

WORKPLACE VIOLENCE DOCUMENTATION

Date of event:	Time of Event:
Location of event:	
Define behaviors, acts or actions (who, what when where, how)	
Who was involved? (names, positions, job titles)	
Who witnessed the action?	
What were the consequences of the action to you? To others?	
What action did you take?	
Who did you notify? When?	
What efforts did you make to document the incident and is the documentation located?	
If you confronted the person taking the action, what occurred during the interaction?	

Chapter Six

Emergency Supply List

Section A: Emergency Supply List

Emergency Supply List

Supply	Location	Where to get Key
ATV-4wd	Facilities	Maintenance Staff
Barricades	Facilities	Maintenance Staff
Batteries	Facilities	Maintenance Staff
Buckets	Facilities	Maintenance Staff
“Come-a-long”	Facilities	Maintenance Staff
Extension cords	Facilities	Maintenance Staff
Fire Alarm Keys	Facilities	Maintenance Staff
First Aid kits or supplies	Facilities	Maintenance Staff
Flashlights	Facilities	Maintenance Staff
Hard Hats	Facilities	Maintenance Staff
Janitorial supplies	Facilities	Maintenance Staff
John Deere Tractor	Facilities	Maintenance Staff
Ladders	Facilities	Maintenance Staff
Portable computer/printer	Facilities	Maintenance Staff
Portable electric heaters	Facilities	Maintenance Staff
Portable lights	Facilities	Maintenance Staff
Radios	Facilities	Maintenance Staff
Rope	Facilities	Maintenance Staff
Snow Plow	Facilities	Maintenance Staff
Tools	Facilities	Maintenance Staff
Towels	Facilities	Maintenance Staff
Trash cans	Facilities	Maintenance Staff
Utilities Main Disconnects	Facilities	Maintenance Staff
Vehicle keys	Facilities	Maintenance Staff
Water main	Facilities	Maintenance Staff

Maintenance Staff Phone Numbers:

	Office: 447-6935	Cell:
Nick Nason	Office: 447-6935	Cell: 439-0735
Roger Knapstad	Office: 447-6935	Cell: 439-5382
Tony Rogers	Office: 447-6935	Cell: 439-0666
Randy Rung	Office: 447-6935	Cell: 266-1833
Ron Schelske	Office: 447-6935	Cell: 439-2140

Airport Campus:

Richard Snyder	Office: 439-6354	Cell: 439-0803
Wyatt Conard	Office: 439-6354	Cell: 350-1143

Chapter Seven

Pandemic Response Plan

Section A: Introduction

In the event of a pandemic influenza, Helena College will play an integral role in protecting the health and safety of students, faculty, staff, and their families. The Helena College Pandemic Response Team has developed this plan, which will be implemented at three levels:

- Level 1: Activates when cases of human-to-human transmission of avian or other pandemic flu are confirmed anywhere in the United States.
- Level 2: Activates when suspected cases of avian or other pandemic flu appear on campus or in the Helena area.
- Level 3: Activates when we have confirmed cases on campus.

The decision to close the campus and discontinue services would be made based on the severity of the pandemic outbreak and direction given to us from the Governor's Office.

Section B: Background on Pandemics

A pandemic is a world-wide influenza outbreak that results from a “new” influenza strain that causes serious human illness and is able to spread easily among people. Humans do not have immunity to these new strains. Generally, influenza A viruses are responsible for pandemics.

Three pandemics occurred during the 20th century, including the 1917-18 “Spanish Flu” that killed approximately 50 million people worldwide and about 500,000 in the United States. Almost 50 percent of the deaths occurred in healthy adults. The “Asian Flu” of 1957-58 caused approximately 70,000 deaths in the United States, and the “Hong Kong Flu” of 1968-69 killed about 34,000 people in the U.S. Viruses containing a combination of genes from a human influenza virus and an avian influenza virus caused both of these pandemics.

No one knows when the next pandemic will occur or how deadly it might be. If and when a pandemic occurs and affects our campus, the Helena College Pandemic Plan will be implemented. Helena College will also become a part of the Lewis & Clark Pandemic Plan and will follow their instructions. The Lewis & Clark Health Department will be responsible for the dissemination of available vaccine and anti-viral medications in our area. The Helena College community may or may not have access to them depending on how much is available.

Generally, the Helena College community can help protect themselves and others during a pandemic by following these guidelines:

1. If a vaccine is available, see your doctor about getting you and your family immunized.
2. Stay home if you don't feel well. Isolate from the rest of your family.
3. Avoid crowds. Stay away from sporting and other events, shopping centers, etc.
4. Stay away from those who are sick.
5. Follow travel restrictions set forth by the government.
6. Wash your hands often using soap and water or alcohol-based hand gels.
7. Use tissues to cover coughs and sneezes.
8. Plan for any disaster by maintaining a supply of water and food for at least a 72 hour period.

Section C: Campus Responsibilities and Responses

Pandemic Influenza Response

- Level 1: Confirmed cases of human-to-human transmission of avian or other pandemic flu anywhere in the United States.
- Level 2: Suspected case(s) on campus or suspected/confirmed cases in the Helena area.
- Level 3: Confirmed case(s) on campus [Only essential personnel required to report to campus].

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Response Team Dean/CEO Associate Dean of Academic Affairs Assistant Dean of Fiscal and Plant Assistant Dean of Student Services Marketing and Communications Coordinator	<ol style="list-style-type: none"> 1. Incident Commander will be the Dean/CEO. 2. Back-up Incident Commanders are the Associate and Assistant Deans. 3. Monitor situation. 4. Develop media strategy. 5. Follow US Government guidelines on foreign travel. 6. Monitor faculty and staff traveling in affected region(s). 	<ol style="list-style-type: none"> 1. In conjunction with medical services, implement policy on transporting individuals to hospitals if hospital is not closed and ambulance is not available. 	<ol style="list-style-type: none"> 1. Maintain contact amongst Response team. 2. Essential personnel receive N95 respirators from Maintenance if not already done.
2. Incident Commander Dean/CEO	<ol style="list-style-type: none"> 1. Communicate with Lewis & Clark County Health Department regarding preliminary planning and surveillance. 2. Communicate and benchmark with other MUS Depts. 3. Establish communication with Leadership Team regarding status of preparedness. 4. Update emergency action plan with Response Team as situation evolves. 5. Issue communication(s) to campus community, in conjunction with Marketing and Communications Coordinator regarding status of disease spread, self-protection and university response. (E-mail, website, town meetings). 	<ol style="list-style-type: none"> 1. Notify L&C County Health Dept. of cases on campus. 2. Notify the Assistant Dean of Student Services. 3. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 4. Initiate poster, e-mail campaign on self- protection. 	<ol style="list-style-type: none"> 1. Implement Emergency Action Plan with Response Team.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
3. Dean's Office	<ol style="list-style-type: none"> 1. Receive information from Incident Commander. 2. Review content of internal and external public information bulletins and announcements. Work with Director of Public Relations. 3. Identify essential personnel in Dean's Office. 4. Consider restricting movement on and off campus for activities/athletic events. 5. Develop policy for suspension of classes due to pandemic flu. 6. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries. 	<ol style="list-style-type: none"> 1. Advise Response Team on response options. 2. Determine whether cancellation of public functions and athletic events is necessary. 3. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, & faculty family notifications if appropriate. 2. Determine if temporary closure of buildings and suspension of student and academic activities is necessary. 3. Authorize closure & suspension. 4. Essential personnel in Dean's Office receive N95 respirators from Maintenance.
4. Physical Facilities	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract for professional cleanup and decontamination of contaminated sites on campus. 3. Identify essential Physical Facilities personnel to maintain power operations, electrical and water service. 4. Identify building ventilation systems. 	<ol style="list-style-type: none"> 1. Arrange for additional medical waste pickups if necessary. 2. Identify alternate storage site for waste until pick-up occurs. 	<ol style="list-style-type: none"> 1. Distribute N95 to essential personnel. 2. Secure buildings & post signage as directed by Incident Commander (IC). 3. Stand by to shut off utilities as directed by Incident Commander, if necessary.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
5. Public Relations	1. Draft internal and external bulletins and announcements in conjunction with Dean's Office and facilities.	<ol style="list-style-type: none"> 1. Write and record bulletins and updates on Helena College's website. 2. Write scripts for phone tree with approval from Dean's Office. 3. Request that faculty, staff and their families report all flu cases to Human Resources at 447-6924. 	<ol style="list-style-type: none"> 1. Organize phone banks if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Coordinate press releases, and manage news teams and interviews, etc.
6. Emergency Response Team (See Chapter 3, Section D)	1. Review duties as outlined in Chapter 3, Section D of plan.	<ol style="list-style-type: none"> 1. Disseminate information to Departments as necessary. 2. Remain available for further instructions. 	3. Same as Level 2
7. Assistant Dean of Student Services Office	1. Formulate plan to address needs/support for students who are unable to leave campus.	3. Request that students report all flu cases to the Assistant Dean of Student Services Office.	<ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended and report to Incident Commander. 2. Essential personnel from Assistant Dean of Student Services Office receive N95 respirators.
8. Human Resources	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from affected regions. 2. Prepare a leave policy if necessary. 3. Identify personnel appropriate for telecommuting. 	Same as Level 1.	1. Activate leave and emergency telecommuting policy.