



Contacts Updated 3/19/2025

HELENA COLLEGE POLICY 100.2

All Threat / Hazard Annexes

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

Assistant Director of Facilities and Maintenance: Tommi Haikka, 406-594-3419

Director of Crisis and Emergency Response: Jason Grimmis, 406-461-0635

In case of APC Emergency:

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

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

Helena College Emergency Call List			
Donaldson Campus 1115 N. Roberts Street	Title	Cell	Office
Kelley Turner	Operations	617-446-3691	406-447-6926
Tommi Haikka	Asst. Facilities	406-594-3419	406-447-6936
Jason Grimmis	Crisis Response	406-461-0635	406-447-6382
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
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
Kelley Turner	Operations	617-446-3691	406-447-6926
Tommi Haikka	Asst. Facilities	406-594-3419	406-447-6936
Jason Grimmis	Crisis Response	406-461-0635	406-447-6382
Stephanie Hunthausen	Exec. Director	208-305-1042	406-447-6352
Sandy Bauman	Dean/CEO	406-750-2460	406-447-6928
Abigail Rausch	Communication	406-465-9214	406-447-9654
Melvin Ewing	CIO	406-880-8592	406-447-6958
Valerie Curtin	Compliance	406-438-0066	406-447-6913

TABLE OF CONTENTS

Helena College Emergency Call List.....	2
Table of Contents.....	3
General Information	5
First Reporting Steps	6
Emergency Response Team.....	6
Fundamental Priorities	6
Emergency Levels	6
Emergency Operation Plan Concept.....	7
Assisting People with Special Needs.....	8
Drills on Campus	9
Building Warning Systems.....	10
Building Emergency Information – Assembly Areas.....	10
Communications with Students, Faculty & Staff	11
Communication with the Public	11
All Threat/Hazard Annexes	12
30 Minute, 3 Hour, 3 Day Response	13
Annex 1: Evacuation	14
Annex 2: Lockdown	17
Annex 3: Shelter-in-Place	19
Annex 4: Active Shooter	21
Annex 5: Earthquake	30
Annex 6: Hazardous Material	35
Annex 7: Fire	44
Annex 8: General Disturbance (Suspicious Person, Activity, Circumstances)	51
Annex 9: Medical / Physical Injury	55
Annex 10: Physical Assault/Workplace Violence	59
Annex 11: Rape / Sexual Assault	62
Annex 12: Death of Student, Faculty, or Staff Member	68
Annex 13: Bomb Threat / Suspicious Letter or Package	78
Annex 14: Plane Crash	88

Annex 15: Hostage Situation	90
-----------------------------------	----

Pending Annexes:

Civil Unrest

Missing Person

Kidnapping

Severe Weather

Cyber Attack

GENERAL INFORMATION

General Information

First Reporting Steps

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

Call 911 to request emergency personnel.

Contact the Dean/CEO or begin the ERT chain.

ERT Chain;

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

Executive Director of CTE: Stephanie Hunthausen, 208-305-1042 (If at APC)

Within the first 30 minutes of an emergency, move survivor individuals to a safe location.

DO NOT speak with the press - 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. Follow the Incident Command System consistent with the National Incident Management System (NIMS),
2. Follow the Emergency Operation Plan (EOP) during all phases of an emergency incident or disaster situation,
3. Be the decision-making body,
4. Work as a team.

Fundamental Priorities

The Emergency Management Team has adopted the following fundamental priorities during an emergency incident or disaster situation when taking any action or making any decisions;

Priority I – The preservation of life and protection of people.

Priority II – The protection and restoration of property and infrastructure

Priority III – Stabilization of emergency incidents or disasters

Priority IV – Recovery fulfilled to pre-incident conditions

Emergency Levels

The Emergency Management Team will quickly identify the level of emergency based on the level of threat to lives or property;

Level 1: Routine Incident – Alert/Advisory

Level 2: Minor Incident – Alert/Advisory

Level 3: Critical Event – Partial or Full Emergency Operation Center Activation

Level 4: Area-Wide Disaster – Full Emergency Operation Center (EOC) Activation

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. Executive Director of Compliance & Financial Aid (Student Issues)
4. Executive Director of Fiscal Services
5. Executive Director of General Education & Transfer
6. Executive Director of Career Technical Education (CTE)
7. Executive Director of Enrollment
8. Chief Information Officer
9. Director of Facilities & Maintenance
10. Director of Crisis and Emergency Management
11. Director of Marketing, Communication, & Alumni Relations
12. Director of Institutional Research
13. Assistant Director of Facilities and Maintenance

The Emergency Response Team has the responsibility of responding to emergencies and implementing the protocols outlined in the Emergency Operation Plan. The Emergency Operation plan is based on the functions and principal requirements set forth by the National Incident Management System (NIMS) established by FEMA.

The Helena College Emergency Operation Plan is made up of four (4) parts; The Basic Plan, Appendices, Emergency Support Functions, and the All Threat/Hazard Annexes.

- **The Basic Plan** identifies the command-and-control responsibilities and addresses the overarching activities to be undertaken regardless of the function, threat, or hazard.
- **Appendices** contain other pertinent information that will be useful before, during, and after an incident.
- **Emergency Support Functions** focus on critical operational functions and the courses of action developed to carry them out.
- **All Threat/Hazard Annexes** describe specific courses of action to be taken unique to each threat or hazard.

The Emergency Response Team shall oversee the emergency response from the first 30 minutes through its completion and recovery phases. Smaller localized emergencies that are not likely to adversely impact or threaten life, health, or property can generally be handled by Helena College first responders and resources. At times, assistance may be needed from local first responders to contain and resolve the incident safely and efficiently. During major emergency incidents or disasters, all operations will be coordinated through the Incident Command Structure and a full or partial activation of the Emergency Operation Center.

Helena College's organizational structure during an emergency response may not resemble its day-to-day operations. Employees may report to individuals to whom they do not ordinarily report. Furthermore, as an emergency's severity increases, assignments and responsibilities may change. The Director of Crisis and Emergency Management will assume the role as the Emergency Manager and is expected to coordinate response efforts over the incident. The Executive Director of Operations will assume the role of the Operations Section Chief and is expected to complete operational objectives safely and efficiently. Helena College Directors and/or Supervisors of the affected areas will be notified and provided with further guidance or direction.

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:** Move away from obvious danger. Evacuation Assistant(s) 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 on 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(s) should then proceed to the evacuation assembly point outside the building and notify emergency personnel of 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 Assistant(s) will 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.

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 ensure safe evacuation, describing obstacles 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.

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 a 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 searching.
- Inform all personnel to evacuate immediately.
- Exit the building and proceed to the assigned assembly point.

At least one Emergency Response Team member will proceed to the assembly area immediately with sign-in sheets. All students must go to the assembly area and sign in. If the primary area is not accessible, go to the alternate assembly location.

COMMUNICATIONS WITH STUDENTS, FACULTY & STAFF

Our guiding principle will be to communicate facts as quickly as possible, updating information regularly as circumstances change, to ensure the safety of the Helena College community, our neighboring Helena community members, and all first responders during an emergency incident or disaster situation.

Helena College must be able to warn and/or inform students, faculty and staff of an emergency. Our most effective and efficient tools to send mass communications with the Helena College community are;

Regroup Emergency Alert Notification System: 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.

Helena College Website has the capabilities to activate an Emergency Alert page to help with the flow of information or updates to the emergency situation.

Campus Clock System may also be an alternative method of sending alerts or updated information.

COMMUNICATION WITH THE PUBLIC

During emergency and disaster situations, communication with the public is essential. Only the Helena College's Dean/CEO or the Director of Marketing, Communication, & Alumni Relations, or designee is responsible for all communication with the media and the campus community at large. This is especially important when it comes to disseminating information to the press.

ALL THREAT/HAZARD ANNEXES

All-Threat/Hazard Annexes

All-Threat/Hazard-Specific Annexes describe the course(s) of action unique to a particular threat/hazard. These are developed based on the prioritized list of hazards determined in the risk assessment process. As the planning team developed courses of action for threats/hazards, they considered the federal, state, and local regulations or mandates that often apply to specific hazards.

These annexes emphasize the step-by-step protocols or best practices for responding to emergencies.

Please familiarize yourself with the vocabulary and acronyms we use located in the “Appendices” section of the Emergency Operation Plan. It may save your life and the lives of others.

30 Minutes, 3 Hours, 3 Days

A practical way to approach Emergency Management for any type of emergency is to think in terms of time and the number 3. There are necessary steps in the first 30 minutes, the first 3 hours, and the first 3 days of an emergency.

- **First 30 Minutes:** Determine/complete the best course of action to preserve life, protect people, then protect property and infrastructure.
- **First 3 Hours:** Determine or complete the best course of action to stabilize the emergency or disaster. Ongoing assessment of emergency situation.
- **First 3 Days:** Determine if on-going preservation of life, property, infrastructure or incident stabilization is still necessary. If not, determine the best course of action to recover and/or return to pre-incident conditions.

Keep in mind, responding to emergencies must remain fluent. There may be times when the emergency situation and status can change from being stable to urgent

For many of the emergencies described in this manual, you will find steps that correspond to the appropriate time frame.