

EMERGENCY PROCEDURES

If there is a true emergency DIAL 911 IMMEDIATELY
Non-emergency assistance is available 8 am to 5 pm by dialing 6900.

MEDICAL EMERGENCY

If the emergency is life threatening,
CALL 911 IMMEDIATELY

- Do not move a seriously injured person, unless they are in an unsafe area.
- Call 911 on any campus phone with the following information:

Location
What happened?
Location of injured?
Is injured conscious?
Is injured breathing?
Is injured bleeding?

- Stay with the victim.

FIRE

If you hear a fire alarm:

- Evacuate and move away from the building to pre-designated evacuation assembly points.
- Evacuate the building via the closest exit door located away from the fire. Do not use elevators.
- Assist disabled individuals to the nearest exit.
- Shut off your room lights and close the door.

SEVERE WINTER WEATHER

- If conditions worsen during the day, schedule changes and closures will be announced.
- When a decision is made to close, you will be notified through HC Alert via text, email and the College's website.
- Decisions to close for the day are usually communicated by 6 a.m.
- Use caution when traveling on roads, or walking on sidewalks.

UTILITY OUTAGE

All utility outages may be reported to Facility Services as soon as possible at 406-475-4931. If there is a potential danger to a building and/or occupants, dial 6900 on any campus phone.



DISTURBANCE

If the disturbance is life threatening,
CALL 911 IMMEDIATELY.

If you are a victim or a witness of a disruptive event:

- Call 6900 from any campus phone to reach a member of the campus Supervisor On-Call Team.
- Provide your name, location and need for assistance. Stay on the phone and follow all instructions.
- Never endanger yourself needlessly or continue to argue with an angry person.
- Stay calm.
- If you can, remove yourself or the targeted person to an office or room and lock the door.
- Acknowledge anger, but calmly ask the disruptive person to leave.
- If the person still will not leave, advise them that the police have been called.

BOMB THREATS

Listen to caller carefully and write down what you are told. Always ask the caller when and where the device is supposed to activate. **Do not panic.** The vast majority of phoned-in bomb threats are found to be false.

Call 911 immediately and report what the caller said. Stay on the phone with the operator.

Do not activate a fire alarm unless told to do so by the 911 operator. Building evacuation will be conducted only if ordered by the person in charge of the incident.

If you are told to evacuate, close your room door. Take purses, backpacks, and personal packages (as they could be mistaken for concealed explosives) and exit the building.

Move to the pre-designated assembly location for your area.

SHELTER IN PLACE

This is a response to a problem or security threat near a campus building.

- If you are inside, remain in the building.
- If you are outdoors, quickly proceed into the closest building, or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room
 - The lowest level, and without windows or with the least number of windows.
- Listen for further communication through campus clocks.
- Take refuge until an evacuation can be safely initiated or an "all clear" is given.

LOCK DOWN

If the disturbance is life threatening,
CALL 911 IMMEDIATELY

A lock-down is immediate action taken in response to an active shooter or other life threatening incident

Call Out – To 911 from a campus phone. Don't assume some-one else has done it. Tell 911 dispatcher where you are and what you saw.

Hide Out – If you can't get out, then find a place to hide. Lock the door if you can. Turn out lights and be silent. Put cell phones on vibrate. Don't peek out – wait for the police.

Keep Out – If the door can't be locked, then block the door with whatever you can. If the door opens out, then use belts to tie the door to heavy objects.

Spread Out – DO NOT huddle together. Remain calm and stay focused on survival.

Take Out – If the shooter enters your area, assume their intentions are lethal. Fight or do whatever it takes to survive ... Your life depends on it.

In the event of any emergency situation, you may be notified and/or able to obtain information through the following methods, depending on the emergency:

- HC Alert text message to your cell phone (pre-registration required at www.helenacollege.edu)
- Email notification to your Helena College account
 - Campus clock system broadcast
 - Local news media
- Helena College website: www.helenacollege.edu

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