



SAFETY AND SECURITY MANUAL

**Created and maintained by the Safety and Security Committee
Comprised of faculty and staff of MTTI
*Updated July 2021***

MTTI SAFETY AND SECURITY MANUAL AGREEMENT

Please read this entire Safety & Security Manual.

Contact any member of the Safety & Security Committee to clarify any area or procedure that is not understood for a complete explanation.

Follow all directions given and sign the agreement when finished.

Keep the manual in an available location to be accessed when needed and turn in the signed page to be kept in your personnel files.

Signature: _____

Date: _____

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MTTI SAFETY AND SECURITY MANUAL

INTRODUCTION

MTTI is dedicated to the well-being of everyone on MTTI property. Because the world has become increasingly volatile it is necessary to develop a systematic plan to deal with emergencies as they occur. As employees of MTTI, we have an obligation to the students and visitors of MTTI to provide a safe and secure environment.

This guide will continue to be a work in progress but will provide a framework for addressing issues that arise during an emergency.

Because every emergency situation will be different there is discretion to deviate from this framework if the responsible person judges a change should be made. If a deviation does arise then the person making such a change should submit a written explanation of the change immediately after the emergency situation has been resolved.

No educational facility can be certain that it is free from threat. But with an emergency plan put in place we hope to reduce injury, prevent loss of life and provide a secure environment in which to learn, teach and work.

SECTION 1.0: POLICY

The policy of MTTI's Safety and Security Program is simply stated as the protection and safety of life and property.

Safety is the responsibility of all employees of MTTI. The Safety and Security Committee exists to assist the faculty, staff and student body in meeting their safety responsibilities. Everyone who is employed or attends MTTI is responsible for their own safety and the safety of those they come in contact with. The safety responsibility of faculty and staff is in direct relationship to their operational responsibility.

The objective of this plan is the protection and safety of life and property by preventing accidents involving fire, explosions, harmful chemicals, disease, radiological exposure, and other accidents resulting from equipment or personal failure and natural or man-made disaster.

Section 1.1: Organizational Structure

1. The Director of Operations will maintain the master copy of the Safety and Security manual and make updates to it as needed. It is the Director of Operations responsibility to ensure that members of the school are aware of the manual. The Director of Operations will maintain copies of review inspections and maintenance reports pertaining to safety and security. The Director of Operations will schedule fire drills.
2. The Safety and Security committee (*Appendix A*) will consist of members of faculty, administration and staff. The committee is appointed by the Director of Operations. The

committee is responsible for recommending changes in existing policies and procedures, recommending new policies and procedures to minimize risks, eliminating or controlling hazards, and preventative efforts designed to create and maintain a safe environment. The Safety and Security Committee will make recommendations with regards to changes to the plan and for needed resources to improve MTTI's ability to respond to emergencies and disasters.

Section 1.2: All Employees Responsibilities

1. All employees must be familiar with all sections of this manual. This manual is distributed to all employees at time of hire.
2. All employees should thoroughly know the locations of the nearest automated external defibrillator (AED), fire alarm pull station, fire extinguisher, fire blankets and exits. Employees and students should familiarize themselves with alternate escape routes in the event their primary route is blocked. Employees and students should familiarize themselves with the location in each building of the area to meet for severe weather.
3. At the beginning of each class start, faculty should explain to each of their classes the following Emergency Evacuation Policy & Procedures. In addition, faculty should determine if anyone in their classes has a physical impairment that would prevent an unassisted emergency exit from the building. Faculty should also explain the inside location of shelter for severe weather and natural or man-made disasters. Staff should encourage students to stay put and not leave during severe weather situations.
4. The office staff should assign responsibility for securing the area to a specific employee plus an alternate if possible. This employee should also designate a predetermined gathering place outside the building for the purpose of taking a head count after the evacuation. All employees should familiarize themselves with the shelter for severe weather and natural or man-made disasters closest to their work stations.
5. All programs must maintain a basic First Aid Kit and be responsible for minor cuts. It is that instructor's responsibility to complete an Incident Report on all, even minor cuts. It is also that instructor's responsibility to advise students to seek further medical attention. Strains, bruising, suspected injuries should be advised to seek further attention. When in doubt make that recommendation!
6. There should be no "ingestible" medication in any First Aid Kits.

SECTION 2.0: EMERGENCY EVACUATION & LOCKDOWN POLICY & PROCEDURES

Section 2.1: Action Plan for Fire

- Staff members should immediately evaluate any situation to determine best path to use to evacuate.

- MTTI's emergency evacuation to vacate will be signaled by using our fire emergency pull stations located at all exits. Staff members should evaluate all hazardous situations to determine if the alarm should be sounded. Always in the incidence of smoke, fire, forced entry into the school, active shooter, etc. the alarm should be sounded. The alarm instantly notifies police and fire of an emergency.
- MTTI may also handle a crisis situation with a lockdown to keep everyone in the building. Severe weather, active shooter outside, hazardous chemical spill outside of the building. (*See Appendix C for severe weather and Appendix D for ALICE EOP Violent Critical Incident.*)
- If within reason, instructors should take their daily attendance roster with them when exiting.
- Instructors, students and staff should all meet at the pre-determined location away from the building. (Select the appropriate location from the list below during intro/safety portion of training.) This is not an opportunity for instructors to dismiss class or students to leave early.
- Once instructors and students have gathered at the pre-determined location, Instructors will take attendance, utilizing the attendance roster taken from the classroom that day, and account for all individuals present at the time of the emergency—simply asking “is everyone here?” is not sufficient. Each student should sign next to their name on the roster. This includes any additional staff members.
- The instructors should immediately locate and notify emergency personnel and MTTI administration of any missing person.
- Staff, instructors and students that evacuated the building together should stay together. No one should leave for any reason unless directed otherwise by authorized emergency personnel. Faculty and students should wait for the arrival of an administrating staff member to advise on the next action to be taken.
- Students will be notified regarding the continuation or re-scheduling classes.
- Try to locate a students' vehicle to verify that person has left the building prior to reporting to emergency personnel.

Notes

- Use Caution if weather conditions create slippery conditions outside the exits on walks or stairways.
- Be aware, nothing is important enough to risk life or limb for in the case of a fire emergency. Do not return into the building for cell phones, pocketbooks, tool boxes or computers. Your life is not replaceable everything else is!

- Close any accessible doors and windows as you exit the building. In the case of a fire emergency this will help arrest the spread of fire.

Section 2.2: Designated Meeting Places

- 54 Water Street- Under the Washington Bridge overpass on Water Street
- 1241 Fall River Avenue- Lower right parking lot. Gather to the far right of the rolling gate that accesses Mead Street, so as not to block vehicles entering or exiting rear parking lot.
- 78 Leavitt Street- Left rear parking lot near cellular tower

SECTION 3.0: VIOLENT OR CRIMINAL BEHAVIOR, PSYCHOLOGICAL CRISIS, SEXUAL HARASSMENT, SEXUAL ASSAULT, EMERGENCY MEDICAL CARE

Section 3.1: Student Altercation

Violence or Criminal Behavior is not tolerated at MTTI. MTTI staff members are not expected to step into a physical altercation. Neither staff person or students should get involved instead the staff member should try to diffuse the situation verbally. MTTI prefers to take a proactive approach to prevent altercations between students. It is a more sound approach than waiting for a fight to break out. Keeping students who are having issues with each other away from one another is one pro-active approach. An incident report must be completed by the staff member in both a verbal and/or physical altercation. A suspension or termination may be the result of an altercation.

Section 3.2: Domestic Issues

If a student is having domestic issues and s/he thinks there is a chance that person may come into the school that student MUST notify administrative staff immediately. Administrative staff/Title IX Coordinators will then devise a plan of action which may include calling local authorities (*see below*).

Section 3.3: Action Plan for a Threat of Violence on School Property

If a threat is made against a student or staff member of MTTI the Title IX Coordinator/s are to be notified immediately along with the local authorities.

- Ali Thompson, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 111, athompson@mtti.edu
- Jen Morin, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 124, jmorin@mtti.edu
- Alicia Keshijian, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 118, akeshijian@mtti.edu

In most cases of a threat, the local authorities can't act until a crime has happened. So, the school has put in some protective measures in place in order to restrict the entrance and better monitor people coming in. Some or all of the following may take place:

- MTTI may lock all doors with the exception of the front doors. Students/staff will be able to exit out of the locked doors but not enter. To enter back into the building they will have to use the front doors.
- MTTI staff and instructors have been trained using the ALICE protocols for a Violent Critical Incident (Active shooter, violent intruder or terrorist attack). See Appendix D – ALICE EOP Violent Critical Incident.
- Instructors will be notified of the situation and will be responsible to keep their students in the classroom/building for the time that the doors are locked (no going out for lunch, cigarette breaks, etc.). This is an inconvenience to everyone but MTTI MUST reside on the side of safety and caution in these situations.
- If we have a description of the person making the threat then that description may be given to staff and/or instructors. Students may possibly also be given this information so everyone can be on the look-out.
- If the perpetrator is spotted please notify local authorities/Title IX Coordinator/s immediately.
- If the end of class day comes and we still are on a “lock-down” mode instructors/staff at MTTI and/or local authorities will make a visual sweep of the parking lot. Once there is an “all clear” students can leave the building.

Section 3.4: Students with Restraining Orders

For the safety of all the students and staff at MTTI, any student who has a restraining order or current domestic/dating violence issues going on while they are attending MTTI MUST report this information to a Title IX Coordinator/s immediately.

- Ali Thompson, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 111, athompson@mtti.edu
- Jen Morin, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 124, jmorin@mtti.edu
- Alicia Keshijian, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 118, akeshijian@mtti.edu

Section 3.5: MTTI Crime Reporting Procedure

MTTI is a safe campus however, it is important that the MTTI Community familiarize itself with the following crime reporting procedure. All persons and their property on MTTI grounds should be treated with respect. If someone is the victim of or witnesses violence or criminal activity take the following steps:

- Remain Calm.
- Report the crime immediately.
- Do not handle, touch, or remove evidence.
- Get a good description: height, weight, color of hair and eyes, clothes, direction of travel, etc.
- Vehicle information: make, model, and color of car, and license plate number.
- Number of persons involved.
- Date and time of the crime.
- Type of crime.
- How did it happen?

MTTI offers a “Reporting Form” located at www.mtti.edu under Student Resources – Health & Safety.

Once a member of the MTTI staff has been informed, they will notify school administration. School administration will then notify authorities if time is critical the instructor should use their better judgment and call 9-1-1 immediately. When the authorities respond to MTTI to investigate further, try to remember and tell the responding authorities as many details as possible.

MTTI staff will complete the information about the crime in the Crime Reporting binder located at each MTTI location (Fall River Ave., Levitt St., Water St.)

Any person who is victim of a crime on the MTTI campus may request to MTTI staff that the Seekonk or East Providence Police Department file a report.

*The request for a police report filing should be made in the city or town in which the crime was committed.

Section 3.6: Psychological Crisis

A physiological crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reactions or psychotic break.

- Do not try to handle a situation you feel is dangerous alone.
- Report the incident to Title IX Coordinators (*Appendix H*).
- In extreme instances, call 911.
- Clearly state that you need immediate assistance giving your name and location.

Section 3.7: Sexual Harassment/Sexual Assault

MTTI expects everyone to treat each other with respect and dignity. Obviously any form of sexual assault is not tolerated on MTTI grounds.

- A. Sexual Harassment- is defined as the intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts sexual harassment is illegal. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- B. Sexual Assault- sexual assault is a criminal offense. It is defined as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is NOT consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which one participant has not expressed consent.

If an assault occurs, first get to safety then report the crime.

(Please refer to MTTI’s Title IX Non-Discrimination & Grievance Process Policy – Appendix H)

Section 3.8: Emergency Medical Care

Section 3.8.1: Emergency Telephone Numbers

Life Threatening Emergencies

MTTI: Seekonk, MA & East Providence, RI Campuses
Police, Fire, EMS.....**911**

Dialing 911 from a Cell Phone

When dialing 911 from your cell phone be prepared to inform dispatcher what address you are at and the address of the location requiring emergency attention.

Non-Life Threatening Emergencies

MTTI Seekonk, MA Campus

Seekonk Police Department
Routine:.....508-336-8123
Emergency:.....**911**

Seekonk Fire Department
Routine:.....508-336-8510
Emergency:.....**911**

MTTI East Providence, RI Campus

East Providence Police Department
Routine:.....401-435-7600
Emergency:.....**911**

East Providence Fire Department
Routine:.....401-435-7683
Emergency:.....**911**

Section 3.8.2: First Aid

1. Automated external defibrillators (AED) are located at all sites. (*See Appendix B for AED locations at each site*)
2. First Aid Kits are located at the following sites:
 - 1241 Fall River Avenue-
 - All Classrooms
 - Medical Lab
 - 54 Water Street
 - All Classrooms
 - Front Office
 - 78 Leavitt Street
 - All classrooms

All shops / labs have a first aid kit available.
3. Persons Trained in First Aid and CPR (*See Appendix B*)

Section 3.8.3: Material Safety Data Sheets (MSDS)

All programs have appropriate MSDS information in their classrooms. They must be stored in an obvious location. All MSDS information should be updated regularly by staff. MSDS must be kept available to emergency first responders by law.

Section 3.8.4: Social Service Agencies That Could Provide Help in an Emergency Situation

MTTI believes in providing support to our students in any situation they may find themselves in. Please refer to *Appendix J* for a list of social service agencies that could provide help to a student in an emergency situation.

SECTION 4.0: FIRE, SEVERE WEATHER AND DISASTER PROCEDURES

Section 4.1: MTTI Fire Procedures

1. The first responsibility of any person noticing a fire is to notify everyone in the building by pulling the alarm as you exit. **EVERYONE MUST EXIT THE BUILDING.**
2. Fire alarm pull stations are located at the exits from the building. Remember garage doors are not considered exits and pull stations do not exist at these doors.
3. Always use an exit away from the fire. Everyone should remain calm, move quickly and safely. **DO NOT PANIC!**
4. Staff members should immediately evaluate the situation to determine if the fire can be safely extinguished using a fire extinguisher only if they are safe.
5. **Fire extinguishers** are hanging throughout the buildings.
6. Within reason, instructors should take their daily attendance records with them when exiting.
7. Instructors, students and staff should all meet at a pre-determined location away from the building. Select the location during Intro/Safety portion of training.

Recommended Meeting Places

- 1241 Fall River Avenue, Seekonk MA-Right side of rear parking lot where the gates are that lead to Leavitt Street. Stand towards the right side of lot, if looking at the gates, away from the gates they may need to be opened for emergency vehicles.
 - 78 Leavitt Street, Seekonk MA-Picnic area located at the horse shoe pit/cell tower
 - 54 Water Street, East Providence RI-Under the Washington Bridge overpass on Water Street
8. Using the daily attendance record, instructors will take attendance and account for all individuals present at the time of the emergency. This includes any additional staff members.
 9. Immediately notify fire personnel of any missing person.
 10. Insure that the missing person's car remains in the lot. If the car is gone re-notify the fire fighters.
 11. Notify the main office of the situation.
 12. Wait for the arrival of an administrative staff member prior to dismissal.
 13. Students will be notified if there is to be no class (by e-mail, phone calls, local media) the following day.

Notes

- Emergency fire control material and evacuation plans must be reviewed on the first day of class or employment for new staff members.
- Choose a meeting site outside, away from the building in case of evacuation.
- Review all classroom and building exits. Also, recognize where the emergency pull stations are on the first day.
- Instructors and staff are responsible to direct students to the safest exit.
- Use caution if weather conditions create slippery conditions outside the exits on walks or stairways.
- Be aware, nothing is important enough to risk life or limb for in the case of a fire emergency. Do not return into the building for cell phones, pocket books, tool boxes or computers. Your life is not replaceable. Everything else is!
- Close any accessible doors and windows as you exit the building. This will help arrest the spread of the fire.
- Electrical devices should always be turned off at night, on weekends or whenever class is not in session.
- Any appliances or machines that produce heat are prone to be hazardous. Coffee machines, copy machines, hot plates, quartz heaters and battery chargers are only a few that require special attention. Turn off when not in use! (This is in no way considered a complete list.) Do not leave on overnight any appliances, like these listed, will be removed if found by administration to be left on.
- To extinguish an electrical fire the electricity must first be turned off.
- Do not attempt to turn off power supplies unless fully qualified.
- Electrical fires on motor vehicles must first have the battery disconnected while extinguishing or the fire may re-ignite.
- The local fire department conducts building inspections and it is expected that all areas be kept clean of all combustible materials.
- Keep furnace and heating areas clear of combustibles.
- Red On/Off switches located near the furnaces will turn off the power to the furnace.
- Storage areas must be kept clean.

- All pathways to exit doors must maintain a 36” wide clear path to the exit.
- Become familiar with the electrical control panel in your building. This will enable you to turn the power off in a specific area. When in doubt turn off the main breaker or all the breaker switches only if qualified.
- REMEMBER: fumes are as hazardous as flames. Fume and smoke inhalation kill more people than flames of a fire. Smoke rises and leaves a clearer path at the ground level. To drop and crawl out of a smoke filled building is a better path to safety. Fumes many times are unknown and may rise or fall in a building. The key here is to quickly get out of the building!

Section 4.2: Handicapped Evacuation Procedures

1. Handicapped individuals in any MTTI building should be given assistance as needed to evacuate the building.
2. Take handicapped individual to the nearest safe area to wait for emergency personnel.
3. If unable to evacuate a handicapped person, notify, the fireman that there is a handicapped person in the building; be sure to give the location.

Section 4.3: Tornado Information

Although tornados are not common in this area there have been isolated instances of tornado warnings. Since MTTI depends on the Weather Service for warnings all employees should be especially alert during times of inclement weather and be prepared to take proper action. See *Appendix C* for specifics of each buildings shelter location.

If Bristol County comes under a tornado warning or watch the Administrative Staff will notify faculty and staff of the weather conditions either by phone or person. Under a watch it is imperative that all employees be prepared to take shelter and to alert all students of the location of the shelter but to continue with all normal activities the Administrative Staff will monitor conditions via radio/TV. If a warning is issued all employees and students must take immediate shelter. Everyone must remain in the shelter until given further notice by the Administrative Staff when hearing it from the Bristol County Emergency Services. Students should be strongly encouraged to “stay put” the storm will pass and at that point travel may become safer.

If property of MTTI should be damaged from a tornado it is secondary, the first priority, once it is safe to venture outside, is to assist the injured. Those trained in First Aid and the Safety and Security members should proceed to the damaged areas and begin rendering assistance. The Administrative Staff of MTTI will lead relief efforts until outside help arrives.

4.3.1: Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

4.3.2: Tornado Warning

This is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. A Tornado Warning is issued by your local National Weather Service office. It will include where the tornado is located and what towns will be in the path.

After the tornado warning has been issued, it will be followed periodically with Severe Weather Statements. These statements will contain updated information on the tornado and they will also let the public know when the warning is no longer in effect.

Unknown citizens seeking shelter are welcome and should receive the same treatment.

DURING EITHER A TORNADO WATCH OR WARNING DO NOT GO OUTSIDE, STAY AWAY FROM WINDOWS, DO NOT STAY IN YOUR CAR AND IF OUTSIDE TAKE COVER IN A DITCH OR KEEP AS LOW TO THE GROUND AS POSSIBLE.

Section 4.4: Earthquake

In the event of an earthquake faculty and staff should immediately give instructions in a firm calm voice. Do not panic!

In classrooms, shops and offices, move away from windows, shelves, heavy objects, or furniture that may fall and take cover under a table or desk.

If shelter is not available, move to an inside wall or corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.

In halls, stairways, common areas move to an inside wall or corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.

If notebooks or jackets are available, hold these objects over head for added protection from flying glass and ceiling debris.

In shops stay clear of hazardous chemicals that may spill.

If outside move to an open space away from buildings and overhead power lines and lie down or crouch low to the ground. Constantly be aware of dangers that may require relocation.

After the earthquake is over, evacuate the buildings and move student and staff to an open space outside until the buildings have been declared safe.

If students or staff are injured do not attempt to move them unless life is in danger. Please wait for First Aid certified staff or emergency responders to access the situation.

Section 4.5: Weapon Threat

See *Appendix D* for ALICE EOP Violent Critical Incident & weapon threat details for each building.

The safety of students and staff at MTTI is our number one concern. If it is determined that someone has a weapon, do not confront the person, stay calm, and if possible call 911.

When there is a weapon threat the campus is to go into lockdown procedures if the person with the weapon is outside of the building. Faculty and staff will be responsible for lockdown procedures. If the person with the weapon staff and faculty will proceed with ALICE protocol. If the person with the weapon is in the building where you are located and you cannot get out of the building then lock the door of the room where you are and stay away from doors and windows. See *Appendix D for ALICE EOP Violent Critical Incident*.

All cell phones should immediately be turned off! They are a distraction, alerts the person with the weapon of your location and can set off devices. Please be concerned about your personal safety first not notifying others.

Section 4.6: Bomb Threat

See *Appendix E* for bomb threat call checklist.

Evacuation should be the first consideration in all cases. Evacuation goes into effect as soon as the threat is known. In the event of a bomb threat or suspected bomb device, turn off cell phones and hand held devices only use to call 9-1-1. These devices can trigger the bomb to explode.

If you are free from harm and it is safe to exit the building pull the fire alarm at the exit door as you leave. Gather at the pre-determined locations & complete an attendance check.

Upon the receipt of a bomb threat, the receptionist or person receiving the call shall immediately evacuate and notify the authorities of the city or town of the threat and MTTI administrative staff and then begin logging all pertinent information to expedite the follow-

up investigative efforts. Upon arrival, the Fire Department usually becomes the authority having jurisdiction, communicating directives to MTTI's Administrative Staff. The local Police and Fire Department will respond to aid and assist in any bomb incident.

Upon arrival at the scene, the Fire Department shall assume control and determine the life safety hazards involved. After the evacuation has been made, the authority having jurisdiction (which could be the Fire Department, Police Department, or Bomb Squad, etc.) shall implement the search procedure. No unauthorized personnel will be used to conduct the search. No student or employees are to be placed in an unwarranted or dangerous situation. If the call is from outside, the source of the call and the location of the alleged bomb and time of detonation should be documented in writing if possible.

If the perpetrator of the threat has given a detonation time, there may not be time to search for the alleged bomb. The building and surrounding 300 feet perimeter should be evacuated until the all clear is given by the Fire Department.

The receptionist is most likely to receive the bomb threat and will use the Bomb Threat Checklist located in *Appendix E*.

Section 4.7: MTTI Crime Statistics Policy:

MTTI will distribute the most current crime statistics to employees, current students, incoming students and new employees in the following ways.

Section 4.8: MTTI Crime Statistics Procedures:

Distribution of the Campus Crime Report

By October 1 of each year, a school must publish and distribute its annual campus security report.

It must be distributed to all enrolled students and current employees directly by publications and mailings, including – direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail.

If the school chooses to fulfill this requirement by posting the crime report on an Internet or Intranet Web site, an individual notice must be distributed to each student and current employee that includes:

A statement of the report's availability,

- A list and brief description of the information contained in the report,
- The exact electronic address (URL) of the Internet or
- Intranet Web site at which the report is posted, and
- A statement saying the school will provide a paper copy upon request.
- Upon request, a school must provide its annual campus security report to a prospective student or prospective employee.

- In order to ensure that a prospective student or employee can request the report, the school must provide them with notice of the report's availability. The notice must include a brief description of the report. If a student requests it, the school must provide a hard copy of the report.

See *Appendix G* for MTTI Crime Statistics chart for 2018, 2019, 2020

SECTION 5.0: GENERAL INFORMATION

Section 5.1: Unsafe Conditions

All employees are responsible to report unsafe conditions in campus buildings and grounds. Such unsafe conditions can be but are not limited to: pot-holes in parking lots, emergency doors that are blocked, obstructions in hallways and stairs, etc.

Reporting of all unsafe conditions should be to the Facilities Manager and/or President immediately.

Section 5.2: Sidewalks, Stairs and Parking Lots

During the winter months parking lots and stairs will be treated as soon as possible during times of freezing moisture.

MTTI staff completes its own plowing and sanding and is available to perform these tasks as needed. All employees should watch for slippery conditions at their locations and contact the maintenance staff if safety is a concern. There should be sand barrels at all stairways of the buildings. All staff must be willing to spread sand on stairs prior to exiting.

SECTION 6.0: WASTE POLICY

Due to state and federal requirements, plus MTTI's personal concern for the environment, all hazardous wastes must be closely and strictly monitored.

This pertains to, but is not limited to, waste oil and filters, anti-freeze and summer coolant, gasoline, brake fluid, automatic transmission fluid, power steering fluid, tires, batteries (all types) and florescent light bulbs.

Please review the policy and procedure for the proper handling of the specific substance as noted below.

Waste Oil – Waste oil must be disposed of in the proper waste oil barrels in each of the mechanical shops. These red and black barrels are clearly marked with yellow and black “waste oil” stickers. No other chemicals or fluids can be disposed of in these barrels. No brake cleaner, anti-freeze, parts cleaner or even water can be disposed of in these barrels. These barrels are to be kept inside the building at all times. They must be stored on the overfill platforms that the barrels stand on. To eliminate overfilling the barrels, level indicators are installed on each

barrel. Large black funnels on top of the barrels prevent spillage. Automotive undercar funnels/catch cans of either 5- or 20-gallon type are used under the car on the lift. These must occasionally be emptied into the 50-gallon waste oil barrels. Black floor drain pans are also available to catch any other fluid that may be drained or to catch any leaking fluids from any vehicles. Any leaking vehicle must immediately, upon arrival at MTTI, have a drain pan placed under it to catch the leaks. All drain pans must immediately be emptied into the barrels. Full pans left unattended are at great chance of spilling. Drain pans get cleaned after use.

Waste oil storage, containment and control is under strict, constant scrutiny by instructors, MTTI management and occasionally state agencies. Waste oil barrels when full will be recycled in accordance with state and federal guidelines.

NOTE: Never allow any type of brake cleaner to be disposed into waste oil containers! Place in parts cleaner.

Oil Filters – Used oil filters must be drained completely into the waste oil barrels. When drained, filters are to be placed into the 20-gallon filter barrel placed next to the waste oil barrel. This 20-gallon drum is also red and black and has yellow and black waste oil filters stickers attached.

Anti-Freeze/Summer Coolant – Anti-freeze/summer coolant barrels are located only in the auto shop. These two barrels are white and blue and are clearly marked with white and green anti-freeze labels. No other chemicals or fluids can be disposed of into these barrels. No waste oil, brake cleaner, transmission fluid or parts cleaner can be disposed of into these barrels. These barrels must be kept inside the building at all times. They must be kept on the overfilling platforms that the barrels stand on. To eliminate overfilling the barrels, level indicators are installed on each barrel. These barrels are also plastic and “see through”. There is absolutely no reason to overfill a barrel. A large yellow funnel is on top of the barrel to prevent spillage. Yellow floor drain pans are also available to drain cooling systems into. Any vehicle leaking coolant or having the cooling system worked on must have the coolant drained into these yellow drain pans **ONLY**. Full drain pans must immediately be emptied into the 55-gallon drums. Drain pans get cleaned after each use.

Stale Gasoline – Stale gasoline can be disposed by mixing small quantities with large quantities of fresh gas in the tank of a vehicle. With the price of gas, it’s not a bad way to stretch a tank of fuel. One gallon stale with 10-15 gallons fresh, has proven to have no effect on the vehicle. This ration should be changed depending on how bad the gas is. Stale fuel in small quantities, 1 gallon or less, can be recycled into our motorsports parts cleaner. The self-cleaning cycle of this machine will evaporate the stale fuel. Stale of fresh fuel must never be disposed of into the waste oil or anti-freeze barrels.

Brake Fluid – Silicon and Glycol based brake fluid is usually generated in very small quantities. This fluid can be disposed of into the motorsports parts cleaner. The self-cleaning cycle of this machine will evaporate brake fluids.

Automatic Transmission/Power Steering Fluid – These two fluids are petroleum based and should be handled in the same way as waste oil. Use the same drain pans, storage drums, etc. These fluids will not contaminate the waste oil.

Tires – Old tires are not to be left at MTTI. Automotive, trailer, or motorsports tires must be removed from this site and brought home by the student changing the tires. Tires at no time can be dumped in any dumpster.

Check with your local city or town to see what your local community's policy for disposing of tires is. Some communities allow 2 to 4 tires to be disposed of with the general trash pick-up. Other communities have special days to put tires at the curb for pick-up or have a special transfer station that allows tires to be dropped off!

Batteries – It is state law that any business that sells batteries must accept used batteries for recycling. MTTI does not sell new batteries; therefore, no used batteries can be left here. It is our policy that all students return their own used batteries to the site of purchase. When purchasing a new battery, there is an extra charge if you don't drop off a used battery. The charge is reimbursed when you bring back the used battery.

Florescent Light Bulbs – In bench, drop, or overhead lights need replacing, please notify the building maintenance personnel for the changing of light bulbs. These used bulbs are stored until the storage box is full and then disposed of according to state regulations.

Computer and Monitors – It is against the law to throw computer monitors in the dumpsters. All items are recycled through approved recyclers.

Medical Waste- MTTI takes full precaution when disposing of all medical waste. MTTI has Sharps boxes to dispose of scalpels, needles, syringes and butterflies. MTTI uses Waste Management Systems red lined boxes to dispose of gloves, urine cups, throat culture, anything with blood and/or body fluid.

Building Materials- Dispose of all building material in the dumpsters which are located at every MTTI location.

Appendix A

Safety and Security Committee

APPENDIX A
SAFETY & SECURITY COMMITTEE

Ward Ring-Owner

Sharon Ring – Owner / Director

Eddie Ring – Director of Operations

Ali Ring – Director of Student Services

Jen Morin – Director of Education

Appendix B

CPR and First-Aid Trained Professionals

Location of AED

**APPENDIX B
CPR AND FIRST-AID TRAINED PROFESSIONALS**

1241 Fall River Ave: Erin Gamelin Boris Katan Jen Morin Courtney Olson Eddie Ring Sharon Ring Janet Roccobello Ken Souza Kathy Trahan Glen Verducci	74 Leavitt St. John Barbosa Donald Desforjes Gary Simcock 54 Water St. Arthur Trahan Patrick Church
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Automated External Defibrillators (AED) are located at each MTTI building. These areas are marked by signage on the office or hallway along with signage on the cabinet it is stored in.

1241 Fall River Ave – AED is located on the second floor, at the top of the stairs. The second floor is accessible by a stairway located behind the front desk. The AED is in a marked cabinet at the top of the stairs.

74 Leavitt St. – The AED is located in the front office in a marked cabinet.

54 Water St. – The AED is located in the front office in a marked cabinet.

Appendix C

Tornado Shelter for Each Campus

APPENDIX C
TORNADO SHELTER FOR EACH CAMPUS

Tornado Procedures

1241 Fall River Ave., Seekonk, MA Campus- Evacuate to the basement under the Auto Shop area. Keep away from windows and doors.

78 Leavitt St., Seekonk, MA Campus-Evacuate to the Electronics Lab and get under something sturdy.

54 Water St., East Providence, RI Campus-Evacuate to the interior classrooms closest to the Washington bridge and get under something sturdy.

Appendix D

ALICE EOP Violent Critical Incident

APPENDIX D
ALICE EOP VIOLENT CRITICAL INCIDENT
(Active Shooter, Violent Intruder, Terrorist Attack)

I. Purpose

The purpose of the plan is to set forth guidelines, for MTTI's employee's and students, in the event of a Violent Critical Incident in company property. While this plan explains the responses using the ALICE acronym, in no way does the plan suggest the acronym be used in order. This plan describes the law enforcement and security responses, in addition to providing employees with appropriate response options.

Employees are trained to make decisions and use a range of options to increase survivability during an event. All responses are based on the location of the occurrence and the nature of threat. Having a linear plan that orders inflexible procedures without considering these two paramount issues is not realistic and will not meet the goal of mitigating the incident.

Any Violent Critical Incident will result in law enforcement, fire services and emergency medical services reporting to the scene. Once these services arrive on scene it is critical to follow the directions of, and cooperate with, all emergency personnel.

Emergency services personnel will set up their own Incident Command Center and will have complete jurisdiction over the entire scene. Unified Command will be utilized which combines law enforcement, fire personnel and emergency services into one entity to save lives. This command center will use established practices such as the National Incident Management System (NIMS) and the Incident Command System (ICS).

II. Related Company Policies:

- MTTI Emergency evacuation & Lockdown Policy and Procedures.
- MTTI Violent or criminal behavior, psychological crisis policies & procedures.

III. Definitions

- A. Violent Critical Incident: Any event, at any location, where a person (or persons) attempts to harm innocent people by any means and regardless of motivation.
- B. Law Enforcement Officer: Any Federal, State or Local Sworn Peace Officer
- C. Security Officer: Any non-sworn contract or proprietary uniformed person charged with general security of an area and/or building.

IV. INFORMATION/OPTIONS

A. **ALERT:** This is the initial awareness that the event is beginning and means that some part of the facility is in contact with the threat. Persons in contact with the threat must take immediate self-protective action. This may include using one or more of the training options (Evacuate, Enhanced Lockdown, Counter). The threat will be processed through physical senses, including, but not limited to:

1. Seeing the threat
2. Hearing the threat
3. Seeing others moving away quickly from an area
4. Hearing screaming and yelling

B. **Enhanced LOCKDOWN:** A secondary response if safe evacuation is not possible and you are not in contact with the threat. There are two reasons to utilize Enhanced LOCKDOWN as a response;

1. The threat is close to your location and evacuation routes are not usable.
2. You have no known location of the threat and are unsure if the evacuation routes are usable.

When using Enhanced LOCKDOWN;

1. Lock any door that can be locked.
2. Barricade the doors with heavy objects to prevent access to the room and slow down a threat. Use desks, cabinets, beds, heavy equipment, etc.
3. If possible, turn out or disable lighting.
4. If possible, cover any windows in doors or walls.
5. Prepare counter items (books, scissors, computers, etc.) in the room in case door is breached.
6. Keep distance between people and do not huddle.
7. Keep cell phones on, but place in silent mode.
8. Prepare to counter from the sides of the door, taking care to stay out of the interior frame of the door.
9. Prepare and plan to swarm the threat should the room be breeched with the goal of controlling and subduing the threat.
10. Pay attention to all INFORM announcements during the event. Law enforcement may tell you to take specific actions or circumstances may change and you may have to change your response. Remain engaged in the decision-making process.

C. **INFORM:** This is information utilization during the event to update staff to allow them to decide on the best survival options. Additionally, it may also allow law enforcement to improve their response by updating the location of the threat.

1. Any employee who notes the indication of a threat should, as soon as it is safe and practical to do so, call 911 and any internal security function or main office. If the employee can “all call” the facility, they are authorized to take that action. The initial call should include as much of the following as possible;
 - a. The name and exact location of the campus, facility or building.
 - b. The last known location of the threat(s).
 - c. The number of intruders.
 - d. The employee’s location.
 - e. The description of the threat(s).
 - f. The description and number of weapons.

2. Upon notification of the threat, internal operators or security dispatch should immediately INFORM the rest of facility.
 - a. Using Plain Language, internal operators or security dispatch will announce the presence, location, and description of the threat.
 - b. Notification will be made using all available means. Notification shall provide any information regarding the on-going situation that will assist the building occupants in deciding their best survival response option. Typically, information answers the basic questions of where, who, what, when, and how will provide the necessary details to make an informed decision.

D. COUNTER: This is a last resort option for instances when you cannot EVACUATE or use Enhanced LOCKDOWN and are in direct contact with the threat. It is a personal choice and does not include fighting. Counter is the use of MOVEMENT, NOISE, DISTANCE, DISTRACTION AND SWARMING. Counter is used to:

1. Create opportunity to evacuate.
2. Create opportunity to take back control/swarm.
3. Increase targeting difficulty.
4. Increase skills necessary to shoot accurately.

If a threat is in direct contact with you, all actions are permitted to increase survival.

1. Anything available can be used to throw at the shooter’s face to cause distraction, such as, books, computers, coffee cups, etc.
2. Create chaos in the location by making large amounts of noise and moving about the area.
3. Use numbers to swarm the threat with the goal of subduing and controlling the subject and the weapon.

4. Upon gaining control of the threat, maintain control, using any means necessary, until law enforcement officers relieve you.
5. Upon gaining control of a weapon, place it under or in a trashcan or other location. Do not brandish a weapon and do not hold it. Tell law enforcement where the weapon is, as soon as practical, after their arrival.
6. Use the resultant chaos and distraction to evacuate the area if possible.

E. EVACUATION: This is the preferred response. Employees that are not in immediate danger and can safely evacuate should leave the location and move to the Rally Point. There are some simple recommendations for evacuating;

1. Leave all belongings behind.
2. Be prepared to use non-traditional evacuation routes such as windows, loading dock doors, alarmed doors, etc.
3. Do not use vehicles.
4. Do not carry any items in your hands.
5. When evacuating move quickly away from the location.
6. If meeting arriving law enforcement officers, place hands up with fingers splayed, follow any directions given, and should expect the possibility of being handcuffed.

V. Law Enforcement Response

A. During a Violent Critical Incident, law enforcement officers will only be focused initially stopping the threat and ending the violence. Any other actions will take place after the event is ended. Additionally, officers outside the facility will set up perimeters, secure the scene, provide security at rally points, interview personnel and assist in reunification.

VI. After Action/ Recovery (Note: Dependent on the facility, Rally Points and Reunification Points may be the same place or may be separate locations.)

- A. Once Unified command has issued an ALL CLEAR, law enforcement officers will begin to clear the building and will escort out personnel who had secured in an Enhanced LOCKDOWN.
- B. They will be escorted to Rally Points.
- C. Staff at the Rally Point, who should have already begun to account for personnel who evacuated, should begin to account for arriving personnel.
- D. Law enforcement will begin to conduct preliminary interviews with people at the Rally Point/ Reunification Point before they are released.
- E. Staff on site should begin to implement internal reunification protocols.
- F. The MTTI Incident Commander, in conjunction with the company Public Information Officer, will activate the media communications plan.

- G. The MTTI Incident Commander will activate the facility Crisis Response Team and active any Mental Health Resources to provide counseling and mental health assistance at the rally/ reunification site.
- H. The MTTI Incident Commander will debrief appropriate company personnel and will act as the contact person for law enforcement in the aftermath of the event.
- I. The MTTI Incident Commander, in consultation with law enforcement officials, will determine when the company can resume normal activities and communicate information and updates to employees and the public.

Appendix E

Bomb Threat Call Checklist

APPENDIX E BOMB THREAT CALL CHECKLIST

Bomb Threat Procedure

Immediate Action

- Remain calm and refer to the Bomb Threat Call Checklist below. Record the information shown in the telephone display window.
- Keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.)
- Note any characteristics of caller's voice (gender, age, education, accent, etc.)
- Attempt to obtain information on the location of a device (building, floor, room, etc.)
- Notify the police immediately after the caller has ended the call. If possible, get the attention of another staff member, turn on the speaker phone if possible for others to listen and witness, while keeping the caller on the line.

Telephone Bomb Threat Checklist

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

Questions You Might Ask to Engage the Caller

- A. What time is the bomb set to explode?
- B. Where is the bomb located?
- C. What kind of bomb is it?
- D. What does the bomb look like?
- E. What is the reason for the bomb?

Try to remember a voice description:

- _____ Male
- _____ Young
- _____ Nervous
- _____ Female
- _____ Old
- _____ Calm
- _____ Middle Aged

Other Descriptions

Accent: Yes No Describe _____
Speech Impediment: Yes No Describe _____
Unusual Phrases Describe _____
Recognize Voice? If so, who do you think it is? Describe _____

Background Noise

Music Running Motors
 Traffic Whistles Bells
 Horns Aircraft Machinery
 Other _____

Additional Information

A. Did caller indicate knowledge of the facility? If so, how? In what way? _____
B. What line did the call come in on? _____
C. Is number listed? Yes No

In the case of an evacuation

- Within reason, instructors should take their daily attendance records with them when exiting.
- Instructors, students and staff should all meet at a pre-determined location away from the building. Select the location during intro/safety portion of training.

Recommended Meeting Places

- 1241 Fall River Avenue, Seekonk MA-Right side of rear parking lot
- 78 Leavitt Street, Seekonk MA- Picnic area located at the horse shoe pit
- 54 Water Street, East Providence RI-Under the Washington Bridge over pass on Water Street.

Subsequent Procedures/Information

Staff will be more familiar with their work area than public safety personnel. As the search is conducted, staff may be asked to identify boxes or objects in their work area, The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. If a device, package, bag, etc. is discovered, public safety authorities will take appropriate action. The decision to resume normal activities in the building will be made jointly by the Public Safety authorities the MTTI Administration and/or appropriate individuals, after police and fire personnel have deemed the affected area clear.

Appendix F

Administrative Staff Names and Phone Numbers

APPENDIX F
NAMES & PHONE NUMBERS FOR ADMINISTRATIVE STAFF

Eddie Ring – Director of Operations; 508-336-6611 Ext. 106 Fall River Avenue location

Jen Morin – Director of Education/ Title IX Coordinator; 508-336-6611 Ext. 124 Fall River Avenue location

Alicia Keshjian – Registrar / Director of FA / Title IX Coordinator; 508-336-6611 Ext. 118 Fall River Avenue location

Ali Ring – Director of Student Services / Title IX Coordinator; 508-336-6611 Ext. 111 Fall River Avenue location

Appendix G
Crime Statistics

Appendix H

Title IX Non-Discrimination & Grievance Process Policy

Appendix I

List of Social Service Agencies

MTTI SAFETY AND SECURITY MANUAL AGREEMENT
2021

I have read and understand MTTI's Safety and Security Manual. I agree to review with every new class the information in this manual and to keep a copy of this manual in my designated area.

Signature: _____

Date: _____