scene is safe for all responders.

- Secure the scene, allowing **ABSOLUTELY NO ACCESS TO ANYONE** except the fire department.

- Designated person assist fire department to the scene.

- Support the fire department as necessary.

Fire Department will:

- Take over the scene.

Designated staff will:

- Support security and fire department as needed.

- Point out fire extinguishers and water faucets.



## Emergency Response Guidelines

# Explosions

### Emergency Response Guidelines

Staff will:

Call police at **911**.

Stay calm.

Do not operate radios, cell phones or electronic equipment that can spark further explosions.

Take cover under sturdy furniture or evacuate to safe area.

Leave doors open as you exit.

Relocate at a minimum of 1000 feet away if possible.

Do not remove any items from the building as you exit.

Signal for help by shouting or hanging an article of clothing from a window; but do not linger by windows.

Check student accountability.

Call for medical assistance as necessary.

Immediately report any missing persons to the appropriate authorities.

Be careful of fallen debris, glass or heavy objects that might be about to fall.

Do not re-enter the building.

Management:

Confirm that the scene is secured.

Ensure that only authorized personnel enter into the emergency scene.

Assist in determining if area is affected by explosion and monitor continued safety of area as emergency conditions change.

## Emergency Response Guidelines

### Chemical Spills

In the event of a chemical spill, container failure, whenever possible and without exposing yourself to danger, contain the spill if trained and properly equipped to do so in order to minimize the potentially hazardous impact. Waste from a chemical spill cleanup, such as contaminated dirt, brooms pads and absorbent, must be disposed of in accordance with state and federal regulations. If no trained personnel are in the area:

Notify **911**

Do not touch the material. Notify people in neighboring offices and classrooms.

Isolate the area by closing doors.

Do not allow anyone other than trained and equipped responders to enter the spill area.

Do not attempt the rescue of anyone overcome by chemical vapors or gases in an enclosed room or area.

Turn off space heaters and extinguish open flames in the area.

If there are vapors or noxious fumes, evacuate affected buildings/areas and do not re-enter the area until authorized emergency personnel give the “all clear” signal.

Appropriate personnel will:

Open windows and doors to dilute threat agent and exhaust from building.

Contain the spill within the immediate area of the accident, if properly trained and equipped to do so.

Follow cleanup procedures, which should include complete information concerning the properties of the spilled material.

EMT will:

Evacuate affected building or area.

Once outside, move to a clear area at least 500 feet away and upwind from the affected building. Streets, fire lanes, hydrants and walkways must be kept clear for emergency vehicles and crews.

Segregate exposed people so they do not expose others. Follow “Medical Emergency” procedures for those exposed.

## Emergency Response Guidelines

### Utility Outage

#### POWER FAILURE/ELECTRICAL OUTAGE

Evacuate the building upon notification by authorized emergency personnel.

Staff will:

Make necessary notifications to appropriate personnel and/or other appropriate utility companies and outside agencies.

Ensure that appropriate personnel are notified for even a partial outage. Partial outages also referred to as “brown outs” can cause severe damage to various equipment motors.

Ensure that all appropriate equipment is turned off.

Support utility company personnel.

#### GAS LEAKS

Cease all operations immediately.

Do not use cell phones or other electronic equipment.

Do not switch lights on or off.

Evacuate as soon as possible.

#### TELECOMMUNICATION FAILURE

Emergency situations causing telecommunications failure can be the result of a variety of incidents ranging from a simple power outage to a major weather event.

Notify school director and advise as to the scope and extent of the outage.

Check alternative methods of communication such as email.

Try to establish temporary communications with cell phones until telecommunications systems come back online.

## Emergency Response Guidelines

### Weather Emergencies

MTI leadership Will:

Implement severe weather response procedures once the National Weather Service issues a watch or warnings for the threat of or an actual severe weather occurrence that will impact the campus/facility.

Upon official notification of an actual occurrence of the threat of severe weather impacting the campus/facility, immediately implement these response procedures to meet the needs of the situation with the primary concern being the safety of all persons in the campus/facility.

Response Levels:

School Director will direct weather emergency response based on these emergency levels:

Level-I/II: Campus/Facility level emergencies: Situations in which the scope is limited to building settings and involving MTI personnel. This level of activity requires MTI leadership to make formal notification to key Campus/facility department heads. All departments will be instructed to commence preliminary preparedness measures in an effort to protect students, faculty, staff, and facilities for the affect of the forecasted extreme weather condition.

Level-III/IV: Community/State level emergencies: This level represents a full commitment by the entire campus in a coordinated effort to protect students, faculty, staff and facilities for the effects of the forecasted severe weather occurrence. Theses include large-scale events, during which, coordination of services from school, campus and local community response (such as law enforcement, fire and rescue) agencies is warranted. Such events include fire, tornado, or hurricane damage to facilities and wildfire/flooding situations.

## Emergency Response Guidelines

### Hurricanes

#### Before a hurricane:

Monitor local news and weather channels for storm updates. Contact local emergency management office to obtain community evacuation plans including primary and alternative evacuation routes.

Review action plans with school staff. Brief staff and faculty on updates as they occur. Faculty should make contingency plans for classes based on “timing” of the storm.

Develop initial communication “scripts” for school phone message system, Emergency notification system and student portal. Communicate updates with the Corporate Office. Make plans to secure your property, in coordination with building management. Remove debris from roof drains, clear downspouts, trim trees and shrubs, and secure business documents and sensitive employee/student information documents.

If hurricane is imminent and prior to evacuation notice, all appointments will be rescheduled. Backup electronic files to network drives or CD storage. Secure all interior offices, classrooms, material storage areas, etc.

When authorities order an evacuation, leave immediately.

#### During a hurricane:

School will be closed. Stay at home!

If not required to evacuate or unable to evacuate, stay indoors during the hurricane and away from windows and glass doors. Congregate personnel at a location within the facility.

Listen to radio or television newscasts; use battery-operated radio if the power is lost.

#### After a hurricane:

If you are in a safe location, stay where you are until official local authorities confirm it is safe to return to the school/facility/community.

Keep tuned to local radio or television station for information should you need assistance. Do not drink or/prepare food with tap water. Stay away from downed power lines. Report broken glass, sewer or water mains to local officials.

Management will survey school/facility. If damaged, take photos or videotape; separate damaged and undamaged property; keep detailed records of any cleanup costs. Notify corporate office.

Drive only when necessary. Streets will be filled with debris; roads will have weakened or collapsed. Do not drive on flooded or barricaded roads/bridges.

## Emergency Response Guidelines

### Ice and Snow Storms

Before an ice/snow Storm:

Monitor local news and weather channels for storm updates. Contact local Department of Transportation Office to obtain local highway/road conditions in the event of snow, freezing rain or other winter weather condition. Contact local law enforcement/community emergency management agencies and review state requirements on winter emergency levels.

Review action plans with school/facility executive staff and emergency response teams. Brief staff and faculty on updates as they occur. Faculty should make contingency plans for classes based on “timing” of the storm.

Develop initial communication “scripts” for school phone message system, emergency notification system and student portal. Communicate updates with Corporate Office

Make plans to secure your property, in coordination with building management and secure business documents and sensitive employee/students information documents in the event of an extended closure.

If ice/snow storm is imminent and prior to school closure notice, all appointments will be rescheduled. Backup electronic files to network drives or CD storage.

If conditions worsen and school/facility closure is announced, students, staff and faculty will be allowed to leave work immediately.

During and ice/snow storm:

School/Facility will be closed. Stay at home!

Listen to radio or television newscasts; Use battery-operated radio if power is lost. Monitor local situation and listen for announcements on when schools/facilities will reopen.

Follow state Winter Storm Emergency requirements and stay off of roads. In some states, you will be cited for driving in conditions that are deemed unsafe.

After an ice/snow storm:

Stay where you are if in a safe location until official local authorities confirm it is safe to return to the school/facility or travel on public roads.

Keep tuned to local radio or television station for information should you need assistance. Stay away from downed power lines and report to local officials.

Management will survey school/facility. If damaged, take photos or videotape: separate damaged and undamaged property: keep detailed records of any cleanup costs. Notify corporate office.

Follow all emergency advisories from local government.

If possible, resume normal work schedule and class schedule. Be flexible with students returning- many dealing with personal hardships.

## Emergency Response Guidelines

# Thunderstorms and Tornadoes

Thunderstorms:

Stay away from windows.

Draw shades or blinds to reduce injury from flying glass.

Minimize use of electric appliances.

Tornadoes:

Verbal warnings will be provided by school director and other key personnel by going from class to class.

### Commonly Used Terms

Tornado Watch: Weather conditions are favorable to produce these storms.

You should be alert to changing weather conditions and a tornado warning being announced.

Tornado Warning: A tornado has been sighted in the area.

If you are outside when you hear the warning, seek inside shelter, in the nearest building.

Once inside a building, go the interior hallway or other enclosed area that is away from windows and on a lower floor of the building.

Avoid going into large rooms where roof collapse may be likely.

Stay away from all windows.

Take shelter in the most-interior rooms and hallways.

Avoid glass enclosed places or areas with wide-span roofs.

Crouch down and cover your head.

Wait for the “all clear” signal from authorized emergency personnel.

## Emergency Response Guidelines

### Flood Procedures

When a flood watch has been issued:

Make sure your gas tank is full.

Tune your radio to one of the County Emergency Alert Radio Stations.

The campus will assist you in providing information on local conditions.

Be alert for signs of “flash flooding” and be prepared to evacuate immediately.

When a flash flood warning has been issued:

Campus/Facility occupants will be notified of the evacuation by campus staff.

All occupants must leave the campus immediately and move to higher ground, away from rivers, streams, creeks, and storm drains.

Do not drive around barricades. They have been placed for your safety.

If your car stalls in rapidly rising water get out immediately and climb to higher ground.

Avoid downed power lines and broken gas lines.



## Emergency Response Guidelines

### Wildfire Warning Procedures

#### MTI leadership Actions:

Notify corporate office.

Remove all papers and objects from surfaces near windows and place them inside drawers or containers.

#### Emergency Response Team:

A designated member of the MTI staff shall contact property management to receive instructions concerning securing the building.

Activate the emergency back-up procedures for IT and telecom equipment. Secure all employee and student files in fireproof cabinets or in the fire safe file room.

Secure windows shutters or board up windows, if approved by property management.

If the school/facility will be closing, follow the evacuation procedures set forth in this emergency guide.

After the “firestorm” passes, and it is safe to re-enter the school, use caution when powering up electrical equipment. Do not plug in electrical appliances, particularly computers, without a surge protector.

The school director will assess the damage to the building and report any damage to property management and the corporate office.