

# Davis Technical College

## Code Team Policy and Procedures

Effective Date 12 December 2022  
Administrative Policy

### 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.

#### **6. Approval and Notes**

President's Council Approval: 12 December 2022