



Policy Number: 100.2

Policy Title: Emergency Action Plan and Emergency Protocol Policy

Subject: Section 100 – Governance and Organization

Date Adopted: May 13, 2009

Date(s) Revised: August 23, 2012

Approved by:

A handwritten signature in black ink, appearing to read "D. Bingham", written over a horizontal line.

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

The College shall create an Emergency Action Plan 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 Emergency Action and Emergency Protocol plan for the College. The Emergency Action and Emergency Protocol Manual 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 Action Plan and Emergency Protocol Manual.



**Emergency Action Plan
and
Emergency Protocol Manual**

Helena College Policy 100.2 – Appendix A

1115 North Roberts
Helena, MT 59601
406-447-6900

Traditional hours of operation:
8:00 a.m. – 5:00 p.m. Monday through Friday
Note: Evening classes occur both Fall and Spring Semester

In the event of an emergency, call 911
- and -
Director of Facilities, 406-447-6936
Assistant Dean of Fiscal & Plant 406-447-6917

Updated: March 14, 2018

POINT #1: THERE ARE TWO TYPES OF EMERGENCY

Non-Displacement Emergency: If no new housing or shelter is needed, the emergency is one of non-displacement. This type of emergency usually involves one or all of the Emergency Response Team based in the area of the emergency. Examples of this type of emergency:

- Death
- Rape/Sexual assault
- Assault with a deadly weapon
- Physical injury

The non-displacement emergencies are addressed in Chapter 5 of this manual.

Displacement Emergency: This emergency is usually termed a “disaster.” A displacement emergency is when a person is displaced by an event. This usually requires the establishment of temporary housing (an Emergency Shelter), a Triage Center, and/or an Emergency Coordinator Center. Examples of this type of emergency:

- An earthquake severely damaging a building
- A plane crashing into a building
- An explosion
- Widespread fire
- Collapse of a building/auditorium

The displacement emergencies are addressed in Chapter 4 of this manual.

POINT #2: 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 period.

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Chapter One: Introduction & Administrative Information

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Section A: Emergency Phone Numbers

(if calling from off-campus, add prefix 447- to campus numbers)	
CAMPUS MAINTENANCE	Office Ext. 6935 or 266-1194
Assistant Dean of Fiscal & Plant Russ Fillner	Office Ext. 6917 Cell Phone: 439-0767
Interim Dean/CEO Kirk Lacy	Office Ext. 6926 Cell Phone: 202-2854
Interim Associate Dean – Academic & Student Affairs Mary Lannert	Office Ext. 6928 Cell Phone: 206-307-8620
HELENA AND LEWIS & CLARK COUNTY EMERGENCY NUMBERS – Call 911 (if calling from a campus phone you need to press the number “8” first to get an outside line)	
Fire Department Non-emergency	447-8472
Sheriff’s Department Non-emergency	442-7883
Ambulance	911 or non-emergency
Disaster & Emergency Services Paul Spangler 24-hour number, Helena	447-8285
County Health Department Lewis & Clark Public Health Agency	457-8910
Coroner Office hours	442-7398 pager: 447-6464 8 a.m. – 5:00 p.m.
Northwestern Energy Gas Emergencies Electric Emergencies Underground line locating	1-888-467-2669 1-888-467-2427 1-888-467-2353 1-800-424-5555
City of Helena Wastewater Maintenance Office hours After Hours	447-1567 7:30 a.m. – 5:00 p.m. 431-1566
Helena City Water Utility Division Office hours After hours	447-1567 7:30 a.m. – 5:00 p.m. 431-1566
OTHER IMPORTANT NUMBERS (listed alphabetically)	
Bomb Disposal and/or Explosive Ordinance Team, U.S. Army MUST be dispatched through DES	1-406-841-3911 (24 hr number DES) 1-406-324-4777
CHEM-TREC (for chemical spill assistance)	1-800-424-9300
Montana Department of Environmental Quality Permitting and Compliance Division (Bob Reinke)	1-406-444-1435
National Response Center	1-800-424-8802 (Denver)
Olympus Technical Services (Hazardous Materials Response)	1-406-443-3087
Poison Control Center (MT Line)	1-800-222-1222
St. Peter’s Health	1-406-442-2480
U.S. Environmental Protection Agency Region VIII	1-406-449-5414 Emergency: 8-1-303-293-1723
U.S. West Communications (Qwest)	1-800-954-1211
American Red Cross	1-800-272-6668

Section B: Emergency Command Hierarchy

In all emergency situations, 911 should be called first, campus contacts should be called as listed below:

Russ Fillner, Assistant Dean of Fiscal & Plant, has been designated as the first point of contact for any Displacement Emergency on campus. For reference, the phone numbers are:

Office phone	406-447-6917
Cell phone	406-439-0767
Home phone	406-443-5498

Mary Lannert, Interim Associate Dean of Academic & Student Affairs, is the first point of contact for any Non-Displacement Emergency. For reference, the phone numbers are:

Office phone	406-447-6903
Cell phone	406-439-1659
Home phone	406-422-0235

If those individuals are unavailable, the following individuals should be contacted, depending on the emergency. The individual responding to the emergency will have complete administrative control and will be designated as the Incident Commander. When professional emergency responders (fire or sheriff) arrive on scene, that professional becomes the incident commander.

Kirk Lacy, Interim Dean/CEO

Office phone:	406-447-6926
Cell phone:	406-202-2854

Matt Schmidt, Director of Facilities

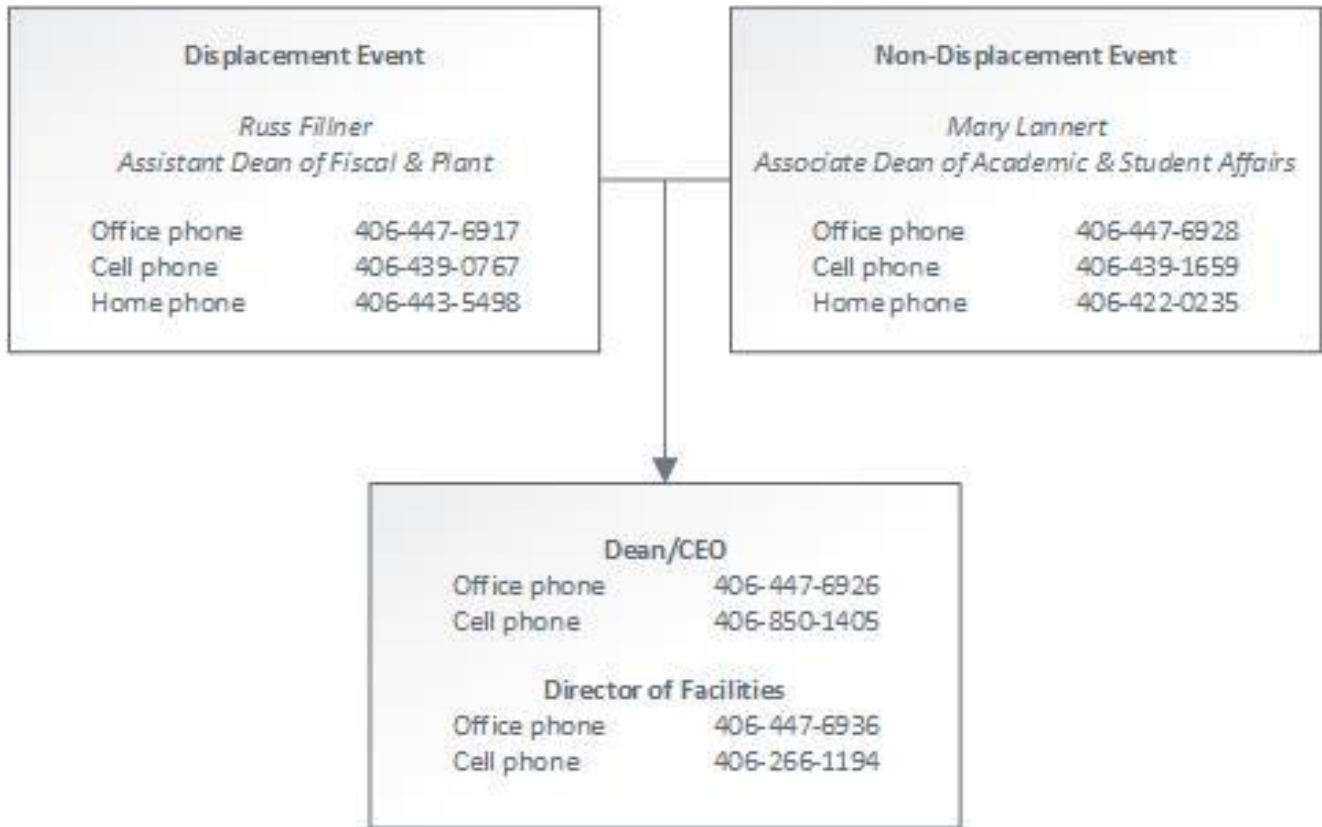
Office phone:	406-447-6936
Cell phone:	406-266-1194

In other emergency events where people on campus need to be notified, follow the flow chart on the next page. Emergency Response Team leaders are designated in the Emergency Protocol.

Communication with the Public

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

Section C: Internal Notification Flow Chart



Section D: Acronyms Defined

The following acronyms have been used in this document.

CPR	Cardiopulmonary Resuscitation
ERT	Emergency Response Team
DES	Disaster and Emergency Services

Section E: Outside Agencies Provided a Copy of the Plan

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 & Clark County Sheriff

221 Breckenridge

Helena, MT 59601

Phone: 406-442-7883

Paul N. Spengler, Disaster and Emergency Services Coordinator

Law Enforcement Center Basement

221 Breckenridge Ave.

Helena, MT 59601

Phone: 406-447-8285

St. Peter's Health

2475 Broadway

Helena MT 59601

Phone: 406-442-2480

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Chapter Two: Emergency Response Team

Section A: Introduction

Helena College has a (ERT) which will respond to non-displacement 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;
4. Provide support to the community in the aftermath of an emergency.

The Emergency Response Team leader has the responsibility of reporting information regarding the emergency to the Helena College Command hierarchy. When necessary, actions not specified in these protocols must receive approval from the command hierarchy. This is especially important when it comes to disseminating information to the press. Only the Dean/CEO should be communicating with the press.

The Emergency Response Team leader should oversee the emergency response from the first 30 minutes through its completion and follow-up phases.

Section B: Emergency Response Team Leadership

The campus Emergency Response Team consists of:

- Dean/CEO
- Associate Dean of Academic & Student Affairs
- Assistant Dean of Fiscal & Plant
- Director of Human Resources
- Director of Marketing & Communications
- Division Chair of Trades & Technology
- Division Chair of General Education & Transfer

In addition, Directors and/or Supervisors of the affected areas should be included in the Emergency Response Team.

As in any emergency, teamwork is crucial. The Emergency Response Team should involve staff from the particular department effected and anyone who will spare a few minutes to help. Training for these members should occur once a year, preferably at the beginning of each fall semester.

First Reporting Steps

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

5. Call 911 to request emergency personnel.
6. In the first 30 minutes of an emergency, move survivor individuals to a safe place.
7. When appropriate, call together the core Emergency Response Team and other appropriate members. Designate a responsibility for each person on the team.
8. Do not speak with the press.

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Chapter Three: Emergency Protocol

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Section A: Introduction

Emergency Protocol Section, the following areas are addressed:

- Drills on Campus
 - Evacuations drills
 - Shelter-in-place drills
 - Lockdown drills
- Communication systems on campus during an emergency
- Assembly areas when buildings have to be evacuated
- Assisting those with special needs during a drill or an emergency situation
- Provisions for critical data

Section B: 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.

Section C: Communication 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 may be sent across campus, depending on the emergency situation. In addition, each building should have in place a system for word-of-mouth delivery of information. The system devised for each building is outlined in this section. If the first person on the list is not available, go on to the next person or persons on the list.

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.

Donaldson Campus

Emergency Response Team Leader or identified individual contacts:

- 447-6927 – Administrative Associate to the Dean/CEO
- 447-6907 – Director of Marketing & Communications
- 447-6903 – Associate Dean of Academic & Student Affairs
- 447-6917 – Assistant Dean Fiscal & Plant
- 447-6942 – Director of Library Services
- 447-6932 – Bookstore Manager
- 447-6984 – Director of Nursing
- 447-6982 – Division Chair of Trades & Technology
- 447-6930 – Division Chair General Education & Transfer
- 447-6936 – Director of Facilities

Others will be recruited if necessary to go door-to-door to inform offices, classrooms and labs throughout the building.

Airport Campus

Emergency Response Team Leader or identified individual:

- 447-6982 – Division Chair / Trades
- 447-6928 – Associate Dean of Academic & Student Affairs
- 447-6917 – Assistant Dean of Fiscal & Plant
- 447-6936 – Director of Facilities
- 447-6350 – Administrative Associate

Others will be recruited if necessary to go door-to-door to inform offices, classrooms and labs throughout the building

Section D: Building Emergency Information – Assembly Areas

In an emergency situation, protection of personnel is a priority. When necessary everyone must evacuate immediately. Emergency Response Team members in buildings should sweep the building upon exiting and direct people to the nearest exits and assembly locations. The Emergency Response 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.
- Bring an Emergency Evacuation Sign-In Sheet to the assembly point sign in. At least one Emergency Response Team member from each building will proceed to the assembly area immediately with sign-in sheets and will help identify the location of the sign-in sheets.

All students and employees must go to the assembly area and sign in. If the primary area is not accessible, go to the alternate assembly location.

Donaldson Campus:

Emergency Response Team Members:

- Dean/CEO
- Assistant Dean of Fiscal & Plant
- Associate Dean of Academic & Student Affairs
- Director of Facilities

In addition, Directors and/or Supervisors of the affected areas should be included in the Crisis Response Team.

Donaldson Campus Assembly locations:

Primary: Football field

Alternate: East Parking Lot

Airport Campus:

Emergency Response Team members:

- Division Chair of Trades & Technology
- Administrative Associate – Airport Campus
- Maintenance Staff

Airport Campus Assembly locations:

Primary: South end of the parking lot.

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

Section E: 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 to 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.

Mobility Impaired – Wheelchair

Persons using wheelchairs should first attempt to evacuate the building. If not 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.

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 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. When safety is reached, ask if further help is needed.

Section F: Provisions for Critical Data on Campus

A disaster or emergency situation could leave individual buildings or the entire campus without utilities including gas, electricity, water, and telephone.

Helena is situated in earthquake prone geography. A mild to moderate quake 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 will probably not work.
- 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.

If you are in the building or lab when the emergency situation occurs, if safe and time permits follow these steps. Always remember that protecting human life is our top priority:

- 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.

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!

Section G: 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.

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Chapter Four: Helpful Tips for Individual Displacement Emergency

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Section A: Introduction

All emergencies are managed in roughly the same manner. An Emergency Response Team is formed for non-displacement emergency (covered in Chapter 5 of this manual). Attempting to utilize the same model over and over for different emergencies allows emergency response personnel to understand the basic operations and to function more efficiently.

This section is designed to provide general guidelines and tips. It is not an exhaustive description of how to manage each emergency.

Below are the incidents covered in this section:

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BOMB THREAT

Requires forming an Emergency Response Team. See Chapter 2 for details.

30-MINUTE RESPONSE

- Call 911 immediately if a threat is received anywhere on campus.
- 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. Use **Bomb Threat Checklist** on next page.
- 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.

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
2. Where is it right now?
3. When is it going to explode?
4. What does it look like?
5. Where did you place the bomb?
6. Why?
7. What is your name?
8. What is your address?
9. 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:

EARTHQUAKE

- TIP #1 DO NOT call 911 unless you have an emergency.
- TIP #2 Keep calm and stay where you are until the shaking stops.
- TIP #3 DO NOT over-react to earthquakes.
- TIP #4 Take cover under a heavy desk or table. It can provide you with air space if the building collapses. If you get under a table and it moves, try to move with it. Inner walls or door frames are the least likely to collapse and may also shield against falling objects. If other cover is not available, go to an inner corner or doorway, away from windows or glass panels.
- TIP #5 Stay away from glass and hanging objects, bookcases, or other large furniture that could fall. Watch for falling objects, such as light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- TIP #6 Grab something to shield your head and face from falling debris and broken glass.
- TIP #7 If the lights go out, use a battery-operated flashlight. Don't use candles, matches, or lighters during or after the earthquake. If there is a gas leak, an explosion could result.
- TIP #8 If outdoors, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops.
- TIP #9 If you are in a moving automobile, stop as quickly and safely as possible and move over to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses. Stay in the vehicle, set the parking brake, and turn on the radio for emergency broadcast information. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. If you are in a life-threatening situation, you may be able to reach someone with either a cellular or an emergency roadside assistance phone.
- TIP #10 Be prepared for aftershocks and tremors.
- TIP #11 Determine the magnitude of the damage to persons and property.
- Complete a quick check, look for structural damage
 - Look/smell for gas leaks
 - Determine number and type of injuries
- TIP #12 Turn off gas mains. Do NOT light candles, fires, any flammable substance.
- TIP #13 Assure sewer lines are intact before using sanitary facilities.
- TIP #14 Stay away from power lines, trees, and windows.
- TIP #15 Wear closed-toe shoes and carry a flashlight.
- TIP #16 DO NOT re-enter building or allow others to enter. Wait for structural engineers to determine integrity of building (if building seems critically damaged).
- TIP #17 DO NOT pull fire alarms if there is no fire. This creates a secondary diversion to the problem at hand.
- TIP #18 Make sure to look under desks and beds when searching for victims.
- TIP #19 Check water and boiler systems. Water may be contaminated.

EARTHQUAKE PREPARATION BEFORE EARTHQUAKE

- TIP #1 Bolt down water heaters and gas appliances if possible.
- TIP #2 Check the integrity and flexibility of gas and electrical connections.
- TIP #3 Place large and heavy objects on lower shelves and secure shelves to walls.
- TIP #4 Brace or anchor high or top-heavy objects, including bookshelves that are over 42 inches.
- TIP #5 Move tall furniture away from exits. Do not use tall furniture as room dividers and do not stack furniture.
- TIP #6 Store bottled goods, glass, and other breakables in low or closed cabinets.
- TIP #7 Keep batteries, portable radios, flashlights, drinking water, non-perishable foods and a sufficient number of fire extinguishers and first aid kits on hand.
- TIP #8 Back up data and sensitive information and store duplicates off-site.

EVACUATION OF A BUILDING

- TIP #1 Evacuation of the building is required any time the alarm sounds or are notified in person or by phone an evacuation is necessary.
- TIP #2 If you are an Emergency Response Assistant, perform your assigned duties for the evacuation. (See page 23 for duties)
- TIP #3 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.
- TIP #4 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.
- TIP #5 Move away from the building and congregate in the designated area. **See Chapter 3** for assembly areas. **DO NOT LEAVE** until you have been accounted for. Sign one of the emergency evacuation sign-in sheets.
- TIP #6 If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately.

EXPLOSION

- TIP #1 Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- TIP #2 Respond to victims and fire suppression first.
- TIP #3 If your help is needed, transport individuals carefully as you will be dealing with burn victims.
- TIP #4 Make sure emergency site is sealed off and no one but emergency personnel enter.
- TIP #5 Be aware of secondary explosions, fires, and spills or releases of toxic chemicals due to glass container damage triggered by the first blast.

FIRE

- TIP #1 Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- TIP #2 Respond to victims and fire suppression first. More than likely, emergency personnel will be on site quickly enough to handle all rescue operations.
- TIP #3 If your help is needed, transport individuals carefully as you will be dealing with burn victims.
- TIP #4 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.

- TIP #1 Only personnel trained in the use of fire extinguishers should attempt to put out a small fire. All others must evacuate the building.
- TIP #2 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.
- TIP #3 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.
- TIP #4 If the fire is not controlled immediately with the extinguisher, pull the fire alarm, evacuate, and call 911

Tips for using a fire extinguisher:

- Always position yourself with an exit or means of escape to your back.
- Use the **PASS** method:
 - **P**ull the pin and stand back 8-10 feet
 - **A**im at the base of the fire
 - **S**queeze the handle
 - **S**weep 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 are not trained
- You have no escape route – Call for help!
- 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

GAS LEAK

- TIP #1 Call Northwestern Energy at 1-888-467-2427; follow the directions, and notify Maintenance
- TIP #2 Be careful of danger from possible explosion and smoke inhalation.
- Tip #3 Do not turn on light switches if gas smell is apparent.
- TIP #4 Check everyone in vicinity. Look for dizziness and vomiting.
- TIP #5 Complete a room-to-room search looking for unconscious individuals. Search teams should always be sent in pairs.

HAZARDOUS MATERIALS

Background Information:

A hazardous materials spill is a possibility in Helena from both rail and road. Helena College has a number of chemicals on campus that could also result in a hazardous materials event.

- TIP #1 Call 911 if the event is large. The Helena Fire Services Director will be the Incident Commander.
- TIP #2 Be prepared for a total evacuation of the campus or a total lockdown.
- TIP #3 Attempt to organize evacuation by sections of the campus if total evacuation is ordered. Allow time for occupants to leave building, get into cars, and drive to designated disaster point. Listen to the radio for instructions on which routes to take out of town. This will depend on the location of the disaster and wind patterns.
- TIP #4 Remember all town personnel may be using the same evacuation routes if a total evacuation is ordered. Use caution and don't panic.
- TIP #5 Use Emergency Response Team leaders for each building section to coordinate evacuation.
- TIP #6 **If the hazardous materials spill affects only a small area such as a lab**, contact the Director of Facilities and the Helena Fire Department 911 immediately.
- Pull the material safety data sheet for the chemical(s) that spilled or leaked.

LARGE ASSEMBLY EVENTS – Evacuation

- TIP #1 Evacuation should begin immediately if the fire alarm goes off, even if you don't see or smell smoke.
- TIP #2 Keep people moving, calmly and quickly. Assist those with special needs.
- TIP #3 Use all available exits, using the safest routes possible.
- TIP #4 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."
- TIP #5 Instruct people to move at least 50 feet away from the building and exits.-
- TIP #6 Do not allow anyone to re-enter the building until the Helena Fire Department has declared it is safe.
- TIP #7 A designated person should meet the emergency responders to inform and assist as needed.
- TIP #8 For those unable to use exit stairs, follow the tips for assisting someone with special needs.

PLANE CRASH

- TIP #1 Call 911.
- TIP #2 Evacuate any building affected by the crash.
- TIP #3 Assist injured people if you can do so safely.
- TIP #4 Create an Emergency Response Team to respond to the deaths of individuals involved, repair of buildings, and counseling.
- TIP #5 Do Not touch plane parts or remove bodies.
- TIP #6 Be aware of spilled fuel.
- TIP #7 The scene needs to be preserved for investigation. National Transportation Safety Board will be responsible for the incident investigation.

STORM OR POWER OUTAGE

(Loss of Electricity/Gas or Damage to Heating Plant)

- TIP #1 If a power outage occurs, help co-workers in darkened work areas move to safe locations.
- TIP #2 If evacuation, secure any hazardous materials you are working with and leave the building.
- TIP #3 In laboratories, keep refrigerator and freezer doors closed.
- TIP #4 Unplug any equipment that could be damaged by a power surge when power is restored.
- TIP #5 Determine if off-site shelters are more appropriate. Contact the Lewis & Clark Disaster and Emergency Services Coordinator, at 447-8285 or the American Red Cross at 800-272-6668 (Montana).

TERRORIST EVENT OR WEAPONS OF MASS DESTRUCTION

Requires forming an Emergency Response Team. See Chapter 2

- TIP #1 If the event involves **chemicals**, prepare to “**Shelter in Place.**” Close doors and windows. Move to interior room away from as many windows as possible. Use towels, coats, whatever you have to seal around windows or doors if you don’t have plastic sheeting. Use duct tape over any vents into the room and seal any electrical outlets or other openings.
- Turn off the air conditioner or heater. Turn off all fans. Close any place air can come in from outside.
- Turn on the radio. Keep a telephone close at hand, but don’t use it unless there is a serious emergency
- Remain inside until it is safe to go outside.
- TIP #2 If the event involves **fire or explosion**, follow the tips for those events.
- TIP #3 If the event involves **radiation**, follow the guide for sheltering in place. If possible, remove outer layer of clothing before entering the shelter to minimize the amount of radiation brought into the shelter. Leave clothing and shoes outside. Shower and wash your body with soap and water.
- When you move to your shelter, use duct tape and plastic sheeting to seal any doors, windows, or vents for a short period of time in case a radiation plume is passing over. Listen to your radio for instructions. Within a few hours, you should remove the plastic and duct tape and ventilate the room to lessen potential suffocation.
- Keep your radio tuned to an emergency response network at all times for updates on the situation. The announcers will provide information about when you may leave your shelter and whether you need to take other emergency.

SHELTER IN PLACE

In an event such as a chemical spill or release or a radiation event, the best option may be to shelter in place.

Move all people inside a building IMMEDIATELY.

- TIP #1 Close all doors to the outside. Close and lock all windows. Close drapes and blinds and extinguish all ignition sources.
- TIP #2 Close as many internal doors as possible in your building.
- TIP #3 If possible, take shelter in an upstairs, interior room without windows. Stay away from windows. Bathrooms work well for this purpose
- TIP #4 Close all fireplace dampers. Extinguish all ignition sources.
- TIP #5 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.
- TIP #6 DO NOT use elevators. Elevators pump outside air inside as they travel up and down.
- TIP #7 Tune your radio or classroom telephone to a local station for Emergency Broadcast information. Ensure volume is up.
- TIP #8 Do not go outside unless emergency response personnel instruct you to evacuate or until the emergency is over.
- TIP #9 Once an "All Clear" message has been issued, open windows and doors and uncover vents to release any gases that may have entered.

SHELTER LOCATIONS:

Donaldson Rooms:

- 112
- 114
- 118
- 121
- 122
- 123
- 125
- 201
- 209
- 210

Airport Rooms:

- 105
- 106
- 108
- 113
- 120
- 202A

Chapter Five: Helpful Tips for Individual Non-Displacement Emergency

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Section A: Introduction

This section of the manual deals with non-displacement Emergencies.

Non-Displacement Emergency: If no new housing or shelter is needed, the emergency is one of non-displacement. This type of emergency usually involves an Emergency Response Team based in the area of the emergency.

Examples of this type of emergency:

- Death
- Rape/Sexual assault
- Assault with a deadly weapon
- Physical injury

Below are the incidents covered in this section:

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DEATH OF STUDENT, FACULTY OR STAFF

Requires forming an Emergency Response Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911 and Maintenance (447-6935).
- Contact the Associate Dean of Academic & Student Affairs for any student death.
- 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

- Do **NOT** contact next of kin.
- 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

- Hold memorial service.
- Secure belongings in classroom or office and pass to next of kin.
- Continue counseling and observation of roommates or co-workers.
- Finalize transcripts, accounts, and bills (outstanding fees usually waived).

HEALTH HAZARD

Infectious Diseases or Toxic Spills would be considered health hazards.

30-MINUTE RESPONSE

- If toxic spill...
 - Call 911 and Maintenance (447-6935).
 - Remove individuals to safe place.
- If infectious disease...
 - Notify the Lewis & Clark Health Department
 - Communicate with individual about medical precautions already taken.
 - Contact St. Peter's Healthcare for information on how to proceed.
 - Isolate individual until verification of appropriate procedures received from medical personnel.

3-HOUR RESPONSE

- If toxic spill...
 - Allow students back to building when ALL CLEAR is given.
 - Have information available so students know where to report damaged property or subsequent health problems.
- If infectious disease...
 - Prepare educational information for campus.
 - Review alternatives with infected student

HOSTAGE SITUATION

30-MINUTE RESPONSE

- Call 911 and Maintenance (447-6935).
- Contact the Associate Dean of Academic & Student Affairs for a situation involving a student.
- Remove any uninvolved individuals.
- Provide space where concerned individuals can wait.
- Contact the Director of Human Resources and the Dean/CEO for a situation involving staff or faculty.

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 Student Death section, or
- Use Emergency Response Team to assess how situation formed and how to better respond next time.
- Send words of support from Dean to family and individual.
- Provide group and individual counseling.

KIDNAPPING

30-MINUTE RESPONSE

- Notify law enforcement personnel.
- Contact the Associate Dean of Academic & Student Affairs for a situation involving a student.
- Contact the Director of Human Resources and the Dean/CEO for a situation involving staff or faculty.

3-HOUR RESPONSE

- Inform campus community if allowed to do so by law enforcement personnel.
- Provide place where concerned individuals can wait.

3-DAY RESPONSE

- If situation unresolved, provide daily group counseling/information sessions.
- If situation resolved, refer to Student, Faculty or Staff Death section if necessary.
- Begin Campus Safety campaign.

LOCKDOWN PROCEDURES

An emergency lockdown procedure will be initiated if a high-risk incident involving weapons occurs on campus or circumstances 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

911 in (area of emergency) If able – leave the area, if not 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
- Turn off your cell phone

TIPS:

- Don't be a hero!
- If you can safely leave the area, do so.
- 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.

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 Associate Dean of Academic & Student Affairs.
- Quarantine the area.

3-HOUR / 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.

MEDICAL/PHYSICAL INJURY

30-MINUTE RESPONSE

- Call 911 and Maintenance (447-6935).
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Administer First Aid and/or CPR as necessary.
- Ascertain if there was an aggressor or assailant. If so, inform law enforcement personnel.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.

3-HOUR RESPONSE

- Form Emergency Response Team if injury serious/life-threatening.
- Have counseling available. Co-workers or friends may be traumatized.

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.

PHYSICAL ASSAULT

30-MINUTE RESPONSE

- Call 911.
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.
- Ascertain victim's health. Use hospital if necessary.
- Obtain as much information from victim as possible.
- Make sure victim feels safe.
- 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.

3-HOUR RESPONSE

- Assure safety of victim and community if aggressor has not been arrested.
- Report to supervisor means of dealing with aggressor.
- Determine best way to protect campus community if aggressor remains at-large.

3-DAY RESPONSE

- See above.

RAPE/SEXUAL ASSAULT

30-MINUTE RESPONSE

- Call 911.
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.
- Provide survivor options. Empower survivor to take back control.

SUICIDE - Completed

30-MINUTE RESPONSE

- Call 911.
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.
- 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
- Have Coroner contact next of kin.
- Set up a place where affected students, faculty and staff can go to sit, be with friends, talk.
- 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 & Communications)
 - Notification of appropriate faculty/staff (Associate Dean of Academic & Student Affairs)
 - Special attention to roommates, co-workers, and friends (1:1 or group counseling/grief sessions)

SUICIDE – Not Completed

30-MINUTE RESPONSE

- Call 911.
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.
- Keep person talking, awake. Stop bleeding if appropriate.
- Obtain as much information as possible regarding method and individual.

3-HOUR RESPONSE

- Monitor person's status at hospital.
- If person is a student, determine if he or she is returning to campus.

If YES:

- Arrange to meet with student upon return.
- Work with student about re-integrating into campus community.
- Determine if student is getting continued help.
- If person is faculty or staff, determine if he or she is returning to job.

If YES:

- Arrange to meet with him or her upon return.
- Work with him or her about re-integrating into campus community.
- Determine if he or she is getting continued help.

If NO:

- Inform supervisor

3-DAY RESPONSE

- Confirm person is getting help.
- Consider possible education sessions (e.g., students and depression, workers and depression).

WORKPLACE VIOLENCE

30-MINUTE RESPONSE

- Get victim(s) and/or survivor(s) to safety and identify aggressor.
- Call 911.
- Contact the Associate Dean of Academic & Student Affairs for a student injury.
- Contact the Director of Human Resources and the Dean/CEO for a staff or faculty injury.
- Attempt to obtain the following information:
 - Aggressor's name
 - Department victim(s) work in
 - Witnesses
 - Next of kin names (if workplace violence resulted in the death of faculty or staff)
- Remove any uninvolved individuals.
- Provide area where concerned individuals can wait.
- Do not speak with the media/press.

3-HOUR RESPONSE

- Work with emergency personnel and law enforcement.
- Ascertain victim(s)'s health. Use hospital as necessary.
- Director of Human Resources ensures Due Process by initiating investigation, including suspension of aggressor/employee.
- Associate Dean of Academic & Student Affairs ensures Due Process by initiating investigation if aggressor is a student.
- Determine best way to protect campus community if aggressor remains at-large.
- 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.

Documentation

See next section for a form for documenting a workplace act of violence.

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Chapter Six: Emergency Supply List

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Section A: 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 Welcome Center	Maintenance Staff Work Room
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:

Director of Facilities

Matt Schmidt

406-447-6936 office

406-266-1194 cell

Donaldson Campus:

Wyatt Conard

Mike Marston

Ed Eaton

Erik Reighard

406-447-6934 office

406-350-1143 cell

406-853-5639 cell

406-302-1330 cell

Airport Campus:

Tony Rogers

Keegan Peterson

406-447-6935 office

406-465-2784 cell

406-266-1833 cell

Section B: Emergency Manual Authority

I, the Dean/Chief Executive Officer of the Helena College, have reviewed this document and authorize its use when pertinent.

Kirk Lacy, Interim Dean/CEO
Helena College

Date

This document was last updated on March 14, 2018, and the original is located in electronic form in the office of Russ Fillner, Assistant Dean of Fiscal & Plant.

Hard copies have been distributed to each department on campus.

Chapter Seven: Pandemic Response Plan

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Section A: Introduction

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 provided by the Governor's Office.

Section B: Background on Pandemics

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

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

5. If a vaccine is available, see your doctor about getting you and your family immunized.
6. Stay home if you do not feel well.
7. Avoid crowds.
8. Stay away from those who are sick.
9. Follow travel restrictions set forth by the government.
10. Wash your hands often, using soap and water or alcohol-based hand gels.
11. Use tissues to cover coughs and sneezes.
12. Plan for any disaster by maintaining a supply of water and food for at least a 72-hour period.

Section B: 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 <i>(in addition to Level 1 actions)</i>	Level 3 <i>(in addition to Level 1 & 2 actions)</i>
1. Response Team <ul style="list-style-type: none"> • Dean/CEO • Associate Dean of Academic & Student Affairs • Assistant Dean of Fiscal & Plant • Director of Marketing & Communications 	<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.

	Level 1	Level 2 <i>(in addition to Level 1 actions)</i>	Level 3 <i>(in addition to Level 1 & 2 actions)</i>
2. Incident Commander <ul style="list-style-type: none"> • 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 Director of Marketing 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 Associate Dean of Academic & Student Affairs 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 <i>(in addition to Level 1 actions)</i>	Level 3 <i>(in addition to Level 1 & 2 actions)</i>
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 Marketing & Communications. 3. Identify essential personnel in Dean's Office. 4. Consider restricting movement on and off campus. 5. Develop policy for suspension of classes due to pandemic flu. 	<ol style="list-style-type: none"> 1. Advise Response Team on response options. 2. Determine whether cancellation of public functions 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 <i>(in addition to Level 1 actions)</i>	Level 3 <i>(in addition to Level 1 & 2 actions)</i>
5. Public Relations	1. 1. Draft internal and external bulletins and announcements in conjunction with Dean’s Office and facilities.	1. Write and record bulletins and updates on Helena College website. 2. Write scripts for phone tree with approval from Dean’s Office. 3. Request faculty, staff and their families report all flu cases to Human Resources at 447-6925.	1. Organize phone banks if necessary. 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.	1. Disseminate information to Departments as necessary. 2. Remain available for further instructions.	1. Same as Level 2.
7. Associate Dean of Academic & Student Affairs	1. Formulate plan to address needs/support for students who are unable to leave campus.	1. Request students report all flu cases to the Associate Dean of Academic & Student Affairs Office.	1. Identify student events where confirmed patients have attended and report to Incident Commander. 2. Essential personnel from Associate Dean of Academic & Student Affairs Office receive N95 respirators.

	Level 1	Level 2 <i>(in addition to Level 1 actions)</i>	Level 3 <i>(in addition to Level 1 & 2 actions)</i>
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. 	<ol style="list-style-type: none"> 1. Same as Level 1. 	<ol style="list-style-type: none"> 1. Activate leave and emergency telecommuting policy.

Chapter Eight: Behavioral Assessment Team

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Section A: Purpose of the Behavioral Assessment Team

The Behavioral Assessment Team exists to address student behaviors, which may be of concern to the campus community. It is designed to help maintain a safe campus by intervening when certain “red flag” behaviors are identified. Reporting appropriate issues of concern can assist The Behavioral Assessment Team in connecting students with the relevant resource.

Goals of the Behavioral Assessment Team

The goals of the Helena College Behavioral Assessment Team are to balance the educational and emotional well-being of the student with the mission of Helena College by providing an effective structure and method of addressing student behaviors that may adversely impact the community to manage each case individually and eliminate fragmented care; to initiate appropriate interventions to assist the student to be successful in the learning environment; to protect community members from harm/ and to serve as a resource for faculty, students, and staff.

Behavioral Assessment Team Members

- Associate Dean of Academic & Student Affairs
- One faculty member from each campus
- Disabilities Coordinator
- Director of Facilities
- Director of Marketing & Communications
- Director of Student Support Center
- Director of TRiO
- One other student services staff member (Registrar’s Office)

Ad hoc members as needed, including other faculty, staff, and legal counsel if necessary

The Process

Appropriately training staff and faculty how and when to use the Behavioral Assessment Team is crucial as legal issues relating to direct threat and self-harm are complex and must be interpreted carefully. As Starfish will be the means by which the information is shared, it is critical Helena College community members understand what information meets what criteria.

When a behavior is noticed, a community member should raise the appropriate flag in Starfish.

Best Practices

Many other colleges are now implementing behavioral intervention teams and each team takes on a different look meeting the needs of each campus. Resources related to creating and implementing such teams is abundant. Some such resources include: http://www.jedfoundatin.org/campus_teams_guide.pdf and http://www.ucop.edu/enterprise-risk-management/files/agb_nacubo_hied.pdf.

Reporting Concerns

A Faculty or staff member who is concerned about a student will use the program Starfish, which will identify the student, the behaviors, and other specific information in a required note section. The report will go electronically to the Assistant Dean of Students, who will then pull the team together and address the concerns.

Types of Behaviors to Report

The types of behaviors I this report would differentiate this response from the EARS (Early Alert Response System) report. There are two types of flags, social and behavioral:

Social Flags include:

- Erratic performance
- Outbursts
- Demanding behavior
- Lack of response
- Intoxication on campus
- Excessive fatigue
- Visible changes in appearance

Behavioral Flags include:

- Threatening words or actions
- Chronic Illness
- Observed self-injurious behavior (cutting, burning, etc.)
- Threatening online postings in social media
- Acts motivated by hatred or discrimination
- Repetitive intoxication on campus
- Significant and abnormal classroom disruptions
- Paranoia
- Stalking
- Relationship violence
- Harassment or bullying
- Extreme changes in personality
- Significant Classroom disruption that cannot be managed by the instructor
- Writings that convey clear intentions to harm self or others
- Suicidal behaviors or language