

MDT Institute



EMERGENCY PREPAREDNESS PLAN

2026–2027

3805 Crestwood Pkwy NW, Suite 530

Duluth, Georgia 30096

School: 770-746-7024 | Building Management/Security: 678-441-0001

Emergency: 911

www.MDTInstitute.edu

Aligned with the MDT Annual Security & Safety Report 2026–2027

Updated September 2026. Review whenever contacts, assigned duties, building procedures, facilities, or applicable requirements change.

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Purpose, Scope, and Compliance Framework

This Emergency Preparedness Plan establishes procedures for protecting students, employees, faculty, visitors, and contractors during emergencies affecting MDT-controlled space at 3805 Crestwood Pkwy NW, Suite 530. It mirrors the emergency-response framework in the MDT Annual Security & Safety Report (ASR) so contacts, notification authority, evacuation responsibilities, and protective actions are consistent across institutional documents.

The plan incorporates emergency-action elements consistent with OSHA 29 CFR 1910.38, Clery Act emergency response and evacuation procedures under 34 CFR 668.46(g), and MDT employee exposure-control procedures under OSHA 29 CFR 1910.1030. MDT also follows applicable building emergency procedures. Life safety takes priority over property, records, or continuity of operations.

Quick Emergency Reference

Topic	Procedure / Responsibility
Life-threatening emergency / fire / crime in progress	Call 911 first. Then notify Building Management/Security at 678-441-0001 and MDT when safe.
MDT main number	770-746-7024
MDT emergency contact	Sean Gbadebo, Executive Campus Director — 770-525-2125 x 2204
Building Management / Security	678-441-0001
Poison Control	800-222-1222
Campus address for responders	3805 Crestwood Pkwy NW, Suite 530, Duluth, GA 30096. State fifth floor / Suite 530 and exact incident location.

The prior plan listed a different Executive Campus Director number in its exposure section. This update uses 770-525-2002 to match the 2026–2027 ASR. Verify before publication.

1. Emergency Authority and Responsibilities

Topic	Procedure / Responsibility
Building Property Manager / Safety Director	Coordinates building emergency response, alarms, building systems, evacuation/re-entry, and responder access.
Executive Campus Director / Tenant Warden	Normally confirms campus emergencies; determines MDT protective actions; initiates MDT emergency notifications; coordinates with building management and responders; assists with accountability.
Program Director(s) / Assistant or Deputy Wardens	Assist the Tenant Warden with evacuation, sheltering, communication, and accountability.
Designated Search Wardens / Evacuation Assistants	Perform only assigned duties for which they are trained; assist with safe and orderly evacuation and report status to the Tenant Warden.
Faculty / Staff	Direct students and visitors to follow protective actions; evacuate or shelter as instructed; report hazards; assist with accountability.
Students / Visitors	Follow alarms and official instructions; use designated exits; report to the assembly area; do not re-enter until authorized.

MDT does not designate employees to remain behind to operate critical plant operations during evacuation. Employees are not expected to perform rescue, firefighting, hazardous-material response, or emergency medical duties beyond their training and authorization.

2. Emergency Reporting and Notification

For an immediate threat, fire, medical emergency, crime in progress, or other life-threatening situation, call 911 first. Provide the building address, fifth floor/Suite 530, exact location, nature of the emergency, and known injuries or hazards. Notify Building Management/Security and MDT when safe so responders can be directed to the incident.

Emergency Notification

Upon confirmation of a significant emergency or dangerous situation occurring on campus that presents an immediate threat to health or safety, MDT will, without delay and taking community safety into account, determine the affected recipients, determine notification content and method, and initiate notification unless doing so would compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

- The Executive Campus Director normally confirms and initiates notification; a Program Director or other designated administrator acts when the Executive Campus Director is unavailable.
- Confirmation may come from MDT personnel, Building Management/Security, police, fire, EMS, or other responders.
- MDT may use building alarms, email, text message, verbal direction, the SIS notification channel, LMS notices, and other available methods.
- Follow-up information and an all-clear will be provided as appropriate. MDT will use available methods to disseminate information to the larger community when necessary.

3. Evacuation, Accountability, and Accessibility

- When an alarm sounds or evacuation is ordered, stop work and evacuate immediately by the nearest safe exit or stairwell. Do not use elevators.
- Close doors behind you when practical, but do not lock them. Do not delay evacuation to collect belongings.
- Proceed to the designated assembly area: the back parking lot, unless Building Management or responders designate another safe location.
- Remain at the assembly area until accounted for or directed otherwise. Keep fire lanes and responder access clear.
- Do not re-enter until authorized by fire, police, Building Management, or MDT administration.

Accounting After Evacuation

The Tenant Warden or designee will account for employees and, when practicable, students and visitors. Faculty should account for their classes. Anyone believed missing must be reported immediately to Building Security or emergency responders. No person should re-enter to search for a missing individual.

Persons Requiring Evacuation Assistance

MDT will identify and train personnel assigned to evacuation assistance. A person who cannot safely use the stairs should proceed with an assigned assistant to the building-designated area of refuge or stairwell landing and await trained emergency personnel, consistent with building procedures. Notify responders of the person's location. Do not attempt an untrained carry or rescue.

4. Shelter-in-Place, Lockdown, and Severe Weather

When conditions outside or elsewhere in the building make evacuation unsafe, MDT or Building Management may direct occupants to shelter in place. Move to the designated interior protected area, away from windows and exterior walls, and remain until an all-clear or relocation instruction is issued.

Topic	Procedure / Responsibility
Code Blue / Lockdown	Violence or weapon threat: if safe evacuation is not possible, enter a securable room, lock/barricade the door, turn off lights, silence devices, stay out of view, and await official instructions.
Code Yellow / Shelter	Severe weather or other shelter condition: move to an interior protected area identified by building procedures, away from windows and exterior walls.
All Clear	Remain sheltered or outside until Building Management, law enforcement, emergency responders, or authorized MDT administration communicates that it is safe to resume activity or relocate.

Emergency School Closure / Remote Operations

The Executive Campus Director determines whether campus operations will close, delay, relocate, or move online because of hazardous conditions. Students and employees will be notified through available channels such as email, text, LMS, and SIS notifications. Externship changes are communicated by the externship site or MDT as applicable; do not assume a campus closure automatically cancels an externship assignment.

5. Fire and Life Safety

1. Activate the building alarm/manual pull station when appropriate and call 911.
2. Notify Building Management/Security at 678-441-0001.
3. Follow the Tenant Warden, building alarm, and public-address instructions.
4. Evacuate immediately by stairwell. Do not use elevators during a fire/alarm evacuation.

5. Close doors behind you when practical and proceed to the assembly area.

Portable Fire Extinguishers

Evacuation is the priority. Employees who are not authorized and trained to use a fire extinguisher must evacuate. An authorized, appropriately trained employee may attempt to control only a small incipient-stage fire when there is a clear safe exit path. If conditions worsen, evacuate immediately.

Fire Prevention

- Keep exits, corridors, stairwell doors, aisles, and fire equipment unobstructed.
- Keep exit signs and emergency lighting visible and report defects promptly.
- Store flammable materials appropriately and use electrical equipment safely; do not create trip or fire hazards with extension cords.
- Follow building restrictions regarding smoking, open flames, and space heaters.

6. Medical Emergency and First Aid

Call 911 for a serious or life-threatening medical emergency. Provide the building address, fifth floor/Suite 530, exact location, number of ill/injured persons, and a brief description. Notify Building Management/Security and send someone, when safe, to direct responders. Do not move an injured person unless remaining in place presents a greater danger. Provide first aid only within your training and use precautions against blood/body-fluid exposure.

First-aid kits are maintained in campus labs and should be checked at least quarterly and as needed. MDT should document inspections and restocking.

7. Building and Utility Emergencies

Topic	Procedure / Responsibility
Elevator entrapment	Remain calm, use the elevator emergency communication system, provide the cab/location if known, and await assistance. Do not force doors open.
Power failure	Use emergency lighting and remain in a safe location initially. Notify Building Management. Evacuate only if directed or conditions require movement to safety.
Water leak / HVAC / building-system failure	Move away from the affected area and notify Building Management. Call 911 for an immediate life-safety or structural threat.
Structural failure	Move away from damaged areas, call 911, and follow evacuation or shelter instructions. Do not enter damaged areas.

8. Biological, Chemical, or Toxic Hazard

Avoid contact and move away from the exposure area. Call 911 when appropriate and notify Building Management and MDT. Isolate the area and prevent others from entering. Follow responder instructions regarding evacuation, sheltering, decontamination, or medical evaluation. Employees must not attempt emergency spill response unless specifically trained, equipped, and authorized.

9. Suspicious Mail, Package, or Bomb Threat

Suspicious Item

- Do not touch, open, move, cut, shake, or otherwise disturb the item.
- Isolate the area and notify 911, Building Management/Security, and MDT as appropriate.
- If material has been released, avoid spreading it and follow responder instructions regarding isolation or decontamination.

Bomb Threat

- Remain calm and record as much information as possible, including exact words, device location, timing, description, caller information, and background sounds.
- Call 911 and notify Building Management/Security.

- Do not touch suspicious objects. Evacuate or shelter only as directed by law enforcement, Building Management, or authorized MDT administration.

10. Violence, Civil Disturbance, and Active Assailant

For violence, a weapon, a crime in progress, or an immediate threat, call 911 when safe and notify Building Management/Security. Do not confront a suspicious or disorderly person. For an external threat or civil disturbance, remain inside, relocate, or secure doors as directed.

Run / Hide / Fight

- **RUN:** If a safe escape path is available, leave, leave belongings behind, keep hands visible, and follow police instructions. Call 911 when safe.
- **HIDE:** If escape is not possible, lock or barricade the door, turn off lights, silence devices, stay out of view, and remain quiet.
- **FIGHT:** As a last resort and only when life is in imminent danger, take action to disrupt or incapacitate the attacker using available means.

When law enforcement arrives, remain calm, put down items, keep hands visible, avoid sudden movements, and follow commands. Provide useful information when asked.

11. Continuity of Operations and Records

Life safety always comes first. Employees must not delay evacuation to retrieve records, equipment, or property.

Topic	Procedure / Responsibility
Employee records	Maintain protected electronic records and authorized backups; recover only after the area is safe.
Financial records	Financial transactions are not normally conducted on site. Use secured electronic systems and approved backups.
Student/academic records	Maintain records in the Student Information System and other approved systems, with protected paper storage where applicable.
IT systems	Coordinate restoration with IT using available server/cloud backups and approved recovery procedures.
Instructional continuity	When campus classrooms are unavailable, MDT may use approved remote instruction or alternate locations. Externship changes are coordinated separately.

12. Training, Drills, Testing, and Plan Review

MDT reviews its emergency response and evacuation procedures at least annually and conducts at least one test each calendar year. Tests may be announced or unannounced and must be designed to assess and evaluate emergency plans and capabilities.

- Document each test with a description, date, time, and whether it was announced or unannounced.
- Publicize MDT emergency response and evacuation procedures in conjunction with at least one test each calendar year.
- Conduct appropriate follow-through, after-action review, and corrective action after drills, exercises, or actual events.
- Review emergency-action information with employees at initial assignment, when responsibilities change, and when the plan changes.
- Designate and train employees as needed to assist with safe and orderly evacuation, including assigned Wardens and evacuation assistants.
- Maintain the written plan at the workplace and make it available to employees for review.

The Emergency Preparedness Team should include the Executive Campus Director, Program Director/Chair representation, administrative/front-desk support, IT, and other personnel needed for building/security coordination. The team should review lessons learned, emergency contacts, communication methods, accessibility needs, and building procedures.

13. Occupational Exposure Control - Bloodborne Pathogens

This section retains the essential employee Exposure Control Plan (ECP) requirements from the prior MDT plan. It applies to employees with reasonably anticipated occupational exposure to blood or other potentially infectious materials (OPIM) and is administered under OSHA 29 CFR 1910.1030.

Universal Precautions and Controls

- Use universal precautions for blood and OPIM.
- Use engineering and work-practice controls, including appropriate sharps containers and safe handling practices.
- MDT provides required PPE at no cost to covered employees and provides training in selection, use, removal, and disposal.
- Dispose of contaminated sharps immediately in closable, puncture-resistant, leak-resistant, labeled/color-coded containers. Inspect/replace containers often enough to prevent overfilling.
- Use mechanical means, not hands, to pick up potentially contaminated broken glass.

Exposure Incident

6. Immediately wash/flush the affected area and obtain appropriate first aid.
7. Report the incident promptly to the Executive Campus Director/designee at 770-525-2125 x 2204.
8. Document the route and circumstances of exposure using the MDT incident-report process.
9. MDT will arrange confidential post-exposure evaluation and follow-up, including source-individual procedures when legally permissible, required testing, counseling, and medical follow-up.
10. The employee will receive the healthcare professional's written opinion within the timeframe required by the standard.

Hepatitis B Vaccination

Eligible employees with occupational exposure are offered hepatitis B vaccination in accordance with OSHA requirements. Employees who decline must complete the required declination; an eligible employee who initially declines may later request vaccination.

Training and Records

- Covered employees receive bloodborne-pathogen training initially and at least annually, with an opportunity for interactive questions and answers.
- Training records are maintained for at least three years.
- Employee exposure/medical records are maintained confidentially for the duration of employment plus 30 years, as applicable.
- Percutaneous injuries from contaminated sharps are recorded on a Sharps Injury Log; the log is retained for at least five years after the calendar year covered and personal identifiers are removed from copies made available to others.
- The ECP is reviewed at least annually and when tasks, procedures, technology, or positions affecting occupational exposure change.

14. Incident Documentation and Post-Incident Review

After an emergency, MDT should document relevant facts, notifications, protective actions, injuries/exposures, available witness or police information, and recovery actions. The Emergency Preparedness Team should conduct an after-action review when appropriate, identify corrective actions, assign responsibility, and track completion. Required records should be retained under applicable OSHA, Clery, institutional, insurance, and legal requirements.

15. Plan Availability and Building Coordination

This written plan is maintained at the workplace and made available to employees for review. Evacuation routes and emergency instructions should be posted in classrooms and central locations. MDT coordinates with Building Management/Security and relies on public police, fire, EMS, and other emergency responders for services beyond the training and authorization of MDT personnel.

Where police, fire, EMS, or Building Management instructions conflict with this plan during an actual emergency, follow the responder's direction.

Compliance Alignment and Additions in This Update

The prior MDT plan already addressed fire, weather, evacuation, lockdown/shelter, continuity, bloodborne pathogens, and active-assailant response. This revision aligns those procedures with the 2026–2027 ASR and adds or clarifies items commonly addressed by comparable Georgia technical colleges and current federal guidance:

- A single emergency-contact and emergency-authority structure consistent with the ASR.
- Clery emergency-notification decision steps, larger-community dissemination, annual testing, test documentation, and annual publicizing of procedures.
- OSHA emergency-action elements for accountability, critical operations, rescue/medical duties, employee alarms, designated evacuation assistance, training, and plan review.
- Explicit procedures for persons who need evacuation assistance and areas of refuge/stairwell landings.
- Clear life-safety priority and prohibition on delaying evacuation for records or property.
- After-action review and corrective-action tracking.
- Consolidated fire, medical, elevator, utility, hazardous-material, suspicious-package, bomb-threat, civil-disturbance, and active-assailant procedures.
- Continued coordination with Building Management and local responders, consistent with practices used by Georgia technical colleges.

Key Regulatory References

- Jeanne Clery Campus Safety Act / 34 CFR 668.46(g) - emergency response, emergency notification, evacuation procedures, and annual testing.
- OSHA 29 CFR 1910.38 - emergency action plans.
- OSHA 29 CFR 1910.157 - portable fire extinguishers and employee education/training, when applicable.
- OSHA 29 CFR 1910.1030 - bloodborne pathogens / exposure control.
- OSHA 29 CFR 1910.1020 and 29 CFR Part 1904 - employee exposure/medical records and recordkeeping, as applicable.