



**Policy Number:** 100.2

**Policy Title:** Emergency Protocol Policy

**Subject:** Section 100 – Governance and Organization

**Date Adopted:** May 13, 2009

**Date(s) Revised:** August 23, 2012

**Date(s) Reviewed:** November 29, 2018

**Approved by:**

A handwritten signature in blue ink that reads "Kirk P. Lacy".

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Kirk P. Lacy  
Dean/CEO  
Helena College University of Montana

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**POLICY STATEMENT:**

The College shall create a Campus Emergency Protocol Manual through the solicitation of various administrators and officers, faculty and staff and combining the emergency activities of all College offices and Departments. When circumstances warrant, the Dean/CEO or their designee may declare a state of emergency and activate the Campus Emergency Protocol plan for the College. The Campus Emergency Protocol Manual will be available on the College web site to all employees, students, and community members in the Helena region and state.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

**PROCEDURES:**

The procedures of this policy are contained in Appendix A: Campus Emergency Protocol Manual.



HELENA COLLEGE POLICY 100.2 – APPENDIX A

# **CAMPUS EMERGENCY PROTOCOL MANUAL**

## **DONALDSON CAMPUS**

1115 North Roberts  
Helena, MT  
406-447-6900

## **AIRPORT CAMPUS**

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

In the event of an emergency, call 911

- and -

Director of Facilities 406-266-1194

Assistant Dean of Fiscal & Plant 406-439-0767

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## TABLE OF CONTENTS

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<b>General Information</b> .....	1
First Reporting Steps .....	3
Emergency Response Team .....	3
Drills on Campus .....	5
Building Emergency Information – Assembly Areas .....	5
Communications with Students, Faculty & Staff .....	6
Building Warning Systems .....	6
What is an Emergency?.....	7
30 Minutes, 3 Hours, 3 Days .....	7
General Disturbance .....	8
Medical / Physical Injury .....	9
Physical Assault / Workplace Violence .....	10
Active Shooter .....	11
Fire .....	13
Fire (Small) .....	13
Earthquake.....	14
Gas Leak .....	16
Hazardous Materials .....	17
Lockdown Procedures / External Threat.....	18
Rape / Sexual Assault .....	19
Suicide - Completed.....	20
Suicide – Not Completed.....	21
Death of Student, Faculty, or Staff .....	22
Large Assembly Events – Evacuation .....	23
Plane Crash .....	24
Evacuation Of A Building.....	25
Explosion .....	26
Shelter In Place .....	27
Hostage Situation.....	28
Kidnapping .....	29
Bomb Threat .....	30
Suspicious Mail Procedures .....	31

**Important Considerations for Preparedness..... 33**  
    Earthquake Preparation Before Earthquake ..... 36  
    Provisions for Family Communication ..... 37  
**Appendix A – Bomb Threat Checklist ..... 39**  
**Appendix B – Outside Agencies Provided a Copy of the Plan..... 43**  
**Appendix C – Emergency Evacuation Sign-in Sheet..... 47**  
**Index..... 51**

# **GENERAL INFORMATION**

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## GENERAL INFORMATION

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### 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. In the first 30 minutes of an emergency, move survivor individuals to a safe place.
3. DO NOT speak with the press.

### Emergency Response Team

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

1. Establish the decision-making body,
2. Work as a team, and
3. Involve the Dean/CEO.

Generally, the Emergency Response Team should:

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

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 all emergency situations, 911 should be called first.** Campus contacts should be called as listed below:

Matt Schmidt	406-266-1194
Russ Fillner	406-439-0767
Sandy Bauman	406-750-2460
Kirk Lacy	406-850-1405
Barb McAlmond	406-439-4643
Mike Wiederhold	406-438-2597
Robyn Kiesling	406-438-1402
Jeff Block	406-439-5058
Mary Lannert	406-465-8486
Tammy Burke	307-761-1847
Tony Rogers	406-439-0666

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In the event of an emergency, **always call 911 first**  
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## COMMUNICATION WITH THE PUBLIC

In emergency and disaster situations, communication with the public is essential. Helena College's CEO/Dean is the designated person addressing the media and issue releases, giving essential information and/or facts and any actions being taken. The Dean's Office or designee will also issue releases to members of the campus community.

## ASSISTING PEOPLE WITH SPECIAL NEEDS

In an emergency situation, people with disabilities may require assistance. Arrangements should be made at the beginning of each semester to provide assistance in emergency situations, based on the needs of the individuals. Evacuation assistants should be assigned and trained in their duties.

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.
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 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

Persons using wheelchairs should first attempt to evacuate the building. If evacuation is not possible, stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should proceed to the evacuation assembly point outside the building and tell 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.

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

### Mobility Impaired - Non Wheelchair

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs.

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## 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. 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 assure safe evacuation, describing obstacles as encountered.

## DRILLS ON CAMPUS

At the time of an emergency, all 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 may be conducted without notice.

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 EMERGENCY INFORMATION – ASSEMBLY AREAS

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.

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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.

**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.

**Communications with Students, Faculty & Staff**

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

Mass e-mails and/or text messages may be sent across campus, depending on the emergency situation. In addition, notifications will be made through telephone announcements or alerts.

**Building Warning Systems**

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.

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## 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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## GENERAL DISTURBANCE

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 situation persists, call 406-266-1194 or 406-439-0767.

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In the event of an emergency, **always call 911 first**  
**Then call 406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## MEDICAL / PHYSICAL INJURY

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767
- 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.
- 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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## PHYSICAL ASSAULT / WORKPLACE VIOLENCE

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767
- Ascertain victim's health.
- Get victim(s) and/or survivor(s) to safety and identify aggressor.
- Obtain as much information from victim as possible.
  - Aggressor's name
  - Department victim(s) work in
  - Witnesses
  - Next of kin names (if workplace violence resulted in the death of faculty or staff)
- 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.

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In the event of an emergency, **always call 911 first**  
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## 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.

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In the event of an emergency, **always call 911 first**  
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## 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.

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In the event of an emergency, **always call 911 first**  
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## FIRE

- Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- Call 406-266-1194 or 406-439-0767
- 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.

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In the event of an emergency, **always call 911 first**  
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## 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](http://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.

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In the event of an emergency, **always call 911 first**  
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**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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## GAS LEAK

- Evacuate the building
- Call Northwestern Energy at 1-888-467-2427; follow the directions, and notify Maintenance
- 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.

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## 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 406-266-1194 or 406-439-0767
- 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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## 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.

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In the event of an emergency, **always call 911 first**  
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## RAPE / SEXUAL ASSAULT

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767
- 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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## SUICIDE - COMPLETED

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767.
- 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 and Communications)
  - Notification of appropriate faculty/staff (Assistant Dean of Student Affairs)
  - Special attention to co-workers and friends (1:1 or group counseling/grief sessions)

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

---

## SUICIDE – NOT COMPLETED

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767.
- 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 Associate Dean of Academic & Student Affairs will work with the student to determine if he or she is returning to campus.
- If an employee is involved the Director of 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).

---

In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## DEATH OF STUDENT, FACULTY, OR STAFF

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767.
- 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 the Director of 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

---

In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## LARGE ASSEMBLY EVENTS – EVACUATION

- Call 911
- Call 406-266-1194 or 406-439-0767
- 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.

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## PLANE CRASH

- Call 911
- Call 406-266-1194 or 406-439-0767.
- 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.

---

In the event of an emergency, **always call 911 first**  
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## 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.

---

In the event of an emergency, **always call 911 first**  
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## 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.

---

In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## 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

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## HOSTAGE SITUATION

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767
- 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

---

In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## KIDNAPPING

### 30-MINUTE RESPONSE

- Call 911
- Call 406-266-1194 or 406-439-0767

### 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

---

In the event of an emergency, **always call 911 first**  
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## BOMB THREAT

### 30-MINUTE RESPONSE

- Call 911 immediately if a threat is received anywhere on campus.
- Call 406-266-1194 or 406-439-0767.
- 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.

---

In the event of an emergency, **always call 911 first**  
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## 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 the Assistant Dean of Student Affairs.
- 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.

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In the event of an emergency, **always call 911 first**  
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# **IMPORTANT CONSIDERATIONS FOR PREPAREDNESS**

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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In the event of an emergency, **always call 911 first**  
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## IMPORTANT CONSIDERATIONS FOR PREPAREDNESS

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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 amount 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!

---

In the event of an emergency, **always call 911 first**  
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---

## 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.

---

In the event of an emergency, **always call 911 first**  
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## 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

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In the event of an emergency, **always call 911 first**  
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# **APPENDIX A – BOMB THREAT CHECKLIST**

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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In the event of an emergency, **always call 911 first**  
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# 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:

In the event of an emergency, **always call 911 first**  
 Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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# **APPENDIX B – OUTSIDE AGENCIES PROVIDED A COPY OF THE PLAN**

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## OUTSIDE AGENCIES PROVIDED A COPY OF THE PLAN

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### **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**

221 Breckenridge

Helena, MT 59601

Phone Numbers:

Emergency: 911

Non-Emergency: (406) 442-3233

### **Lewis and Clark County Sheriff**

221 Breckenridge

Helena, MT 59601

Phone: 406-442-7883

### **Disaster and Emergency Services Coordinator**

Law Enforcement Center Basement

221 Breckenridge Ave.

Helena, MT 59601

Phone: (406) 447-8285

### **St. Peter's Hospital**

2475 Broadway

Helena MT 59601

Phone: (406) 442-2480

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In the event of an emergency, **always call 911 first**  
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# **APPENDIX C – EMERGENCY EVACUATION SIGN-IN SHEET**

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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## EMERGENCY EVACUATION SIGN-IN SHEET

---

Use this form to account for personnel at the assembly areas

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Your name & ID# (if you know it)	Department	Select One: Student? Faculty? Staff? Visitor?	Are you leaving campus?
PLEASE PRINT			

---

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# INDEX

assault, 10  
assembly, 4, 5, 6, 13, 25, 26, 49  
bomb, 30, 41  
Bomb Threat Checklist, 39  
communication, 4  
death, 10, 22, 30  
drills, 5  
earthquake, 35  
Emergency Evacuation Sign-in Sheet, 47  
Emergency Response Team, 3, 5  
ERT. *See* Emergency Response Team  
evacuation, 4, 5, 11, 17, 25  
gas leak, 16  
general disturbance, 8  
hazardous materials, 17, 35  
injury, 30  
kidnapping, 29  
lockdown, 5, 17, 18  
plane crash, 24  
rape, 19  
reporting, 10  
sexual assault, 19  
shelter in place, 5, 27  
shooter, 11, 12  
suicide, 20, 21  
suspicious mail, 31  
violence, 10

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In the event of an emergency, **always call 911 first**  
Then call **406-266-1194** (Director of Facilities) or **406-439-0767** (Assistant Dean of Fiscal & Plant)

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