

MDT Institute

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Annual Security & Safety Report
2024 - 2025

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3805 Crestwood Pkwy NW Suite 530, Duluth, GA 30096

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MDT Geography

MDT Institute of Technology maintains a campus in Duluth, Georgia.

3805 Crestwood Pkwy NW Suite 530, Duluth, GA 30096

The campus is located on the fifth floor of an office building. The campus is defined as the suite within the building, and the surrounding public property is defined as the remainder of the building. A list of emergency contacts, contacts with local law enforcement, and procedure is maintained by the Campus Director. Crimes occurring on campus can be reported to Police by dialing 911 or building's emergency team at 678-441-0001. This information is available in the emergency preparedness plan that is kept online as well as a hard copy in the Executive Campus Director office. This information is reviewed annually and updated immediately whenever a change occurs.

Clery Act Notes on Geography

On-Campus — *means any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.*

Public Property — *means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

Crime Statistics

Crime statistics are tracked and maintained by the Executive Campus Director. These statistics include Clery act crimes committed both on campus and on public property in the vicinity of campus. Information is updated yearly and is publicly available online.

- Crime statistics for the campus and surrounding public property will be reported in Appendix A in 2024-25 reporting year

Campus Security Authorities

Campus security is managed by the Executive Campus Director. Campus security policy and roles are updated annually.

Additional security is provided by the Building who provides on-site security. Students and staff are encouraged to contact building security directly at 678-441-0001 if needed. In a non-emergency situation, requests can be facilitated through the Executive Campus Director.

Statistics from Local Law Enforcement Agencies

Administration requests statistics from local law enforcement agencies annually. Statistics involving crimes committed on campus or on public property in the vicinity will be available to students, staff and the public on our website.

Timely Warnings

MDT strongly encourages any student or staff involved in an incident to report any crime to local law enforcement in order to distribute timely warnings or emergency notification. The Executive Campus Director determines if and when timely warnings will be sent in the event of a crime that does not immediately threaten the safety of students or staff. If an event threatens the safety of those on campus, emergency procedures will be followed. A timely warning will be issued once all of the relevant facts have been obtained should any of the following crimes occur on campus or on public property immediately adjacent to campus: criminal homicide, sex offenses, robbery, aggravated assault, burglaries, hate crimes, persons with weapons with intent to use, threat and/or a violent crime, situations where suspect is unknown, and any physical or sexual assault. Timely warnings are delivered to students, staff, and faculty via text message to those who have registered their phone number with our text messaging system and/or via email. The policy regarding timely warnings is located in the Faculty and Employee Handbook.

Emergency Response and Evacuation Procedures:

Emergency response procedures are located in the *Emergency Preparedness Plan (EPP)*. EPP is reviewed and updated annually, every July, by the EPP team. It includes proper responses for natural hazards, biological hazards, violence, hazards related to the building, and hazards related to the community. Emergency contact numbers for staff, security, and local law enforcement, and fire departments are listed within the *Emergency Preparedness Plan*. The *Emergency Preparedness Plan* is available online at the school website: <https://www.mdt.atsinstitute.edu> and hard copies are available on campus in the Executive Campus Director office. Evacuation instructions are posted in each classroom.

In accordance with the EPP annual review, the school performs an annual, unannounced test of the emergency response and evacuation procedures. In the event of an emergency on campus, alarms will sound alerting all faculty, students, and staff on campus. In addition, email notifications will go out to all members of the campus community and text messages will be delivered to those who have signed up for our text message alert system. The Executive Campus Director will confirm whether there is a significant emergency or dangerous situation. The Executive Campus Director may also be informed by the building and/or security manager for the building. Alerts will be sent to all current members of the campus community including full time and part time students, staff, and faculty. Notifications will include the details of the emergency, particularly the nature of the emergency and the affected area. This notification will be sent as soon as possible, provided the notification will not compromise the efforts of first responders, law enforcement, the fire department, or other emergency personnel.

In the event the Executive Campus Director is not present or indisposed during an emergency situation, the notifications will be created and dispersed by the program director(s). In the event the emergency affects public property or the community at large, information will be given to law enforcement and emergency personnel who will alert the public. MDT's campus is located within an office building in Duluth, GA. MDT will follow the building's response and evacuation procedures:

Emergency Team

A. Safety Director

The Property Manager serves as the Safety Director at the property. After normal business hours, the Security Supervisor assumes responsibility as the Safety Director until the fire department or designated property management personnel arrive on the property.

Responsibilities of the Safety Director include a thorough understanding of the emergency evacuation plan. The Director will manage the maintenance, repair and readiness of all building safety features. The emergency plan will be updated as required to include any administrative, technical or operational changes. The Safety Director will ensure that Tenant Wardens, Assistant or Deputy Wardens, Search Wardens, and Aids for the Disabled are assigned to each floor and that a current list of all emergency team members is on file. A list of all disabled occupants should also be maintained and updated regularly by the Tenant. Finally, the Safety Director will coordinate regularly scheduled evacuation drills.

B. Tenant Wardens

The Executive Campus Director is a Tenant Warden who is familiar with the building emergency plan.

Tenant Wardens must be alert and resourceful individuals who are capable of performing in a leadership role in an emergency situation. Due to the importance of the position and the impact of their knowledge in an emergency situation, it is imperative that the Tenant Wardens be present every day during normal business hours. The Tenant Wardens should notify their Assistant and Deputy Wardens of any planned absences from the property.

Tenant wardens are the connecting links between the property management team and their respective tenant employees. As such, they have direct responsibility for decisions impacting the safety of their employees and visitors during the emergency. Tenant Wardens are responsible for communicating pre planned emergency procedures to all Tenant employees through training sessions, hand-outs, company bulletin boards and other means. They also manage the selection and training of Assistant and Deputy Wardens, Search Wardens and Aids for the Disabled.

Tenant Wardens must fully understand the evacuation plan for their office and actively participate in the pre scheduled evacuation drills. They should be completely familiar with the layout of their floor, including all exits and the locations of pull stations and fire extinguishers. Wardens need to know how to properly operate a fire extinguisher and will be expected to do so if necessary. It is critical they have full

knowledge of all disabled persons in their space (including any visitors) who might require assistance in the event of an actual emergency evacuation. These individuals may be described as physically or mentally disabled, visually or audibly impaired, children or infants, those who have a heart or other serious medical condition, those who are pregnant or with broken bones, etc.

Tenant Wardens should be aware of these basic building life safety procedures and should be proactive in assisting property management, security and emergency personnel whenever required. Tenant Wardens should report to the Property Management Office any areas of noncompliance that they might discover related to the safety of the building. For example, things to keep in mind include the following:

Stairwell doors should always remain in the closed position and should never be obstructed, inoperable, or illegally blocked.

Building and suite entrances, exits, lobbies, corridors and aisles should be free from any obstruction at all times.

Exit lights should always be on and operable.

C. Assistant or Deputy Wardens - Program Director(s)

Assistant or Deputy Wardens are appointed by the Tenant Wardens. They should take direction from the Tenant Wardens and will perform the duties of the Tenant Warden in the event of an absence. A Tenant Warden may appoint as many Assistant or Deputy Wardens as they feel are necessary for their particular size office.

D. Search Wardens - Campus Technology Support Specialist

The Tenant Wardens should also appoint Search Wardens. These individuals should be very familiar with their work area and under normal circumstances, be present every working day. Search Wardens should be alert to any fire hazards and should report them immediately to the Tenant Warden(s). Most importantly, Search Wardens should know the correct route to the exit stairwells for their area of the floor.

E. Aids for the Disabled

Two (2) individuals should be appointed by the Tenant Warden for each disabled person. An Aid for the Disabled should be someone whose working space is near that of their assigned disabled person and who is normally present every working day. The Aids for the Disabled will assist the disabled person to get to the nearest stairwell landing where he or she can safely await further assistance from emergency personnel.

F. Emergency Assistance Team

The Emergency Assistance Team shall comprise property management, building engineering, maintenance, and security personnel. These individuals will assist in every emergency at the direction of the Safety Director and Fire Department personnel.

Emergency Evacuation

A. Evacuation Procedures

ANY TIME THE ALARM IS SOUNDING ON YOUR FLOOR, YOU SHOULD GO TO THE NEAREST STAIRWELL AND EVACUATE THE FLOOR WITHOUT HESITATION!

Upon initial activation of any alarm, the sirens will be heard and the fire lights will be flashing on all floors. In every alarm situation, engineering and property management personnel will respond immediately to the fire control panel. Other personnel from these departments will proceed to the location of the alarm to see if an emergency actually exists. Once the responding units arrive on the alarm floor, they will advise personnel in the fire control room of the status of the alarm.

PLEASE REMEMBER THAT THE ELEVATORS ARE NOT AVAILABLE FOR YOUR USE IN AN ALARM SITUATION. DO NOT WAIT IN THE ELEVATOR LOBBY FOR AN ELEVATOR BUT PROCEED IMMEDIATELY TO THE NEAREST STAIRWELL.

When evacuation is necessary, proceed down your designated stairwell to the Lobby Level of the building and exit through lobby entrance or the loading dock doors to your designated assembly area.

Women should remove and carry high-heeled shoes and both men and women should loosen tight neck collars or any other restrictive garments. Food and drink should not be carried during an evacuation due to the slip hazard created by spillage.

Remember to close, but not lock, all doors behind you to slow the spread of smoke and fire.

Tenant Wardens should consider performing a roll call at their assembly area location to ensure that all occupants of the suite have safely vacated. The Tenant Warden would then report to the security officer checkpoint located near the fire truck, whether or not all occupants have vacated.

Once it is announced that the building is safe for re-entry, Tenants may return to their offices in an orderly fashion

B. General Instructions for Building Occupants

Accurate, specific and prompt notification of any emergency to the authorities and property management office is essential. The telephone numbers for these areas are as listed:

Local Fire/Police: 911

Property Management: 678-441-0001

Poison Control: (800) 222-1222

Should you discover a fire on your floor, or if you see or smell smoke, activate the manual pull station at the nearest stairwell immediately. DO NOT ATTEMPT TO EXTINGUISH A FIRE UNTIL YOU HAVE ACTIVATED A PULL STATION AND NOTIFIED THE PROPERTY MANAGEMENT OFFICE. Follow the instructions of the Tenant Wardens on your floor. Proceed down the designated stairwell to the lower lobby and to the assembly area as outline in the prior section entitled "Evacuation Procedure".

If caught in heavy smoke, take short breaths. Breathe through your nose, stay low to the floor-crawl if necessary. There is usually less smoke at floor level.

C. Specific Instructions for Emergency Team Members

Upon the sound of an alarm, the Safety Director or his/her designee will report to the Fire Control Room to assist the Fire Department.

Tenant Wardens will put on their identification vests, gather flashlights, and report immediately to their designated stairwell entrance. The Tenant Warden's responsibility is to ensure that all floor occupants begin proceeding down the stairwell immediately. Everyone should be reminded as they enter the stairwell to remain quiet so that any announcements can be heard. Tenant Wardens should instruct everyone to stay to the right inside the stairwell and remain in single file.

Assistant or Deputy Wardens should put on their identification vests and check their designated stairwell to ensure that the Tenant Warden is in place. If not, the Assistant Warden should assume this position. Once the stairwell is manned, Deputy Wardens will return to their assigned duties to ensure that all occupants follow the correct route to the stairwells. Whenever possible, it is the specific responsibility of the Assistant or Deputy Wardens to check the restrooms on their floor, both public and private, to ensure that no one remains inside.

Once the Assistant or Deputy Wardens are sure that everyone in their area has exited, they will report to the Tenant Warden and follow the remaining evacuation procedures. Please remember, Wardens should never put themselves or others in a dangerous situation while trying to perform these duties.

Search Wardens should double check behind the Assistant or Deputy Wardens to ensure again that all occupants have vacated the floor.

Aids for the Disabled will immediately locate the assigned individual who requires assistance and help that person to the stairwell. Once at the stairwell, the Aids will report to the Tenant Warden that they and their assigned individual have safely arrived inside the stairwell landing. Aids for the Disabled will then need to determine whether they will require additional assistance to safely evacuate the disabled person. One person should always remain with the disabled person until additional help arrives.

Tenants may want to involve disabled personnel in the pre scheduled evacuation drills in order for everyone to better understand responsibilities as well as limitations. This will enable everyone to be better prepared in the event of an actual emergency.

The Emergency Assistance Team will report at once to their predetermined posts and begin implementing their assigned responsibilities.

Once the Assistant or Deputy Wardens, Search Wardens and Aids for the Disabled have reported to the Tenant Wardens that their areas are evacuated, the Tenant Wardens should then also exit via the stairwell. The Tenant Wardens should then report to their predetermined assembly point outside the building and perform roll call to ensure that all individuals are accounted for.

After confirming roll call, Tenant Wardens should report to a designated building management representative.

Emergency Contacts

Primary Contact

- Sean Gbadebo, 770-525- 2002

Secondary Contact

- Yelena Bykov, 773-598-5596

Emergency Notification Systems

In the event that the school has an incident on site that requires immediate response, MDT will call 911. The call would result in both the fire department and the police responding to that call.

In the event of a life-threatening emergency, 911 will be called, followed by building management. In the event of a building wide event, an alarm will sound, alerting everyone in the vicinity that evacuation is necessary. Students not on campus will be notified that campus is closed via text and/or email.

The school campus is located within an office building in an industrial area of Duluth, Georgia. MDT will follow the building's procedures which are listed at the tenant handbook.

Evacuation Plan Notices

As a result of a school emergency, the primary or secondary emergency contact, and facilities manager will make a decision about when, and what emergency response actions should be taken. The decision is weighed carefully against all presenting variables. The emergency contact will give the evacuation / relocation directive when the conditions outside the school are safer than inside. This could be a result of fire in the school building, chemical accident in the building, explosion, or threat of explosion, or any other incident that might place students or school staff in danger, or render the building unsafe.

- **We have marked all exits with lighted EXIT signs**
- **Developed building and site maps**
- **Marked those maps to indicate the nearest exit, and**
- **Posted them in all central locations**

Evacuations

- Remain Calm
- Follow Directions
- Use Stairwells
- DO NOT Use Elevators

Remove high-heeled shoes when using the stairs, if necessary.

NOTIFY BUILDING SECURITY at 678-441-0001 OF ANY DISABLED PERSONS REQUIRING ASSISTANCE.

Disabled individuals should be escorted to the elevator lobby or exit stair landing, where emergency personnel will assist them with evacuation.

During an evacuation, you should also:

- Discontinue telephone conversations. Immediately proceed to evacuate, carrying your wallet or purse only if there is immediate access to such items. Do not return for other personal possessions.
- Report to your designated post or assignment area if you are a part of the Emergency Response Team.
- Check doors for heat before opening. If a door is hot, seek an alternate route.
- Close all doors behind you.
- Proceed to your designated meeting area.
- Act calmly, quietly and courteously.

Fire

If you notice a fire:

CALL 911

Identify:

- Nature of emergency
- Emergency Address (25 East Washington)
- Floor Number
- Location on the floor, if possible
- Call Security at 678-441-0001

If you smell smoke, call Security even if a fire is not evident. Inform others in the immediate area. Evacuate the area if the fire cannot be extinguished with a fire extinguisher. Close doors if possible.

USE STAIRWELLS- do not use elevators. Remain calm, listen and follow directions carefully.

Disabled persons should be escorted to the elevator lobby or exit stair where emergency personnel will assist them with evacuation.

How to Use a Fire Extinguisher

Remember the word **P.A.S.S.**

- P - Pull the pin without squeezing the handles together.
- A - Aim at the base of the flames and stand approximately 10 feet away.
- S - Squeeze the handles together; do not release until the fire is completely extinguished.
- S - Sweep from edge to edge of the area on fire. Always keep your back to an exit to avoid being trapped

Bomb Threat

A Bomb Threat should be treated as a real threat until it is determined by Management and local authorities that it is not real. Should your office receive a bomb threat, please adhere to the following guidelines.

Bomb Threat Received by a Tenant

Should an employee of your firm receive a bomb threat, the following guidelines should be used:

1. Follow the checklist. Try to obtain as much information as possible. Be prepared to relay this information to the police when they arrive.
2. Immediately call the Police by dialing 911. If possible, have a second individual call the Management Office at 678-441-0001 while the bomb threat is still in progress. The Management Office will give the order to evacuate if necessary.
3. Inform your Tenant Emergency Warden of the situation.
4. Ask the caller to repeat the message. Record each word spoken by the caller.
5. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
6. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
7. Pay attention to background noises & distinguishing characteristics in the caller's voice.
8. Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. **DO NOT** touch or handle any suspected object.
9. The Tenant Emergency Warden, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Emergency Warden to identify any suspicious items which do not belong in the space.

10. The person receiving the call should remain on site and be available for an interview by building management and local authorities (i.e., police, fire, investigator).

Bomb Threat/Tenant Ordered to Evacuate

The Management Office will have the responsibility of deciding whether a tenant space should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

1. The Tenant Emergency Warden will be given the order to evacuate. At this time, an announcement will be made, with instructions for tenants to evacuate.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. DO NOT RUN! You will follow the same procedure as you would for a fire alarm evacuation.
3. Searcher Wardens should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the situation has been evaluated, the building will be evacuated immediately. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire/Police Department.
5. The Tenant Emergency Warden or Assistant should proceed to take a headcount to determine if anyone is missing from their office. If someone is missing, this information should be immediately relayed to the security personnel on duty at the rendezvous floor.

SUSPICIOUS ITEMS

1. Letters that are unusually bulky, weighty, lopsided, or rigid.
2. Parcels or envelopes with oily stains or discoloration.
3. Parcels or envelopes without a return address.
4. Handwritten or poorly typed address.
5. Foreign mail, airmail, or special deliveries.
6. Restrictive markings such as "confidential", "personal", etc.
7. Use of titles but no names
8. Excessive postage
9. Parcels or envelopes that simply do not look or feel ordinary.

HANDLING INSTRUCTIONS

1. DO NOT handle the item.
2. DO NOT attempt to open the parcel.
3. DO NOT place the parcel in water.
4. DO NOT remove any binding material.
5. DO NOT pull or cut any material that protrudes.

Power Failure

Should a power failure occur, it will affect either an isolated area of the Building or some larger portion of the surrounding geographic area.

In case of a power failure, emergency generator powered light fixtures will supply emergency lighting in offices, corridors and stairwells. These will remain lit in a general power failure. If a failure does occur, the following guidelines should be observed.

1. Contact the Management Office 678-441-0001.
2. Raise blinds to let in outside light.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, use the emergency telephone and wait for assistance. Your elevator will cease operation, but WILL NOT FALL. Do not force open the doors. If the power is restored while an escape is attempted, severe or fatal injuries could result. DO NOT PANIC. If an emergency rescue is required, it will be performed only by the Fire Department or the elevator service company.
6. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Severe Weather

A Tornado Watch means conditions are favorable for the development of a tornado. A Tornado Warning means a tornado has been sighted in the vicinity of a given area or the conditions are right for a tornado to develop.

Each tenant should develop its own plan of how, where and when to go in the event of a Tornado Warning. We suggest that you listen to the radio, TV and/or the Internet to monitor the path of the Warning and if the building is in the path of the storm.

Building Management will begin to track the storm by radio, TV and the Internet at the onset of severe weather conditions. If a tornado warning is issued and tracking reports indicate the storm cell is near or approaching the property, tenant contacts will be contacted by phone to alert them to the situation. We suggest you begin to monitor the storm as well and make your own determination whether to implement the emergency procedures for tornado warnings.

Basic Instructions for Severe Weather Emergency

1. If a Damaging Storm or Tornado Warning Occurs:
 - a) Move away from the exterior of the Building to a central area near the corridor or elevator lobby. Stairwells are safe. **DO NOT USE THE ELEVATORS.**
 - b) As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
 - c) Move to an interior corridor within your office or in the building, away from glass or windows and assume a position to protect your head.
 - d) **DO NOT** go to the ground and first floor lobby or outside of the Building.
 - e) Keep your radio or television set tuned to a local station for information. **DO NOT** use the telephone to get information or advice.
 - f) **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
 - g) Once the weather has subsided, report any damage or storm related leaks to the Management Office at 678-441-0001.

Elevator Entrapment

Should an elevator malfunction prevent you from reaching the floor you have selected, please follow these procedures:

1. Remain calm.
2. Do not force the elevator doors open.
3. Use the EMERGENCY telephone speaker which is in every car to communicate with a monitoring company at any time, 24 hours each day, seven days a week including Holidays.
4. Provide them with the following information:

The building address

You are in elevator #

(found on the control panel inside the car)

You are located at floor # (found on the position indicator on the control panel)

Your name and employer

5. The monitoring company will first summon the Elevator Maintenance Company for an Emergency-Priority dispatch of a mechanic to the building regardless of the time of day, and then will also communicate with the Property Management staff.
6. Once contact has been made with the elevator company, assistance will reach you as rapidly as possible. The amount of time will vary, however, depending upon the time of day, traffic conditions, travel distance etc.
7. If on site, a building staff member or security officer will arrive until the elevator company can arrive. Building staff and security cannot remove persons during an entrapment.

Civil Disturbances

Should a riot or civil disturbance start outside the building:

1. The building staff or security will immediately secure all entrances to the building.
2. The police will be notified.
3. We will keep the tenants advised of the situation when possible.

If the disturbance should occur in the main lobby:

1. All elevators will be turned off at the first floor
2. The police will be summoned.
3. Lock your exterior office door.
4. We will keep the tenants advised of the situation when possible.

Terrorist Threat

Although we have no control over a terrorist threat our best defense is to be aware. Please adhere to the following:

1. Property employees as well as tenants should be aware of suspicious people in the building.
2. Cars are not to park in front of the building. All delivery trucks should be at the loading dock - no exceptions.

3. People lingering at the entrances of the building, lobbies or in the parking deck should be questioned. If the person is not familiar, ask who they are and where they work.
4. All equipment rooms should be locked at all times. Access to all roofs will be locked at all times. Contractors requiring access to ANY area must check in with the Management Office as they must be informed of anyone working in the building.
5. Unfamiliar vendors in the building are to be questioned and prove that are delivering to the tenant suite. Ask the tenant if they are expecting a package or if it is clear for the vendor to be in the area.

Biological Hazards

The most typical biological hazard would be substances passed through the mail or the delivery of a package. In the event a suspicious package or letter is received, the U.S. Department of Justice and the FBI recommend the following guidelines be implemented.

- If a person handles a letter with a suspicious substance, odor or threat of a biological hazard, they should immediately STOP. The letter or substance should be left where it is and access to the area should be restricted immediately.
- If possible, put the envelope or substance in a plastic bag that can be sealed. This should be done only if the person who handled it is comfortable doing it.
- Close the nearest set of doors to isolate the area. Make sure someone is posted to keep others from entering the area.
- The person who came in contact with the package or letter should immediately wash their hands with warm water and soap.
- The incident should be reported to 911 and to the building management office 678-441-0001.
- Anyone exposed to the letter or package must be isolated until professional assistance is on site. This includes any and all persons in the vicinity of the area when the substance was discovered. The isolation area should be a point located away from the suspected contamination area to reduce exposure in case the threat is real.
- Remain calm. Many toxins have no immediate reactions. Exposure can be treated and in cases such as anthrax, there is ample time to seek medical advice and assistance.

- Tenant Emergency Wardens will need to separate people into groups as to who has been exposed and who has not.
- The Management Office will shut off the building HVAC system and authorities will be notified.
- No one is to leave the area if they have come in contact with the substance.

Local Authorities will advise if the area needs to be evacuated and if other steps need to be taken for decontamination.

Active Shooter

An active shooter is an individual 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 often are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation. The below is a recommended course of action provided by the Department of Home Land Security.

Procedure

When an active shooter is in your vicinity quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run / Evacuate

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your personal 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 instruction of any police officer
- 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 (e.g., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Blockade the door with heavy furniture & if possible lock the door
- Silence your cell phone
- Turn off lights
- Turn off any source of noise (e.g. cell phones, radios, televisions)
- Hide behind large items (e.g., cabinets, desks)
- If evacuation or hiding out is not possible:
- Remain calm
- Dial 911, if possible, to alert the police of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight / Take Action Against the Active Shooter

- As a last resort, and only when your life is in imminent danger, you may choose to 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 and follow through
- How to Respond when Law Enforcement Arrives
- Law enforcement's goal is to locate, contain and 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 pairs
- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical gear
- Officers may be armed with rifles, shotguns and handguns
- Officers may shout commands and push individuals to the ground for their safety
- How to react when law enforcement arrives:
 - Remain calm, and follow officers' instructions
 - Put down any items in your hands (e.g., bags or jackets)
 - Immediately raise your hands and spread fingers
 - Keep hands visible at all times
 - Avoid pointing, screaming or yelling

- Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to Provide Law Enforcement or 911 Operator:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter(s)
 - Number and type of weapons held by the shooter(s)
 - Number of potential victims at the location

Preventive Measures

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and co-workers may notice characteristics of potentially violent behavior in an employee. Employees should inform their supervisor of the

potential for workplace violence due to direct knowledge, reasonable suspicion, observable warning signs or direct threat.

Indicators of Potential Violence by an Employee

Employees typically do not just snap but display indicators of potentially violent behavior over time. If these behaviors are recognized, they often can be managed and treated. Historically, many attackers have had no prior violent criminal record.

Potentially violent behaviors 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 company policies
- Increased severe mood swings
- Noticeably, unstable, emotional responses
- Explosive outburst of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior that is suspect of paranoia “everybody is against me”
- Increasingly talks of problems at home
- Empathy with individuals committing violence

- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Fire Prevention

1. In the interest of life safety, all OA Development Properties have been designated as a non-smoking building. No smoking is allowed in any area of the building, including restrooms, stairwells, and corridors.
2. Any flammable or combustible supplies should be stored in NFPA approved fire cabinets.
3. Be sure all electrical appliances are turned off when not in use.
4. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitution of less flammable products.
5. Eliminate extension cords where possible, by providing more power outlets or relocating some electrical equipment. The Building recommends 6 foot, UL approved extension cords. **NO LAMP EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED.** Extension cords should **NEVER** be placed in walk paths as this can cause serious accidents as the result of tripping.
6. Provide adequate ventilation for office equipment like copying machines, printers or computers.
7. Do not use candles or exposed flames in the office. The building is equipped with emergency lighting so no additional lighting is necessary.
8. Report any potential fire hazards in the building to the Management Office immediately.
9. Only fireproof artificial Christmas trees should be decorated with lights.
- 10. No space heaters are allowed.**

Critical Operations and Records Recovery Plan

Human Resources – Employee records electronically kept in the secure MDT server that is backed up with a cloud server. Their information is also backed up within the payroll site, Paychex.

Financial Transactions – Financial transactions are monitored and stored on a server that is backed up with a cloud server.

Computer Systems – Computer systems recovery will initiate with the IT department. Full response and plan is available in the Student Information Security report located on the MDT website.

Paper and Academic Records – Paper and Academic records are housed in fireproof cabinets located in the registrar's office and the storage office. Copies of Academic records are also found in the Student Information System that is accessible by internet connection.

Policy Statements

Campus Access Policy

MDT students, faculty, staff and visitors, all enter through the same entrance, within the office building. They are greeted by a receptionist upon entering.

Students are required to sign in at the front desk.

Visitors are required to sign in at the front desk, and will be escorted as needed for business on campus.

Law Enforcement Policy

Campus Security's jurisdiction is any criminal activity falls within the jurisdiction of the Gwinnett County Police Department, and all crimes on campus or in the immediate vicinity will be reported to the Gwinnett County Police Department.

MDT building security will cooperate with local law enforcement in the investigation of criminal offenses involving members of our campus community or occurring on or near our campuses. Upon written request, the school will disclose to the victim of a violent crime or non-forcible sex offense our own disciplinary proceedings against a student alleged to have committed the crime.

Counseling

Students needing help in their personal or professional lives may seek counseling. Assistance in finding appropriate resources are provided by members of the faculty, and academic administrative staff. Resources are provided in the Student Catalog and MDT website.

The Substance Abuse and Mental Health Services Administration (SAMHSA, www.samhsa.gov) has a 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish, 1-900-662-HELP (4357). Additional resources for Emergency counseling hotlines include but are not limited to:

- **Counseling**
Georgia Mental Health Consumer Network
Phone: 888-945-1414 (Peer2Peer Warm line)
Georgia's Crisis and Access Line
Phone: 800-715-4225
- **Domestic Violence**
SSFS
Phone: 708-335-3028 (24 Hour Hotline)
- **Sexual Assault**
Rape, Abuse & Incest National Network

Web: www.rainn.org

Phone: 1-800-656-HOPE (4673) (24-Hour Hotline)

- **Suicide Prevention**

National Suicide Prevention Lifeline (24-Hour Hotline): **Phone:** 800-273-TALK (8255)

Drug and Alcohol Abuse Policies

MDT is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the MDT Drug and Alcohol Abuse Prevention Policy upon enrollment/ employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request, or at www.mdt.atsinstitute.edu under resources.

Students may be selected for random drug testing at any time and specifically when being under the influence is suspected. A positive drug screen of an illegal substance (illegal substance or controlled substance without a prescription) or intoxication from alcohol may result in dismissal from the student's program of study

Reasons to suspect chemical substance abuse include, but are not limited to:

- 1) Noticeable change in behavior
- 2) Slurred speech
- 3) Smell of ethanol on breath

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the College has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of sanctions that can be imposed for violation of the College's policies regarding substance abuse.

The Programs have a zero-tolerance policy for drug and alcohol abuse. Any student under the influence of drugs or alcohol will be dismissed from the program immediately. Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with subsequent dismissal from the program. Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department and will be subject to both criminal prosecution and disciplinary action. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

Students receive information to promote awareness and prevention of drug and alcohol abuse, in the Student Consumer Handbook and the MDT Website. Additional information regarding the drug and alcohol policy, drug prevention, controlled substances penalties, and health risks related to alcohol may

be found in the Student Consumer Handbook (via the MDT website). The drug testing policy is found in the Student Catalog (via the MDT website).

Drug and Alcohol Abuse Prevention Program

MDT is committed to protecting the safety, health and well-being of its employees and students and recognizing that abuse of alcohol and other drugs compromises this dedication. Alcohol dependency and drug abuse education programs are not offered by the school or on school property; however there are resources available. For more information, students and employees may contact one of the following agencies:

- SAMHSA,(www.samhsa.gov) has a 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish, 1-900-662-HELP (4357)
- North Atlanta Area of Narcotics Anonymous 24-hour Helpline: 678-405-0825
<https://www.northatlantana.org/>
- Metro Atlanta of Alcoholics Anonymous Helpline: 404-525-3178, <https://atlantaaa.org/>

Campus Security Procedures

The MDT Annual Security Report is distributed to every student and employee annually on October 1st and is available to prospective employees and students at their request. A copy of the Annual Security Report is posted to the MDT website (www.MDTinstitute.edu) and the link is delivered to each employee and student via email. This is also distributed via email to prospective students during the admissions process. Paper copies are available upon request. This report includes policy and procedures in place for a safe learning environment.

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Executive Campus Director or submitting a [student incident report](#). Names of victims or witnesses are not disclosed in the crime report. It is the policy of MDT Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around MDT facilities to the Executive Campus Director, either in person or by calling the school 770 525-2002. If the Executive Campus Director is not available, you may contact the Receptionist at 770 525-2002 and the Police Department by dialing 911 or 311 for non-emergency.

Executive Campus Director: Sean Gbadebo, 770-525- 2002, sgbadebo@mdtmail.atsinstitute.edu

All MDT employees are instructed on crime awareness, prevention, and campus security during the hiring and orientation processes. Employees are instructed on crime awareness, prevention and campus

security during staff/faculty meetings. Employees are encouraged to take personal responsibility for their own safety and security, as well as the safety and security of their fellow co-workers and students.

Crime Prevention and Security Success

Maintaining campus security can only be achieved through the cooperation of students, faculty and staff. Students and employees are encouraged to be vigilant and observant at all times. Students, faculty, and staff are encouraged to take responsibility for their own security and the security of others by exercising the following precautions:

- Stay alert and tuned in to your surroundings.
- Stay away from isolated areas.
- Stay on the well lighted part of sidewalks
- Park as close to the building entrance as possible.
- Always lock your car.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Use a backpack or book bag to transport your textbooks so your hands are not overloaded.
- Wear shoes and clothing that do not restrict movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- Do not reveal your name, phone number or address to strangers.

MDT policy restricts access to campus facilities and is limited to authorized personnel, students, and invited visitors. Visitors are always subject to MDT policies and codes of conduct. Students and employees are always personally responsible for the conduct of their visitors. Pursuant to this policy, all employees are required to:

- Keep all unsupervised and unoccupied areas locked at all times.
- Routinely check to ensure operational effectiveness of all secured areas, lighting, etc.
- Report immediately to the Executive Campus Director any suspicious activities that relate to the Campus, regardless of how minor they may seem. If the Executive Campus Director is unavailable, and circumstances warrant immediate notification, please dial 911.
- Be familiar with MDT policy regarding the handling of any accidents or criminal activities and are as follows:

- Immediately determine the condition of any injured employees, students, or other parties
- Notify the Executive Campus Director, and if circumstances are warranted, dial 911
- Complete an incident report
- Obtain a copy of the police report (if applicable)
- Obtain information and statement from witnesses
- Investigate property damage or theft.

The school does not have off-campus locations of student organizations officially recognized by the school, including student organizations with off-campus housing facilities. MDT does not have any on or off-campus housing facilities.

Dating Violence, Domestic Violence, Sexual Assault and Stalking

MDT is devoted to creating a safe, productive learning environment for its students, faculty, and staff. The school works toward this goal by facilitating programs to promote the awareness and prevention, including risk reduction, of dating violence, domestic violence, sexual assault and stalking. As part of these awareness and prevention programs, techniques for safe, effective bystander intervention are discussed and encouraged. Handouts and additional information are provided on the MDT website.

Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA 2013), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) to improve and expand how institutions address domestic and sexual violence. VAWA's SaVE act provisions adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. For clarity, these offenses are defined as:

- "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.
- "Sexual assault" includes rape, fondling, incest, or statutory rape.
- "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

Procedures:

Safety is most important for victims of any sexual offenses. They should get to a safe place and obtain any necessary medical treatment. Any student or employee who has experienced a sexual offense is encouraged to seek assistance immediately by calling 911. For counseling and additional resources: the RAINN organization, **Web:** www.rainn.org, **Phone:** 1-800-656-HOPE (4673) (24-Hour Hotline).

Campus authorities are available to help victims in notifying law enforcement should the victim choose to do so; however, campus authorities will also honor a victim's decision to not contact law enforcement. If any member of the campus community has an order of protection, "no contact" order, restraining order, or similar, such an order should be delivered to campus security/administration so that the person against which the order protects will be prohibited from entering campus and will be removed if seen. Note, MDT does not issue orders of protection.

In the case a student is the victim of dating violence, domestic violence, sexual assault, or stalking due to an incident on campus, the following people should also be alerted immediately:

- Executive Campus Director: Sean Gbadebo, 770-525- 2002, sgbadebo@mdtmail.atsinstitute.edu

Consistent with the obligations of FERPA and the Clery Act, the school may disclose the result of disciplinary actions as follows:

- Victims of an Alleged Sex-Based Offense:
The accuser and the accused will each be informed of the result of each stage of the investigation and institutional proceedings accompanying the investigation. Both parties will also be informed of any appeal proceedings.
- Victims of an Alleged Perpetrator of a Crime of Violence:
Should the victim of an alleged perpetrator of an alleged violent crime request information, the victim will be informed of the final results of any institutional disciplinary proceeding.
- All Others:
If a student is accused of being the perpetrator of a violent crime or non-forcible sex offense and has been found in violation of the student handbook, the school may release the student's name, the violation, and the final results of any disciplinary action.

All public records regarding crime statistics will not include personal identifying information about the victim.

Any and all accommodations and/or protective measures provided to the victim of a crime will be confidential, so long as such confidentiality will not impair the ability to provide such accommodations and/or protective measures.

MDT will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. The school will also provide victims with written notifications about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school will make such accommodations and provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim reports the crime to local law enforcement.

In the event of alleged dating violence, domestic violence, sexual assault or stalking, a student would be in clear violation of the school's code of required conduct, and the student would be subject to the consequences of said violation as outlined in the Student Catalog.

Educational programs, prevention and awareness programs

Students receive information that promotes the awareness and prevention of dating violence, domestic violence, sexual assault, and stalking in the annual notice. These student handouts are also located on the MDT website in PDF format.

Faculty and staff receive training through mandatory on-line training, “ Sexual Harassment Prevention” and “Workplace Harassment Prevention” Webinar through paychex flex, the online human resources platform (www.paychexflex.com). Additionally, faculty and staff are also provided with information that promotes the awareness and prevention of dating violence, domestic violence, sexual assault, and stalking in the annual notice and have access to the handouts on the MDT website.

Appendix A: Campus Safety and Security Survey (Crime Statistics)

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

NOTE: The campus began on site operations June 2023. Therefore previous years are not reported.

Criminal Offenses

Criminal Offense	2023	
	On Campus	Public Property
Murder/Non-negligent manslaughter	0	0
Manslaughter by Negligence	0	0
Rape	0	0
Fondling	0	0
Incest	0	0
Statutory rape	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0
Arson	0	0
Totals	0	0

Hate Crimes – On Campus

Criminal Offense	2023- Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offense	2023- Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

VAWA Offenses

Crime	2023	
	On Campus	Public Property
Domestic violence	0	0
Dating violence	0	0
Stalking	0	0
Totals	0	0

Arrests

Crime	2023	
	On Campus	Public Property
Weapons: carrying, possessing, etc..	0	0
Drug abuse violations	0	0
Liquor law violations	0	0
Totals	0	0

Disciplinary Actions

Crime	2023	
	On Campus	Public Property
Weapons: carrying, possessing, etc..	0	0
Drug abuse violations	0	0
Liquor law violations	0	0
Totals	0	0

Unfounded Crimes

Of those crimes that occurred On Campus and on Public Property, the following are the number of crimes that were unfounded. This includes unfounded crimes in criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents.

On Campus & Public Property	2023
Total unfounded crimes	0