



**CAMPUS
EMERGENCY ACTION
AND
CRISIS PROTOCOL MANUAL**

1300 W. Park Street
Butte, MT 59701
406-496-4101

Normal hours of operation:
Winter: 8:00 a.m. – 4:30 p.m. Monday thru Friday
Summer: 7:30 a.m. – 4:00 p.m. Monday thru Friday
Note: Evening classes occur both Fall and Spring Semester

***In the event of an emergency, call 911
- and -***

***Campus Security, 496-4357 (HELP)
Marilyn Cameron, EH&S, 496-4463***

Updated: August 2015

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Chapter One

Introduction & Administrative Information

Section A: What is a crisis?

When a crisis arises, the last thing anyone wants to do is to read a lengthy document. Therefore, you'll find that this manual emphasizes step-by-step protocols for responding to crises. Please familiarize yourself with the vocabulary we use in Crisis Management and the organization of this manual. It may save your life and the lives of our peers and students.

POINT #1: There are two types of crises.

Displacement Crisis: This crisis is usually termed a “disaster.” A displacement crisis is when persons are displaced by an event. This usually requires the establishment of temporary housing (an Emergency Shelter), a Triage Center, a Food-Supply Distribution Center, and an Emergency Operator Center. Examples of this type of crisis:

An earthquake severely damaging a building or buildings
A plane crashing into a building
An explosion
Wide-spread fire
Collapse of a building/auditorium

The displacement crises are addressed in Chapter 5 of this manual

Non-Displacement Crisis: If no new housing or shelter is needed, the crisis is one of non-displacement. This type of crisis usually involves an Emergency/Crisis Management Team based in the area of the crisis. Examples of this type of crisis:

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

The non-displacement crises are addressed in Chapter 6 of this manual.

POINT #2: 30 Minutes, 3 Hours, 3 Days

A practical way to approach Crisis Management for either type of crisis is to think in terms of time and the number 3. There are necessary steps in the first 30 minutes of a crisis (the first 3), the first 3 hours of a crisis (the second 3), and the first 3 days of a crisis (the third 3). For many of the crises described in this manual, you will find steps that correspond to the appropriate time frame.

Section B: Emergency Phone Numbers

(if calling from off-campus, add prefix 496- to campus numbers)

| | |
|---|--|
| CAMPUS SECURITY | 4357 (HELP) |
| Director of Environmental Health & Safety Marilyn Cameron | 4463 Home: 494-8080 Cell: 490-8893 |
| Director Physical Facilities Michael Allen | 4399 |
| Assistant Director, Physical Facilities Dan Payne | 4114 |
| Chancellor Don Blackketter | 4129 |
| Vice-Chancellor for Academic Affairs/Provost Doug Abbott | 4127 |
| Vice-Chancellor for Administration & Finance Maggie Peterson | 4316 |
| Vice-Chancellor for Development & University Relations Joe McClafferty | 4804 |
| Vice-Chancellor for Research Beverly Hartline | 4456 |
| Associate Vice-Chancellor for Student Affairs/Dean of Students Paul Beatty | 4198 |
| Director of Montana Bureau of Mines & Geology John Metesh | 4159 |
| Dean of Highlands College John Garic | 3714 |
| BUTTE-SILVER BOW EMERGENCY NUMBERS – Call 911 | |
| Fire Department Non-emergency | 9-497-6481 |
| Sheriff's Department Non-emergency | 9-497-1120 |
| Ambulance | 911 or 9-723-3132 for non-emergencies |
| Office of Emergency Management Dan Dennehy, Butte 24-hour number, Helena | 9-497-6295 8-1-406-444-6911 or 9-1-800-841-3911 |
| BSB Health Department | 9-497-5020 |
| Coroner | 9-497-6447 |
| Northwestern Energy Gas Emergencies Electric Emergencies Underground line locating | 9-1-888-467-2427 9-1-888-467-2353 9-1-800-424-5555 |
| Metro Sewer | 9-497-6550 |
| Butte Water Utility Division | 9-497-6540 |
| OTHER IMPORTANT NUMBERS (listed alphabetically) | |
| American Red Cross | 9-1-800-ARC-MONT (800-272-6668) |
| Bomb Disposal and/or Explosive Ordinance Team, U.S. Army MUST be dispatched through DES | 8-1-406-841-3911 (24 hr number DES) |
| BSB County Attorney | 9-497-6230 |
| CHEM-TREC (for chemical spill assistance) | 9-1-800-424-9300 |
| Montana Department of Environmental Quality Waste Management Div | 8-1-406-444-5852 |
| National Response Center | 9-1-800-424-8802 (Denver) |
| Olympus Environmental, Helena (Hazardous Materials Response) | 8-1-406-443-3087 |
| Poison Control Center | 9-1-800-222-1222 |
| Safe Space 24-hour crisis line | 9-782-8511 |
| St. James Healthcare | 9-723-2500 |
| U.S. Environmental Protection Agency Region VIII | 8-1-406-449-5414 Emergency: 8-1-303-293-1723 |
| Qwest Telephone Repair Service | 9-1-800-954-1211 |
| AT&T Telephone Repair Service | 9-1-800-222-3000 |

Section C: Crisis Command Hierarchy

In all emergency situations, 911 should be called first. Then campus contacts should be called as listed below. **Campus Security should also be called at 4357 (HELP).**

Marilyn Cameron, Director of Environmental Health and Safety, has been designated as the first point of contact for any **displacement** emergency on campus. For reference, her phone numbers are:

- A. Office phone 496-4463
- B. Home phone 494-8080
- C. Cell phone 490-8893

Paul Beatty, Vice-Chancellor for Student Affairs & Dean of Students, is the first point of contact for any **non-displacement** crisis. His phone numbers are:

- A. Office phone 496-4198
- B. Home phone 494-8341
- C. Cell phone 498-5343

Should Marilyn or Paul be unavailable, the following individuals should be contacted, depending on the crisis. These individuals will have complete administrative control should they be designated as the Incident Commander. When professional emergency responders (fire or sheriff) arrive on scene, the professionals will take over as incident commander.

- A. Michael Allen
 - Office phone 496-4399
 - Cell phone
- B. Don Blacketter
 - Office phone 496-4129
 - Home phone 496-4232
 - Cell phone 208-596-0915
- C. Doug Abbott
 - Office phone 496-4127
 - Home phone 494-2345
 - Cell phone 533-5896

In other emergency events where others on campus need to be notified, follow the flow chart on the next page.

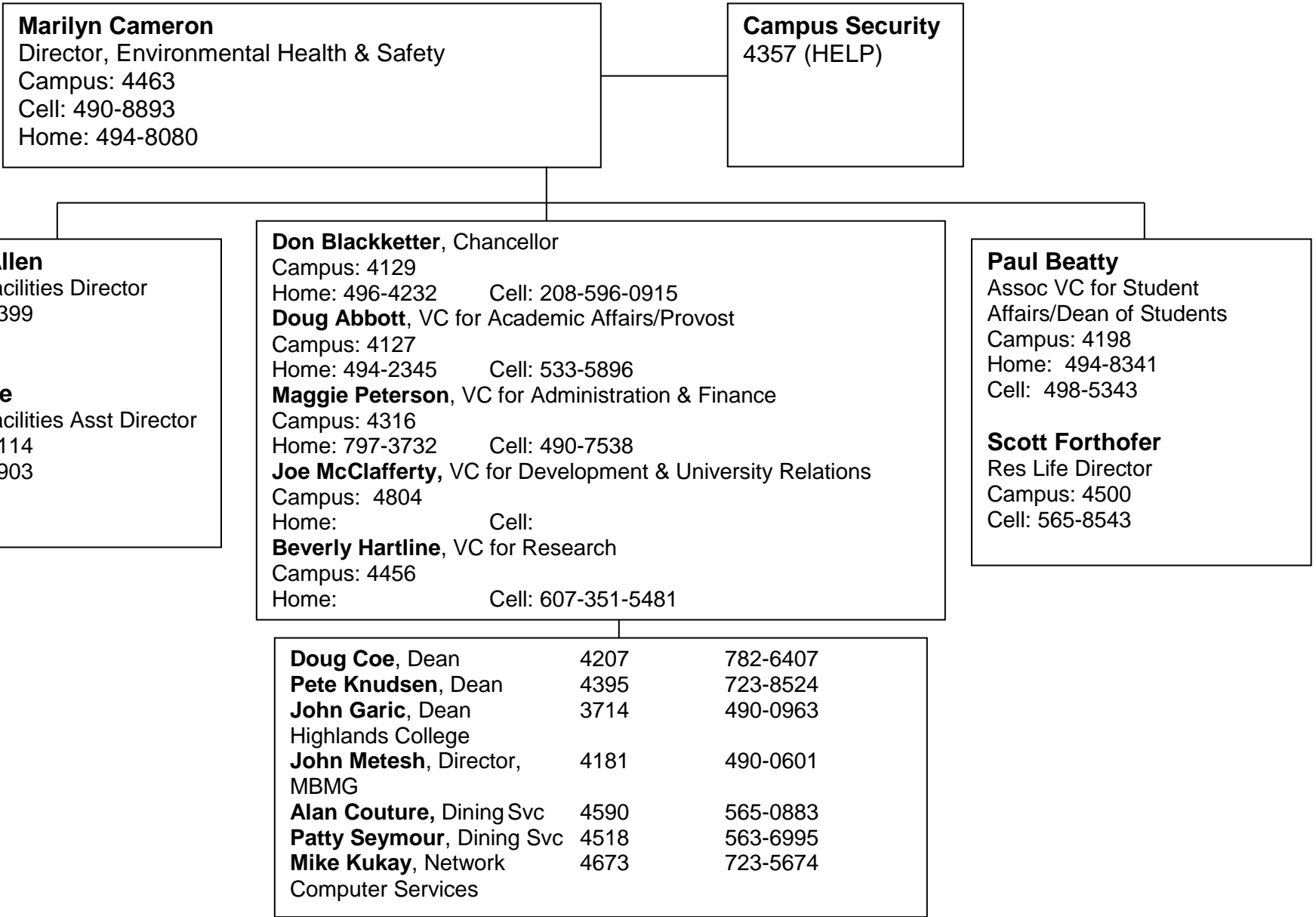
Emergency/Crisis Management Team leaders are designated in the Crisis Protocol.

Communication with the Public

In emergency and disaster situations, communication with the public is essential. However, it must be handled carefully. Montana Tech's Director of Public Relations is the designated person to talk to the media and issue releases, giving essential information and facts about the nature of the emergency or disaster and any actions being taken to protect lives, health and property. The announcements will be developed in conjunction with the Chancellor's office.

The Director of Public Relations would also issue releases to members of the campus community to keep them informed.

INTERNAL NOTIFICATION FLOW CHART

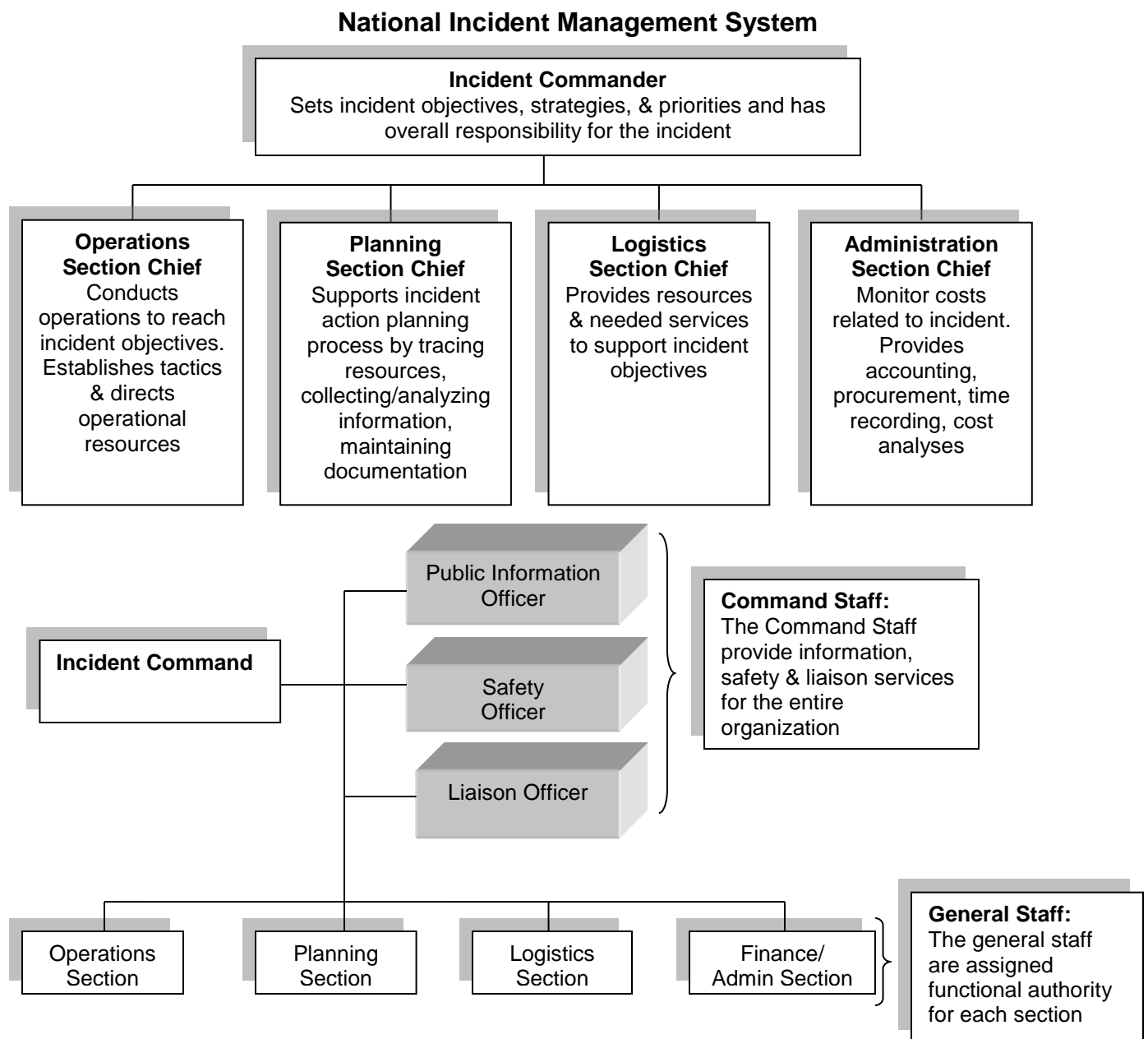


Organization

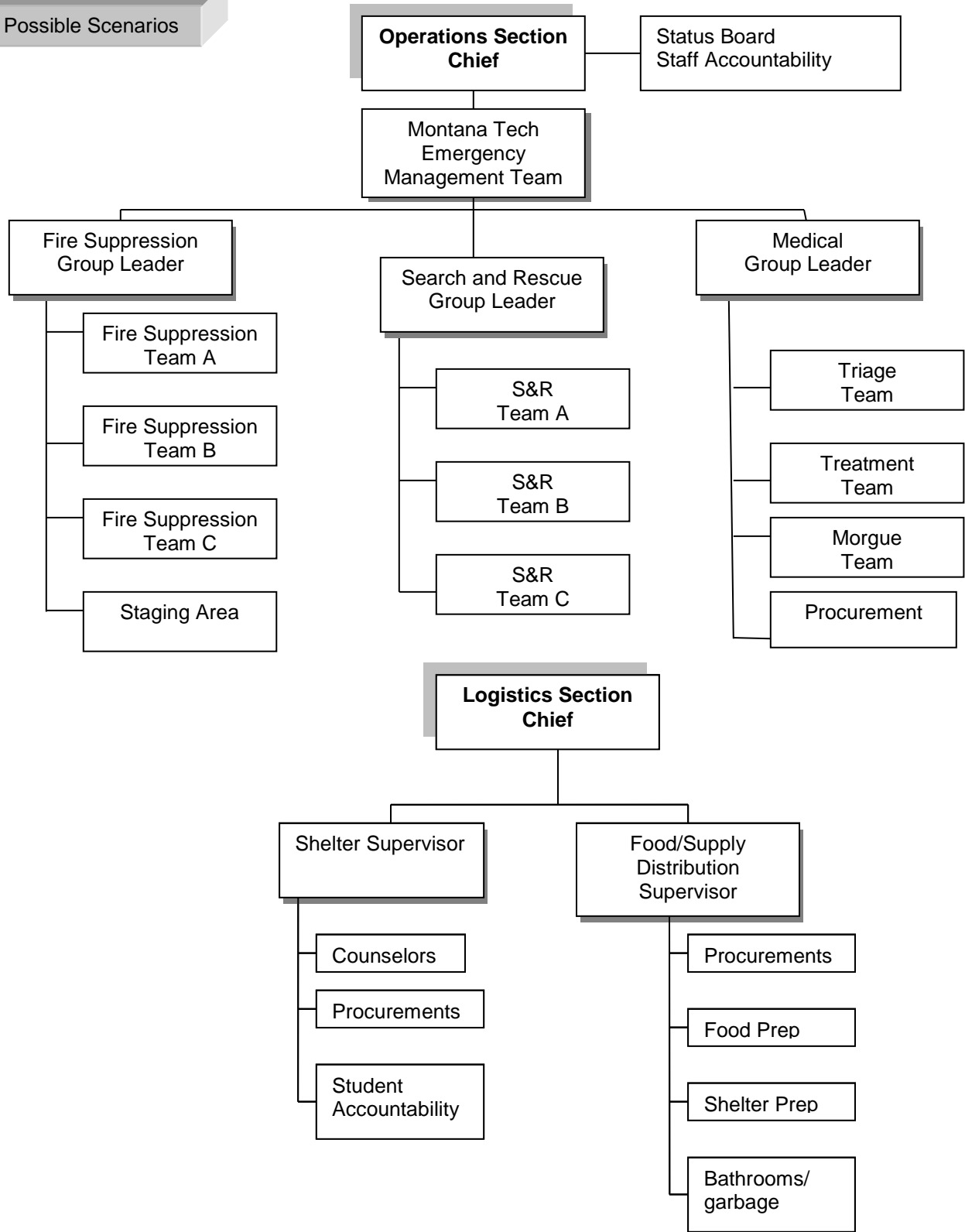
In the event of a large-scale emergency when outside responders would not be immediately available or when the immediate resources are stretched thin, the Montana Tech Emergency Management/Crisis Management Team may be activated. Under the National Incident Management System, which includes the Incident Command System, the Emergency Management/Crisis Management Team (EMT/CMT) would fill the positions below until other emergency responders arrive. The EMT/CMT would then fill in where asked by the Incident Commander. See the organization charts below.

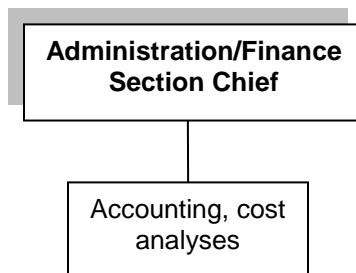
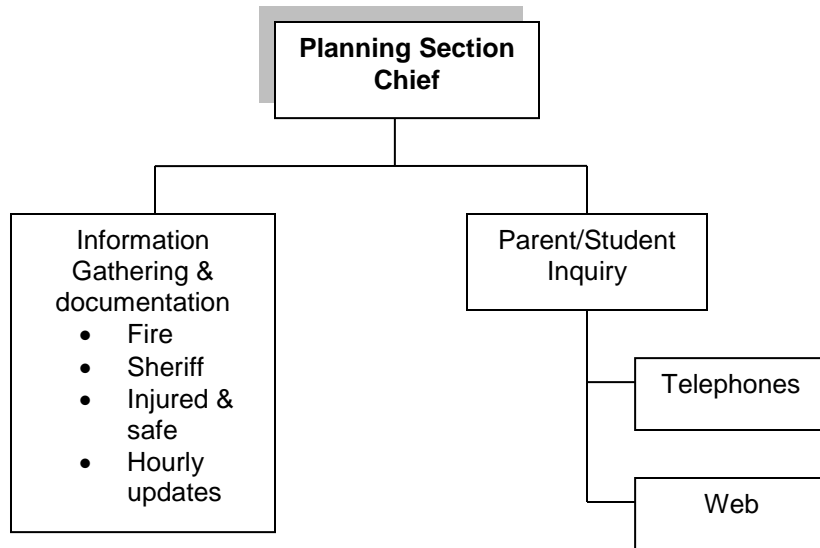
When possible, the Montana Tech EMT/CMT should always be assigned to teams consisting of at least 3 persons. One person will serve as a runner for supplies and to communicate with the Command Post. Two people will “buddy up” to respond to the immediate needs.

Not all emergencies/events require all four sections of operations, logistics, planning and administration. It depends on the nature and size of the incident.



Possible Scenarios





Section D: Acronyms Defined

The following acronyms have been used in this document.

| | |
|-------|---|
| CPR | Cardiopulmonary Resuscitation |
| CMT | Crisis Management Team (same as the EMT) |
| DES | Disaster and Emergency Services |
| EOC | Emergency Operation Center |
| EHC | Emergency Housing Center |
| EH&S | Environmental Health and Safety |
| EMT | Emergency Management Team (Montana Tech) |
| FAA | Federal Aviation Administration |
| FSD | Food-Supply Distribution (Center) |
| HPER | Health, Physical Education & Recreation Complex |
| MTECH | Montana Tech |
| RA | Resident Adviser |
| SUB | Student Union Building |

Section E: Outside Agencies With Copy of Plan

Butte-Silver Bow Fire Department
120 S. Idaho St.
Butte, MT 59701
497-6481 or 911

Butte-Silver Bow Law Enforcement Department
225 Alaska
Butte, MT 59701
497-1120 or 911

Butte Silver Bow Emergency Management Agency
155 West Granite
Butte, MT 59701
497-6295

Jennifer Phillips
St. James Healthcare
400 S. Clark St.
Butte, MT 59701
723-2500

Section F: Crisis Manual Authority

I, the Chancellor of Montana Tech of the University of Montana, have reviewed this document and authorize its use when pertinent.

Frank Gilmore, Chancellor

Date

This document was originally signed in 2006 and was last updated in September 2015; the original is located in electronic form in the office of Marilyn Cameron, Environmental Health and Safety.

Hard copies have been distributed to each department on campus.

Chapter Two

Setting up an Emergency/Crisis Management Team

Section A: Introduction

An **Emergency/Crisis Management Team (EMT/CMT)** should respond in the event of both non-displacement and displacement emergencies that occur on campus. Other EMT/CMT membership should be centered in the area of the crisis. For example, a suicide in the Residence Halls puts the Dean of Students in command for formulating a crisis response. When an athlete is critically injured while playing in a football game, the crisis response responsibilities may go to the Director of Athletics or the Head Football Coach. In such a case it is important to 1) establish the decision-making body, 2) work as a team, and 3) involve the Chancellor and the Vice Chancellors.

Generally, the Emergency/Crisis Management 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 a crisis.

The Emergency/Crisis Management Team leader has the responsibility of reporting information regarding the crisis to the Montana Tech 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 Director of Public Relations should be communicating with the press.

The Emergency/Crisis Management Team leader should oversee the crisis response from the first 30 minutes through its completion and follow-up phases.

Section B: Emergency/Crisis Management Team Leadership

The campus Emergency/Crisis Management Team consists of:

Don Blackketter, Chancellor
Doug Abbott, VC Academic Affairs /Provost
Maggie Peterson, VC Administration & Finance
Joe McClafferty, VC for Development & University Relations
Marilyn Cameron, Director EH&S
Michael Allen, Director Physical Facilities
Dan Payne, Assistant Director Physical Facilities
Paul Beatty, Associate VC Student Affairs/Dean of Students
Amanda Badovinac, Director Public Relations
Joe Kujawa, Director Telephone Services
Campus Security

In addition, Directors and/or Supervisors of the affected areas should be included in the Emergency/Crisis Management Team. Here is a partial list of designated EMT/CMT members based on building locations and operations.

| | |
|-----------------------------------|-----------------------------|
| Dining Services | Alan Couture |
| Student Union Building | Chris Van Nuland |
| Montana Bureau of Mines & Geology | John Metesh |
| HPER Complex, Athletic Fields | Chuck Morrell, Bill Spath |
| On campus housing | Scott Forthofer |
| Highlands College | John Garic |
| Network Services | Mike Kukay, Jedediah Wilson |
| Library | Scott Juskiewicz |

As in any crisis, teamwork is crucial. The rest of the EMT/CMT should involve staff from the particular department and anyone who is available to help. It is always important to include key players on the EMT/CMT if their areas are affected.

FIRST REPORTING STEPS

Whenever a crisis 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 a crisis, move survivors to a safe place.
3. When appropriate, call together the core Emergency/Crisis Management Team and other appropriate members. Emergency/Crisis Management Teams may change over the course of minutes, hours, and days; it is a fluid group. Designate a responsibility for each person on the team.
4. As soon as possible, report the situation to your supervisor. If the supervisor is unavailable, go up the chain of command. Depending on the crisis, you may want your supervisor present to assist with decisions and the Emergency/Crisis Management Team response. If you are unable to notify your supervisor, have someone from the Emergency/Crisis Management Team contact the telephone operator in the Physical Facilities so that they may start the information-sharing process.
5. Do not speak with the press. A Montana Tech spokesperson, the Director of Public Relations, will handle all press situations.

Chapter Three

Crisis Protocol

Section A: Introduction

In the Crisis Protocol Section, the following areas will be 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 research
- Provisions for family communication

Section B: Drills on Campus

DRILLS ON CAMPUS

At the time of an emergency, Montana Tech employees should know what type of evacuation is necessary and what their role is in carrying out the plan. They should also be familiar with “lockdown” and “shelter in place” procedures in the event of a chemical release, a sniper, or other situation that would warrant staying in place. Employees must know what is expected of them in emergency situations in order to provide assurance of their safety and the safety of students from fire or other emergencies.

To meet that need, Montana Tech will conduct evacuation drills of every classroom/office building on campus at least once per year, and “lockdown” and “shelter-in-place” drills when allowed. The fire department will be notified and asked to participate in the drills and will help evaluate the effectiveness of our plan. The drills may be conducted without notice.

The Building Warning Systems covers methods of notifying campus occupants of an emergency situation. Building Emergency Information identifies the Emergency Response Assistants who will be responsible for assisting with the evacuation of the building and informing occupants where they are to go during an evacuation.

ALL faculty, staff and students are expected to leave the building immediately anytime the fire alarm sounds or you are notified in person that you are to evacuate the building. There are no exceptions!

Section C: Communication with Students, Faculty & Staff

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

The Environmental Health and Safety Office, along with the Emergency/Crisis Management Team, has authority under the Emergency Notification Plan to notify the campus groups in emergency situations. This includes emergency text messaging, emails, desktop notification and an outdoor siren/PA system. 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. For outdoor notification, the siren/PA system will be used.

Building Warning Systems

In some emergency situations, or if the phone system is not working, Montana Tech may need to use in-person notification by building. Follow this plan.

Chemistry/Biology Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4182 - Administrative Assistant
2. 4117 - Chemistry Department Head
3. 4793 - Biology Department Head
4. 4821 - Health Care Informatics office
5. 4463 - Environmental Health & Safety

They will recruit others as necessary to go door-to-door to inform basement, 1st, 2nd and 3rd floor offices, classrooms and labs.

Engineering Hall

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4140 or 4628
2. 4477 - Administrative Associate Counseling
3. 4198 - VC for Student Affairs/Dean of Students
4. 4577 - PTC Dept. Head

They will recruit others as necessary to go door-to-door to inform 1st and 2nd floor classrooms and offices

ELC (Engineering, Laboratory and Classroom) Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4401 - Administrative Assistant for Business & Geophysical Eng.
2. 4341 - Administrative Assistant for Metallurgical Engineering
3. 4165 - Geophysical Eng Dept. Head
4. 4158 - Metallurgical Eng Dept. Head

They will recruit others in building to go door-to-door to inform 1st, 2nd and 3rd floor offices, labs and classrooms.

Hantavirus Research Center

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4526 - Hantavirus Research Center

Whoever is there will pass the information on to anyone at the center.

Health Sciences Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4390 – Nursing Administrative Assistant
2. 4392 – Nursing Department Head
3. 4136, 4124, 4565, 4694 – Institute for Educational Opportunities

They will recruit others as necessary to go door-to-door to inform basement, 1st, 2nd and 3rd floor offices, classrooms and labs.

HPER Complex

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4737 – HPER Complex Manager
2. 4105 – Digger Athletic Association
3. 4325 or 4768 – Football coaches
4. 4205 or 4844 - Basketball coach
5. 4337 – Volleyball coach

They will recruit others as necessary to go door-to-door to inform offices and classrooms, the gym, racquetball courts, cardio room and all spaces in the building.

Library/Auditorium

Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4284 - Library Director
2. 4287- Computer Support Specialist
3. 4281 - Circulation
4. 4668 - Technical Services Staff

They will disseminate information to all in library and auditorium.

Main Hall

Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4275 – Administrative Assistant Liberal Studies
2. 4516 or 4681 – Electrical Engineering

They will recruit others as necessary to go door-to-door to inform basement, 1st, 2nd and 3rd floor offices and classrooms.

Mill Building

Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 2225 – Coffee Mill

They will recruit others as necessary to notify all in coffee mill, offices and lounges.

Mining Geology Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4129 - Chancellor's office
2. 4127 - Vice Chancellor's office
3. 4250 - Business office
4. 4266 - Registrar's office
5. 4213 - Financial aid office

They will recruit others in building as necessary to go door-to-door to inform basement, 1st, 2nd and 3rd floor offices, classrooms and labs.

Museum Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4102 or 4456 - Research Office
2. 4311 - Mine Waste Technology
3. 4176 or 4340 – Office of Sponsored Programs
4. 4366 - Administrative Assistant Math & Computer Science
5. 4414 – Mineral Museum Office

They will recruit others in building as necessary to go door-to-door to inform classrooms and offices on 1st, 2nd and 3rd floors as well as the mezzanine and the Mineral Museum.

Natural Resources Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4180 - Bureau Administrative Assistant
2. 4767, 4842 - Bureau Lab personnel
3. 4197 - Petroleum Engineering Administrative Assistant
4. 4830 or 4812 - Petroleum Engineering Lab Directors

They will recruit others in building as necessary to go door-to-door to inform classrooms, labs and offices on 1st, 2nd and 3rd floors.

Physical Facilities Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4268, 4168 - Operator
2. 4199 - Boiler Operator
3. 4399 - Physical Facilities director
4. 4114 – Physical Facilities assistant director

They will contact all Physical Facilities employees via phone, radio, or in person.

Residence Halls and Family Housing

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4500 or 4425 – Residence Life Office
2. 491-1829 – Duty phone

The Director or designated person contacts RA's and other staff to complete a door-to-door delivery of the emergency information. The Director will also contact the Manager of Family Housing who will complete a door-to-door delivery.

Science and Engineering Building

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4115 - Administrative Assistant SHIH and Environmental Engineering
2. 4184 - Administrative Assistant General Engineering
3. 4527 - Electrical Engineering Project Admin
4. 4239 - Environmental Eng Dept. Head
5. 4792 - Safety & Health Dept. Head

They will recruit others if necessary to go door-to-door to inform 1st, 2nd and 3rd floors.

Student Union Building and Dining Services

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 4211 - Director of Student Union
2. 4335 - Program Assistant
3. 4590 - Director of Dining Services
4. 4518 - Dining Services
5. 4195 or 4514 - Mailroom

Director or designated person would make announcement over PA system (only first floor) to inform SUB staff, kitchen staff, individuals eating in the dining room, and any conference events under way. In-person basement notification would include mailroom, conference rooms, bookstore, radio station, and student health office.

Highlands College

Emergency/Crisis Management Team Leader or appropriate Montana Tech Official contacts:

1. 3711 – Administrative Assistant
2. 3714 – Dean of Highlands College
3. 3753 – Trades & Technical Dept. Head
4. 3724 – Business Technology Dept. Head
5. 3738 – Computer specialist

They will recruit others as necessary to go door-to-door throughout the building

Section D: Building Emergency Information – Assembly Areas

In an emergency situation, protection of personnel is a priority. Everyone must evacuate immediately when the fire alarm sounds. All Emergency Response Assistants in buildings should sweep the building on their way out and direct people to the nearest exits and assembly locations. The Emergency Response Assistants should:

- Never put their own life in danger
- Check normally unoccupied rooms (meeting rooms, restrooms, etc.).
- Carefully check all closed doors for the presence of heat and smoke before opening (check door with back of hand)
- Close all open doors in areas they have searched
- Inform all personnel they come in contact with to evacuate immediately
- Exit the building, place warning notices on doors, and proceed to assigned assembly point
- Bring an Emergency Evacuation Sign-In Sheet to have those at the assembly point sign in so they are accounted for. At least one Emergency Response Assistant from each building will proceed to assembly area immediately with sign-in sheets and will carry a flag to help identify the location of the sign-in sheets.

Every effort should be made to account for students and employees in an emergency situation, so everyone must go first to the assembly area and sign in. The emergency evacuation sign-in sheet follows this section. If the primary area is not accessible, go to the alternate assembly location. Assembly areas are as follows: Assembly Area 1 – South side of Park Street by Leonard Field; Assembly Area 2 – South side of Park Street by stadium fence; Assembly Area 3 – Grassy area west of ELC; Assembly Area 4 – Middle of mall area; Assembly Area 5 – Prospector lawn by flag poles; Assembly Area 6 – Bottom of stairs on east side of HPER; Assembly Area 7 – Grassy area west of HPER; Assembly Areas 8 & 9 – Prospector & Centennial Halls; Assembly Area 10 – Parking area north on Ophir Street; Highlands – far ends of the parking lots on north and south sides.

Chemistry/Biology Building

Emergency Response Assistants:

1. 4182 - Administrative Assistant (Bennetts)
2. 4247 - Chemistry (D. Cameron)
3. 4793 - Biology Department Head (Kuenzi)
4. 4412 - Biology lab director (Johnston)
5. 4836 - Biology professor (Pedulla)
6. 4603 - Chemistry lab director (Wesenberg-Ward)
7. 4884 - HCl professor (Charie Faught)
8. 4822 - HCl professor (Jim Aspevig)
9. 4463 - Environmental Health & Safety (M. Cameron)

Assembly locations:

Primary: Assembly Area 4 – middle of Mall
Alternate: Assembly Area 1 – South side Park Street by Leonard Field

Engineering Hall

Emergency Response Assistants:

1. 4461 - PTC Dept. (Okrush, Shirk)
2. 4416 - Tech Learning Center (Vath)
3. 4429 - Student Services Counselor (O'Neill)
4. 4224 - Professor PTC (Southergill)

Assembly locations:

Primary: Assembly Area 1 - South side Park Street by Leonard Field
Alternate: Assembly Area 4 – middle of Mall

Engineering/Lab/Classroom Building

Emergency Response Assistants:

1. 4401 - Administrative Assistant for Business & Geophysical Eng. (O’Leary)
2. 4341 - Administrative Assistant for Metallurgical Engineering (Holland)
3. 4188 - Geophysical Eng Dept. Head (Speece)
4. 4457 - Business & Info Technology Dept. Head (Kober)
5. 4158 - Metallurgical Eng Dept. Head (Young)

Assembly locations:

Primary: Assembly Area 3 – Grassy area west of ELC
Alternate: Assembly Area 2 – South side Park Street by stadium

Hantavirus Research Center (Daycare building)

Emergency Response Assistant: Whoever is in the building

Assembly locations:

Primary: Lot east of buildings & across the road
Alternate: HPER parking lot

Heating Plant

Emergency Response Assistant: Whoever is on shift

Assembly locations:

Primary: Assembly Area 2 – South side Park Street by stadium
Alternate: Assembly Area 1 – South side Park Street by Leonard Field

HPER Complex

Emergency Response Assistants:

1. 4737 - HPER Complex Supervisor (Bowsher)
2. 4301 - Athletic Director
3. 4105 or 4301 Digger Athletic Association
4. 4292 - Football coach (Morrell)
5. 4105 - Administrative Assistant

Assembly locations:

Primary: Assembly Area 6 – Bottom of stairs - East side of HPER
Assembly Area 7 – Grassy area west of HPER
Alternate: Lawn area south of HPER

Library/Auditorium

Emergency Response Assistants:

1. 4284 - Library Director (Juskiewicz)
2. 4287 - Computer Support Specialist (Lubick)
3. 4281 - Public Services Staff (Holmes)
4. 4668 - Technical Services Staff (Daugherty)

Assembly locations:

Primary: Assembly Area 3 – Grassy area west of ELC
Alternate: Assembly Area 2 – South side Park by stadium

Main Hall

Emergency Response Assistants:

1. 4275 - Administrative Assistant Liberal Studies (Maxfield)
2. 4516, 4752 - Electrical Engineering (Hill)
3. 4220 – HCI (Spear)

Assembly locations:

- Primary: Assembly Area 1 – South side Park Street by Leonard Field
Alternate: Assembly Area 3 – Center of Mall

Mill Building

Emergency Response Assistants:

1. 2225 – Coffee Mill

Assembly locations:

- Primary: Assembly Area 1 – South side Park Street by Leonard Field
Alternate: Assembly Area 2 – South side Park Street by Stadium

Mining/Geology Building

Emergency Response Assistants:

1. 4129 - Chancellor's administrative assistant (Nelson)
2. 4108 - Director IR (Harrington)
3. 4262 - School of Mines (Conrad)
4. 4266, 4485 - Enrollment Services (Caissey, Simenson)
5. 4861, 4307 – Information Services (Simon, Christensen)

Assembly locations:

- Primary: Assembly Area 5 – Prospector lawn by flag poles
Alternate: Assembly Area 2 – South side Park Street by stadium fence

Museum Building

Emergency Response Assistants:

1. 4102 or 4781 – Administrative Assistants Research Office (Werkmeister)
2. 4366 - Administrative Assistant Math & Computer Science (Windham)
3. 4340, 4175 - Office of Sponsored Programs (Fink, Lee)
4. 4385 – Math (Vertanen)

Assembly locations:

- Primary: Assembly Area 4 – Middle of mall area
Alternate: Assembly Area 1 – South side Park Street by Leonard Field

Physical Facilities Building

Emergency Response Assistants:

1. 4168 or 4268 - Administrative Assistant (Durkin or Buckley)

Assembly locations:

- Primary: Assembly Area 2 – South side Park Street by stadium fence
Alternate: Assembly Area 1 – South side Park Street by Leonard field

Residence Life and Family Housing

Centennial Hall

Emergency Response Assistant:

1. 4500 - Family Housing Director (Forthofer)
2. 4425 - Administrative Assistant (Telling)

Assembly locations:

Primary: Prospector Hall
Alternate: Basement of SUB

Prospector Hall

Emergency Response Assistant:

1. 4500 - Family Housing Director (Forthofer)
2. 4425 – Administrative Assistant (Telling)

Assembly locations:

Primary: Centennial Hall
Alternate: Basement of SUB

Family Housing

Emergency Response Assistant: Manager Family Housing 497-7239

Assembly locations:

Primary: Playground
Alternate: Volunteer Fire Department Building

Science & Engineering Building

Emergency Response Assistants:

1. 4111 - SHIH faculty (Jensen)
2. 4871 – SHIH faculty (Stack)
3. 4184 - Administrative Assistant General Engineering (Voss)
4. 4309 - Environmental Engineering Lab Director (Larson)

Assembly locations:

Primary: Assembly Area 1 – South side Park Street by Leonard Field
Alternate: Assembly Area 2 – South side Park Street by stadium fence

Student Union Building

Emergency Response Assistants:

1. 4335 - SUB Program Assistant (Ferriter)
2. 4458 - SUB (Leipheimer)
3. 4590 or 4589 - Dining Services (Couture, Murrin)
4. 4195 - Mailroom Administrative Assistant (Roberts)
5. 4211 - Director SUB (Van Nuland)
6. 4119 or 4274 – Bookstore (Vandel, Wilson)

Assembly locations:

Primary: Assembly Area 2 – South side Park Street by stadium fence
Alternate: Assembly Area 1 – South side Park Street by Leonard Field

Highlands College

Emergency Response Assistants:

1. 3711 - Administrative Assistant (Patrick)
2. 3740 - Trades & Technical Dept. Head (Ryan)
3. 3748 - Trades & Technical Instructor (Noel)
4. 3752 - Automotive Instructor (Stewart)
5. 3724 - Business Technology Dept. Head (Granger)
6. 4889 - Admissions Counselor (Morley)
7. 3714 - Dean (Garic)

Assembly locations:

Primary: South or north end of parking lot for side of building exited

Emergency Evacuation Sign-in Sheet

Use this form to account for personnel at the assembly areas

| Name (Please Print) | Check Appropriate Box | | | | Are You Leaving Campus? | |
|---------------------|-----------------------|-------|---------|---------|-------------------------|----|
| | Faculty | Staff | Student | Visitor | Yes | No |
| | | | | | | |
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Section E:

Assisting People with Special Needs

At any given time, the Montana Tech campus has persons with disabilities working or attending classes. 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 if needed 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 may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail, the individual can 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. It may also be more appropriate for an occupant who is alone when the alarm sounds. 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, go to an area of refuge away from obvious danger. The evacuation assistant will then 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. For assistance in identifying areas of refuge, call EH&S, 4463.

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. People with disabilities also need to take some responsibility in preparing for emergencies. A great resource for that is the website <http://www.preparenow.org/prepare.html> that provides tips for earthquakes for people with different disabilities. Most of these tips can be used for any emergency situation.

Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then 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/she should phone emergency services at 911 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that 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 professionals (fire department). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe. 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. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options listed above, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many 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 with your 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. Persons needing such accommodation should contact the Physical Facilities office.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Announce to the person what type of emergency exists. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation. Describe where you are going and obstacles you encounter as you evacuate. When you reach safety, ask if further help is needed.

Section F: Provisions for Critical Research on Campus

Research on the Montana Tech campus is ongoing and an important part of our mission. A disaster or emergency situation could leave individual buildings or the entire campus without utilities including gas, electricity, water, and telephone. The lack of utilities could literally wipe out years of research.

Because our area is situated in earthquake country, we need to be prepared for earthquakes and other disasters. 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. Some pre-planning to earthquake proof your lab could help protect your vital work. A strong earthquake would do considerably more damage to buildings and its contents.

Be aware that 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, so heat or cold (depending on the time of year), humidity and odors will be a problem.
- Fume hoods will not be operating.
- Sewer pumps will not be working.
- Fire alarm systems will probably not be working.
- Any research materials left on lab benches could be affected by environmental conditions.
- Refrigerators, freezers and incubators will be without power. Most do not have backup power.
- Water may not be available.
- Ability to communicate may be severely limited. This includes cell phones.
- Elevators will not work. People could be trapped.
- If the power comes back on, it doesn't mean that it will stay on.
- When the power comes back on, it can send a power surge and ruin equipment.
- Years' worth of research is at risk.

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

- Turn off and unplug all equipment so when the power comes back on, it isn't affected by a power surge.
- Shut off any valves to gas, air, water, etc.
- Close sashes on all fumehoods.
- Put away all chemicals.
- Don't open refrigerators or freezers unless absolutely necessary.

The following tips could help save your research in an emergency or disaster situation and keep people in the building safe.

- Backup your data often and keep the backup in a remote location. Also 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 an inventory 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 they are not in use. If the power goes out when no one is around, this will help contain any chemical vapors in the fume hood.
 - Minimize the amount of materials left out on the bench on a daily basis. Always put chemical containers away in cabinets when you are done with them.
 - Keep chemical cabinet doors closed and latched at all times.
 - Install lips or “seismic restraints” on chemical storage shelves.
 - Anchor equipment and furniture. Avoid high storage of heavy items.
 - 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!
 - The ultra low temperature freezers as well as other freezers and refrigerators will not maintain temperatures for an extended period of time. Know where you can secure dry ice. Both Safeway and Albertsons sell dry ice. If the disaster is community-wide, you won’t be the only one looking for dry ice.
-

Section G: Provisions for Family Communication

In an emergency, employees will need to know that their families are okay. Taking care of loved ones is always a first priority. 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?
- Make sure you have the phone numbers for schools, daycare, etc. readily available.
- Make sure the 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. After a disaster, it is often easier to make a long distance call than a local call.
- Designate a place to meet family members in case they cannot get home or you get separated.

Chapter Four

Setting up the Montana Tech
Emergency Housing Center

Section A: Introduction

Be aware that in a major disaster, land lines and cell phones probably will not work.
We will need to rely on radios.

When a disaster occurs on or near campus, the campus should be able to respond immediately to meet the needs of the affected community. The Emergency Housing Center (EHC) is established when we face a major disaster. The senior Montana Tech official on site, in consultation with the rest of the command staff, makes the decision to open and operate the Emergency Housing Center. Silver Bow County Disaster and Emergency Services, the American Red Cross, or St. James Healthcare may also request to have the center opened.

The Center should be established as outlined in this chapter. Although specifically designed for the HPER Complex (floor plans for the HPER follow this section), the center can be set up anywhere as long as it has enough room for the following four functions:

1. **EMERGENCY OPERATIONS CENTER.** An office where information and activity are coordinated and is called the local **EMERGENCY OPERATIONS CENTER.** This is not to be confused with the County's Emergency Operations Center or Command Post, which will coordinate larger scale efforts.
2. **SHELTER.** Healthy individuals are relocated to the **Shelter.** (This falls under Logistics – Shelter Supervisor.) Coordinate with Red Cross (570-9383)
3. **TRIAGE & MEDICAL TREATMENT.** Injured individuals are relocated to **Triage & Medical Treatment.** (This falls under Operations – Medical Group Leader)
4. **FOOD and SUPPLY DISTRIBUTION CENTER. A Food & Supply Distribution Center** is established (may be in a separate location if necessary). (This falls under Logistics – Food/Supply Distribution Supervisor)

LEADERSHIP

Each of the four areas outlined in chapter 1 requires a Section Chief as well as other functions that are activated. See the organization charts in chapter 1. The most senior trained Montana Tech official on site is the *Campus Incident Commander* and should designate a section chief to coordinate each of the sections – operations, planning, logistics and administration as needed. These in turn will assign others as needed. The *Campus Incident Commander*, if requested, will report to the Silver Bow County Emergency Operations Center command post (if opened) and work jointly with them to meet the needs of the campus and/or county.

Silver Bow DES Contact: Dan Dennehy 497-6295 (w)
800-841-3911 (24 hr. number)

KEYS

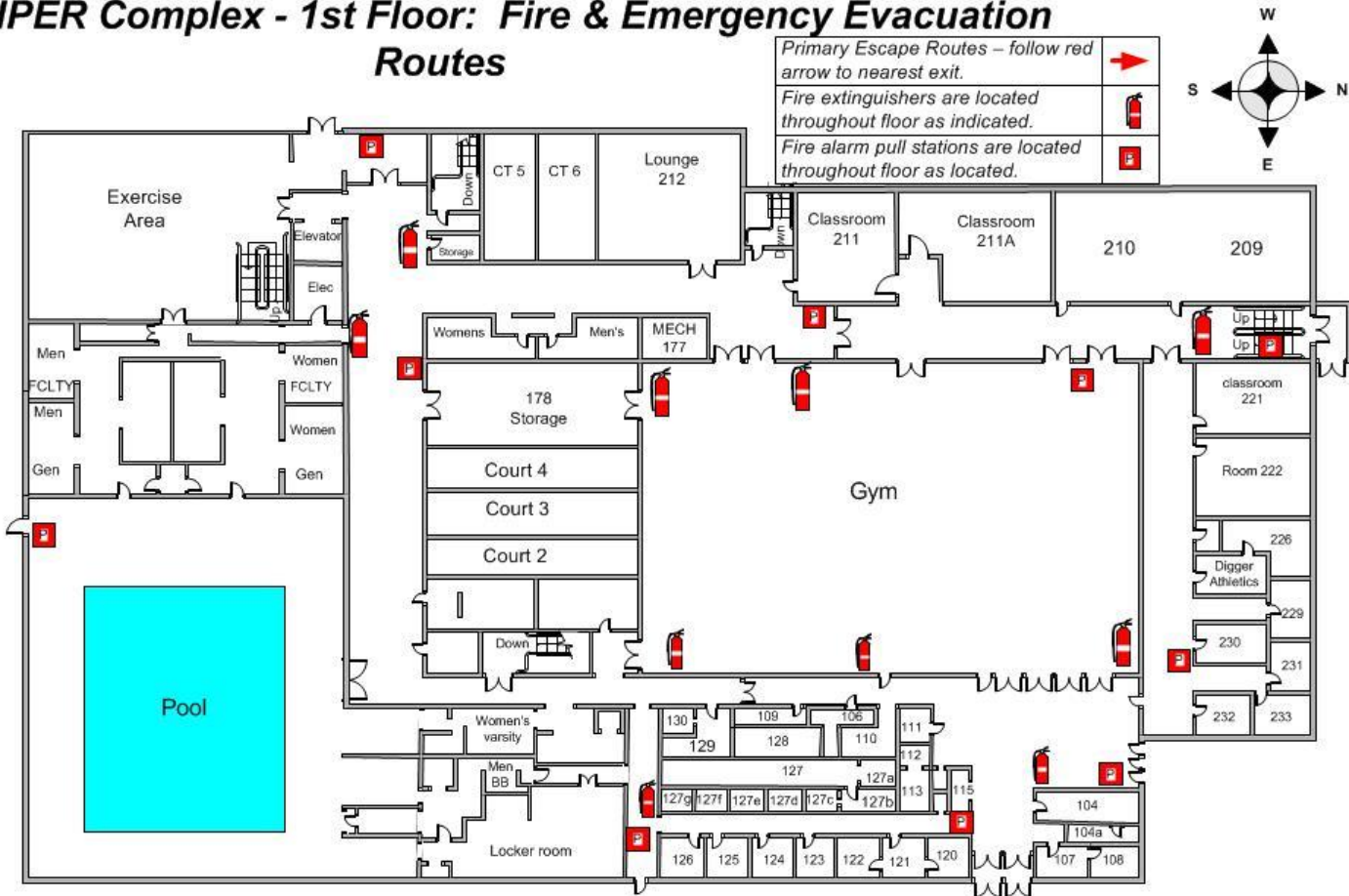
For keys to the HPER Complex, contact:

| | |
|---------------------|----------------------|
| Security | 4357 |
| Physical Facilities | 4399 or 4114 or 4656 |
| Building Manager | 4737 |

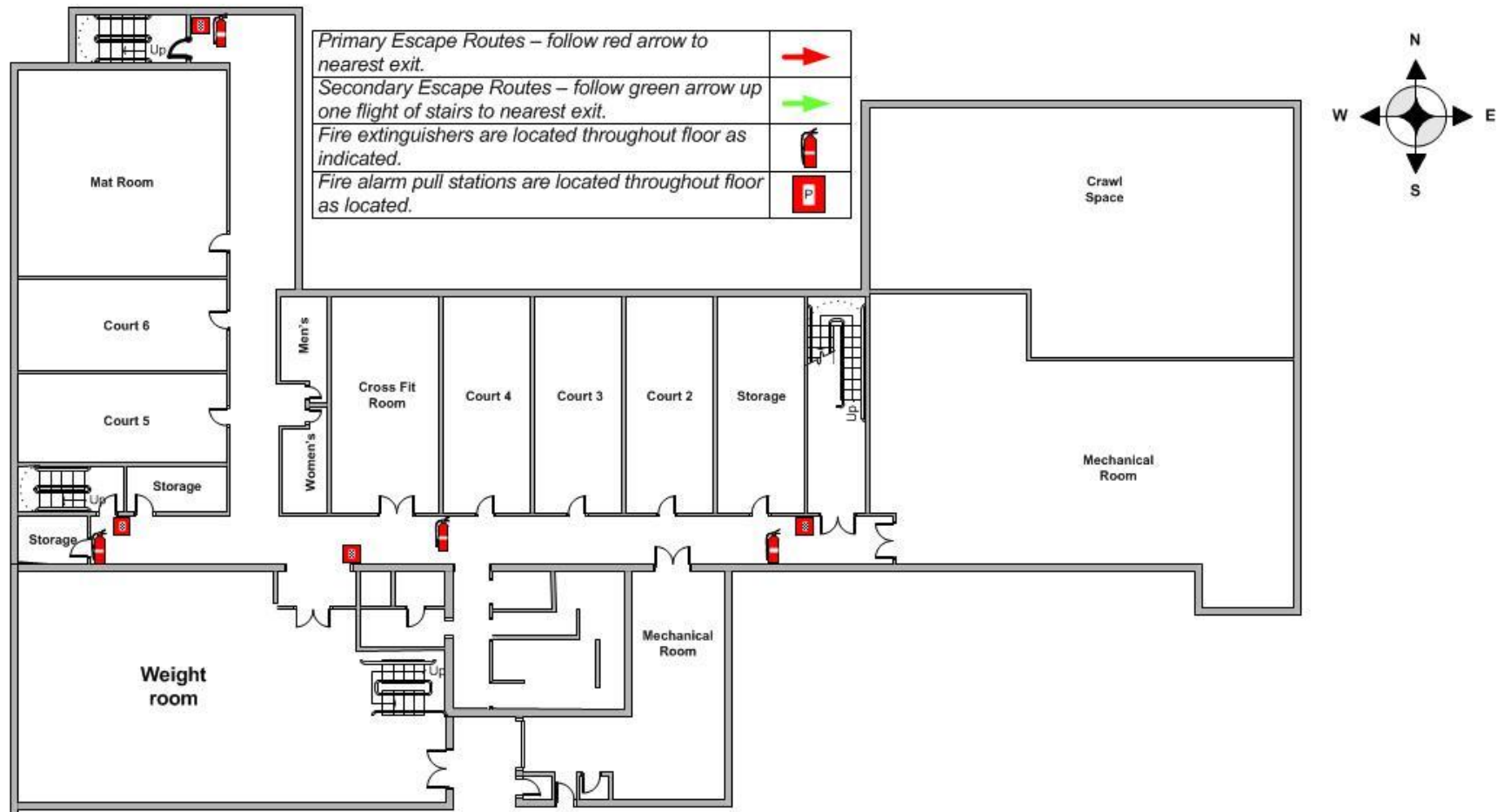
Section B: HPER COMPLEX FLOOR PLAN

| | |
|---|--|
| Primary Escape Routes – follow red arrow to nearest exit. | |
| Fire extinguishers are located throughout floor as indicated. | |
| Fire alarm pull stations are located throughout floor as located. | |

MTECH HPER Complex - 1st Floor: Fire & Emergency Evacuation Routes



MTECH HPER Complex - Basement: Fire and Emergency Evacuation Routes



Section C: Emergency Operations Center

LOCATION: HPER 221 and 222

This is the hub of all information gathering and response coordination. Lights for all hallways are located at each end of each hallway.

- STEP 1: Contact Campus Security, Physical Facilities, or Building Manager for keys to the HPER Complex.
- STEP 2: Retrieve the MASTER CRISIS BOX from the EH&S Office, Facilities Director's office or the Dean's office at the Highlands College. Extra crisis manuals, the command hierarchy outline, and instruction sheets for each functional area are in the box.
- STEP 3: Designate a Campus Incident Commander if not already determined. If other responders in the community are onsite, the Campus Incident Commander will report to whoever is the onsite Incident Commander.
- STEP 4: If no community emergency responders are available, the Campus Incident Commander will be the overall Incident Commander and oversee the designation of people to fill the remaining positions on the Command Hierarchy Sheet, including the Planning, Logistics, Operations and Administration Section Chiefs, as needed.
- STEP 5: If the Emergency/Crisis Response team will be activated, the Campus Incident Commander or the Operations Section Chief should designate a team leader who will designate group leaders for Fire Suppression, Search and Rescue and Medical. Write these names on the command hierarchy sheet and distribute the laminated instruction sheets to each Group Leader.
- STEP 6: Contact St. James Healthcare staff. Are they available to assist with triage?
723-2500
- STEP 7: The Planning Section Chief should designate someone to be responsible for gathering information on the crisis. What does the Fire department say? What does the Sheriff's department say? How soon will Medical personnel be here?
- STEP 8: The Planning Section Chief should designate someone to gather the names of injured and safe individuals. (Forms are in the box.) The Medical Group Leaders should be doing this in their area. A Master list should be kept by the Command Post and updated hourly.
- STEP 9: The Administration Section Chief will work with the Montana Tech Director of Public Relations. This person will make official announcements, and deal with the press and in-coming phone calls. A press room should be designated. Let the campus operator know where in-coming calls should be directed.
- STEP 10: The Planning Section Chief should designate someone to post hourly updates and make announcements to the Shelter. Keep track of who is responsible for

what areas, what incidents are currently being handled, and contact information.

- STEP 11: Keep the Emergency Operation Center staffed so as to answer questions and make decisions about all areas of operation.
- STEP 12: If power to the HPER Complex is knocked out, you will have to procure portable generators, heaters, and lighting. See Chapter 7, Emergency Supply List.
- STEP 13: If power to other buildings on campus is functional, consider moving the shelter to another building.

Section D: The Shelter

LOCATION: HPER Gymnasium

This area is designated as our Emergency Shelter. Non-injured individuals should be kept here until alternative arrangements are made. This site offers maximum seating and over-night space. Lights for the gym are located on the wall in the storage room just off the southwest corner of the gymnasium. Four thermostats are located on the wall just inside each of the gym doors (southwest doors, northwest doors, northeast doors, and southeast doors).

- STEP 1: Have a bull horn or sound system available. The sound system is located in the men's sauna storage room just off the main HPER hallway by the men's general locker room. The sound system is then plugged into the speaker system in the west side of the gym floor. Two bull horns are stored in the storage room in the SUB with the CERT supplies.
- STEP 2: Develop entrance and exit checkpoints. All individuals entering the Shelter should come in through one access point. All individuals leaving the Shelter should exit through a different access point.
- STEP 3: Develop a list of all individuals who are present and safe by having them sign in at the entrance access point. Keep this list updated.
- STEP 4: Develop a list of all individuals who leave the shelter and their destination. Are they coming back? When?
- STEP 5: Recruit volunteers if needed. Triage, Food & Supply Distribution, and Operations may need assistance.
- STEP 6: Keep an eye out for individuals who may be having a harder time than others and provide what support you can. Individuals cope in different ways to crises. Some may want to be by themselves, others may want to talk in small groups. Designate a group of peer counselors to work with survivors.
- STEP 7: Designate a Procurement Supervisor to work with the Food & Supply Distribution Center to think about over-night needs (e.g., pillows/blankets), food/water distribution schedules, and restroom facilities. Restrooms need to be restocked and cleaned. Supplies are located in the storage room just inside the women's locker room. Additional supplies are located in the janitor's closet near the trophy case on first floor and in the janitor's closet in the basement.
- STEP 8: Consider using the handball courts (basement) for additional space. Coordinate any space issues through the Campus Emergency Operations Center.

Section E: Triage

LOCATION: Room 211 (main floor)

Very few people are extensively trained in triage. Triage is a system whereby victims are evaluated, sorted by the urgency of the treatment needed, and set up for immediate or delayed treatment. However, with a little common sense and first aid, we can aid emergency personnel immensely.

Lights for room 211 are located on the walls just inside door. The heat thermostat is located on the wall just inside the room entrance door.

- STEP 1: The Medical Group Leader will designate a Triage Supervisor, a First Aid Treatment Supervisor, a Morgue Supervisor, and a Procurement Supervisor as needed.
- STEP 2: Through the Food & Supply Distribution Center, assist procurement supervisor in acquiring necessary supplies (i.e., first aid kits, blankets, pillows, water, towels, gloves).
- STEP 3: The leader of this section should designate three areas: Delayed, Immediate, Minor, and Dead. If necessary, use room 211a. When faced with a disaster, we may not have emergency personnel readily available to help us determine an individual's status.
- STEP 4: As injured individuals arrive, have someone on the Triage team tag them as Red - Immediate, Yellow – Delayed, Green – Minor, or Black – Dead. (Tags are in box). Everyone gets a tag! Three simple tests should be performed. If the victim fails any one of the tests, they are tagged as Red – Immediate. If they pass all tests, they are tagged as Delayed – Yellow. Someone who is having difficulty breathing or is bleeding severely will be tagged as Red – Immediate. Perform these tests:
1. Capillary refill or blanch test greater than 2 seconds (press on palm of hand or nail bed and see how long it takes for color to return)
 2. Failure to follow a simple command such as "Squeeze my hand." This indicates they should be treated for shock immediately.
 3. Respiration rate greater than 30 per minute (normal is 12-20 breaths per minute)

Depending on the nature of the disaster, delayed care usually involves minor bleeding, broken bones, sprains, or any other medical necessities that are not life-threatening. Immediate care involves heavy bleeding, unconsciousness, and other life-threatening situations. Those with minor injuries can usually walk under their own power. Those designated as DEAD have no respiration after two attempts to open the airway. Because CPR is one-on-one care and is labor-intensive, CPR is not performed when there are many more victims than rescuers.

STEP 5: The Treatment Teams will apply first aid. See **RESOURCES** list below. Consider using the racquetball courts in the basement for additional space. Consult with the Command Post on space issues.

Also, the trainer's room (1st Floor) offers facilities that may be more suitable for the most severe cases that cannot be transported immediately to the hospital.

STEP 6: Identify everyone in Triage and keep a master list of individuals and their injuries.

STEP 7: Remove bodies in the event of death. Designate somewhere to keep these individuals. Consider keeping bodies outside behind the HPER complex. This may also be more appropriate in the winter because the cold air will preserve the bodies better. Rope off the morgue area and keep animals away.

Until trained individuals arrive, this is about all we can do. Keep a positive attitude!

RESOURCES:

First Aid and CPR manuals are located in the three Black Boxes. These can be used for assistance.

Section F: Food & Supply Distribution Center (FSD)

LOCATION: Aerobic Room

Chapter 7 of the crisis manual lists all the supplies that Montana Tech has on hand and where they are located. It is a critical resource for this area, and a copy of the manual can be found in the MASTER CRISIS BOXES. Light switches for the aerobic room are located on the wall just inside the aerobic room doors. The heat thermostat is located just inside the aerobic room door.

- STEP 1: Designate someone to develop a master list of supplies that are needed for each area (e.g., for the Shelter, Triage, etc.). Each area should have a procurement supervisor to assist.
- STEP 2: Designate individuals to lead groups of runners to gather supplies. Gather food stuffs into the Food & Supply Distribution Center for later distribution.
- STEP 3: Develop a schedule of meal service and distribution of supplies.
- STEP 4: Attempt to anticipate needs. The Food & Supply Distribution Center is the work core of the Emergency Housing Center.

NOTES ON SUPPLIES:

- NOTE 1: The supplies are located at various places on campus. The keys needed for these areas are listed on the supply list in Chapter 7.
- NOTE 2: There are 2 types of storage: The freezer and dry storage rooms are located in the basement of the S.U.B. just north of the loading dock. The freezer has a different key than the dry storage areas. All management and supervisors have a freezer key in their possession. The large dry storage is just to the right of the freight elevator; the small dry storage area is to the left and north of the freight elevator. There are 2 cooler storage units in the Marcus Deli kitchen. The first cooler unit is located on the west wall of the kitchen, right of the north exit; the second cooler unit is located on the east wall of the kitchen left of the south exit. Supplies are located in the Marcus Deli and the dry storage areas of the S.U.B and include extension cords, serving dishes, kitchen utensils, charcoal, paper supplies, trashcans, etc.
- NOTE 3: Bottled water, pop, and juice are located in the dry storage area of the kitchen against the west wall right of the north exit in the kitchen. If there is a need to boil water, the large (gas operated) steam kettle in the kitchen is suitable for this purpose if operable. Most of the food service equipment is gas operated. All cold storage units are electric. In the event that these energy sources are not available, open the cold storage sparingly and use charcoal or wood as an energy source for cooking. Meals will be prepared in the Marcus Deli and transported to the HPER. If the S.U.B. is not usable, all meals will be prepared down at the HPER. All water, juice and soda during this time will be stored in the aerobic room of the HPER.

NOTE 4: There is enough food in storage to feed the campus for 2 weeks.

NOTE 5: Attached to the instruction sheet in the MASTER CRISIS BOX are 4 maps of the food service area for reference.

NOTE 6: Supplies such as linens, mattresses, pillows and blankets are located In Prospector and Centennial Halls. Call the “duty phone” at 491-1829.

Section G: Operations

LOCATION: HPER Complex

The Montana Tech Incident Commander on site should determine if Operations are necessary. In a community disaster (one that affects more than just Montana Tech), we may not have outside emergency personnel available. If emergency personnel are on site, they make the decisions.

Operations means that we gather a group of EMT/CMT volunteers to:

- 1) bring individuals to triage
- 2) gather individuals who have died in the disaster
- 3) put out fires
- 4) dig out rubble (light search and rescue)
- 5) respond to whatever situations arise.

STEP 1: The Operations Section Chief should designate a Fire Suppression Group Leader, a Search and Rescue Group Leader and a Medical Group Leader (see Triage section above).

STEP 2: Gather cribbing supplies from the storeroom in the SUB just off the loading dock. Extra CERT kits are also located in this room. Supplies in the CERT kits include a hard hat, vest, work gloves, vinyl gloves, dust masks, a flashlight and some basic first aid supplies.

STEP 3: Each building should be inspected for structural integrity and injured people. **Search and Rescue** consists of three separate operations:

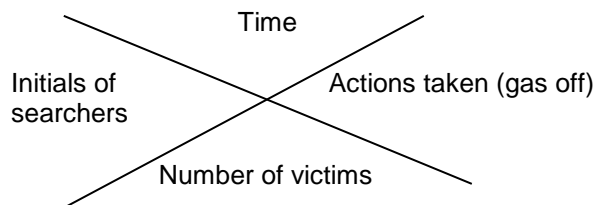
1. **Sizeup** involves assessing the situation and determining a safe action plan. The decision to attempt a rescue should be based on the risks to the rescuer and overall goal of doing the greatest good for the greatest number of people.
2. **Search** involves locating victims and documenting their location.
3. **Rescue** involves the procedures and methods required to extricate the victims.

- Use the **Search & Rescue Sizeup Checklist** following this section to determine if it is safe to go in the building and if the interior is safe.
- If safe, send in teams of 2-3 people to systematically search the building for survivors (Search Party). Searchers should call out to victims and ask them to come to the searchers if they can. Searchers, upon finding a survivor, should call out to a second group of people assigned to transport survivors to triage. The searchers should then continue their inspection of the building.
- A third group of people should be standing by to trouble-shoot. That is, if something needs to be done (e.g., grab a crowbar, turn off the water main, find a piece of wood to support the collapsing ceiling, etc.), they will be able to readily respond.

- The transport team should prioritize their transports. If the triage team followed the search and rescue team, victims should already be tagged. Serious injuries – (Red-Immediate) FIRST. Moderate/Slight injuries – (Yellow-Delayed, Green-Minor) SECOND. Deceased (Black-Dead) LAST.

STEP 4: Mark searched areas to document results. Make a single diagonal slash next to the door just before entering a structure. (Chalk is in the black box) Make an opposite slash (creating an “X”) when all occupants have been removed and search and rescue efforts have been completed. The “X” signals to other potential searchers that the area has already been searched.

Mark inside the “X” as shown to assist others.



STEP 5: Make sure rescue workers are dressed appropriately (closed-toe shoes, protective gear when available). All campus responders should have a CERT bag with their gear. Extra CERT kits are available in the storeroom in loading dock area of the SUB.

STEP 6: Check in with the Command Post and Field Operations Area Leader as each building is secured and searched.

CERT Search and Rescue Sizeup Checklist

| Step 1: Gather Facts | Yes | No |
|--|------------|-----------|
| <i>Time</i> | | |
| <ul style="list-style-type: none"> ▪ Does the time of day or week affect search and rescue efforts? How? | | |
| <i>Type Of Construction</i> | | |
| <ul style="list-style-type: none"> ▪ What type(s) of structure(s) is/are involved? ▪ What type(s) of construction is/are involved? | | |
| <i>Occupancy</i> | | |
| <ul style="list-style-type: none"> ▪ Are the structures occupied? If yes, how many people are likely to be affected? | | |
| <ul style="list-style-type: none"> ▪ Are there special considerations (e.g. children, elderly)? If yes, what are the special considerations? | | |
| <i>Weather</i> | | |
| <ul style="list-style-type: none"> ▪ Will weather conditions affect your safety? If yes, how will your safety be affected? | | |
| <ul style="list-style-type: none"> ▪ Will weather conditions affect the search and rescue situation? If yes, how will the search and rescue situation be affected? | | |
| <i>Hazards</i> | | |
| <ul style="list-style-type: none"> ▪ Are hazardous materials involved? If yes, what hazardous materials? | | |

| | | |
|--|------------|-----------|
| <ul style="list-style-type: none"> ▪ Are any other types of hazards likely to be involved? If yes, what other hazards? | | |
| Step 2: Assess and Communicate the Damage | Yes | No |
| <ul style="list-style-type: none"> ▪ Take a lap around the building. Is the damage beyond the CERT team's capability? If yes, what special requirements or qualifications are required? | | |
| <ul style="list-style-type: none"> ▪ Are normal communication channels functioning? | | |
| Step 3: Consider Probabilities | Yes | No |
| <i>Life Hazards</i> | | |
| <ul style="list-style-type: none"> ▪ Are there potentially life-threatening hazards? If yes, what are the hazards? | | |
| <i>Additional Damage</i> | | |
| <ul style="list-style-type: none"> ▪ Is there great risk or potential for more disaster activity that will impact personal safety? If yes, what are the known risks? | | |
| Step 4: Assess Your Own Situation | Yes | No |
| <ul style="list-style-type: none"> ▪ What resources are available with which you can attempt the search and rescue? | | |
| <ul style="list-style-type: none"> ▪ What equipment is available? | | |

| Step 5: Establish Priorities | Yes | No |
|---|------------|-----------|
| <ul style="list-style-type: none"> ▪ Can a search and rescue be <i>safely</i> attempted by CERT members? If no, do <i>not</i> attempt a search and rescue. | | |
| <ul style="list-style-type: none"> ▪ Are there other, more pressing needs at the moment? If yes, list. | | |
| Step 6: Make Decisions | | |
| <ul style="list-style-type: none"> ▪ Where will deployment of available resources do the most good while maintaining an adequate margin of safety? | | |
| Step 7: Develop Plan of Action | | |
| <ul style="list-style-type: none"> ▪ Determine how personnel and other resources should be deployed. | | |
| Step 8: Take Action | | |
| <ul style="list-style-type: none"> ▪ Put the plans into effect. | | |
| Step 9: Evaluate Progress | | |
| <ul style="list-style-type: none"> ▪ Continually size up the situation to identify changes in the: <ul style="list-style-type: none"> • Scope of the problem. • Safety risks. • Resource availability. | | |
| <ul style="list-style-type: none"> ▪ Adjust strategies as required. ▪ | | |

Chapter Five

Helpful Tips for Individual Displacement Crises

Section A: Introduction

All crises are managed in roughly the same manner. The Emergency Housing Center is opened for some displacement crises and an EMERGENCY/CRISIS MANAGEMENT TEAM is formed for non-displacement crises (covered in Chapter 7 of this manual). Attempting to utilize the same model over and over for different crises allows crisis response personnel to understand the basic operations and to function more efficiently.

Each individual crisis in this section could require the opening of the Emergency Housing Center (see Chapter 2). In each section, you will find tips for helping you manage the crisis.

This section is designed only to give general guidelines and tips. It is not an exhaustive description of how to manage each crisis.

Below are the incidents covered in this section:

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Section B: Individual Crises

BOMB THREAT

Requires forming an Emergency/Crisis Management Team. See Chapter 2

30-MINUTE RESPONSE

- Call 911 immediately if a threat is received anywhere on campus.
- Butte-Silver Bow Law Enforcement personnel will be in charge. Ask them **if** and **how** the building should be evacuated.
- Make sure individuals are removed to the farthest possible secure point with as much protection from debris as possible if building is evacuated.
- Keep people away from windows. Explosions will cause windows to break, even at a distance.
- Montana Tech employees may be asked to go with Law Enforcement to do a search of the building. Employees are most familiar with what is “normal” and what would be out of place.
- Form Emergency/Crisis Management Team.

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 that 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 should 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?

EXACT WORDING OF THREAT

| | |
|---|-----------------|
| Sex of caller: | Race: |
| Age: | Length of call: |
| Number at which call was received | |
| Number on caller ID | |
| Date: | Time: |
| Report call immediately to: Security (4357) & Sheriff (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 |

Other:

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 |

Remarks:

Person making report

Tel. No.

Date:

COLLAPSE OF BUILDINGS/BLEACHERS

May require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 Open the Emergency Housing Center, especially if collapsed building is a Residence Hall. If an unoccupied academic building collapses, there is probably no need for the Emergency Housing Center. Opening the Emergency Housing Center for the collapse of bleachers requires an on-site determination.
- TIP #2 Avoid panic. Bleacher collapses insight running and mob mentality.
- TIP #3 Be careful of unstable structures.

EARTHQUAKE

May Require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 DO NOT call 911 unless you have an emergency.
- TIP #2 DO NOT call Mike Stickney. He will be very busy and cannot answer phone calls.
- TIP #3 Keep calm and stay where you are until the shaking stops.
- TIP #4 Drop, cover, and hold on! 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, and bookcases, or other large furniture that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, 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 you are in a kitchen, quickly turn off the stove and take cover at the first sign of shaking.
- TIP #9 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 #10 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 #11 Be prepared for after shocks and tremors.
- TIP #12 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 #13 Open the Emergency Housing Center if TIP #12 seems to be critical. Do not over-react to earthquakes. The Emergency Housing Center should be opened only when it seems there is imminent danger to building and lives.
- TIP #14 Turn off gas mains. Do NOT light candles or fires.
- TIP #15 Assure sewer lines are intact before using sanitary facilities.
- TIP #16 Wear closed-toe shoes and carry a flashlight.
- TIP #17 Stay away from power lines, trees, and windows.
- TIP #18 **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 #19 Do not pull fire alarms if there is no fire. This creates a secondary diversion to the problem at hand.
- TIP #20 Search in pairs for individuals if Operations are begun (see section on Search & Rescue)
- TIP #21 Make sure to look under desks and beds when searching for victims.
- TIP #22 Check water and boiler systems. Water may be contaminated.

EARTHQUAKE PREPARATION

- 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 book shelves 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 as 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 you are notified in person or by phone that evacuation is necessary.
- TIP #2 If you are an Emergency Response Assistant, perform your assigned duties for the evacuation. (See page 24 for duties)
- TIP #3 Exit your laboratory 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. See the section on assisting those with special needs. Proceed to nearest exit. Do not re-enter the building until you are permitted to do so by the Fire Department, Sheriff or Security.
- TIP #5 Move away from the building and congregate in the designated area for building. 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 Lists of employees by building and class lists may need to be checked.
- TIP #7 If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately. Never attempt to go back into the building.

EXPLOSION

May Require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- TIP #2 Call Campus Security at 4357 (HELP) and Environmental Health & Safety at 4463
- TIP #3 If your help is needed, transport individuals carefully as you will be dealing with burn victims.
- TIP #4 Respond to victims and fire suppression first.
- TIP #5 Open the Emergency Housing Center if necessary.
- TIP #6 Make sure crisis site is sealed off and no one but emergency personnel enter.
- TIP #7 Turn off gas mains – this should be done by Physical Facilities.
- TIP #8 Be aware of secondary explosions, fires, and spills or releases of toxic chemicals due to glass container damage triggered by the first blast.

FIRE

May require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 Call 911 from a safe location, evacuate building by pulling fire alarm, and proceed to assembly area.
- TIP #2 Call Campus Security at 4357 (HELP) and Environmental Health & Safety at 4463
- TIP #3 If your help is needed, transport individuals carefully as you will be dealing with burn victims.
- TIP #4 Respond to victims and fire suppression first. More than likely, emergency personnel will be on site quickly enough to handle all rescue operations.
- TIP #5 Open the Emergency Housing Center if fire is wide spread and there is student displacement.
- TIP #6 Make sure crisis site is sealed off and no one but emergency personnel enter.
- TIP #7 Turn off gas main and electricity. This should be done by Physical Facilities.

FIRE (SMALL)

May require opening the Emergency Housing Center. See Chapter 4.

- 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 A small fire is defined as one no larger than a garbage can.
- TIP #3 Check the type of extinguisher before using. Most extinguishers on the Tech campus are Class ABC which can be used on any type of fire except metal.
- TIP #4 If the fire is not controlled immediately with the extinguisher, pull the fire alarm, evacuate, and call 911.
- TIP #5 Once the fire is extinguished, it must be reported to Security (4357), Physical Facilities (4168) and EH&S (4463) for inspection and proper removal of burned or contaminated materials, and replacement of the fire extinguisher.

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. Remember, 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
- The extinguisher is ineffective
- You might inhale toxic smoke
- If drums, cylinders or chemicals are involved
- Your instincts tell you not to

GAS LEAK

May require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 Turn off gas mains and electricity – Physical Facilities and/or Northwestern Energy is responsible for this.
- TIP #2 Be careful of danger from possible explosion and smoke inhalation.
- TIP #3 Open doors and windows and let the room air out some. Bring in fans to ventilate area after gas is turned off and area has been well-ventilated. Sparks from fan switches may ignite remaining gas.
- Tip #4 Do not turn on light switches if gas smell is apparent. Same reason as #3 above.
- TIP #5 Check everyone in vicinity. Look for dizziness and vomiting.
- TIP #6 Complete a room-to-room search looking for unconscious individuals. Search teams should always be sent in pairs. (See section on Search and Rescue)

HAZARDOUS MATERIALS

May require opening the Emergency Housing Center. See Chapter 4.

Background Information:

A hazardous materials spill is a possibility in Butte. Railroad cars may be transporting hazardous materials or trucks may be doing the same on I-15 and I-90. In the event of an accident, Montana Tech may be affected.

Montana Tech has a large number of chemicals on campus which could also result in a hazardous materials event.

- TIP #1 Call 9-1-1 if the event is large. The Butte-Silver Bow Fire Services Director will be the Incident Commander.
- TIP #2 Be prepared for a total evacuation of the campus or a total lockdown. This may supercede opening the Emergency Housing Center.
- TIP #3 Attempt to organize evacuation by sections of the campus if total evacuation is ordered. For example, announce that all occupants of Main Hall should evacuate first, allow time for occupants to leave building, get into cars, and drive to designated disaster point. Then designate the next building to evacuate. 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 that 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/Crisis Management Team leaders for each building to coordinate evacuation.
- TIP #6 **If the hazardous materials spill affects only a small area such as a lab,** contact Marilyn Cameron at 4463 or 490-8893 and Security at 4357 immediately so the situation can be assessed.

Pull the safety data sheet (SDS) for the chemical(s) that spilled or leaked.

LARGE ASSEMBLY EVENTS – Evacuation

Probably will not require opening the Emergency Housing Center.

- TIP #1 Evacuation should begin immediately if the fire alarm goes off, even if you don't see or smell smoke. Every second counts for a safe evacuation.
- TIP #2 Keep people moving, calmly and quickly. Assist those with special needs.
- TIP #3 Use all available exits. Use 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 away from the building - at least 50 feet away from all exits.
- TIP #6 Do not allow anyone to re-enter the building until the Butte-Silver Bow Fire Department or Campus Security has declared that it is safe to do so.
- TIP #7 A designated person should meet the emergency responders to inform them of the situation and assist as needed.
- TIP #8 For those unable to use exit stairs, follow the tips for assisting someone with special needs. Do not attempt to carry someone down the stairs unless conditions in the stairwell become threatening.

PLANE CRASH

May require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 Call 9-1-1
- TIP #2 Evacuate any building affected by the crash.
- TIP #3 Assist injured people if you can do so safely.
- TIP #4 Open the Emergency Housing Center only if completion of the crisis response will take over 5-6 hours. Small plane crashes may not need a longer response. If the Emergency Housing Center is *not* opened, create an Emergency/Crisis Management 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. Initially, Law Enforcement personnel are responsible for securing the scene. Montana Tech personnel must stay out of the secured area. The National Transportation Safety Board will be responsible for the incident investigation.

STORM OR POWER OUTAGE (Loss of Electricity/Gas or Damage to Heating Plant)

May require opening the Emergency Housing Center. See Chapter 4.

- TIP #1 If a power outage occurs, help co-workers in darkened work areas move to safe locations.
- TIP #2 If evacuation of the building is necessary, 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 Open the Emergency Housing Center in the best possible location if buildings are damaged such that individuals cannot remain inside (e.g., gas and electric power are suspended).
- TIP #6 Acquire generators and blankets listed on supply list, Chapter 7.
- TIP #7 Determine if off-site shelters are more appropriate. Contact local Disaster and Emergency Services, Roger Ebner, 497-6295 or the American Red Cross at 587-4611 (Bozeman).

TERRORIST EVENT OR WEAPONS OF MASS DESTRUCTION

*May require opening the Emergency Housing Center. See Chapter 4
Requires forming an Emergency/Crisis Management 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. If you have plastic sheeting and duct tape, put around windows and doors. 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 fireplace damper and any other place that 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 told by University officials, city officials, or other responders that 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. Removing clothing will eliminate 90% of radioactive contamination. By taking this simple step, you will reduce the time that you are exposed and also your risk of injury from the radiation.

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. Suffocation could occur if you keep the shelter tightly sealed for more than a few hours.

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 measures.

Chapter Six

Crisis Protocol
Helpful Tips for Individual
Non-Displacement Crises

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

Non-Displacement Crisis: If no new housing or shelter is needed, the crisis is one of non-displacement. This type of crisis usually involves an Emergency/Crisis Management Team based in the area of the crisis. Refer back to Chapter 2 on Setting Up an Emergency/Crisis Management Team.

Examples of this type of crisis:

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

Remember: 30 Minutes, 3 Hours, 3 Days

A practical way to approach Crisis Management for either type of crisis is to think in terms of time and the number 3. There are necessary steps in the first 30 minutes of a crisis (the first 3), the first 3 hours of a crisis (the second 3), and the first 3 days of a crisis (the third 3). For each crisis described in this manual, you will find steps that correspond to the appropriate time frame, if appropriate.

Below are the incidents covered in this section:

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DEATH OF STUDENT, FACULTY OR STAFF

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911 and campus security.
- Move survivors away from victim to a safe place.
- Attempt to have someone who is emotionally stable stay with survivors.
- Call Campus Security or Department head; form Emergency/Crisis Management Team.
- EMERGENCY/CRISIS MANAGEMENT TEAM should begin informing appropriate internal staff of Montana Tech.
- Attempt to obtain following information for emergency personnel:
 - person's name
 - on- or off-campus resident
 - department victim works in if faculty or staff
 - roommates' names if on-campus resident
 - age/year in school
 - next of kin's name
 - witnesses
- Manage crowds.

3-HOUR RESPONSE

- Do **NOT** contact next of kin. Coroner must do this.
- 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. This includes:
 - condolences from Chancellor to family
 - announcement to campus (usually via letter from Chancellor)
 - announcement to community
 - notification of appropriate faculty/staff
 - special attention to roommates and friends (1:1 or group counseling/grief sessions)

3-DAY RESPONSE

- Hold memorial service.
- Secure belongings from dorm 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

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

Infectious Diseases or Toxic Spills would be considered health hazards.

30-MINUTE RESPONSE

- If toxic spill...
 - Call 911, Environmental Health & Safety and campus security.
 - Remove individuals to safe place.
 - Consider opening the Emergency Housing Center if crisis appears to warrant long-term displacement.
 - Form EMERGENCY/CRISIS MANAGEMENT TEAM.
- If infectious disease...
 - Notify the Butte-Silver Bow Health Department
 - Communicate with individual about medical precautions already taken.
 - Contact St. James 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 about remaining on-campus or going home.
 - Consider medical personnel's advice.

HOSTAGE SITUATION

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911 and campus security.
- Remove any uninvolved individuals.
- Provide space where concerned individuals can wait.
- Form EMERGENCY/CRISIS MANAGEMENT TEAM.

3-HOUR RESPONSE

- Work with emergency personnel.
- Provide as much information to uninvolved individuals as possible.
- Do not talk to press; allow Law enforcement personnel to do that.

3-DAY RESPONSE

Depending on outcome of situation....

- Refer to Student Death section, or
- Use EMERGENCY/CRISIS MANAGEMENT TEAM to assess how situation formed and how to better respond next time.
- Send words of support from Chancellor to family and individual.
- Provide group and individual counseling.

KIDNAPPING

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Notify Law enforcement personnel.
- Form EMERGENCY/CRISIS MANAGEMENT TEAM.

3-HOUR RESPONSE

- Inform campus community if allowed to 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 there are circumstances in the vicinity of the school that could endanger the lives and/or safety of students, faculty or staff.

TIP #1 All students, faculty or staff who are inside the building or are in transition between rooms should go to the closest room, close the door and lock it and barricade the door if possible.

TIP #2 If necessary, outside doors to buildings should be locked.

TIP #3 Close windows, drapes, and turn off lights.

TIP #4 Everyone should lie down on the floor away from windows.

TIP #5 Once locked down, communicate with authorities.

TIP #6 Remain silent.

TIP #7 Maintain a calm environment.

TIP #8 Remain in lockdown until it is safe to leave.

TIP #9 Cooperate with rescuers.

MAIL PROCEDURES

May require forming an Emergency/Crisis Management Team. See Chapter 2.

Recommended by US Postal Service:

30-Minute Response

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify law enforcement personnel.
- Notify the Dean of Students.
- 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

May require forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911 and campus security.
- Administer First Aid and/or CPR as necessary.
- Ascertain if there was an aggressor or assailant. If so, inform law enforcement personnel – refer to section on Physical Assault.

3-HOUR RESPONSE

- Form EMERGENCY/CRISIS MANAGEMENT TEAM if injury serious/life-threatening.
- Have counseling available. Co-workers, roommate 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

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Ascertain victim's health. Use hospital if necessary.
- Determine if victim wants to pursue formal action (i.e., either campus or criminal).
If YES for criminal, call 911. (If weapon used, you must notify law enforcement personnel.)
If YES for campus process, inform Dean of Students
- Obtain as much information from victim as possible.
- Make sure victim feels safe.
Arrange for friend to stay with victim.
Arrange somewhere for victim to spend night.
- Determine if victim and aggressor were in domestic relationship.
If YES, federal/state laws regarding domestic violence apply. Law enforcement personnel can arrest aggressor if signs of physical abuse.

3-HOUR RESPONSE

- See above.
- Form EMERGENCY/CRISIS MANAGEMENT TEAM.
- Assure safety of victim and community if aggressor not arrested.
- Implement Temporary Interim Exclusion of aggressor if proceeding with campus judicial process. See Dean of Students for this.
- Report to supervisor means of dealing with aggressor.
- Determine best way to protect campus community if aggressor remains at-large.
- Contact Safe Space (782-8511) for assistance, if deemed appropriate.

3-DAY RESPONSE

- See above.

PROTESTS – Large Scale

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Form EMERGENCY/CRISIS MANAGEMENT TEAM.
- Inform Law enforcement personnel.
- Make decision to let continue or to disrupt.
(If no harm being done, let protests continue...free speech issues.)
- Bring together players who deal directly with specific issue of protest.

3-HOUR RESPONSE

- Make sure normal operations of campus continue.
- Monitor progress of protest.

3-DAY RESPONSE

- Provide education on best way to express discontent.

RAPE/SEXUAL ASSAULT

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Allow survivor to make all decisions regarding her/his welfare unless physical injury is life-threatening.
- Provide survivor options. Empower survivor to take back control.
Options:
 - Contact Law enforcement personnel and report
 - Contact the Dean of Students
 - Contact a Montana Tech counselor
 - Contact Safe Space (782-8511)
 - Find a friend to help individual through process
- Be certain survivor's physical safety is assured.
 - Will aggressor be back?
 - Does survivor want to stay at friend's tonight?
- If survivor wants to report,
 - Call Safe Space.
 - Have someone stay with survivor through process.
 - Do NOT allow survivor to shower.
 - Do NOT allow survivor to change clothes.
 - If the aggressor is a student, proceed with campus judicial process, including temporary interim exclusion from Residence Halls.
- Remember, the person has been traumatized.
 - Be sensitive.
 - Do not blame, threaten, or intimidate.
 - Have female take lead in response with female survivors if possible.

3-HOUR RESPONSE

- See above.
- Form EMERGENCY/CRISIS MANAGEMENT TEAM.
- Determine how to best deal with aggressor, if still at-large.

3-DAY RESPONSE

- Refer to counseling with consent of survivor.
- Follow-up with campus disciplinary system and remember to watch out for survivor's safety and psychological well-being (e.g., are survivor and aggressor in similar class? If so, what will be done?).

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. In some situations, you may be requested by the Butte-Silver Bow Fire Department, Law Enforcement Agency or other public authorities to shelter in place. Follow these guidelines.

- TIP #1 Move all people inside a building IMMEDIATELY.
- TIP #2 Close all doors to the outside. Close and lock all windows. Close drapes and blinds.
- TIP #3 Turn off all ventilation, heating, and air-conditioning systems. Turn off all exhaust fans.
- TIP #4 Switch ventilation ducts and inlets to the closed position.
- TIP #5 Close all fireplace dampers. Extinguish all ignition sources.
- TIP #6 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 #7 Close as many internal doors as possible in your building.
- TIP #8 If possible, take shelter in an upstairs, interior room without windows. Stay away from windows. Bathrooms work well for this purpose.
- TIP #9 If chemical odors start to bother you, hold a wet cloth over your nose and mouth. Turn on the shower or faucet in a strong spray to “wash” the air.
- TIP #10 Do not use elevators. Elevators pump outside air inside as they travel up and down.
- TIP #11 Tune your radio or TV to a local station for Emergency Broadcast information.
- TIP #12 Do not go outside unless emergency response personnel instruct you to evacuate or until the emergency is over.
- TIP #13 Once an “All Clear” message has been issued, open windows and doors and uncover vents to release any gases that may have entered your home, office or building.

SUICIDE - Successful

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911.
- Remove survivors to safe place.
- Keep individuals/crowds back from scene.
- Do not disturb body or room.
- Call appropriate campus staff for assistance.
- Form CRISIS MANAGEMENT TEAM.
- Inform emergency personnel when they arrive.

3-HOUR RESPONSE

- Attempt to have someone who is emotionally stable stay with survivors.
- EMERGENCY/CRISIS MANAGEMENT TEAM should begin informing appropriate internal staff of Montana Tech.
- Attempt to obtain following information for emergency personnel:
 - Person's name
 - On- or off-campus resident
 - Department victim works in if faculty or staff
 - Roommates' names
 - Next of kin's name
 - Witnesses
 - Age/year in school
- Have Coroner contact next of kin. Do NOT do this.
- 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 Chancellor to Family
 - Announcement to campus (usually via letter from Chancellor)
 - Announcement to community (Public Relations Dept.)
 - Notification of appropriate faculty/staff (Dean of Students)
 - Special attention to roommates, co-workers, and friends (1:1 or group counseling/grief sessions)

3-DAY RESPONSE

- Hold Memorial Service
- Secure belongings and pass to next of kin.
- Continue counseling and observation of roommates and co-workers; hold sessions on "Why suicide?"
- Finalize transcripts, accounts, and bills (outstanding fees usually waived).

SUICIDE – Unsuccessful

Requires forming an Emergency/Crisis Management Team. See Chapter 2.

30-MINUTE RESPONSE

- Call 911.
- Keep person talking, awake. Stop bleeding if appropriate.
- Obtain as much information as possible regarding method and individual.
- Inform emergency personnel when they arrive.

3-HOUR RESPONSE

- Monitor person's status at hospital.
- If person is a student, determine if he/she is returning to campus.
If YES:
 - Arrange to meet with student upon return.
 - Complete COOPERATION AGREEMENT (see Student Life Office).
 - Work with student about re-integrating into campus community.
 - Determine if student is getting continued help.If NO:
 - Arrange to inform roommate.
 - Do NOT notify next of kin (hospital's responsibility).
 - Work with CRISIS MANAGEMENT TEAM to determine if floor meeting should be held (if student is a resident on-campus).
- If person is faculty or staff, determine if he/she is returning to job.
If YES:
 - Arrange to meet with him/her upon return.
 - Work with him/her about re-integrating into campus community.
 - Determine if he/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

May require forming an Emergency/Crisis Management Team. See Chapter 2.

The Workplace Violence Research Institute of Palm Springs, California, defines workplace violence as "Any act against an employee that creates a hostile work environment and negatively affects the employee, either physically or psychologically. These acts include all types of physical or verbal assaults, threats, coercion, intimidation, and all forms of harassment."

Whether it is an irate student, co-worker, or visitor on campus, your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation.

- TIP #1 Stay calm and in control. Don't be in a hurry.
- TIP #2 Be empathetic. Show you are concerned. Be professional.
- TIP #3 Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- TIP #4 Try to be helpful. For example, schedule an appointment for a later time.
- TIP #5 Give positive outcome statements such as "We can get this straightened out." Acknowledge your limitation to help; offer to get the person to someone who can help.
- TIP #6 Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel."
- TIP #7 Stay out of arms' reach.
- TIP #8 Have limited eye contact.
- TIP #9 Take notes.
- TIP #10 Avoid exacerbating behavior
 - Do not patronize or preach
 - Do not yell or argue
 - Do not joke or be sarcastic
 - Do not touch the person
- TIP #11 Don't lie or try to bluff or make threats.

If someone becomes agitated:

- TIP #1 Leave the scene immediately if possible, Call 911 and campus security (4357) from a safe place.
- TIP #2 Try to alert a co-worker that there is a problem – come up with an agreed-upon code word that indicates a problem.

Preventive measures

- TIP #1 Avoid scheduling appointments for times when no one else will be in the area.
- TIP #2 Alert colleagues in advance about a difficult meeting, and keep door open, or meet in a public area.
- TIP #3 Avoid working alone after hours. If you have to work late, advise security and a colleague or family member.
- TIP #4 When working after office hours, keep doors locked and do not open door unless you are expecting someone.
- TIP #5 Report any strange or unusual activities in and around your workplace immediately to your supervisor and to the law enforcement personnel.
- TIP #6 Do not leave money or valuable belongings out in the open. Purses should be locked in a desk or cabinet.
- TIP #7 Lock your office and/or lab doors when these areas are not in use, even when you are leaving for just a moment.
- TIP #8 Always walk in well-lit areas and know your surroundings. If you think you are being followed, go where there are other people. Call 911 as soon as you are in a safe place.

Documentation

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

Workplace Violence Documentation

| | |
|---|-------------------|
| Date of event: | Time of Event: |
| Location of event: | Person reporting: |
| 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? | |

Signature

Date

Chapter Seven

Emergency Supply List

Emergency Supply List

| Supply | Location | Where to get Key |
|----------------------------|--|--|
| ATV-4wd | Physical Facilities Grounds Maintenance | Physical Facilities |
| Barricades | Physical Facilities Storage | Physical Facilities |
| Batteries | Physical Facilities | Physical Facilities |
| Blankets | Prospector and Centennial Halls | Res Life Office or Security |
| Block and tackle | Physical Facilities Maintenance Shop | Physical Facilities |
| Bucket Truck | Physical Facilities | Physical Facilities |
| Buckets | Physical Facilities Paint Shop | Physical Facilities |
| Bull Horn or PA system | Physical Facilities Office | Physical Facilities |
| “Come-a-long” | Physical Facilities Carpenter Shop | Physical Facilities |
| Extension cords | Physical Facilities | Physical Facilities |
| Fire Alarm Keys | Physical Facilities/Security | Physical Facilities |
| First Aid kits or supplies | Gen Chemistry lab Storeroom off loading dock (CERT) Other departments | Security, Phys. Facilities Security, Phys. Facilities |
| Flashlights | Physical Facilities Maintenance Shop | Physical Facilities |
| Food | Dining Services | Contact Alan Couture |
| Gas Main | Heating Facilities | Heating Plant |
| Gloves | Nitrile – EH&S office Nitrile – Storeroom off loading dock Work gloves – CERT kits | EH&S, Phys. Facilities Phys. Facilities |
| Hard Hats | CERT kits in storeroom off loading dock | Security, Phys. Facilities |
| Jackhammer | Physical Facilities Grounds Maintenance | Physical Facilities |
| Janitorial supplies | Physical Facilities | Physical Facilities |
| John Deere Tractor | Physical Facilities Grounds Maintenance | Physical Facilities |
| Kitchen supplies | Dining Services | Contact Mike Spencer |
| Ladders | Physical Facilities Maintenance Shop | Physical Facilities |
| Matches | Black box | Chancellor’s Office EH&S Office South campus |
| Pillows | Prospector and Centennial Halls | Res Life Office or Security |

| | | |
|--|---|--|
| Portable AM/FM radio | Black Box | Chancellor's Office EH&S Office South Campus main office |
| Portable computer/printer | EH&S Office | EH&S CB 03 |
| Portable electric heaters | EH&S Office Various offices | EH&S, Phys Facilities, Security |
| Portable generator | Physical Facilities Maintenance Shop | Physical Facilities |
| Portable lights | Physical Facilities | Physical Facilities |
| Portable stove/BBQ | Dining Services | Contact Alan Couture |
| Radios | Physical Facilities | Physical Facilities |
| Rope | Physical Facilities | Physical Facilities |
| Snow Plow | Physical Facilities Grounds Maintenance | Physical Facilities |
| Sound equipment | HPER – Men's Sauna storage room | Physical Facilities/Bowsher |
| Tents | HPER (4) | Bowsher |
| Tools: (shovels, sledgehammer, goggles, ear plugs, prybars, cribbing, etc.) | CERT – storeroom off loading dock (cribbing, prybars, goggles) Physical Facilities | Security, Phys. Facilities |
| Towels | HPER | Bowsher |
| Trash cans | Physical Facilities Grounds Maintenance | Physical Facilities |
| Truck Mount Tommy Lift | Physical Facilities Grounds Maintenance | Physical Facilities |
| Utilities Main Disconnects | Physical Facilities/Heating Plant | Physical Facilities |
| Vehicle keys | Physical Facilities – Motor Pool | Physical Facilities |
| Water main | Physical Facilities/Heating Plant | Physical Facilities |

As a backup, the Mining Department has a supply of steel toes rubber boots, hart hats, battery-operated head lamps, shovels, bars, picks, and sledge hammers if needed.

Chapter Eight

Pandemic Response Plan

Section A: Introduction

In the event of a pandemic influenza, Montana Tech will play an integral role in protecting the health and safety of students, faculty, staff, and their families. The Montana Tech 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 world.
- Level 2 activates when suspected cases of avian or other pandemic flu appear on campus or in the Butte 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.

Note: based on the pandemic that occurred in 2009, this plan will be rewritten.

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. Currently, the H5N1 virus has been identified in Asia and parts of Europe and has caused over 100 deaths, primarily in poultry workers in Asia. The H5N1 virus is not presently transmissible from human to human. In the event it becomes transmissible, humans have little pre-existing natural immunity to H5N1 which could result in potentially high rates of illness and death. Some experts predict that 40 to 60 percent of workforces could be affected.

If the H5N1 virus would become transmissible from human to human, the World Health Organization (WHO) estimates that five to 150 million deaths will occur worldwide, and 89,000 to over 200,000 deaths could occur in the U.S.

If and when a pandemic occurs and affects our campus, the Montana Tech Pandemic Plan will be implemented. Montana Tech will also become a part of the Butte Silver Bow Pandemic Plan and will follow their instructions. The Butte Silver Bow Health Department will be responsible for the dissemination of available vaccine and anti-viral medications in our area. The Montana Tech community may or may not have access to them depending on how much is available.

Generally, the Montana Tech 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 world.
 Level 2: Suspected case(s) on Campus or suspected/confirmed cases in Butte 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 Chancellor, Vice Chancellor of Academic Affairs, Director EH&S, Director of Budget & Human Services, Dean of Students, Director of Housing, Director of Public Relations, Director of Physical Facilities, representative from Nursing, Dining Services, ASMT President | 1. Incident Commander will be Director of Environmental Health & Safety. 2. Back-up Incident Commanders are the Chancellor and Director of Budget & Human Services 3. Monitor situation 4. Develop media strategy 5. Bring in Housing/Dining for quarantine planning. 6. Response team members receive fit test & training on respiratory protection from Environmental Health & Safety (EH&S) 7. Follow US Government guidelines on foreign travel. 8. Monitor faculty and staff traveling in affected region(s). | 1. In conjunction with medical services, implement policy on transporting individuals to hospitals if hospital is not closed and ambulance is not available. | 1. Maintain contact amongst Response team. 2. Advise Chancellor's Office to activate Emergency Operations Center (EOC) 3. Essential personnel receive N95 respirators from EH&S if not already done |
| 2. Incident Commander | 1. Communicate with Butte-Silver Bow County Health Department regarding preliminary planning and surveillance. 2. Communicate and benchmark with other MUS EH&S Depts. 3. Establish communication with Chancellor's cabinet 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 PR regarding status of disease spread, self-protection and university response. (e-mail, website, town meetings) | 1. Notify BSB County Health Dept. of cases on campus . 2. Notify Dean of Students. 3. Notify Housing & Dining on number of potential contacts that may require isolation. 4. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 5. Initiate poster, e-mail campaign on self- protection. | 1. Implement Emergency Action Plan with Response Team 2. Ensure that each Operations Group function under our emergency plan is covered. |

| | Level 1 | Level 2 (in addition to Level 1 actions) | Level 3 (in addition to Level 2 actions) |
|---|---|---|---|
| 3. Chancellor'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 Chancellor's Office. 4. Response personnel receive fit test and training on respiratory protection from EH&S. 5. Consider restricting movement on and off campus for activities/athletic events. 6. Develop policy for suspension of classes due to pandemic flu. 7. 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. Activate Emergency Operations Center. 3. Determine whether cancellation of public functions and athletic events is necessary. 4. 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 Chancellor's Office receive N95 respirators from EH&S. |
| 4. Environmental Health & Safety | <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. Train and fit essential personnel for respirators. | <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. Assist with notification of Emergency Coordinators as identified in Chapter 3, Section D of plan. 2. Assist Health Center if needed. 3. Distribute N95 to essential personnel. |
| 5. Campus Security | <ol style="list-style-type: none"> 1. Essential Security personnel receive fit test and training on respiratory protection from EH&S. | <ol style="list-style-type: none"> 1. Same as Level 1 | <ol style="list-style-type: none"> 1. Secure buildings & post signage as directed by Incident Commander (IC). 2. Deny entry or exit as directed by Incident Commander. 3. Essential Security personnel receive N95 respirators from EH&S. |
| 6. Physical Facilities | <ol style="list-style-type: none"> 1. Identify essential Physical Facilities personnel to maintain power operations, electrical and water service. 2. Identify building ventilation systems. 3. Essential Facilities personnel receive fit test and training on respiratory protection from EH&S. | <ol style="list-style-type: none"> 1. Same as Level 1 | <ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary. 2. Essential Physical Facilities personnel receive N95 respirators from EH&S. |

| | Level 1 | Level 2 (in addition to Level 1 actions) | Level 3 (in addition to Level 2 actions) |
|---|---|--|---|
| 7. Public Relations | 1. Draft internal and external bulletins and announcements in conjunction with Chancellor's Office and EH&S. | 1. Write and record bulletins and updates on Montana Tech's Emergency Information Hotlines and website. 2. Write scripts for phone tree with approval from Chancellor's Office & EH&S. 3. Request that faculty, staff and their families report all flu cases to Personnel Services, 496-4380 | 1. Organize phone banks in Mill Building Call Center if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Media Relations Center in Mill Building Call Center. Coordinate press releases, and manage news teams and interviews, etc. |
| 8. Emergency Response Coordinators (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 | Same as Level 2 |
| 9. Residence Life (see Section D for Residence Life Plan) | 1. Confirm plan for quarantine & isolation of students. 2. Essential Residence Life personnel receive fit test and training on respiratory protection and risks & response from EH&S. 3. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 4. Initiate influenza awareness training for RAs. 5. Report suspicious illnesses to Director of Residence Life. Director will report to Response Team. | 1. Enact plan for quarantine of students. 2. In conjunction with Dining Services: <ul style="list-style-type: none"> • Set up Housing and Dining Command Center. • Enact emergency phone contact tree. • Identify meal delivery need and method for quarantined students. • Identify roles of essential Residence Life staff: leadership, communications, food production, food delivery, maintenance and housekeeping. | 1. Activate plan from Level 2 to quarantine students in conjunction with the guidance from the BSB County Health Department. 2. Essential Residence Life personnel receive N95 masks from EH&S 3. Identify student events where confirmed patients have attended. |

| | Level 1 | Level 2 (in addition to Level 1 actions) | Level 3 (in addition to Level 2 actions) |
|---|--|--|--|
| 10. Dining Services (see Section E for complete Dining Services Plan) | <ol style="list-style-type: none"> 1. Identify essential dining services personnel 2. Review emergency response menu for various degrees of need. 3. Stockpile additional food and water. 4. Ensure food delivery process is in place. 5. Essential dining services personnel receive fit test and training on respiratory protection from EH&S. | In conjunction with Housing: <ol style="list-style-type: none"> 1. Set up Housing and Dining Command Center 2. Identify meal delivery need and method for quarantined students. 3. Identify roles of dining services staff: leadership, communications, food production, food delivery, maintenance and housekeeping. | Implement feeding plan. |
| 11. Medical Services provided by Rocky Mountain Clinic in cooperation with Dean of Students | <ol style="list-style-type: none"> 1. Post entry door of treatment area notifying individuals with influenza symptoms and/or individuals having traveled to or have been visited by persons from affected areas. 2. Put standard precautions in place. 3. Follow State and County protocol for patient testing. 4. Monitor Health Care workers. 5. Essential medical services personnel receive fit test and training on respiratory protection from Rocky Mountain Clinic or EH&S. 6. Work with Response Team to develop policy on transporting individuals to hospitals. | <ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify others who have had contact with individual with suspected case. 3. Communicate with emergency contact of individual with suspected cases and explain procedure. 4. Initiate prophylaxis of contacts based on strength of patient presentation. 5. Update Incident Commander on regular basis. | <ol style="list-style-type: none"> 1. Locate people contacted by patient. 2. Arrange for screening of people who have had contact. 3. Arrange for counseling services. 4. Contact Coroner's office if necessary. 5. Essential personnel receive respirators from EH&S or Rocky Mountain Clinic. |
| 12. Telecommunications | <ol style="list-style-type: none"> 1. Essential telecommunications personnel receive fit test and training on respiratory protection from EH&S. | <ol style="list-style-type: none"> 1. Same as Level I | <ol style="list-style-type: none"> 1. Arrange for emergency telephone lines to be established at Emergency Coordination Center (EOC) and quarantine areas. 2. Essential telecommunications personnel receive respirators from EH&S. |

| | Level 1 | Level 2 (in addition to Level 1 actions) | Level 3 (in addition to Level 2 actions) |
|--|---|--|--|
| 13. Dean of Students Office | <ol style="list-style-type: none"> 1. Foreign Student Advisor monitors student travelers entering from affected regions and assists with communication to international students and their families. 2. Formulate plan to address needs/support for graduate and commuter students who are unable to leave campus. 3. Receive fit test and training on respiratory protection from EH&S. | <ol style="list-style-type: none"> 1. Work with Medical Services to arrange for monitoring and delivery of medications, other goods and services to isolated cases. 2. Assist with relocation of students for quarantine. 3. Assist with telephone consultation and support. 4. Initiate pre-event counseling for all essential personnel. | <ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended and report to Incident Commander. 2. Essential personnel from Dean of Students' Office receive N95 respirators from EH&S. |
| 14. Budget/Human Services | <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 available for telephone support work. | Same as Level 1. | Activate leave policy. |

Section D: Residence Life Plan

- The Residence Life Director will coordinate all housing needs for on-campus housing, including family housing. A team will be designated to act in the Residence Life Director's capacity should the Director be unavailable. The team will consist of the Dean of Students, the Residence Life Administrative Associate, the Student Development and Counseling Administrative Associate, and the Residence Hall Custodian.
- Montana Tech Residence Life will coordinate with the Pandemic Response Team, community health operations, Rocky Mountain Clinic, Montana Tech Dining Services, and The University of Montana Missoula Residence Life to coordinate the proper actions as needs arise.
- If the campus is closed, healthy students will be asked to go home if possible.
- If St. James Healthcare is accepting patients, sick students will go to the hospital for healthcare. Rocky Mountain Clinic and Community Health will be asked to provide health care on campus as necessary if sending students to the hospital is not an option.
- In the event that students must be quarantined, the HPER complex will be used for shelter as outlined in the Montana Tech Emergency Action and Crisis Protocol Manual.
- Residence Life will coordinate with Dining Services as outlined in the Dining Services plan to provide meals for both healthy students and infected students.
- Residence Life will coordinate with The University of Montana Missoula Residence Life.

Section E: Dining Services Plan

| Influenza Risk Level | Staff Precautions | Service Restrictions | Menu Restriction |
|---|---|--|--|
| Risk Level I | | | |
| Confirmed cases of human to human transmission anywhere in the world | Follow normal HACCP (Hazard Analysis and Critical Control Point) procedures | All operations open. Service not restricted | Follow normal serving procedures |
| Risk Level II | | | |
| Suspected cases of avian or other pandemic influenza on campus or in Butte area | Employees are not allowed to work sick. All employees who have respiratory infections must stay home. | All operations open. Service not restricted | Follow normal serving procedures |
| | Employees who have sick family members are not permitted to work | | |
| | Seek care for fever, cough & muscle pain | | |
| | Vaccination reminders (if vaccination is available) | | |
| Risk Level III | | | |
| Confirmed cases on campus | Same as Level II for Dining Services Plan | Service will be limited to Marcus Deli Dining Room | Follow meal plan for pandemic situation (see next section) |
| | Essential staff to be determined | | |
| | All essential dining services employees will be housed on campus | | |
| | N95 masks worn by all employees | | |

Section F: Pandemic Meal Plan

| Food Group | # of servings per day | Description of 1 serving |
|---|------------------------------|---|
| Grains/Starches <i>Carbohydrates, B vitamins, fiber, minerals, phytonutrients</i> | 8-10 | <ul style="list-style-type: none"> • 3/4 cup ready-to-eat or 1/2 cup cooked cereal • 1/4 cup low-fat granola • 1/3 cup cooked pasta or cooked rice • 1 slice bread (1 ounce) • 1/2 English muffin • 1/2 small bagel • 1 small dinner roll • 1 6" tortilla |
| Fruit <i>Vitamin C, phytonutrients, fiber</i> | 4 | <ul style="list-style-type: none"> • 1 small to medium piece of fresh fruit • 1 cup melon cubes • 1/2 cup canned fruit, drained • 2-4 Tbs. dried fruit • 1/2 cup fruit juice |
| Vegetables <i>Vitamin A, vitamin C, phytonutrients, fiber</i> | 4 | <ul style="list-style-type: none"> • 1/2 cup cooked or raw vegetables • 1 cup raw, leafy vegetables • 1/2 cup vegetable juice |
| Dairy <i>Calcium, protein</i> | 3 | <ul style="list-style-type: none"> • 1 cup milk • 1 cup yogurt • 1 1/2 ounces cheese |
| Protein <i>Protein, iron, zinc</i> | 6 | <ul style="list-style-type: none"> • 1 ounce lean fish, poultry, or meat • 1 egg • 1 Tbsp. peanut butter or 1/4 cup nuts • 1/2 cup cooked beans, peas, or lentils • 1/4 cup cottage cheese • 1/2 cup tofu |
| Fat <i>Essential fatty acids</i> | 4 | <ul style="list-style-type: none"> • 1 tsp. oil, mayonnaise, butter, or margarine • 1 Tbsp. salad dressing or cream cheese • 1 slice bacon • 2 Tbs. sour cream |
| Extras | 100-250 calories per day | <ul style="list-style-type: none"> • Sweets such as cookies, cake, pastries, candy, and ice cream • Drinks such as pop, extra fruit juice, coffee drinks, smoothies, milkshakes, sweetened tea, and alcohol • Salty snack foods like chips |
| Fluids | 8 to 12 cups (64-96 fl. oz.) | <ul style="list-style-type: none"> • All fluids (except alcohol) are hydrating |

Calories: 2000-2250