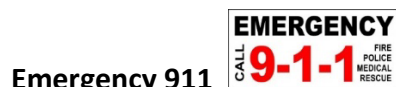# APPENDIX F: EMERGENCY PROCEDURES FOR STUDENTS, FACULTY, STAFF, AND VISITORS

## General Emergency Response Guidelines

**Emergency 911**

For all life or property-threatening emergencies dial 9-1-1. Non-emergency assistance is available 8 a.m. to 5 p.m. by dialing 6900. When calling emergency personnel, stay on the line until all requested information is provided. Hang up only after you have been told by the dispatcher.

As quickly as possible, people at the scene of an emergency must determine the basic incident facts (who, what, when, where, and how) and get this information to the Helena Police Department. Law Enforcement will assess the situation and if warranted will contact a HC- Emergency Management Team member as necessary. Together they will assess the seriousness of the event and follow the appropriate processes as necessary or warranted.

Campus Map – The Donaldson Campus APPENDIX J. DONALDSON CAMPUS.pdf and the Airport Campus Map APPENDIX K. AIRPORT CAMPUS.pdf can be found here.

**General Evacuation Procedures**

Evacuation from buildings may be required due to emergencies such as fire, chemical spill, bomb or other threats, terrorism, or during other immediate safety and health crises. Supervisors, Faculty, Department Heads, Managers, and other staff must advise their employees, visitors, and students on evacuation procedures.

Familiarize yourself with all exit locations for each building you frequent prior to an emergency. Never ignore an evacuation alarm. To do so puts your life and responding emergency personnel's lives in extreme danger. *It is your responsibility to evacuate, and it is also required by Montana law. Violators may be fined.*

## In Event of a Fire or Chemical Spill or Similar Event

**In the event of a fire or other event (e.g., chemical spill) requiring building evacuation:**

1. **Pull a fire alarm and leave the building.** Notify others to the nature and location of emergency on your way out.
2. Remain calm and do not panic, proceed calmly to the exterior, and never push others. If the exit is blocked or crowded, use a secondary exit.
3. If time permits, shut down any hazardous equipment or processes.
4. Aid those with special needs, if able. If not able, reassure them that you will send help. Provide their location to emergency responders.
5. **Evacuate the building using stairs and the closest exit**. Do not use an elevator during fires.
6. **From a safe location and distance, dial 9-1-1!!!** Provide information about the emergency and its location.
7. Once evacuated, move away from the building a minimum of 100 yards and go to your designated assembly location.
8. Ensure you are accounted for by your Supervisor, Hall Director, or Faculty. Follow directions of fire, police, and/or Helena College Officials.
9. For individuals with disabilities, see the following section, *Evacuations of People with Disabilities* for

applicable instructions.
10. The individual that pulled the alarm and/or persons with information regarding stranded occupants or other emergency details must notify responding emergency personnel.
11. Do NOT re-enter the building until authorization by emergency command personnel.
12. If you observe staff or students not taking an alarm seriously, please encourage them to do so. It may save their life and will reduce the risks to responding emergency personnel.

## Evacuations of People with Disabilities

1. In an evacuation, Helena College and/or Emergency Personnel will check the stairwells and the building to see if anyone(s) needs evacuation.
2. The Helena Fire Department will provide emergency evacuation services for personnel with disabilities.
3. If you are aware of an individual unable to self-evacuate, immediately call 9-1-1 and tell the dispatcher the exact location of the person.

**It is the responsibility of the disabled person to follow evacuation procedures.** The Building Manager, Dean, Department Chair, or Director shall ensure that the evacuation procedures are made available to all students and employees. Helena College employees and students are not required to evacuate disabled individuals. Any assistance rendered is voluntary.

## Emergency Procedure for Persons Needing Assistance to Evacuate

1. If you are on a building floor **WITHOUT** exit doorways directly to the outside, and you hear a fire alarm, or are informed of fire or another emergency:
   a. Go to a safe area immediately and close the door. Safe areas should have a closable door and may include:
      i. Stairwells (preferred location). Stairwell landings are preferred because generally exit stairways have fire prevention construction and landings provide visibility, quicker response and access for emergency personnel.
      ii. If unable to reach stairwell, rooms with windows to the outside and equipped with a telephone
2. Inform or ask someone, a building occupant or manager, to alert 9-1-1 of your presence and location.
3. If possible, call 9-1-1 to ensure rescue personnel are notified of your location and:
4. Request "IMMEDIATE ASSISTANCE TO EVACUATE", especially if threatened by smoke or toxic fumes;
5. Provide operator with your exact location, building name, floor and room number;
6. Give phone number you are calling from;
7. If safe to do so, stay on the line with the operator. The operator will have radio contact with fireman/officers at the scene and will keep you informed of situation.
8. If unable to communicate or call from a safe area, get in front of a window and signal emergency responders from the window to alert them of your presence. Use towel or other means to draw attention to your location. Try to seal any cracks, vents, etc. where smoke might enter.
9. If you are on a ground floor (main floor) with exit doors, leave the building by normal means following the above applicable general evacuation procedures.

## Designated Assembly Locations

- *Donaldson Campus:*
  - *Primary:*        *Football Field*
  - *Alternate:*     *East Parking Lot*

- *Airport Campus:*
  - *Primary:*        *South end of the Parking Lot*
  - *Alternate:*     *North end of the gravel lot outside the fence*

*Note: exterior meeting locations may not be available due to potential emergency conditions. Be prepared to take orders from emergency response personnel. Report any missing individuals to emergency response personnel with names and possible locations in the building.*

**Resources**

1. *Knowing the location and operation of a fire alarm pull station is essential.*
2. **Alarm pull-stations are commonly found near exits and stairwells.**
3. Simple directions on its use are written on the pull station.
4. Instantly sounding the alarm at the first sign of the need to evacuate is critical.
5. Rapid initiation of an alarm may mean the difference between life and death.