

## APPENDIX B: RECORD OF DISTRIBUTION

This Emergency Operations Plan is posted on the HC website: [www.helenacollege.edu](http://www.helenacollege.edu). The plan will be distributed internally to the following department heads and are expected to distribute copies to the appropriate individuals in their respective departments. It is important for the department heads and others who play key roles in this EOP to keep hard copies of this EOP in the event of an emergency that compromises access to digital copies of the EOP. In addition, this Emergency Operation Plan will be distributed to external emergency service organizations that will play a leading role in the event of a significant emergency.

INTERNAL POSITION/DEPARTMENT	DATE	EXTERNAL ORGANIZATION	DATE
Dean/CEO		Helena Police Department	
Executive Director of Operations		Helena Fire Department	
Executive Director of General Education		Lewis and Clark County Sheriff's Office	
Executive Director of Career Technical Education & Dual Enrollment		Lewis and Clark County Department of Emergency Services	
Executive Director of Compliance and Financial Aid		Lewis and Clark County Public Health and Services	
Executive Director of Enrollment		Montana State Department of Public Health and Human Services	
Executive Director of Fiscal Services			
Director of Crisis and Emergency Management			
Director of Marketing, Communications, and Alumni Relations			
Director of Institutional Research and Effectiveness			
Chief Information Officer			
Legal Counsel			
UM-Associate Vice President for Campus Preparedness and Emergency Response			
Director of Facilities			
Assistant Facilities Director			
Director of Student Wellbeing and Engagement			