



Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics

ANNUAL CAMPUS SAFETY AND SECURITY REPORT

July 1, 2020

United Career Institute complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Clery Act requires colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near campus.

UCI also complies with the Violence against Women Act of 2013 (VAWA). VAWA amends the Clery Act and was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in congress as a companion to Title IX that will bolster the response to and prevention of sexual violence in higher education. VAWA established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVE (Sexual Violence Elimination Act) Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

This Campus Safety and Security Report outlines the institution’s policies and procedures regarding the Clery Act and the VAWA.

The institution encourages all students and employees to read the material carefully. Your rights and responsibilities to campus safety and consequences and possible sanctions for violating campus safety policies are described in the sections below.

United Career Institute’s Commitment to Safety and Crime Prevention

United Career Institute has developed programs to bolster safety and overall well-being for the entire campus community including all students, instructional staff, and employees. We all play an active part in improving the quality of campus life by taking personal responsibility for our

own conduct as well as looking out for our fellow students and employees by reporting any possible safety violations.

As important members of the campus community, we are required to follow the laws of the United States and the State of West Virginia and to abide by the policies and procedures set forth by the institution. Any violations may result in disciplinary action.

The institution follows federal laws and annually publishes and distributes reportable crimes statistics (as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)) for the three most recent calendar years. These statistics can be found in Section 5 of this report.

Safety and Security Team Members

The institution's Title IX Coordinator is trained to respond to and investigate any allegations of sexual misconduct and identify any patterns or systemic problems revealed by any complaints.

The Title IX Coordinator at this institution is the Academic Dean and can be reached at:

United Career Institute
Attn: Danielle Grimplin, Academic Dean
1015 Industrial Park Drive
Mt. Braddock, PA 15465
724-437-4600
dgrimplin@unitedcareer.edu

If the Title IX Coordinator is not immediately available, the Campus President serve as campus security authorities. The Campus President will then report any allegation to the Title IX Coordinator.

Memorandum of Understanding with Local Law Enforcement

United Career Institute does not have a Memorandum of Understanding (MOU) with the local law enforcement agency or other security personnel. No one at the institution has the authority to make arrests. Each year, the institution requests crime statistics from the local law enforcement agency. Any crimes reported will be included in the annual crime statistics disclosures. Also each year, the institution invites local law enforcement to the campus to make a presentation on campus crime awareness and prevention.

Allegations of crimes occurring on campus or immediately adjacent to campus should be first reported to local law enforcement by dialing 911. The allegations should also

be reported to the Title IX Coordinator for compilation and inclusion in the annual report of crime statistics or to determine if there is a need to provide a timely warning.

Review of Safety Programs

The institution will periodically review all campus safety and security programs to ensure continuing compliance with Clery Act and VAWA. Any recommendations and improvements will be incorporated into this report and distributed to the entire campus community. UCI provides educational programs that review campus safety and security programs on a regular basis.

REPORTING CRIMINAL ACTIVITY

Should a crime occur on campus, the person knowledgeable about the crime is encouraged to accurately and promptly report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidents to the authorities and to assist in the receipt of first aid if needed.

If sexual misconduct allegations are reported to local law enforcement, the institution will also conduct its own investigation and outcomes and any outcomes and possible sanctions will be based on that investigation. The Title IX Coordinator will work with local law enforcement to the extent possible to ensure that all complaints have been resolved promptly and appropriately. If you are the victim of any sexual misconduct or if you have witnessed any misconduct of a sexual nature, report to the Title IX Coordinator. If the Title IX Coordinator is not immediately available, you may report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. They will then report the allegation to the Title IX Coordinator.

The institution has no law enforcement agency or security personnel. If a crime occurs on campus or on property immediately adjacent to campus, all criminal investigations will be conducted by state or local law enforcement, although the institution will continue to investigate complaints to ensure that complaints are resolved promptly and appropriately. The institution requests crime statistics annually from local law enforcement and publishes crime statistics each year to ensure that it is knowledgeable about all of the criminal offenses and arrests that may have occurred on-campus or on public property surrounding the campus. See section 5 for more information.

Victims Rights

If you report that you have been the victim of a crime, either on or off-campus, you have the following rights:

- Possible Sanctions or protective measures may result from an institutional disciplinary proceeding (see below for Disciplinary Proceedings for additional information).
- Follows these procedures in the event of an incident of sexual violence:
 1. Preserve evidence to the fullest extent possible for proof in criminal proceedings.
 2. Report the offence to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911.
 3. Additionally, campus officials will assist in contacting local police authorities immediately, if the victim so chooses.
 4. You have the right to decline to report to law enforcement.
 5. You have the right to file a “No Contact” or restraining order. A restraining order or protective order is a legal order issued by a state court which requires one person to stop harming another.
 6. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. The following is a link to counseling services.

<https://ovc.ncjrs.gov/findvictimservices/search.asp>

- The institution will make appropriate adjustments to your academic situation regardless of whether or not a formal report is made.
- Your confidentiality will be protected. Any institutional record keeping of the incident will exclude any personally-identifiable information. The institution cannot guarantee confidentiality on the part of any law enforcement investigation if the victim chooses to report the allegations.

Anonymous and Confidential Reporting

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity. If you wish to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action be taken, the institution will weigh that request against the institution’s obligation to provide a safe, non-discriminatory environment for all

students and employees, including the victim. If the Title IX Coordinator determines that confidentiality could jeopardize the institution's ability to provide a safe, non-discriminatory environment for all the confidentiality request may not be honored. Also, the institution may not be able to honor the confidentiality request if doing so would violate state or federal law, including responding to a lawfully ordered subpoena.

If the institution does honor the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The state of Pennsylvania publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link below to access this directory. The institution will assist an individual with identifying a counseling service in the area that best suits the individual's needs.

<https://ovc.ncjrs.gov/findvictimservices/search.asp>

Institutional Responsibilities in Reporting Crimes and Crime Statistics

If a crime is reported to the institution and that crime meets the definition of a crime that is to be reported to the Department of Education under the Clery Act, the institution will include it in its published crime report. The institution will also contact local law enforcement each year to determine if any crimes not reported directly to the institute should be included with the published crime report. See section 5 for more information about the Clery Act and crime statistics reporting.

SAFETY AWARENESS AND CRIME PREVENTION

United Career Institute is committed to providing a safe and secure environment for the entire campus community. The campus community will receive notifications, educational programs, and prevention measures annually.

Distribution of Annual Security Report and Statistics

Students, instructional staff, and employees receive copies of the Annual Security Report. Annually prior to July 1, The Financial Aid Director sends current students and current employees an email notifying of the availability of the annual Campus Safety and Security Report. The Annual Campus Safety and Security Report is published on the institution's website at <https://www.unitedcareer.edu/consumer-information/>. The report can be found in the Health and Safety Section. An Annual notification is also emailed to students and employees and explains where the report is found (and a direct link is included) and gives a summary of the information included in the report.

New and prospective students and new employees also receive a notice of disclosure that gives a summary of all informational disclosures about the institution including campus safety and security. UCI publishes most of this information on the school's website at <https://www.unitedcareer.edu/consumer-information/>. Other consumer information can be found in the school catalog and through direct distribution to each individual.

Individuals also have the right to receive this information in paper copy. Contact the Financial Aid Office to receive paper copies of any consumer information including the annual campus safety and security report.

Prevention Measures

Keeping the campus community safe is everyone's responsibility. Part of crime prevention is being alert and aware of your surroundings. Here are some ways you can keep yourself and your campus safe:

- Lock your car and always take your keys with you.
- At night, travel with a friend whenever possible and stay in well-lighted areas. Don't walk near shrubbery or other places of potential concealment.
- Plan the safest route to your destination.
- Share your class schedule with your friends and family and let them know where you are going and when you are expected to return.
- If you are being followed, change direction and go to the nearest business or home; knock on the door and request someone call the police. Note the description of the person following you.
- Don't overload yourself with bags and avoid wearing shoes that restrict your movements.
- Don't leave valuables visible in your car and leave highly valuable items at home.
- Keep your purse and or backpack close to your body.
- Never bring any kind of weapon to campus.

- Service your vehicle regularly to avoid breakdowns and always have at least ¼ tank of gas.

Campus Security and Access

The building facilities will be unlocked up to 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. It should be noted that the last scheduled class generally ends sometime between 9:00 p.m. and 10:00 p.m. in the evening. Only students, staff, faculty, and their guests will be allowed on the premises during these hours. No loitering will be tolerated. The institution does not have campus residences or any non-campus locations of student organizations.

Students and staff are issued Key Fobs for admittance into the building.

Education Programs

The institution will provide on an annual basis a program of campus security, crime prevention, and drug and alcohol abuse prevention. This program includes a portion specific to the prevention of rape and other sex offenses, which will include discussion of the prevention of dating violence, domestic violence, sexual assault, and stalking. The institution will attempt to get a local law enforcement officer or another expert on crime prevention to assist in this presentation. This program is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The institution does not maintain any off campus student organizations or facilities.

Additionally, new students and employees will receive education at orientation that complies with Title IX and the Violence against Women's Act. The institution will either utilize in person training, written materials, or electronic depending upon the method that best suits the training environment.

EMERGENCY NOTIFICATIONS

United Career Institute maintains emergency policies and procedures and systems to protect the campus community. An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the campus community that significantly disrupts the normal course of business. Depending upon the nature of the emergency, the institution will utilize the most appropriate procedure to assess the threat and notify the appropriate segment of the campus community. The content of the notification will depend upon the nature of the emergency. On an annual basis, the institution will test its emergency response and evacuation procedures and make any adjustments if necessary.

Timely Warnings Policy and Procedure

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Campus President constitutes serious or continuing threat, which is either reported to campus security authorities or local police agencies, a campus wide “timely warning” will be issued. This warning will be issued through the college e-mail system to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation as soon as the pertinent information is available to assess the situation.

An emergency response will be issued if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911.

The Campus President and the Title IX Coordinator will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for any crime listed in the annual report of crime statistics.

When a determination is made that a timely warning should be issued, the Campus President will take one or more appropriate steps to ensure timely notification of the campus community.

Options for notification include, but are not necessarily limited to:

- Campus-wide e-mails,
- Physical postings on doors and bulletin boards
- News Media such as television and radio
- Postings on the institution website at www.unitedcareer.edu
- Postings in the institution's learning management system
- Postings on social media sources (i.e. Facebook)

The warnings will include some or all of the following information:

- Date, time and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available,
- Any other special instructions or incident specific safety tips.

Emergency Planning and Procedures Guide

UCI has developed and adopted an Emergency Planning and Procedures Guide. This guide can be found as Appendix A of this Annual Campus Security and Safety Report.

DISCLOSURE OF CRIME STATISTICS

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs. The Clery Act is enforced by the United States Department of Education.

The institution's Compliance Officer annually discloses campus crimes, arrests, and referral statistics as outlined in the Clery Act for the past three calendar years. The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report.

List of Crimes Included in the Institution's Crime Statistics

The Clery Act requires reporting of crimes in categories, some with significant sub-categories and conditions. The Department of Education's <https://www2.ed.gov/admins/lead/safety/handbook.pdf> provides a detailed explanation of each of the crimes required to be reported.

Campus Locations

United Career Institute reports crimes that occur: (1) on campus, and (2) on public property within or immediately adjacent to the campus. Under the Clery Act, public property encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Campus Crime Statistics

Below are the most recent crime statistics published by the institution and reported to the Department of Education. The three most recent calendar years are included.

	On-Campus			Public Property Bordering Campus		
CRIME	2017	2018	2019	2017	2018	2019
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

WEAPON POSSESSION

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

SEXUAL VIOLENCE POLICY AND PREVENTION

A sex offense is any sexual act directed against another person, forcibly and or against that person's will; or non-forcibly or against the person's will where the victim is incapable of giving consent. United Career Institute will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual misconduct or activity. These acts degrade the victims, our community and society in general.

Refer to the following resource provided by the United States government (<https://www.notalone.gov/>) for information.

If you are the victim of sexual assault or rape, take these actions:

- Get to a safe place as soon as possible.
- Seek help immediately. Contact the police and get medical attention. Don't feel guilty or to blame. It is a crime and should be reported.
- Try to preserve all physical evidence. Do not shower, wash or change clothing. Valuable evidence could be destroyed. If you think you've been assaulted while under the influence of an unknown drug, don't try to urinate before providing a urine sample and if possible, collect any glasses you drank from.
- If you so desire, the school will assist you in notifying authorities.
- Contact a close friend who can be with you for support.
- Consider talking to a counselor. The state of West Virginia publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link to access this directory. <https://ovc.ncjrs.gov/findvictimservices/search.asp>

Definitions

Domestic Violence: Domestic violence is a felony or misdemeanor committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from the

person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurs.

Dating Violence: Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse not does not include acts covered under the definition of domestic violence.

Sexual Assault: Sexual assault involves an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Stalking: Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Sexual Harassment: Sexual harassment is defined as the unwelcome conduct of a sexual nature. It include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

Consent for Sexual Activity: Sexual activity requires consent, which is defined as voluntary positive agreement between the participants to engage in specific sexual activity.

Disciplinary Proceedings:

United Career Institute prohibits sexual violence against any member of the campus community. The results of sexual violence against a member of the community could lead to expulsion or employment termination.

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the institution.

- The standard of evidence under current Title IX guidelines is "preponderance of the evidence" or more likely than not.
- The institution will provide a prompt, fair and impartial investigation and resolution.

- The proceedings will be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability.
- Both the accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing of:
 1. The outcome of any institutional disciplinary proceeding;
 2. The procedures for the accused and the victim to appeal the results of the proceeding;
 3. Any change to the results; and
 4. When such results become final.
- A student found guilty of violating the institution's sex offense policy will be expelled from school and could be criminally prosecuted. Both accused and accuser may provide witnesses to the Campus President prior to this decision. The accused and the accuser will both receive the Campus President's decision, which is final.
- Upon written request, the institution will 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 institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Education Programs

The institution has in place educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which includes prevention and awareness for incoming students and new employees, as well as ongoing prevention and awareness for students and employees. These programs include but are not limited to audio visual presentations, power point presentations, written material, bulletin boards, and guest presentations from law enforcement or other experts on the subject.

This education program includes education on topics including but not limited to:

Bystander Education (A bystander has the power to change a situation when the step up and take action)

Risk Reduction (Recognizing the factors involved with sexual violence will help eliminate risk)

Sexual Violence (including Hate Crimes)

Bullying (including Cyber Bullying)

Hazing

SEX OFFENDER REGISTRY

In accordance with the Campus Sex Crimes Prevention Act (CSCAMPUS PRESIDENTA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the West Virginia State Police Sex Offender Registry where information about registered sex offenders can be obtained. This act requires institutions 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 in that State at which the person is employed, carries a vocation, or is a student. Follow the link to access Pennsylvania's Megan's Law Website: <http://www.pameganslaw.state.pa.us/>.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

It is the policy of this institution to maintain a drug alcohol free environment for work and for study. It is also the policy of this institution to provide a program of information to its students and employees in an effort to educate them regarding the detrimental effects of abusing alcohol or using drugs.

PROGRAM REQUIREMENTS

All staff, faculty, and students directly receive material about the college's drug prevention program. This material includes:

1. Institution's Statement of Drug Free Workplace and Institution of Higher Education
This establishes the institution's policy of maintaining a drug free environment as well as penalties imposed for violations. It also contains results of the institution's biennial review and the Student Drug Violation Penalty Notice.
2. A description of health and other risks associated with the abuse of alcohol or the use of drugs shall be distributed with the statement in #1 above.
3. A listing of rehabilitation, treatment, and counseling programs in the community shall also be distributed with the statement in #1 above.
4. A description of Federal, State, and Local offenses and penalties for the unlawful possession or distribution of illicit drugs and alcohol will also be distributed with the statement in #1 above.

5. Federal Trafficking Penalties of Illicit Drugs will also be distributed with the statement in #1 above.

6. Tips for Preventing Substance Abuse (example 22-6) will also be distributed with the statement in #1 above.

DISTRIBUTION OF MATERIAL AND ANNUAL NOTICE

A notice of all material listed above is directly distributed to new and prospective students. Current students receive the material annually prior to July 1. New Employees receive the notice upon hire and current employees receive the material annually prior to July 1.

BIENNIAL REVIEW

The institution reviews its drug and alcohol abuse prevention program on a biennial basis and publishes the results of that review within the program material.

APPENDIX A

EMERGENCY EVACUATION PLAN

Emergency Services:	9-1-1
Fire Department:	724-277-8783
Fayette EMS:	724-628-8610
State Police:	724-439-7111
Uniontown Hospital:	(724) 430-5000
Highlands Hospital:	(724) 628-1500
FBI Pittsburgh:	(412) 432-4000
Poison Control:	1-800-222-1222

Revised: January 2020

Introduction

United Career Institute is dedicated to supporting the welfare of its students, faculty, staff, and visitors. The Emergency Response Guide provides a set of guidelines to follow during disasters and emergencies that may occur on campus. This guide is designed to maximize protection of people and preservation of property, minimize danger, and assist the campus and community in responding appropriately to potential emergencies or threats. This guide is not all-inclusive.

Responsibility

Campus President

The Campus President is assigned the responsibility for developing a program for school emergencies and to coordinate its various aspects. The Campus President shall develop procedures to handle emergencies specific to its building(s) and grounds.

Faculty and Staff

All instructors, front office manager, and Academic Dean should take all attendance books, master schedule, call off log with them to account for all students ensuring an appropriate head count. The librarian, admissions, financial aid, and placement should assist instructors in organizing students. No one is permitted to leave the safe zone until an ALL CLEAR is received from the proper authorities.

Students

Are to stay with their class group. No one is to leave the safe zone until given ALL CLEAR from the proper authorities.

Communication of Emergency Information and Instructions

Emergency conditions occurring during business hours will require expeditious communication of instructions to faculty, staff, and students. Uncertainty and confusion should be prevented or minimized, and the protection of lives should be paramount over all else.

Instruments of communication will include but are not limited to text messaging, local radio/TV stations, email, voicemail, alarm systems, bullhorns, campus speaker systems, or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

Building Safety Systems

Alarms – The fire alarm system is automatically activated through the Secure US Security System. Evacuation is required anytime the fire alarm sounds. The fire alarm can also be activated by a manual pull station located by all 4-exits of the building. To activate pull down on the alarm pull handle.

Fire Extinguishers – Are located in the north and south entryways of the building.

First Aid – For minor injuries not requiring medical attention, notify any instructor or staff member. Medical supplies are housed within the medical labs.

Safe Zones

Shelter-in-Place Procedures

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency.

Identify safe areas in each school building.

- Campus President or Management Team Member announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Instructors take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Instructors account for all students after arriving in shelter area.
- All persons remain in shelter areas until a Campus President, Management Team Member, or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
 - Communicate your situation to Campus President, Management Team Member, or emergency officials by whatever means possible.

Evacuation*

Exterior assembly areas, used when the building must be partially or completely evacuated, are located in parking lots or other open areas away from busy streets. We have designated assembly areas so that all involved will be safely out of emergency personnel's way. The far end of the student parking lot on the East side of the building will be the designated meeting place for students, faculty and staff.

**In the case of an active shooter, if evacuation is possible report to the designated safe area disclosed in internal training and orientations.*

Severe Weather

Students, faculty and staff will huddle in the hallways toward the center of the building away from doors and windows.

What is an Emergency?

An emergency is an unplanned event or incident, which can cause death or significant injury to employees, students, visitors, or the public or that can shut down operations, cause physical or environmental damage, or create erroneous public information.

In order to respond to an emergency it is essential to establish emergency management; the process of preparing for, mitigating, responding to, and recovering from an emergency.

The purpose of this guide is to ensure that the campus:

- Prepares for and responds effectively to an emergency situation through the appropriate use of campus and community resources
- Provides a framework for enhancing the safety and security of its operations
- Mitigates the long-term effects of an emergency on its operations and mission

This Emergency Response Guide applies to all members of the campus. It is intended to cover, but is not limited to, the following emergency situations:

- Natural disasters/events – i.e. fires, floods, tornados
- Environmental disasters/events – i.e. chemical spills or leaks, explosions, power outages, pandemic disease outbreaks
- Criminal/terrorist acts – i.e. armed assailant, hostage taking, death
- Out-of-control behaviors - i.e. demonstrations, riots, psychiatric crisis/suicidal person

Employees of UCI are expected to be familiar with the procedures described in this guide and adhere to them during a crisis. Questions or concerns should be addressed to the campus director.

Risk Assessment

United Career Institute plans for all emergencies that may affect all individuals including but not limited to: Students, Faculty, Staff, Visitors, and the General Public. To better plan and implement emergency procedures, UCI utilizes a risk assessment matrix when determining an appropriate course of action. This matrix evaluates the situation in the following manner:

1. Likelihood: Is an estimate of how probable it is for the hazard to cause harm.
2. Severity: Is how seriously a person could be harmed.

Risk Assessment Matrix				
	How likely is it to be that serious?			
How serious could the injury be?	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off/school closed	2	3	4	5
First aid is needed	3	4	5	6
Severity – Is how seriously a person could be harmed.		Likelihood – Is an estimate of how probable it is for a hazard to cause harm.		
Legend				
1 and 2: High Risk; deal with the hazard immediately				
3 and 4: Moderate Risk; deal with the hazard as soon as possible				
5 and 6: Low Risk; deal with the hazard when able				

During an emergency, the emergency planning personnel will take immediate action to implement the appropriate procedures to manage the emergency. These procedures are meant to safeguard persons and property and to secure the facilities.

In the event of an emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will activate the emergency plan. At the conclusion of the emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will issue a statement declaring the emergency over, thus allowing the campus to return to normal operating procedures.

In the event of an actual emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual. Instruments of communication will include but are not limited to: text messaging, local radio/TV stations, email, voicemail, alarm systems, bull horns, campus speaker systems, or by word of mouth (depending upon the unique circumstances of the emergency).

Reporting an Emergency

As previously stated an emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Whenever possible always notify the front desk of any emergencies so that they may contact the appropriate authorities for a given circumstance. If the situation is life threatening, immediately call 9-1-1 from a cell phone and then alert campus administration of the situation. When reporting an emergency, be prepared to give the following information:

- Your name, location (United Career Institute 1015 Mount Braddock Road, Mt. Braddock PA) and phone number (724-437-4600)
- Call from safe location, if possible. Remain calm. Speak clearly and slowly. Do not hang up the phone until the dispatcher tells you to.
- Location of the emergency; give clear and complete directions with street names, description of building, and area of building of the incident
- Type and severity of emergency
- Fire: type and size
- Medical: type of illness or injury, cause, and number of victims
- Crime: Type, description of suspects and direction of travel
- When incident occurred

Active Shooter

UCI has adopted the Department of Homeland Security Guide for How to respond to an active shooter.

Profile

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and administrators during an active shooter situation.

1. Evacuate

If there is a safe accessible escape path to get to the safe zone behind the barn, attempt to evacuate the premises. (Remember that the school is located in an open area only evacuate if it is safe.) Be sure to:

- Have an escape route plan in mind
- 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
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door and cover door window if possible
- Blockade the door with heavy furniture
- Close the blinds
- In the classrooms get everyone in a corner away from doors and windows

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise
- Hide behind large items
- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives

Law enforcements purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for safety

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e. bags, jackets, etc.)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to provide Law enforcement or 911 operators:

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

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Recognizing Potential Campus Violence

An active shooter in your workplace may be a current or former employee or student, or an acquaintance of a current or former employee or student. Intuitive directors, faculty, and staff may notice characteristics of potentially violent behavior in a coworker or student. Alert the campus president if you believe an employee or student exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee or Student

People typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by a coworker or student may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies);

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of campus policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts or anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace’ talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Bomb Threat

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Bomb threats should always be treated as though there actually is a bomb until all facts are evaluated and authorities can thoroughly search the area.

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Signal a coworker to call 911 and report a bomb threat while you are asking the caller:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place it?
- What is your address?
- What is your name?

When talking to the caller pay attention to the caller's voice, the language used, and any background sounds you hear on their end. See Appendix A: Bomb Threat Check Sheet.

3 Steps to follow if you receive a bomb-threat telephone call

1. Get as much information as possible using the Bomb Threat Check Sheet
2. Call 9-1-1 and give them the information
3. Safely evacuate the building (see "Two-Minute Scan" below)

Before the police arrive, you can help facilitate the investigation. This is called the "Two-Minute Scan." Do not stay in the building, but as you are leaving:

- Scan your area for things that may be out of order.

This will greatly reduce the amount of time required to search a building. Employees can recognize objects that are out of place. That information may help Police search more quickly.

- Do not touch, jar, or move any suspicious objects.

Do not use cell phones, radios or other wireless devices. Anyone who has had contact with a suspicious package should wash the exposed skin with soap and water after reaching a place of safety.

- When leaving the building, take your purse, backpack and/or briefcase with you.

This will reduce the number of items to be searched and will help get you back in the building sooner. Leave doors, offices and storage spaces open and unlocked. Every room will be searched. Please share this information with the people in your area.

Suspicious Objects and Packages

A suspicious object is defined as any object of unknown origin. It may be a backpack, briefcase, radio, shopping bag, or book. A suspicious package or object may be suspected for any of several reasons:

- The package is labeled “bomb,” “danger,” “do not open,” etc.
- The package resembles a bomb.
- The package does not belong to the particular premises or is out of place.
- The origin of the package is questionable or cannot readily be determined.
- The physical characteristics of the package are suspicious in size, shape, weight or sound.

If a suspicious package or bomb is found, **evacuate the area** (See Appendix B: Evacuation Procedures). **Do not handle it, move it, immerse it or cover it.** You do not know how the device is fused. Do not take the time to try to barricade or “sandbag” a suspicious object.

If a suspicious object is found in a room in the building, leave the door open when you leave it to summon aid. (You want to create an escape route for expanding gases. You close doors in a fire evacuation; you open doors to ventilate in a bomb threat evacuation.)

Suspicious Mail

Between September and October 2001, several letters containing *Bacillus anthracis* were sent through the mail in several areas of the United States. As a result, CDC developed the following guidelines for recognizing and handling suspicious packages. Although there have been no recent mail-related anthrax exposures, all persons should take appropriate steps to protect themselves and others from exposure to *Bacillus anthracis* by following these guidelines for recognizing and handling suspicious packages. (CDC 2012)

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

1. Inappropriate or unusual labeling

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address

2. Appearance

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

3. Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.

- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- Notify law enforcement immediately.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

Fire, Smoke, Explosion

Fire is the most common and deadliest of emergencies. Understanding a few basic facts about fires and taking some simple, yet effective, precautions is essential to preventing and surviving a fire emergency. Fire spreads quickly. Within two minutes a fire can become life threatening. Get out immediately.

Threats from Fire

Fire produces many deadly effects in addition to flames. These include:

- Heat
- Smoke
- Poisonous gasses
- Structure collapse
- Oxygen depletion
- Explosion

Fire Prevention and Preparation

The following is a list of simple and effective precautions to prevent fires and, in the event of a fire, protect one's self, roommates, fellow employees, and property.

- Never tamper with installed smoke alarms
- Never leave cooking food unattended
- Identify escape routes and practice using them during university fire drills
- Avoid the accumulation of newspapers, magazines and other flammables
- Never use gasoline, benzene, naphtha, or similar flammable liquids indoors
- Inspect extension cords for frayed or exposed wires and loose plugs
- Make sure wiring does not run under rugs, over nails, or across high traffic areas
- Do not overload extension cords or outlets – use UL-approved power strips with built-in circuit breakers

If you discover smoke or fire

- If it is safe to do so, get everyone from immediate danger and close the door to the area to confine the smoke and fire.
- Pull the building fire alarm along your evacuation route.
- If the fire is small and you are properly trained, control the fire with available firefighting equipment.
- Before you go through a door to leave a room, feel the door with your hand. Do not open any door that feels hot.
- Do not return for personal belongings.
- If there is smoke, stay low.

- After you are out of danger, call 9-1-1.
- When you are outside, check in with your instructor so everyone can be accounted for.

If you catch on fire

- Do not run. **Stop, drop and roll** to put out the flames.
- If you are trapped, wedge wet towels or cloth along the bottom of doors to keep out smoke.
- Close as many doors as possible between you and the fire.
- Call 9-1-1 to report the fire and your location.
- If you are trapped and need fresh air break the window only as a last resort.

Response to fire alarms

- When an alarm sounds, leave the building immediately. Never assume it is a false alarm.
- Do not return for personal belongings.
- Help people who are unfamiliar with the building or people with disabilities escape the building.

How to use a fire extinguisher



Explosions

In the event of an explosion on campus; faculty, staff, and students will take the following actions:

- Immediately take cover under tables, desks and other objects which will give protection against falling glass and debris.
- After the effects of the explosion have subsided, call 9-1-1. Give your name, location, and nature of the emergency.
- Activate emergency alarm system to evacuate the building.
- When alarm is sounded faculty and staff will direct students to walk quickly to the nearest available exit and assisting disabled persons in exiting.
- Once outside move to the designated meeting site (see Appendix B: Evacuation Procedures).
- Keep roads and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building.

Biological Threat

Biological agents are bacteria, virus, or toxins that can kill or incapacitate people, livestock, and crops.

Delivery Methods

- Aerosols - biological agents are dispersed into the air forming a fine mist that may drift for miles. Inhaling the agent may cause disease in humans and animals.
- Animals – insects and animals such as fleas, mice, flies, mosquitoes, and livestock spread some diseases.
- Food and water contamination – some pathogenic organisms and toxins may persist in food and water supplies. Most microbes are killed, and toxins deactivated, by cooking food and boiling water for three minutes.
- Person-to-person – a few infectious agents, such as smallpox, plague, and the Lassa viruses, can spread through human contact.

Precautions for Known or Suspected Exposure

- Move away from the agent quickly
- Remove and bag contaminated clothes and items
- Wash with soap and water
- Contact public health authorities
- Monitor local broadcast media for emergency information and instructions
- Seek medical attention if symptoms appear – public health instructions may include avoiding others or quarantine

Additional information on Biological Threats is available on the following websites:

The U.S. Department of Homeland Security at <http://www.dhs.gov/>

Centers for Disease Control and Prevention at <http://www.cdc.gov/>

Chemical Threat

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have a toxic effect on people, animals, and plants. Some chemical agents are colorless and odorless and the harmful effects they produce can be immediate (a few seconds to a few minutes) or delayed (2 to 48 hours). Signs of a chemical threat include people having difficulty breathing, experiencing eye irritation, losing coordination, becoming nauseated, or having a burning sensation in the nose, throat, and lungs. The presence of an unusually high number of dead insects or birds may indicate a chemical agent release.

During a Chemical Threat

If possible, leave the affected area immediately in the direction upwind from the source. If leaving safely is not possible, find indoor shelter immediately and shelter-in-place. Do not leave the protection of the shelter to assist others outdoors. Once inside: If instructed to evacuate:

- Do so immediately.
- If available, monitor local broadcast radio for emergency information on:
 - Evacuation routes
 - Temporary shelters
 - Procedures to follow
- Follow the routes given by authorities – shortcuts and other routes may not be safe.
- Carpool with others to minimize traffic congestion.
- Assist those in need (children, elderly, disabled, persons without transportation).

If indoors, shelter-in-place If outside:

- Stay upwind, upstream, and uphill.
- Try to go at least one-half mile from the source.
- Avoid contact with spilled liquids, airborne mists, or condensed solid chemical deposits.
- Avoid inhaling gases, fumes, and smoke by covering the nose and mouth with cloth, if possible.
- Avoid contact with exposed individuals until the hazardous material has been identified and interpersonal contact is determined safe.

If in a motor vehicle:

- Stop and seek shelter indoors.
- If leaving the vehicle safely is not possible, close the windows and vents and keep the air conditioning and heater fan off.

Precautions for Exposure

Decontamination is necessary within minutes of exposure to minimize harmful health effects. A person experiencing the effects of exposure requires immediate professional medical attention. If professional assistance with decontamination is unavailable, self-decontamination is required. Self-decontamination guidelines are as follows:

- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body. Clothing that would normally be removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put the contaminated clothing into a plastic bag and seal it.
- Remove eyeglasses or contact lenses and put glasses in a pan of household bleach to decontaminate them, then rinse and dry them.
- Flush the eyes with water.
- Gently wash the face and hair with soap and water then thoroughly rinse with water. Decontaminate other areas of the body that are likely to have been contaminated. Blot (do not swab or scrape) the skin with a cloth soaked in soapy water and rinse with water.
- Change into uncontaminated clothes. Clothing stored in drawers and closets are likely to be uncontaminated.
- Proceed immediately to a medical facility for screening and professional treatment.

Additional information on Chemical Threats is available on the following websites:

The U.S. Department of Homeland Security at <http://www.dhs.gov/>

The Centers for Disease Control and Prevention at <http://www.cdc.gov/>

Medical and Mental Health Emergencies

This may include: serious injury or illness and serious mental health issues that may lead to suicide, assault, or homicide.

In the event of a serious medical condition:

- Stay with the individual and have another person seek assistance from the Nursing Director and to notify the front desk and Campus Director. The Nursing Director will assess the situation and call 9-1-1 if needed.
- Do not move the victim unless he or she is in danger.
- If you are trained to provide first aid, use pressure to stop bleeding and provide basic life support (CPR).
- Comfort the patient and assure him/her that medical assistance is on the way.
- Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid safely.
- If you provide first aid, consider if immediate action is required to save a life and if you will put yourself in jeopardy if you do.
- Be aware of hazards associated with blood-borne pathogens. If you come in contact with suspected infectious material, wash the exposed area thoroughly with soap and water and seek medical attention.

Violent Situations

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

- Stay calm, don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- Try to be helpful.
- Give positive-outcome statements, such as "we can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel,"
- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.

Avoid Exacerbating Behaviors

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.

Someone Becomes Agitated

- Leave the scene immediately, if possible.
- Contact the front desk if possible to alert there is a problem using the agreed-upon code word to indicate trouble.

Severe Weather

Dangerous weather can include:

- Thunderstorms
- Lightning
- Tornadoes
- Winter storms

Stay alert to weather conditions and stay in place/seek shelter if threatening weather approaches.

Weather advisories

- A **watch** means conditions are favorable for the development of severe weather. Monitor the situation closely if the weather deteriorates.
- A **warning** means severe weather has actually been observed and is imminent. [Seek Shelter/Stay in Place](#) immediately.

Severe weather tips

- Have a good flashlight on hand.
- In a thunderstorm, a substantially constructed building offers the best protection.
- Stay away from telephones, electrical appliances and plumbing.
- If you hear thunder, you are close enough to the storm to be struck by lightning. Find safe shelter immediately.

Campus Delays or Closings

In the event of severe weather causing delays or closings, the campus will post the closing or delay on WPXI, Channel 11.

Media Procedures

All staff should refer media contacts to the Campus President. The Campus President serves as media spokesperson unless he/she designates a spokesperson. If a spokesperson is unavailable, an alternate assumes responsibilities.

Media Checklist:

- Campus President or Management Team Member relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
- Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
- Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
- Determine the message you want to convey. Emphasize the safety of students and staff.
- Engage media to help distribute important public information. Explain how the emergency is being handled.
- Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

Training

All students, faculty, and staff will be provided a direct notice explaining the content of this plan and where it can be retrieved at www.unitedcareer.edu under the Consumer Information link. A student or staff member can request a hard copy of the plan from the Financial Aid Office. This plan is Appendix A of the Campus Security Report.

The campus community will participate in drills, which are conducted annually at a minimum. This plan is also reviewed for all new students during the Orientation process. Staff and Faculty that are part of the Emergency Plan Team will be required to review the plan and understand his role in the plan. The annual drill will serve as “on the job training” which will prove critical in the event of an actual emergency.

Appendix A: Bomb Threat Check Sheet

If you receive a bomb threat by telephone remember:

- Do not hang up the phone and remain calm.
- Ask the following questions
- Signal a coworker to call 9-1-1.

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 did you place it? _____
8. What is your address? _____
9. What is your name? _____

Caller's Voice:

Calm	Lisp	Normal
Slow	Cracked	Distinct
Loud	Cough	Crying
Stutter	Nervous	Slurred
Rapid	Nasal	Ragged
Soft	Raspy	Speech impediment
Laughter	Angry	Whispering
Disguised	Excited	Familiar (if so, who did it sound like)?
Deep breathing	Deep	
Accent	Clearing throat	

Background Noise:

Street noises	Factory machinery
Animal noises	Other machinery
Car sounds	Other voices
PA system	House noises
Music	No noise at all
Static	Other (please specify) _____

TURN OVER

Language:

Incoherent
Foul
Taped Articulate

Message read by threat maker
Irrational

If Known:

Time: _____

Date: _____

Name of Caller: _____

Number from which call originated: _____

Male/female: _____

Race: _____

Approximate age: _____

Number at which call was received: _____

Length of call: _____

Exact wording of threats: _____

Location:

Can you tell if the call is:

- Local
- Long distance
- Cellular
- Pay phone

Appendix B: Evacuation Plan



Code Word/Phrase "Page Lincoln"