51 U.S. Route 1, Suite K, Scarborough, ME 04074
1435 Broadway, Bangor, ME 04401
730 Center St, Suite 6C, Auburn, ME 04210
(800) 447-1151 | www.NTINOW.edu

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 is the responsible entity during a major emergency/incident. The Steering Committee comprises the Emergency Response Team, with select committee members designated as campus representatives:

Pam Dixon Scarborough Main Campus, including CDL Yard and HVAC Shop.
Kevin Dionne - Bangor Branch Campus, including CDL Yard.
Pam Dixon - Auburn Extension Campus

The ERT follows the principles of the National Incident Management System (NIMS) and are responsible for the overall management of the incident, including:

- Ensuring that emergency responders have been notified
- Ensuring evacuation protocols are followed in accordance with the Emergency Response Plan.
- Coordinating with the responding emergency services personnel
- Ensuring appropriate campus-wide communication is initiated and protocols are followed based on the type of emergency/incident

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 either a phone call or video 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

Timely Notice and Communication

The NTI Emergency Response Team will publish a Security Alert within 24 hours of an incident to aid in the prevention of similar crimes. The notice will be for crimes listed in the Clery Act, which are reported to NTI. Information regarding campus security will be texted, printed and posted on bulletin boards at key locations in both campuses.

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.

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NTI has a mass notification system for students. There is a separate plan for staff, which is communicated by supervisors. Prior to, or during 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. However, if a student opts out of text or email notifications they will not receive alerts. During orientation it is explained to students to make sure to check Facebook for closure postings, and their local weather station.

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.

Campus Community Roles & Responsibilities
Everyone has a role to play if an emergency/incident occurs on campus, especially in the event of an evacuation. At each location, designated representatives will assist with evacuations:

Scarborough Campus:	Robin Sheppard, Administrative Assistant/Receptionist
Bangor Campus:	Mame Vanchieri Administrative Assistant/Receptionist
Auburn Campus:	Stephanie Poulin, Admissions Representative

- In the event of a fire, all students, employees & visitors are required to evacuate the building

  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 generally the 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.

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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 during an emergency whether in person or remote are asked to make sure that all students have left the classroom before leaving the classroom themselves. When leaving a classroom, the faculty member or front desk staff 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 high traffic areas (front desk, doors, classrooms, etc.).
- Take only immediate belongings (those belongings directly next to you) with you.

Area of Refuge:

- Scarborough Campus: Back parking lot by smoking area.
- Scarborough HVAC Shop: Sign by road in front of building.
- Scarborough CDL Yard: Student Entrance, near dumpster area.
- Bangor Campus: Back parking lot near dumpsters/smoking area.
- Bangor CDL Yard: Picnic Table
- Auburn Campus: By movie theatre.