

ANNEX 1: EVACUATION

Evacuation from buildings may be required due to emergencies such as fire, chemical spill, bomb or other threats, terrorism, or during other immediate safety and health crises. Supervisors, faculty, department heads, managers, and other staff members must advise their employees, visitors, and students on evacuation procedures. Familiarize yourself with all exit locations for each building you frequent prior to an emergency. Never ignore an evacuation alarm or alert. To do so puts your life and responding emergency personnel lives in extreme danger. It is your responsibility to evacuate, and it's also required by Montana law. Violators may be fined.

If one or both buildings (Donaldson Campus or Airport Campus) need to be evacuated;

Activation Modes:

- fire alarm
- Regroup Emergency Alert Notification may or may not be sent out
- In-person or over the phone from a Helena College Official

Action Steps:

- **Dial 911**, if/when safe to do so.
- Pull the fire alarm and leave the building.
- Notify others of the nature and location of the emergency on your way out.
 - All faculty, staff, students, and guests must immediately exit the building(s);
 - Close doors behind you (Don't Lock)
 - **Exception:** offices where money or records need to be secured.
 - Take the stairs, utilize all exits and/or closest exits clear of danger.
 - Do not use elevators, especially during a fire.
- Remain calm, do not panic. If the exit is blocked or crowded, use a secondary exit.
- If time permits, shut down any hazardous equipment or processes
- Provide assistance to those with special needs, if able.
 - If not able, reassure them that you will send help.
 - Provide their location to emergency responders
- Proceed calmly to the pre-designated evacuation assembly locations;

Airport Campus:

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

Donaldson Campus:

- Primary: Football field
- Alternate: East Parking Lot

- Follow direction from fire, police, or Helena College building sweepers/admin personnel.
- Do not re-enter the building until the "ALL-CLEAR" signal is given to enter the building.

Building Sweepers:

- Walk through your assigned area of responsibility, ensure all occupants have exited.
- Check all classrooms, offices, common areas, restrooms.
- Close doors to rooms you've cleared.
- Exit the building and respond to the pre-designated evacuation assembly location.
- Follow directions from fire, police, other first responders.
- Do not place yourself in danger.

Administrative Responsibilities (after 911 has been contacted)

- Donaldson Campus- contact one of the following in the list of priority;
 - Executive Director of Operations: Kelley Turner, 617-446-3691
 - Assistant Director of Facilities and Maintenance: Tommi Haikka, 406-594-3419
 - Director of Crisis and Emergency Response: Jason Grimmis, 406-461-0635
- Airport Campus- contact one of the following in the list of priority;
 - Executive Director of Operations: Kelley Turner, 617-446-3691
 - Assistant Director of Facilities and Maintenance: Tommi Haikka, 406-594-3419
 - Executive Director of CTE: Stephanie Hunthausen, 208-305-1042
 - Director of Crisis and Emergency Response: Jason Grimmis, 406-461-0635

Communication Responsibilities:

- 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.
- If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately.

DO NOT allow anyone to re-enter the building until the police, fire, or other authoritarian have 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.

Once no threat has been determined and it's safe to return to the building, a Regroup Notification Alert will be sent, or a member of the Emergency Response Team will make contact at both assembly locations to announce the building(s) are safe and evacuees can return to their respective buildings.

If an on-going threat exists, start the accounting process for faculty, staff, students and visitors.

- Sign one of the emergency evacuation sign-in sheets.
- If you suspect that someone is still in the building, notify the emergency responders at the scene immediately.