



Contacts Updated 7/12/2023

HELENA COLLEGE POLICY 100.2 – APPENDIX A

CAMPUS EMERGENCY PROTOCOL MANUAL

DONALDSON CAMPUS

1115 North Roberts
Helena, MT
406-447-6900

AIRPORT CAMPUS (APC)

2300 Airport Road
Helena, MT 59601
406-447-6350

Always call 911 in the event of an emergency

- and -

Executive Director of Operations: Kelley Turner, 617-446-3691

Director of Facilities and Maintenance: John Rutherford, 406-475-4931

In case of APC Emergency:

Executive Director of Operations: Kelley Turner, 617-446-3691

Executive Director of CTE: Stephanie Hunthausen, 208-305-1042

Helena College Emergency Call List			
Donaldson Campus 115 N. Roberts Street	Title	Cell	Office
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Kelley Turner	Operations	617-446-3691	406-447-6926
John Rutherford	Facilities	406-475-4931	406-447-6917
Mel Ewing	CIO	406-880-8592	406-447-6958
Abigail Rausch	Communication	406-465-9214	406-447-9654
Valerie Curtin	Compliance	406-438-0066	406-447-6913
Airport Campus 2300 Airport Road	Title	Cell	Office
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Kelley Turner	Operations	617-446-3691	406-447-6926
Stephanie Hunthausen	Exec. Director	208-305-1042	406-447-6352
John Rutherford	Facilities	406-475-4931	406-447-6917
Melvin Ewing	CIO	406-880-8592	406-447-6958
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GENERAL INFORMATION

Always call 911 first in the event of an Emergency!

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GENERAL INFORMATION

FIRST REPORTING STEPS

Whenever an emergency occurs, whether displaced or non-displaced, the following steps should be followed:

1. **Call 911** to request emergency personnel.
2. Contact the Dean/CEO or begin the ERT chain.
3. Within the first 30 minutes of an emergency, move survivor individuals to a safe location.
4. **DO NOT** speak with the press, and refer any press questions to the Dean/CEO or Director of Marketing, Communication, & Alumni Relations.

Emergency Response Team

Helena College has an Emergency Response Team (ERT), which will respond to all emergencies.

The ERT will:

1. Be the decision-making body,
2. Work as a team.

Generally, the Emergency Response Team should:

1. Verify emergency personnel have been called to respond to the situation,
2. Maintain a calm community and informed leadership,
3. Notify appropriate entities on a need-to-know basis, and
4. Provide support to the community in the aftermath of an emergency.

The campus Emergency Response Team consist of:

1. Dean/CEO
2. Executive Director of Operations
3. Director of Facilities & Maintenance
4. Chief Information Officer
5. Director of Marketing, Communication, & Alumni Relations
6. Executive Director of Compliance & Financial Aid (Student Issues)
7. In case emergency is at the Airport Campus (APC): Executive Director of Operations or Executive Director of Career Technical Education (CTE)

The Emergency Response Team has the responsibility of responding to emergencies and implementing the protocols outlined in this manual. When necessary, actions not specified in these protocols must receive approval from the ERT. This is especially important when it comes to disseminating information to the press. Only the Dean/CEO or designee should be communicating with the press.

The Emergency Response Team should oversee the emergency response from the first 30 minutes through its completion and follow-up phases. In addition, Directors and/or Supervisors of the affected areas should be notified.

COMMUNICATION WITH THE PUBLIC

In emergency and disaster situations, communication with the public is essential. Helena College's Dean/CEO (or designee) is responsible for all communication with the media and the campus community at large.

Always call 911 first in the event of an Emergency!

ASSISTING PEOPLE WITH SPECIAL NEEDS

In an emergency situation, people with disabilities may require assistance. Each semester, a record of those with potential evacuation assistance needs should be updated. In the case of students, the information should be held with the office of Disability Services. Instructors of these individuals should be made aware of any non-evident issues which may necessitate assistance in evacuation.

Persons with disabilities have four basic evacuation options:

1. **Horizontal evacuation:** Use building exits to the outside ground level or go into an unaffected wing.
2. **Stairway evacuation:** Use steps to reach ground level exits from the building. Stairway evacuation chairs are available at the top of stairs.
3. **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person should dial 911 and report his or her location directly. Emergency services If the phone lines fail, the individual should signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. **Area of refuge:** With an evacuation assistant move away from obvious danger. The evacuation assistants will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are pressurized stair enclosures. Other possible areas of refuge include fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature enclosed stair enclosures.

Mobility Impaired - Wheelchair

Only trained individuals should evacuate wheelchair users in stairways. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Check with the person for the best carrying options.

Persons using wheelchairs should first attempt to evacuate the building. If evacuation is not possible, stay in place, or move to a designated area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and notify emergency personnel the location of the person with a disability. If the person with a disability is alone, he or she should phone emergency services at 911 with their present location and the area of refuge.

If the stair landing is chosen as the area of refuge, please note many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway

Mobility Impaired - Non Wheelchair

Individuals with mobility impairments should wait until the heavy traffic has cleared before attempting the stairs. Persons with mobility impairments may be able to negotiate stairs with minor assistance.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, some areas are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations. **Evacuation Assistants get** their attention by touch, eye contact or turning lights on and off. If they don't understand what you're signaling, emergency instructions should be given by writing a short explicit note to evacuate. When you reach safety, ask if further help is needed.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system for occupants who spend most of their day in one location.

Always call 911 first in the event of an Emergency!

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Persons who are visually impaired may need assistance in evacuating. Announce to the person the type of emergency. The assistant should offer an elbow to the individual and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation, describing obstacles as encountered.

DRILLS ON CAMPUS

Helena College will conduct training and/or evacuation drills, lockdown and shelter-in-place drills in every building on campus at least once per academic year. Helena College employees should know what type of evacuation is necessary and their role. They should also be familiar with lockdown and shelter in place procedures that would warrant staying in place. Employees must know what is expected in emergency situations in order to provide assurance of their safety and the safety of students.

Helena College will conduct training and/or evacuation drills, lockdown and shelter-in-place drills in every building on campus at least once per academic year. The fire department will be notified and asked to participate in the drills as necessary. The drills are a simulation, and Helena College personnel will be notified of the simulation prior to the drill.

All faculty, staff and students are expected to leave the building immediately anytime the fire alarm sounds or notified in person you are to evacuate the building.

BUILDING WARNING SYSTEMS

Regroup Alert: A mass notification will be sent to inform all Helena College Employees and Students of the emergency as deemed necessary.

IN SOME EMERGENCY SITUATIONS, OR IF THE PHONE SYSTEM IS NOT WORKING, HELENA COLLEGE MAY NEED TO USE IN-PERSON NOTIFICATION BY BUILDING. THIS WILL BE HANDLED BY THE ERT.

BUILDING EMERGENCY INFORMATION – ASSEMBLY AREAS

Donaldson Campus:

Primary: Football field
Alternate: East Parking Lot

Airport Campus:

Primary: South end of the parking lot.
Alternate: North end of the gravel parking lot outside the fence.

In an emergency situation, protection of personnel is a priority. When necessary everyone must evacuate immediately. Designated sweeper team members in buildings should sweep the building upon exiting and direct people to the nearest exits and assembly locations.

The sweeper team members should:

- Never put their own life in danger.
- Check normally unoccupied rooms (meeting rooms, restrooms, etc.). Use map as checklist.
- Carefully check all closed doors for the presence of heat and smoke before opening (check door with back of hand)
- Close all open doors after searched.
- Inform all personnel to evacuate immediately.
- Exit the building and proceed to assigned assembly point.
- At least one Emergency Response Team member will proceed to the assembly area immediately with sign-in sheets. All students and must go to the assembly area and sign in. If the primary area is not accessible, go to the alternate assembly location.

Always call 911 first in the event of an Emergency!

COMMUNICATIONS WITH STUDENTS, FACULTY & STAFF

Helena College must be able to warn and/or inform students, faculty and staff of an emergency.

Regroup Alert: A mass notification system alert will be sent to inform all Helena College Employees and Students of the emergency situation as deemed necessary.

Mass e-mails and/or text messages may be sent across campus, notifications will be made through the prescribed alert methods.

Always call 911 first in the event of an Emergency!

WHAT IS AN EMERGENCY?

This manual emphasizes step-by-step protocols for responding to emergencies. Please familiarize yourself with the vocabulary we use in Emergency Management and the organization of this manual. It may save your life and the lives of others.

30 Minutes, 3 Hours, 3 Days

A practical way to approach Emergency Management for either type of emergency is to think in terms of time and the number 3. There are necessary steps in the first 30 minutes of an emergency (the first 3), the first 3 hours of an emergency (the second 3), and the first 3 days of an emergency (the third 3). For many of the emergencies described in this manual, you will find steps that correspond to the appropriate time frame.

Most of the following protocols are detailed from a 30-minute, 3-hour, 3-day standpoint. Please use the protocols to the best of your ability until emergency response personnel and/or members of the ERT arrive on scene

GENERAL DISTURBANCE

Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).

In cases of general disturbance, for example but not limited to intoxicated individuals, verbal confrontations, inappropriate behavior, a feeling of general unease, use your best judgement, but:

- Never be afraid to call 911
- Leave the area and seek assistance
- If the disturbance includes a student, call **406-438-0066** (Valerie Curtin, Executive Director of Compliance)

MEDICAL/PHYSICAL INJURY

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Administer First Aid and/or CPR as necessary.
- Ascertain if there was an aggressor or assailant. If so, inform law enforcement personnel.

3-HOUR RESPONSE

- File incident report

3-DAY RESPONSE

- Form plan to assist student with catching up on class work, providing reasonable access, etc. if student returns.

Always call 911 first in the event of an Emergency!

- If faculty or staff, stay in contact and work with doctors to get back to work as quickly as possible. Look at modified duty if necessary.

PHYSICAL ASSAULT / WORKPLACE VIOLENCE

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Also call **406-438-0066** (Valerie Curtin, Executive Director of Compliance)
- Ascertain victim's health.
- Get victim(s) and/or survivor(s) to safety and identify aggressor.
- Determine if victim and aggressor were in domestic relationship.

If YES, federal/state laws regarding domestic violence apply. Follow campus procedure for reporting criminal activity.

- Remove any uninvolved individuals.
- DO NOT speak with the media/press.

3-HOUR RESPONSE

- The ERT will work with law enforcement to protect campus community if the aggressor remains at large.
- File incident report and discuss with your supervisor
- Have counseling available.
- If staff or faculty death, DO NOT contact next of kin. Coroner must do this.
- Formulate campus response, including:
 - Message from Dean (private condolences as necessary)
 - Campus announcement – notification of faculty, staff, and students
 - Community announcement

3-DAY RESPONSE

- Continue to offer counseling.
- Work with law enforcement, as necessary.

Always call 911 first in the event of an Emergency!

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) 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 are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

RUN

- Have an escape route or plan in mind.
- Visitors will follow the example of faculty, staff and students.
- If possible, help others escape.
- Leave your belongings behind.
- Remain calm and follow officers' instructions.
- Keep your hands raised and keep them visible at all times.
- Avoid making sudden moves or grabbing the police officers.
- DO NOT stop the officer and ask for assistance, other emergency personnel following on will assist you.
- Provide the police with the location, number and description of shooter(s).

HIDE

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT

- Only when your life is in imminent danger, and you cannot run away or hide, taking action is the last resort.
- DO NOT be afraid to fight.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.
- Use numbers to overwhelm the attacker. There is strength when you work together.

Always call 911 first in the event of an Emergency!

FIRE

- Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- Call **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or **208-669-0707**, (Tricia Fiscus, Asst. Dean of Admin. Affairs), or if at APC, **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Respond to victims and fire suppression first. More than likely, emergency personnel will be on site quickly enough to handle all rescue operations.
- If your help is needed, transport individuals carefully as you will be dealing with burn victims.
- Make sure emergency site is sealed off and no one but emergency personnel enter.

Fire (Small)

A small fire is defined as one no larger than a garbage can.

- If the fire is not controlled immediately with the extinguisher, pull the fire alarm, evacuate, and call 911
- Check the type of extinguisher before using. Most extinguishers on the Helena College campus are Class ABC, which can be used on any type of fire **except metal**.
- Once the fire is extinguished, it must be reported to the Physical Plant (447-6935) for inspection and proper removal of burned or contaminated materials, and replacement of the fire extinguisher.

If you are in the building or lab when the emergency situation occurs, if safe and time permits follow these steps:

- Turn off and unplug all equipment.
- Shut off any valves to gas, air, water, etc.
- Close sashes on all fume hoods.
- Put away all chemicals.
- Don't open refrigerators or freezers unless absolutely necessary.

Always remember that protecting human life is our top priority.

EARTHQUAKE

Federal, state, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes (learn why here). The ShakeOut is our opportunity to practice how to protect ourselves during earthquakes. This page explains what to do-- and what not to do.

Protect Yourself. Spread the Word.

Your past experience in earthquakes may give you a false sense of safety; you didn't do anything, or you ran outside, yet you survived with no injuries. Or perhaps you got under your desk and others thought you overreacted. However, you likely have never experienced the kind of strong earthquake shaking that is possible in much larger earthquakes: sudden and intense back and forth motions of several feet per second will cause the floor or the ground to jerk sideways out from under you, and every unsecured object around you could topple, fall, or become airborne, potentially causing serious injury. This is why you must learn to immediately protect yourself after the first jolt... don't wait to see if the earthquake shaking will be strong!

In MOST situations, you will reduce your chance of injury if you:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
 - If a sturdy table or desk is nearby, crawl underneath it for shelter
 - If no shelter is nearby, crawl next to an interior wall (away from windows)
 - Stay on your knees; bend over to protect vital organs
- **HOLD ON** until shaking stops
 - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
 - No shelter: hold on to your head and neck with both arms and hands.

Why Drop, Cover, and Hold On?

Our special report explains why official rescue teams, emergency preparedness experts, and others recommend "Drop, Cover, and Hold On" as the best way, in most situations, to protect yourself during earthquake shaking.

Wherever you are, protect yourself! It is important to think about what you will do to protect yourself wherever you are. What if you are driving, in a theater, in bed, at the beach, etc.? Step 5 of the Seven Steps to Earthquake Safety describes what to do in various situations, no matter where you are when you feel earthquake shaking.

Persons with Disabilities: See EarthquakeCountry.org/disability for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

The main point is to not try to move but to **immediately** protect yourself as best as possible where you are.

Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be the start of the big one. You should Drop, Cover, and Hold On immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. Drop, Cover, and Hold On offers the best overall level of protection in most situations.

As with anything, practice makes perfect. To be ready to protect yourself immediately when the ground begins to shake, practice Drop, Cover, and Hold On as children do in school at least once each year.

Always call 911 first in the event of an Emergency!

What NOT to do:

- **DO NOT get in a doorway!** An early earthquake photo is a collapsed adobe home with the door frame as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. In modern houses and buildings, doorways are no safer, and they do not protect you from flying or falling objects. Get under a table instead!
- **DO NOT run outside!** Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.
- **DO NOT believe the so-called "triangle of life"!** In recent years, an e-mail has circulated which recommends potentially life threatening actions, and the source has been discredited by leading experts.

If you are in the building or lab when the emergency situation occurs, if safe and time permits follow these steps:

1. Turn off and unplug all equipment.
2. Shut off any valves to gas, air, water, etc.
3. Close sashes on all fume hoods.
4. Put away all chemicals.
5. Don't open refrigerators or freezers unless absolutely necessary.

Always remember that protecting human life is our top priority.

GAS LEAK

- Evacuate the building
- Call Northwestern Energy at 1-888-467-2427; follow the directions, then call **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) and, if at the APC, 208-305-1042 (Stephanie Hunthausen, Executive Director of CTE).
- Be careful of danger from possible explosion and smoke inhalation.
- DO NOT turn on light switches if gas smell is apparent.
- Check everyone in vicinity. Look for dizziness and vomiting.
- Complete a room-to-room search looking for unconscious individuals.
- Search teams should always be sent in pairs.

If you are in the building or lab when the emergency situation occurs, if safe and time permits follow these steps:

- Turn off and unplug all equipment.
- Shut off any valves to gas, air, water, etc.
- Close sashes on all fume hoods.
- Put away all chemicals.
- Don't open refrigerators or freezers unless absolutely necessary.

Always remember that protecting human life is our top priority.

HAZARDOUS MATERIALS

A hazardous materials spill is a possibility in Helena from both air, rail and road. Helena College has a number of chemicals on campus, which could also result in a hazardous materials event.

- Do not be afraid to call 911.
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Be prepared for a total evacuation of the campus or a total lockdown.
- Attempt to organize evacuation by sections of the campus if total evacuation is ordered. Follow instructions from emergency personnel.
- If a total evacuation is ordered, use caution and don't panic.
- If the hazardous materials spill affects only a small area such as a lab, contact Helena Fire Department 911.
- Pull the material safety data sheet for the chemical(s) that spilled or leaked.

Always call 911 first in the event of an Emergency!

LOCKDOWN PROCEDURES / EXTERNAL THREAT

An emergency lockdown procedure will be initiated if a high-risk incident involving weapons in the vicinity that could endanger the lives and/or safety of students, faculty or staff.

30-MINUTE RESPONSE

- **Notification methods to students and employees**

- Emergency Text Messaging
- Social Media
- Web
- Email
- VOIP
- Reader boards

Message: 911 in (area of emergency), Shelter in Place and wait for further instruction.

- **Classroom/conference room (groups)**

- Secure/barricade door (utilize lockdown device)
- Close blinds/stay away from windows
- Advise students to turn off cell phones and remain silent and still (DO NOT cluster together)
- Wait for the police to give the all clear and follow directions.

- **Office (individual)**

- Secure/barricade door (utilize lockdown device)
- Close blinds/stay away from windows
- If possible hide under your desk
- Silence your cell phone

TIPS

- Don't be a hero!
- If you can safely offer aid or assistance to a victim, do so. If not, stay in place.
- Remain calm & wait for the police to give the all clear. Follow their directions specifically.

3-HOUR RESPONSE

- Remain in lockdown until it is safe to leave.
- Cooperate with rescuers.

3-DAY RESPONSE

- As directed by law enforcement.

Always call 911 first in the event of an Emergency!

RAPE / SEXUAL ASSAULT

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Provide survivor options. Empower survivor to take back control.

Helena College has designated that ALL our employees (e.g. faculty and staff) are considered Mandatory Reporters. Responsible employees are required by law to report all alleged cases of sexual harassment, assault, dating violence, domestic violence and stalking to the Title IX Coordinator. Once reported, the Title IX Coordinator will determine (with others) whether action should be taken on the report.

Always call 911 first in the event of an Emergency!

SUICIDE - COMPLETED

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Remove survivors to safe place.
- Keep individuals/crowds back from scene.
- DO NOT disturb body or room.

3-HOUR RESPONSE

- Attempt to have someone who is emotionally stable stay with survivors.
- Attempt to obtain following information for emergency personnel:
 - Person's name
 - Department victim works in if faculty or staff
 - Next of kin's name
 - Witnesses
 - Age/year in school
- Coroner will contact next of kin.
- Set up a place where affected students, faculty and staff can congregate.
- Provide a counselor at the above-mentioned location.
- After Coroner notification to next of kin, a campus response must be formulated. This may include:
 - Condolences from Dean to Family
 - Announcement to campus (usually via letter from Dean)
 - Announcement to community (Director of Marketing, Communication, and Alumni Relations)
 - Notification of appropriate faculty/staff (Executive Directors)
 - Special attention to co-workers and friends (1:1 or group counseling/grief sessions)

SUICIDE – NOT COMPLETED

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Keep person talking, awake. Stop bleeding if appropriate.
- Obtain as much information as possible regarding method and individual.

3-DAY RESPONSE

- If a student is involved, the Executive Director of General Education or CTE will work with the student to determine if he or she is returning to campus.
- If an employee is involved, Human Resources will work with the employee to determine if he or she is returning to campus.
- Consider possible education sessions (e.g., students and depression, workers and depression).

DEATH OF STUDENT, FACULTY, OR STAFF

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Move survivors away from victim to a safe place.
- Attempt to have someone who is emotionally stable stay with survivors.
- Attempt to obtain following information for emergency personnel:
 - person's name
 - department victim works in if faculty or staff
 - age/year in school
 - next of kin's name
 - witnesses
- Manage crowds.
- Contact Human Resources and the Dean/CEO for the death of any staff or faculty.

3-HOUR RESPONSE

- Set up a place where affected students, faculty or staff can go to sit, be with friends, talk.
- Provide a counselor at the above-mentioned location.
- Formulate a campus response after coroner has notified next of kin.

3-DAY RESPONSE

- Secure belongings in classroom or office and pass to next of kin.
- Continue counseling and observation of students or co-workers.
- Consider Critical Incident Stress Debriefing

LARGE ASSEMBLY EVENTS – EVACUATION

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Evacuation should begin immediately if the fire alarm goes off, even if you don't see or smell smoke.
- Keep people moving calmly and quickly. Assist those with special needs. See page 2
- Use all available exits, using the safest routes possible.
- Keep everyone informed of the situation. In all large assemblies, use the following statement: "We have an emergency reported in the building. Please calmly move to the closest exit and leave the building."
- Instruct people to move at least 50 feet away from the building and exits.
- DO NOT allow anyone to re-enter the building until the Helena Fire Department has declared it is safe.
- A designated person should meet the emergency responders to inform and assist as needed.
- For those unable to use exit stairs, follow the tips for assisting someone with special needs.

PLANE CRASH

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Evacuate any building affected by the crash.
- Assist injured people if you can do so safely.
- DO NOT touch plane parts or remove bodies.
- Be aware of spilled fuel.
- The scene needs to be preserved for investigation. National Transportation Safety Board will be responsible for the incident investigation.

If you are in the building or lab when the emergency situation occurs, if safe and time permits follow these steps:

- Turn off and unplug all equipment.
- Shut off any valves to gas, air, water, etc.
- Close sashes on all fume hoods.
- Put away all chemicals.
- Don't open refrigerators or freezers unless absolutely necessary.

Always remember that protecting human life is our top priority.

EVACUATION OF A BUILDING

- Evacuation of the building is required any time the alarm sounds or are notified in person or by phone an evacuation is necessary.
- Exit your classroom or office, turn off all equipment in your path of travel, and close but DO NOT lock doors as you exit. The exception would be offices where money or records need to be secured.
- Exit the building using stairs. Never use an elevator. Assist those who may need help with the stairs. DO NOT re-enter the building until you are permitted to do so.
- Move away from the building and congregate in the designated area. See page 4 for assembly areas. DO NOT LEAVE until you have been accounted for. Sign one of the emergency evacuation sign-in sheets.
- If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately.

EXPLOSION

- Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- Respond to victims and fire suppression first.
- If your help is needed, transport individuals carefully as you may be dealing with burn victims.
- Make sure emergency site is sealed off and no one but emergency personnel enters.
- Be aware of secondary explosions, fires, and spills or releases of toxic chemicals due to glass container damage triggered by the first blast.

Always call 911 first in the event of an Emergency!

SHELTER IN PLACE

In an event such as a chemical spill or release, radiation event, terrorist event, or weapons of mass destruction, the best option may be to shelter in place.

- Move all people inside a building IMMEDIATELY.
- Close all doors to the outside and as many internal doors as possible.
- Close and lock all windows and move to interior room away from windows (bathrooms work well). If unable to move away from windows, close drapes and blinds.
- Use plastic sheeting, towels, coats, etc. to seal around windows or doors. Tape over vents into the room; seal electrical outlets or other openings. Turn off air conditioning, heat units, and fans.
- Extinguish all ignition sources.
- Close all external vents. Extinguish all ignition sources.
- Seal gaps around windows, doors, and air cooling units with tape, plastic sheeting, wax paper or aluminum foil. Cover bathroom exhaust fan grills, range vents, dryer vents and other openings to the outside with plastic food wrap, wax paper or foil and seal the edges with tape.
- Utilize media sources to monitor emergency situation.
- Keep a telephone close; only use in cases of serious emergency.
- DO NOT use elevators. Elevators pump outside air inside as they travel up and down.
- DO NOT go outside unless emergency response personnel instruct you to evacuate or until the emergency is over.
- Once an "All Clear" message has been issued, open windows and doors and uncover vents to release any gases that may have entered.
- If the event involves fire or explosion, follow the tips for those events.

Shelter Locations:

Donaldson Building:

Rooms: 112, 114, 118, 121, 122, 123, 125, 201, 209, 210

Airport Building:

Rooms: 105, 106, 108, 113, 120, 202A

HOSTAGE SITUATION

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Remove any uninvolved individuals.

3-HOUR RESPONSE

- Work with emergency personnel
- Provide as much information to uninvolved individuals as possible

3-DAY RESPONSE

- Depending on outcome of situation:
 - Refer to appropriate protocol
- Provide group and individual counseling as necessary

KIDNAPPING

30-MINUTE RESPONSE

- Call 911
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).

3-HOUR RESPONSE

- Inform campus community if allowed to do so by law enforcement personnel

3-DAY RESPONSE

- Depending on outcome of situation:
 - Refer to appropriate protocol
- Provide group and individual counseling as necessary

BOMB THREAT

30-MINUTE RESPONSE

- Call 911 immediately if a threat is received anywhere on campus.
- Call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **406-475-4931** (John Rutherford, Director of Facilities & Maintenance) or if at APC call **617-446-3691** (Kelley Turner, Executive Director of Operations), or **208-305-1042** (Stephanie Hunthausen, Executive Director of CTE).
- Refer to the Bomb Threat Checklist (Appendix A)
- Keep the caller on the line, ask him or her to repeat the message several times, and gather more information, such as caller ID.
- Write down the threat verbatim, using the caller's own words, and record any other information.
- Don't hang up under any circumstances!
- Helena law enforcement personnel will be in charge. Ask them if and how the building should be evacuated.
- If building is evacuated, ensure individuals are removed to the farthest possible secure point with as much protection from debris as possible.
- Keep people away from windows. Employees are most familiar with what is "normal" and what would be out of place and may be asked to go with law enforcement to do a search of the building.

Management of Phoned Bomb Threat

- Keep caller on line as long as possible. Complete the Bomb Threat Checklist (Appendix A).
- Ask as many questions as possible about location of bomb.
- Inform caller the building is occupied, and the detonation of bomb could result in death and injury to many innocent people.
- Pay close attention to voice and background noises and make notes on checklist.

Management of Written Bomb Threat

- Save all materials including envelope or container.
- Avoid unnecessary handling of any materials to retain evidence such as fingerprints.

3-HOUR RESPONSE

After ALL CLEAR is given by emergency personnel, recipient of threat will work with law enforcement personnel to determine as much information as possible.

SUSPICIOUS MAIL PROCEDURES

Recommended by US Postal Service:

30-MINUTE RESPONSE

- Don't handle a letter or package you suspect is contaminated.
- Don't shake, bump, or sniff.
- Wash your hands thoroughly with soap and water.
- Notify law enforcement personnel.
- Notify Director of Facilities & Maintenance at 406-406-475-4931.
- Quarantine the area.

3-HOUR RESPONSE & 3-DAY RESPONSE

- As directed by law enforcement.

What should make you suspect a piece of mail?

- It's unexpected or from someone you don't know.
- It's addressed to someone no longer at your address.
- It's handwritten or has no return address.
- It's lopsided or lumpy in appearance.
- It's sealed with excessive amounts of tape.
- It's marked with restrictive endorsement, e.g., "Personal" or "Confidential".
- It has excessive postage.
- It has greasy marks on it.

Always call 911 first in the event of an Emergency!

Helena College Emergency Call List			
Donaldson Campus 115 N. Roberts Street	Title	Cell	Office
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Kelley Turner	Operations	617-446-3691	406-447-6926
John Rutherford	Facilities	406-475-4931	406-447-6917
Mel Ewing	CIO	406-880-8592	406-447-6958
Abigail Rausch	Communication	406-465-9214	406-447-9654
Valerie Curtin	Compliance	406-438-0066	406-447-6913
Airport Campus 2300 Airport Road	Title	Cell	Office
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Kelley Turner	Operations	617-446-3691	406-447-6926
Stephanie Hunthausen	Exec. Director	208-305-1042	406-447-6352
John Rutherford	Facilities	406-475-4931	406-447-6917
Melvin Ewing	CIO	406-880-8592	406-447-6958
Abigail Rausch	Communication	406-465-9214	406-447-9654
Valerie Curtin	Compliance	406-438-0066	406-447-6913

Always call 911 first in the event of an Emergency!

IMPORTANT CONSIDERATIONS FOR PREPAREDNESS

Always call 911 first in the event of an Emergency!

IMPORTANT CONSIDERATIONS FOR PREPAREDNESS

A disaster or emergency situation could leave individual buildings or the entire campus without utilities including gas, electricity, water, and telephone.

A mild to moderate earthquake has the potential to knock things off counters and shelves or bring down ceiling tiles that could knock over work on benches. It can also cause equipment to shake loose of connections or fall to the floor.

When utilities are lost:

- Lighting will be minimal (natural light) to non-existent.
- Emergency lights will fail after a short time.
- Ventilation will be non-existent, and odors will be a problem.
- Fume hoods will not operate.
- Sewer pumps will not work.
- Fire alarm systems may not function
- Refrigerators, freezers and incubators will be without power. Most do not have backup power.
- Water may not be available.
- Ability to communicate will be severely limited. This includes cell phones.
- Elevators will not work. People could be trapped.
- When the power comes back on, it can send a power surge and ruin equipment.

The following tips are helpful:

- Back up your data often and keep the backup in a remote location. Store data on a server that can be accessed from a remote location.
- If it is feasible, consider keeping duplicate samples at another location.
- Keep inventories of all your equipment with make and model numbers, along with contact information for the vendor.
- Make sure fume hood sashes are always closed when not in use. Minimize the number of materials left out. Always put chemical containers away in cabinets when you are done.
- Keep chemical cabinet doors closed and latched at all times.
- Install lips or "seismic restraints" on chemical storage shelves.
- Anchor equipment and furniture. Avoid storage of heavy items in high locations.
- Chain compressed gas cylinders at 1/3 and 2/3 points.
- DO NOT store hazardous materials on mobile carts.
- Keep a flashlight handy. Check the batteries often. Never use candles!

Always call 911 first in the event of an Emergency!

EARTHQUAKE PREPARATION BEFORE EARTHQUAKE

- Secure your space by identifying hazards and securing moveable items.
- Plan to be safe by creating a disaster plan and deciding how you will communicate in an emergency.
- Organize disaster supplies in convenient locations.
- Minimize financial hardship by organizing important documents, strengthening your property, and considering insurance.

Always call 911 first in the event of an Emergency!

PROVISIONS FOR FAMILY COMMUNICATION

In an emergency, employees will need to know that their families are okay. All employees should prepare for an emergency situation by developing a family plan. Consider the following:

- How will you communicate with your family if you are separated from one another or are injured in an emergency?
- Have the phone numbers for schools, daycare, etc. readily available.
- Ensure schools and daycare have your phone numbers, including cell phone numbers.
- Arrange for an out-of-town contact for all family members to call in an emergency.
- Designate a place to meet in case you cannot get home or you get separated.

Tips for using a fire extinguisher:

- Always position yourself with an exit or means of escape to your back.
- Use the PASS method:
 - **Pull** the pin and stand back 8-10 feet
 - **Aim** at the base of the fire
 - **Squeeze** the handle
 - **Sweep** back and forth at the base of the fire. Most extinguishers will last between 8 and 10 seconds.

DO NOT attempt to use a fire extinguisher if:

- You don't know what is burning
- The fire is spreading rapidly
- You don't have the appropriate equipment
- You might inhale toxic smoke
- If drums, cylinders or chemicals are involved
- Your instincts tell you not to

Always call 911 first in the event of an Emergency!

Helena College Emergency Call List			
Donaldson Campus 115 N. Roberts Street	Title	Cell	Office
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Kelley Turner	Operations	617-446-3691	406-447-6926
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Always call 911 first in the event of an Emergency!

APPENDIX A – BOMB THREAT CHECKLIST

Always call 911 first in the event of an Emergency!

BOMB THREAT CHECKLIST

QUESTIONS TO ASK DURING THE THREAT:

1. What kind of a bomb is it?
 - time bomb
 - barometric altitude bomb
 - anti-handling bomb

Where is it right now?

When is it going to explode?

What does it look like?

Where did you place the bomb?

Why?

What is your name?

What is your address?

EXACT WORDING OF THREAT

*Report call immediately to:
Helena Police Dept./Sheriff Dept. (911)*

DESCRIPTION OF CALLER'S VOICE

Mark all applicable items:

<input type="checkbox"/>	Calm	<input type="checkbox"/>	Nasal
<input type="checkbox"/>	Angry	<input type="checkbox"/>	Stutter
<input type="checkbox"/>	Excited	<input type="checkbox"/>	Lisp
<input type="checkbox"/>	Slow	<input type="checkbox"/>	Raspy
<input type="checkbox"/>	Rapid	<input type="checkbox"/>	Deep
<input type="checkbox"/>	Soft	<input type="checkbox"/>	Ragged
<input type="checkbox"/>	Loud	<input type="checkbox"/>	Clearing throat
<input type="checkbox"/>	Laughter	<input type="checkbox"/>	Deep breathing
<input type="checkbox"/>	Crying	<input type="checkbox"/>	Cracking voice
<input type="checkbox"/>	Normal	<input type="checkbox"/>	Disguised
<input type="checkbox"/>	Distinct	<input type="checkbox"/>	Accent
<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Familiar

If voice was familiar, who did it sound like?

BACKGROUND SOUNDS

<input type="checkbox"/>	Street noises	<input type="checkbox"/>	Animal
<input type="checkbox"/>	Crockery	<input type="checkbox"/>	Clear
<input type="checkbox"/>	Office machinery	<input type="checkbox"/>	Factory machinery
<input type="checkbox"/>	Voices	<input type="checkbox"/>	Static
<input type="checkbox"/>	PA system	<input type="checkbox"/>	Local
<input type="checkbox"/>	House noises	<input type="checkbox"/>	Long Distance
<input type="checkbox"/>	Motor	<input type="checkbox"/>	Booth
<input type="checkbox"/>	Music	<input type="checkbox"/>	Children

THREAT LANGUAGE

<input type="checkbox"/>	Well spoken (educated)	<input type="checkbox"/>	Message read by threat maker
<input type="checkbox"/>	Foul	<input type="checkbox"/>	Incoherent
<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Taped

Sex of caller:	
Age:	Length of call:
Number at which call was received:	
Number on caller ID:	
Date:	Time:

Remarks:	
Person making report:	
Tel. No.:	Date:

Always call 911 first in the event of an Emergency!

APPENDIX B – OUTSIDE AGENCIES PROVIDED A COPY OF THE PLAN

Always call 911 first in the event of an Emergency!

OUTSIDE AGENCIES PROVIDED A COPY OF THE PLAN

Helena Fire Department

300 Neill Ave.

Helena, MT 59601

Phone: 406-447-8472 (Open from 8:00 a.m. to 5:00 p.m., Mon-Fri)

Fax: 406-447-8467

Helena Police Department

406 Fuller Avenue

Helena, MT 59601

Phone Numbers:

Emergency: 911

Non-Emergency: (406) 442-3233

Lewis and Clark County Sheriff

406 Fuller Avenue

Helena, MT 59601

Phone: 406-447-8293

Disaster and Emergency Services Coordinator

Law Enforcement Center Basement

406 Fuller Avenue

Helena, MT 59601

Phone: (406) 447-8235

St. Peter's Hospital

2475 Broadway

Helena MT 59601

Phone: (406) 442-2480

Always call 911 first in the event of an Emergency!

APPENDIX C – EMERGENCY EVACUATION SIGN-IN SHEET

Always call 911 first in the event of an Emergency!

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