

# Davis Technical College

## Code Team Policy and Procedures

Effective Date 12 December 2022  
Administrative Policy  
President's Council Approval: 12 December 2022

### 1. Purpose

The Code Team provides development, evaluation and “first response” to security/behavioral, medical, fire or environmental emergencies occurring at the college.

### 2. Definitions

- 2.1. **Security/Behavioral Emergency** – Any behavior that requires intervention.
- 2.2. **College Health and Safety Committee** – A team of college employees responsible for developing safety policy and procedures, evaluating response to emergencies and safety-related issues and for ensuring the availability of safety resources.
- 2.3. **Code Team** – A team of college employees trained and authorized to respond to emergencies on campus.
- 2.4. **Environmental Emergency** – Environment that creates a real or possible safety risk to persons or property.
- 2.5. **First Response** – Response during the interval between initial identification of an emergency and the arrival of professional medical/emergency personnel.
- 2.6. **Medical Emergency** – Injury, accident or illness requiring medical attention.
- 2.7. **Internal/External Threat** – Any threat to the safety and security of Davis Tech employees, students, or visitors.

### 3. Policy

- 3.1. A Code Team will exist to provide first response to emergencies occurring at the college.
- 3.2. The Code Team will meet, as needed, with the College Health and Safety Committee and will have the following responsibilities:
  - 3.2.1. Recommend, evaluate and improve the procedures for emergency prevention and response at the College.
  - 3.2.2. Ensure completion of an incident report by the instructor or supervisor after the campus has returned to standard operations.
  - 3.2.3. Respond to and resolve emergencies following the procedures defined in this policy.
  - 3.2.4. Support periodic emergency training drills.

#### 4. Operator Emergency Response

4.1. Use the radio, Microsoft Teams, and occasionally mass communication, to report the emergency information:

4.1.1. Medical Emergency: **Code Blue**

4.1.2. Environmental Emergency: **Code Green**

4.1.3. Security/Behavioral Emergency: **Code White**

4.1.4. Fire Emergency: **Code Red**

4.1.5. Internal Threat: Lockdown

4.1.6. External Threat: Lockout

#### 5. Code Team Procedures

##### 5.1. Security/Behavioral Emergency

5.1.1. De-escalate the situation.

5.1.2. If the emergency continues or escalates, call 911.

5.1.3. Provide assistance until the situation is resolved or until local authorities can respond to and manage the situation.

5.1.4. Complete an incident report after the college has returned to standard operations.

##### 5.2. Environmental Emergency

5.2.1. Contain the environmental hazard.

5.2.2. Notify appropriate agencies according to the type of environmental emergency.

5.2.3. Evacuate the area.

5.2.4. If the emergency continues or escalates, call 911.

5.2.5. Provide assistance until the situation is resolved or until local authorities can respond to and manage the situation.

5.2.6. Ensure completion of incident report by an instructor or supervisor after the college has returned to standard operations.

##### 5.3. Medical Emergency

5.3.1. Provide first-aid to the injured person.

5.3.2. If the emergency continues or escalates, call 911.

5.3.3. Provide assistance until the situation is resolved or until local authorities can respond to and manage the situation.

5.3.4. Ensure completion of incident report by the instructor or supervisor after the college has returned to standard operations.

**5.4. Fire Emergency**

**5.4.1.** Make an effort to contain the fire.

**5.4.2.** Notify the Fire Department

**5.4.3.** Evacuate the location

**5.4.4.** Provide assistance until the situation is resolved or until local authorities can respond to and manage the situation.

**5.4.5.** Ensure completion of all necessary incident reports after the college has returned to standard operations.