How to use this template:

**Note:** This Emergency Action Plan Template is for Building Administrators/Coordinators to use as their own building plan.

1. Enter information in the fields provided with your own building-specific information.

2. You may remove information if it is not applicable to your building. Use caution. Unintentional removal of relevant information may impact the reliability of the plan.

3. It is recommended you train or brief all of your building personnel on the contents of your plan at least each semester; this will ensure success if your plan is ever activated.

Implementation Date: 3/14/2019

Revision Date: ____________________
# Table of Contents

- Definitions............................................................................................................. 4
- Introduction............................................................................................................ 6
- Purpose and Scope ................................................................................................. 5
- Organization and Responsibility ............................................................................. 8
- Headquarters and Emergency Supplies ................................................................. 11
- Levels of Emergency Response ............................................................................. 14
- Emergency Communication ..................................................................................... 15
- General Emergency Procedures ............................................................................. 18
- Evacuation Plans ................................................................................................... 20
- Shelter in Place ...................................................................................................... 22
- Specific Emergency Procedures ............................................................................. 23
- Continuity of Operations Planning ......................................................................... 33
- Plan Review and Revision ....................................................................................... 35
- Plan Authentication .................................................................................................. 35
- Appendices ............................................................................................................. 36
Definitions:

**Area of Rescue Assistance:**

The *Area of Rescue Assistance* is a location for building occupants who cannot traverse the stairs without assistance, so they can assemble by an exit and await assistance or instructions from first responders.

**Critical Operations:**

Operations in a campus building where trained staff may be required to operate fire extinguishers or shut down certain pieces of special equipment that could be damaged if left operating or could create additional hazards to emergency responders.

**Departmental Go Kit:**

An emergency kit containing supplies to be used during and after an emergency situation.

**Emergency Action Plan (EAP):**

The written plan for a specific campus building that identifies the emergency management organization, its responsibilities, and procedures to follow.

**Emergency Coordinators:**

Persons assigned by the Emergency Plan Coordinator to oversee disaster response activities or crisis management procedures in their campus building.

**Emergency Support Team:**

Group assigned by the Emergency Plan Coordinator to assist in the development and update of the Emergency Action Plan and provide assistance during and after emergencies.

**Emergency Operations Center (UM-EOC):**

The *UM-EOC* is the location where strategic management decisions are made in support of field operations during a disaster or disaster exercise.

**Emergency Operations Plan (EOP):**

The *EOP* is a written plan for the University describing the organization, mission and functions, and supporting services for responding to and recovering from disasters/emergencies.

**Emergency Plan Coordinator:**

The *Emergency Plan Coordinator* is responsible for overall coordination of the Emergency Action Plan for an individual campus building.

**Evacuation Assembly Area:**

The *Evacuation Assembly Area* is a pre-designated area away from the building where staff will evacuate to during an emergency so that personnel may be accounted for.
**General Staff:**
The General Staff is a group of incident management personnel organized according to function and reporting to the UM-EOC Manager. The General staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Indoor Assembly Area:**
An Indoor Assembly Area is a pre-designated area inside another building that staff will evacuate to if conditions make it necessary to evacuate and seek shelter in another building.

**Lockdown:**
A Lockdown is an emergency safety procedure in which faculty, staff and students lock down their classroom or office to prevent the entrance of an armed intruder or active shooter. A lockdown occurs when occupants of campus buildings are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, barricading, seeking cover, etc. Lockdowns necessitate a law enforcement response and immediate intervention.

**Lockout:**
A Lockout occurs when occupants of a building are directed to remain inside of a building from some outside threat. People are free to move around in the building. This differs from a lockdown scenario, in which there is an imminent threat to life and safety. The University Police Department (UMPD), Residence Life, Facility Services and/or building emergency coordinators will lock doors to University buildings due to a possible armed threat or disturbance on or near the campus.

**Shelter In Place:**
The term Shelter In Place is the use of a structure and its interior design to temporarily separate individuals from a hazardous outdoor atmosphere. Sheltering in Place is similar to a lock-in, in that the occupants are to remain on the premises, but Sheltering in Place may require that occupants move to a different part of the facility due to an environmental event taking place outside of the facility. An example would be the release of a hazardous chemical from a train derailment.
Introduction

An Emergency Action Plan (EAP) covers designated actions faculty, staff and students must take to ensure safety during emergencies. This plan is a supplement to the comprehensive University of Montana Emergency Operations Plan. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will help establish the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with guidance in the UM Emergency Operations Plan, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants.
- This Emergency Action Plan (EAP) is intended for use by all departments that occupy University facilities and should be completed as an overall building plan, including all departments and areas of the building.
- It is assumed that departments will customize the content of this EAP to meet their specific needs, operations and locations.
- Once this plan is completed, it will be considered to be an appendix to the larger University of Montana Emergency Operations Plan.
- If further assistance is required or if you have additional suggestions to improve this template, contact Environmental Health & Risk Management.

Additional Resources

- The University of Montana Mass Notification System automatically sends emergency messages to UM e-mail addresses and telephone numbers during an urgent situation that has the potential to affect your health and safety.
  - Opting in is voluntary, but you are strongly urged to opt-in and provide your personal contact information, as it may be the most direct way to reach you in a campus emergency.
  - Students, faculty and staff may choose to be contacted by the Mass Notification System by cell phone text messaging and University email.
- To see the entire University of Montana - Emergency Operations Plan, go to the UMPD website at: http://www.umt.edu/police
Purpose and Scope

The University of Montana-Missoula Emergency Operations Plan (EOP) provides procedures for managing and responding to major emergencies that threaten the lives, safety and operations of the campus community. The EOP is a reference tool used to provide general guidance to campus personnel responding to an incident. It outlines necessary emergency preparedness requirements and identifies organizations and individual positions responsible for emergency preparedness, response and recovery.

The development of the building Emergency Action Plan (EAP) is an integral part of the overall Emergency Operations Plan and emergency management system that UM will deploy as the basis for preparedness, response, evacuation and shelter-in-place activities. The intent of these Emergency Action Plan Guidelines is to provide Phyllis J. Washington College of Education & Human Sciences personnel established protocols for mitigating, preparing for, responding to, and recovering from a variety of possible emergencies or disasters. It is designed to provide an organized management system within your college/department, decreasing susceptibility to emergencies, protecting life and property and restoring normal functioning following an emergency. All are central to the purpose of this plan. The above purpose dictates that all four phases of emergency management be included in this plan (where appropriate). Those phases include:

Prevention and Mitigation

Prevention activities are the steps you and your colleagues will take to decrease the likelihood an emergency will occur in your department or at UM. Mitigation activities minimize your department’s vulnerability to an emergency or disaster by either reducing the probability of the event or lessening its impact.

Preparedness

Preparedness activities strengthen your personnel’s ability to respond to an emergency or disaster. They include planning and training activities.

Response

Response activities are prompt actions taken during an emergency that minimize danger to life, health, property and the environment.

Recovery

Recovery activities are designed to promote a return to normal functioning. Initial recovery activities include providing for the basic needs of employees, students and visitors. Longer-term recovery activities include providing for long-term needs of individuals and restoration of normal functions.

The University of Montana defines an emergency as any critical incident that is a threat to:

- Lives, safety or health.
- UM property or the environment.
- Normal operations at UM.

Our **first priority** in the event of a large scale emergency will be to protect and provide for the safety of the campus community, **with priority being given to residential students** for shelter, food and other essential services. Colleges or departments must recognize that emergency response agencies will provide services to residential students first in a large-scale event. As such, colleges and departments are
strongly encouraged to develop response priorities they can initiate independent of outside help. This may include providing temporary shelter to students and staff.

Organization and Responsibility

UM’s emergency response operations will be under the direction of the President or designee. Emergency and disaster response will be conducted according to the established Emergency Operations Plan written in line with and based on the process and procedures of the National Incident Management System (NIMS). This system provides a standardized organizational Incident Command System (ICS) structure currently used by police and fire departments. All other departments and agencies responding to assist will operate under this system.

The President has the authority to execute the University of Montana Emergency Operations Plan (EOP). The chain of command for this executive authority follows. (In the overall Emergency Operations Plan, this is the Policy Group.)

- University President
- Provost and Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Enrollment Management and Student Affairs
- Vice President for Research and Creative Scholarship
- Director of Communications
- Chief Information Officer
- Legal Counsel

In the event of an emergency affecting all, or a portion of, the Phyllis J. Washington College of Education & Human Sciences initial decision-making authority will be implemented per the chain of command that follows. If a given emergency requires executive attention, final decision-making authority rests within the executive chain of command.

- Dean of the School/Director
- Associate Dean of the School/Associate Director
- Primary Facility Emergency Coordinator
- Deputy Facility Emergency Coordinator

Each Dean, Director or Administrator is responsible for completing this building Emergency Action Plan so it is appropriate within their College or departmental context and approved by UMPD. Building Emergency Coordinators must be assigned.

The Department Head for the University of Montana Phyllis J. Washington College of Education & Human Sciences typically is to serve as the Emergency Plan Coordinator.

Responsibilities associated with this function include:

- Create your building Emergency Team and provide direction and coordination for all aspects of the team. (Faculty and staff should be engaged in the emergency planning process.)
- Assign Emergency Coordinators and Emergency Support Team.
- Develop Departmental Emergency Call Trees. (Review and update each semester.)
• Develop and maintain the written Emergency Action Plan.
• Document any plan revisions and their revision dates (see Appendix H).
• Plan and implement employee training.
• Remind faculty and instructors to take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures.
• Activate the EAP as emergencies occur.
• Forward disaster impact reports to Policy Group.
• Evaluate and document the emergency’s effects on mission-critical operations and continuity.

Individual Department Emergency Coordinators’ roles are to provide leadership in implementing the Emergency Action Plan in a given building/portion of a building.

Emergency Coordinators responsibilities include:

• Serve as a point of contact for safety and emergency preparedness information; receive and monitor emergency communications as provided; and distribute relevant information throughout the building.
• Be vigilant in surveying his/her assigned facility for signs of inability to respond optimally to an emergency situation.
• Report all safety concerns to appropriate individuals; – Phyllis J. Washington College of Education & Human Sciences Emergency Plan Coordinator, University of Montana Police Department (UMPD), or Environmental Health & Risk Management (EHRM).
• With the assistance of the Emergency Support Team, coordinate the development of and provide ongoing maintenance, review and input regarding the Emergency Action Plan.
• Establish and adhere to a schedule for regular review to update the plan and personnel for key emergency team positions, at least annually.
• Serve as primary contact between emergency responders and building occupants in case of an emergency.
• Identify Critical Operations, including equipment that must be shut off and persons designated to complete these actions.
• Establish assistance procedures for persons with special needs.
• Establish and adhere to a schedule for regular review of emergency procedures and operations.
• Plan and conduct employee training. (All building occupants should be familiar with the Emergency Action Plan.)
• Coordinate fire drills and emergency exercises, as necessary for the building with UMPD and EHRM.
• Compile a roster of available first aid-credentialed individuals.
• Pre-plan facility shelter locations to be used in the event of earthquakes, shelter-in-place for hazardous material release, severe weather and other possible emergency situations that require remaining in the facility.
• Ensure the one-page Classroom Emergency Procedures guide for faculty and instructors is posted in each classroom. The guide serves as a quick reference during emergencies (see Appendix H). Contact EHRM for copies of Classroom Procedures for your building.

• Establish methods to collect and share information with the Emergency Plan Coordinator on unit disaster impacts and issues, and to document all disaster-related exceptional expenses.

• In the event of an emergency, the emergency coordinator should facilitate implementation of the emergency plan by providing directions and assistance relevant to the particular situation.

• In the event of an emergency necessitating an evacuation, department Emergency Coordinators are expected to play a key role in determining if individuals are missing. This should occur at a designated indoor or Evacuation Assembly Area. Coordinators must maintain and keep handy an updated employee roster (Appendix C).

• Serve as the liaison between your respective group and emergency personnel. Assist responding fire and rescue personnel by providing pertinent information on rescue locations, cause, location, hazards, etc.

• Aid in the recovery as directed by emergency personnel.

• Capture “lessons learned” and incorporate them into plan revisions and trainings.

• Serve as a liaison with various agencies and coordinate internal resources and efforts to facilitate a timely return to normal functioning.

**Emergency Support Team personnel responsibilities include:**

• Provide ongoing maintenance, review and input regarding the Emergency Action Plan.

• Periodically inspect to see that building maps and escape routes are posted, visible and up to date.

• Assist in building evacuations and shelter-in place-procedures. Sweep area of responsibility and direct individual to the designated evacuation assembly area.

• Stock, maintain and replenish Departmental Go Kit and other emergency supplies.
Headquarters and Emergency Supplies

Designate a primary area where the building Emergency Team will meet as a headquarters (HQ) in an emergency situation. This space should have ready access to telephone communications as well as access to a computer linked to the internet. A battery/alternate-powered AM/FM radio should also be available. If possible a television capable of receiving local channels is desirable. The HQ area should be large enough for the entire team to function and work in comfortably.

A secondary or alternate HQ should also be designated and prepared for use when the primary HQ site is unusable. It needs to be geographically separated from the primary HQ and ideally should have the same resources available as the primary HQ site. (See Appendix B)

Work with your Emergency Plan Coordinator regarding establishing primary and alternate HQ for inclusion in your plan. Please list the type, location and quantity of all emergency supplies available in your department. (See Appendix B)

Be sure to have accurate and updated employee rosters available and staff designated to take those lists with them when an evacuation takes place. The lists will be used at the departmental Evacuation Assembly Area to check that all staff in the office at time of the evacuation left the building and assembled at the designated area. (See Appendix C & D)
## Emergency Coordinators

<table>
<thead>
<tr>
<th>Facility/Bldg.</th>
<th>Emergency Coordinator</th>
<th>Department or Program</th>
<th>Position</th>
<th>Phone # and Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean’s Office</strong></td>
<td>Timmie Lyon</td>
<td>Dean’s Office</td>
<td>Director of Operations</td>
<td>243-4911</td>
</tr>
<tr>
<td><strong>Dept. Teaching &amp; Learning</strong></td>
<td>Primary: Dr. Trent Atkins</td>
<td>Teaching &amp; Learning</td>
<td>Professor &amp; Department Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deputy: Crissy Laubach</td>
<td>Teaching &amp; Learning</td>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Dept. Counselor Education</strong></td>
<td>Primary: Dr. Veronica Johnson</td>
<td>Counselor Education</td>
<td>Associate Professor &amp; Department Chair</td>
<td>Rm #210 Phone: 406-243-2650 e-mail: <a href="mailto:kirsten.murray@mso.umt.edu">kirsten.murray@mso.umt.edu</a></td>
</tr>
<tr>
<td></td>
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</tr>
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</tr>
</tbody>
</table>
# Emergency Support Team

*Last revised on:* 1/14/2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Email</th>
<th>First Aid / CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Jordan</td>
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<td>406.240.070</td>
<td><a href="mailto:kristen.jordan@mso.umt.edu">kristen.jordan@mso.umt.edu</a></td>
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</tr>
<tr>
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<tr>
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<td>406.370.0516</td>
<td><a href="mailto:Maygan.lenz@mso.umt.edu">Maygan.lenz@mso.umt.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Crissy Laubach</td>
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<td>573.337.0316</td>
<td><a href="mailto:crissy.laubach@mso.umt.edu">crissy.laubach@mso.umt.edu</a></td>
<td>Yes</td>
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<tr>
<td>Kristin Horejsi</td>
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<td></td>
<td><a href="mailto:Christen.cole@montanadigitalacademy.org">Christen.cole@montanadigitalacademy.org</a></td>
<td>No</td>
</tr>
</tbody>
</table>
Levels of Emergency Response

Level 1 (Routine Incident - Alert/Advisory):

A UM localized, unplanned event of short duration that is not likely to adversely impact or threaten life, health or property. The control of this incident is within the capabilities of University employees and can quickly be resolved with existing University resources. The Emergency Response Plan is not activated for Level 1 events.

Examples: Automatic fire alarm, small localized chemical spill, localized water pipe break affecting a portion of a building, localized odor complaint, criminal incident.

Level 2 (Minor Incident - Alert/Advisory):

A minor incident is an unplanned event with a predictable or short duration at a single site. It can be quickly resolved with existing University resources and limited outside agency assistance. A Level 2 incident has little impact on personnel or normal operations outside the locally affected area. Evacuation is short-term and affects the immediate localized area only. Security procedures will need to be established. Medical response may be required. Some involvement of University insurance may be required.

Impacted personnel, departments or offices coordinate directly with operational personnel from UMPD and Facilities Services or other units to resolve Level 2 incidents. In certain incidents, the UM Communications Director and University Relations will be asked to provide necessary media releases.

Examples: Odor complaints or a small localized fire or a localized hazardous material spill with a predictable duration at a single site with single limited outside agency response.

Level 3 (Critical Event - Partial or Full UMEOC Activation):

A critical incident is one that disrupts sizable portions of the campus community and/or outside community. Level 3 emergencies require extensive assistance from external organizations. These events can escalate quickly and have serious consequences for mission-critical functions and/or life and safety.

Examples: Major building fire, biological or criminal threat, major chemical or hazardous material release causing extensive evacuation of one or more buildings, severe storm, fire or flooding, and extensive utility outage that adversely impacts or threatens life, health or property. Also includes external emergencies that may affect campus personnel or operations.

Level 4 (Area Wide Disaster - Full UM EOC Activation)

A major disaster involves a large part of the campus and its surrounding community on a greater scale. Normal campus operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires campus-wide cooperation and extensive coordination and support from external jurisdictions. Long term business interruption is expected.

The President is notified and action under this plan is coordinated with the Missoula County Emergency Operations Plan (http://www.co.missoula.mt.us/oes/plans/default.htm). The Emergency Operations Center with its Management Team and General Staff is activated along with the University Policy Group. State and local emergency services are notified and
communications opened. Policy Group establishes policies and procedures, approves resources as needed to support emergency operations, and determines business recovery and resumption priorities.

---

**Emergency Communication**

UM has a number of tools to provide emergency warning and notification to the University community. It is vital that all students, faculty and staff are aware of these communications tools and follow the guidance they will provide during times of crisis.

**Overall Emergency Communication Strategy**

In response to changing tactics of violent criminals and recent improvements in technology, UM has developed an emergency mass communication strategy to inform the community of threatening incidents.

This communication strategy is based on measures that overlap and have the ability to accomplish three goals:

- Provide information about an emergency
- Provide a location where more information can be obtained
- Provide a method to recall or send an “All Clear” message

**LED Mass Emergency Notification System**

The system consists of a radio transmitter capable of sending messages to wireless receivers. Since this is a stand-alone transmitter, it does not depend on outside resources that can get filled beyond capacity during an emergency. The wireless receivers are LED signs with an audible alert to attract attention to the scrolling text.

**Cell Phone Text Message Notification**

Cell phone users are familiar with text messaging. UM can transmit a mass notification message to all students and UM employees who subscribe to this system. To sign up or change
subscription information at any time, the text message notification system can be accessed through Cyberbear.

**Email Notification**

The emergency notification system sends an email with emergency information to all “umontana” e-mail addresses.

**Web Page Banner**

The same text sent to cell phones is automatically inserted into an “ALERT” banner on the UM home page. This page can be used to add more specific information and a running log of events as incidents develop.

UM also will use other social media avenues for emergency notification, including the UM and UMPD Twitter accounts and Facebook pages.

**Twitter**

Messages are posted to the UMPD web page:

http://www.umt.edu/police

**Emergency Notification System Activation Protocol**

UMPD and the Office of the Vice President for Administration & Finance have the authority to authorize an emergency alert. UMPD has primary responsibility to issue the alert; A & F staff has alternate authority.

An emergency alert is a serious action taken to warn of a threat or perceived threat. Care will be taken to avoid using the communication system to transmit a false report.

1. **PERMISSION** - An alert would ideally have approval of the Vice President for Administration & Finance or the Chief/Director of the UMPD. Without approval, staff members with the best information are given the authority and responsibility to warn if lives are at risk.

2. **PROTOCOL**

   **Credible Threat: Full Activation**
   
   - LED Reader Boards w/message and audible alert
   - Cell phone text messages
   - E-mail notification
   - UM home page
   - Twitter and Facebook
   - Local police/fire summoned

   **UM Alert: Partial Activation**
   
   - LED Reader Boards w/message and audible alert
   - UM home page
• Twitter and Facebook
• Local Police/fire notified, not summoned

**Timing:**
• Initial Message will outline general nature and location of the threat as soon as substantiated.
• Ideally, every 30 minutes after the initial message, an in-progress update will be sent.
• When incident is over, an All Clear message will be sent.

3. Use of separate communication components can be used in an AMBER ALERT (search for persons in need of care) or notification of developing conditions leading to a risk for the campus community. Approval from UMPD is required.

4. Tests and other messages will be conducted at the discretion of the UMPD Chief and/or the Vice President for Administration & Finance.

**Note:** Urge all students, faculty and staff to register for the cell phone text message notification through Cyberbear by logging into Cyberbear with their Net ID going into “Personal Information” then to “update,” “emergency text message cell phone.”

Faculty, staff and students are encouraged to use the American Red Cross Safe-and-Well reporting website during level 3 and 4 emergencies to inform loved ones that they are safe. Go to: [https://safeandwell.communityos.org/cms](https://safeandwell.communityos.org/cms) or simply Google safe and well.

Registrants can choose to update their Facebook and Twitter pages right from Safe and Well, notifying friends and followers that they are okay.

You can register by phone by calling the Montana Red Cross number: 1-800-272-6668, and requesting the duty officer.

If a University representative wants to create an event for an emergency exercise or an actual event, call the Montana Red Cross and have the duty officer create the event.

At the departmental level, making sure staff, faculty and students are kept well-informed regarding the specific steps they need to take to protect themselves and vital University resources is a key element of a building’s emergency action plan and an important responsibility of a departmental emergency coordinator. Following is some guidance in developing your internal communication plan:

Identify and document methods you will use to contact and inform all department staff of the emergency situation and what you want them to do. This can take the form of a phone tree. (See Appendix C) This is an effective system as long as telephone landlines or cell phones are working.

• Document the methods your unit will use to maintain contact with your College/Division leadership and Emergency Support Team during the emergency.

• Be aware that telephone landlines, e-mail and cell phones may not function during emergencies. Landlines can be disrupted by winds, freezing conditions, severed lines from downed trees or other breaks. Cell phones may seem like a reasonable alternative, but cell systems can be jammed due to too many people attempting to access at the same time. Be aware of these limitations and plan your communication plans accordingly.

• Consider establishing a departmental Hotline for emergencies (contact IT for more information). Establish procedures for use of the Hotline, who will be trained to set it up and manage messages.
• Train with your staff by practicing each communication method to make sure it will work when a real emergency occurs.

Note below the system(s) you may use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies. (Examples: Phone, Call Tree, E-mail, Instant messaging, Dept. web site, Direct connect, Pager, two-way radios, etc.)

**Departmental Emergency Communication Systems:**

• College Email List serve
• Portable radios with charging stands for evacuation coordination
• College/department social media channels
General Emergency Procedures

Report all emergencies by dialing ext. 4000 or 911. For other emergency numbers refer to UM Emergency Contacts. (See Appendix L)

Know your building’s locations of fire extinguishers, alarm systems, primary and secondary evacuation routes and areas of rescue assistance, and know how to use them. **Determine in advance your nearest exit and emergency evacuation route. Establish an alternative way out in case the nearest exit is blocked or unsafe.**

Fire Safety and Evacuation

If you discover smoke or fire, pull fire alarm, if it’s not already sounding. Shut doors to assure containment, if possible. **Immediately** leave the building by the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications or assistance to areas of rescue assistance. Stairwells are the primary means for evacuation. Building occupants must NOT use elevators as an escape route in the event of a fire.

Before opening a door, see if it is hot by placing the back of your hand against it. If it is hot, remain in the room. If you are on a ground floor carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block the entrance of smoke and heat. Open a window. Do not exit onto ledges. REMAIN CALM. Fire fighters will get to you as soon as possible. If the door is cool, open slightly and check for smoke in corridor. If smoke-free, proceed to the nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If corridor is too smoky to reach stairway or exit, remain in the room and follow the previous instructions.

If you know what caused the fire, have been trained in portable fire extinguisher use and can suppress it without risk to yourself, try to extinguish the fire.

**IN ALL CASES if you hear the fire alarm, you must evacuate the building.**

Know the types of alarm systems in the Phyllis J. Washington Education Center building:

- **Fire Alarms** - “Pull Stations” that are activated by a person from one of the various locations in the Phyllis J. Washington Education Center. When a “pull station” alarm is triggered, it activates all of the highly visible strobe lights in conjunction with a high-pitched audible alarm throughout the building. Missoula Fire response is automatically set into motion, and UMPD will also be dispatched. **Evacuation procedures should then be carried out.** A building emergency coordinator should call 911 after he/she is out of the building to clarify/confirm the situation.

- **Fire/Smoke Alarms** are automatically activated by sensing intense heat or smoke in the building. Similar to the fire alarm “Pull Stations,” the building’s strobe lights and audible alarms are activated.

- **Emergency Exit Doors** have internal alarms that will sound when someone pushes the crash bar to open the door. They are not linked to Missoula Fire. If activated, the on-site emergency coordinator (or deputy) should determine if an emergency exists. If so, **call 911 and continue with evacuation procedures.** If not, it will be necessary to close, lock and reset the doors with the assistance of Facility Services electricians.
• **Identify Areas of Rescue Assistance** that will provide a means for disabled individuals to request evacuation assistance in an emergency via both visible (blinking light) and audible two-way communications signals.

**Rescue Assistance Locations:**

• Second and Third Floor elevator landings
Evacuation Plans

If a building is evacuated in response to a fire or similar emergency (except for an active shooter scenario), have students disperse away from the building and move at least one building away and out of sight of the specific hazard. They can take shelter in another building if necessary and if safe to do so. All staff and faculty should report to a pre-designated Evacuation Assembly Area that meets the above requirements so a head count can be taken. Due to the transient population in most campus buildings, the emphasis is on evacuating people rather than absolute accountability for each person once outside the building.

Evacuation Assembly Areas

Each college/department should determine pre-designated Evacuation Assembly Areas. These may not be the same for the entire building. Departments within the building should base assembly areas on proximity of exits to the department location within the facility. The primary assembly area will be the assumed evacuation place unless otherwise decided during the evacuation. The secondary assembly area will be used if the first impedes emergency responders, is in a dangerous area, or is otherwise undesirable based on the emergency.

Critical Operations Shutdown

Critical operations, including equipment that must be shut off and persons designated to complete these actions, should be identified in Departmental Action Plan (see Appendix F). Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as to ensure complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown. Due to the nature and complications involved in shutting down utilities such as electricity, gas, and HVAC units, Facility Services will have authority over shutdown of these processes and will perform these actions if necessary.

Designated Evacuation Assembly Areas:

- Primary - Memorial Row lawn (in between Education Center and McGill Hall)
- Secondary – Parking lot bordered by the pool, the steam plant and McGill Hall

Designated Indoor Assembly Areas: (to be used if conditions make it necessary to evacuate and seek shelter inside another building):

- Primary – McGill Hall
- Secondary – Social Science Building

Evacuation Procedures Summary:

- Remain calm, do not rush or panic.
• Gather essential personal belongings if it is safe to do so.

• Close doors and windows as you exit.

• Use the nearest safe stairway and proceed to the nearest exit determined by your action plan.

• Do not use elevators in the event of an emergency evacuation.

• Students should disperse and staff should proceed to the pre-designated emergency assembly area and remain until a head count is taken. (Be prepared to account for your unit personnel. See Appendix C & D).

• Those guiding groups (visitors) from the building should attempt to determine if anyone from their group is missing or not accounted for. Advise the Emergency Coordinators, fire personnel and/or police if you think someone may be missing.

• Await instructions from emergency responders and/or your department Emergency Coordinator.

• Do NOT re-enter the building unless authorized by emergency responders.

**Guidelines for Evacuating People with Disabilities**

Employees requiring assistance upon exiting can be listed on Appendix G. However, there may be disabled visitors in the building who also require assistance. The Emergency Coordinator must identify individuals needing assistance, attempt to locate individuals to assist in the evacuation or in relocating to the Areas of Rescue Assistance, and notify the emergency response personnel of the person’s location. Transporting disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, near an evacuation stairwell.

There are three areas of concern in emergencies involving members of the campus community with disabilities: **vision, hearing, and mobility.**

1. Individuals with visual impairments may require guidance to the primary or secondary exit.

2. Deaf individuals, individuals with hearing impairments and individuals with communications disabilities may not realize the evacuation alarm is sounding. They may require alerting and guidance to the primary or secondary exit.

3. Individuals who use wheelchairs and individuals with mobility impairments may present additional challenges. Evacuation from basements or upper floors can be difficult because elevators may not be used during an emergency. Three courses of action are possible. All faculty and staff members should receive instructions so they may provide assistance.

Suggested methods are as follows:

1. Proceed to an enclosed, fire-rated stairwell or a designated area of rescue location and wait for assistance. Report location to the nearest emergency responder or by dialing 911.

2. Remain in the room. If the hazard is not near the location and the room is well constructed, this may be the best choice. Report the location by dialing 911 or reporting the location to the nearest emergency responder.

3. Assist the individual in using the stairs to evacuate. However, take great care in moving a person in a wheelchair.
Additional guidelines can be found in Appendix G. Because of the many disability variables, it is impossible to develop one set of safety procedures for people with disabilities. For that reason individual emergency planning is essential.

**Shelter-in-Place**

“Shelter-in-Place” is the term used to refer to situations where it is safest to remain indoors rather than face uncertainty outside the building. In many cases shelter-in-place procedures are the recommended action when weather or hazardous material emergencies occur outside the building.

Depending on the emergency, appropriate areas of safe haven vary. In general, when sheltering, occupants should seek safety by placing protection between them and the danger. This could include walls, rooms without windows, closed doors, etc.

**Responding to Outdoor Environmental Hazards:**

- Go or stay inside the building.
  - Do not use elevators.
  - If possible, go to a room or corridor where there are no windows. (In the event of a chemical release, go to an above-ground level of the building. Some chemicals are heavier than air and may seep into basements, even if the windows are closed.)

- Secure the space.
  - Close all windows and doors.
  - Close fireplace dampers where applicable.
  - Use Visqueen and duct tape to help seal off the area around doors, windows and air ducts.

- Do not call 911 unless you are reporting a life-threatening situation.

- Seek updated information or further instructions.
  - Online, visit: UM’s home page [www.umt.edu/]
    The UMPD page [www.umt.edu/police]
  - Call the UM Emergency Bulletin number: 243-2400.
  - L.E.D. wireless message displays for emergency notification.
  - Watch for cell phone text message emergency notification status updates.
Specific Emergency Procedures

Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm.

Guidance to faculty, staff and students in an active shooter situation:

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved. Try to remain calm and use these guidelines to help you plan a strategy for survival. You basically have three options in dealing with an active shooter.

- Run if possible.
- Hide if you can do it effectively.
- Fight back (with whatever means available). Throw objects, rush, disarm and subdue shooter.

If an active shooter is outside your building:

- Tell the building occupants if you can do so safely. Go to a room that can be locked; close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs. If the door opens outward, secure the door to a heavy object with belts.
- Turn off all lights. If possible, get everyone on the floor and seek protective cover. Spread out; do not bunch up in one group. Ensure that no one is visible from outside the room. Keep quiet and act as if no one is in the room. One person in the room should call 911, tell the dispatcher what is taking place, give the location and describe, number of shooters and weapons if possible. Remain in place until police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Don’t respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are:

- Determine if it is possible to escape the area safely and avoid danger, then leave by the nearest exit or window. Notify anyone you encounter to exit the building immediately. As you exit, keep your hands above your head with fingers spread and listen for instructions that may be given by police officers. Evacuate to a safe area and take protective cover. If you are unable to escape the building, move out of the hallway and into an office or classroom and lock the door if possible. If your room can’t be locked, barricade the door, tie door shut if possible and silence cell phones.
- You can reduce your vulnerability: Close blinds, block windows, turn off radios and computer monitors, silence cell phones, place signs in exterior windows to identify your location and the location of injured persons; keep people calm and quiet. After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, bookshelves, etc.
If an active shooter enters your office or classroom:

- Try to remain calm. Dial 911, if possible, and alert police to the shooter’s location. Give description, gender, race and age of assailant; number of shooters, and weapons, e.g. handgun, shotgun, rifle, explosives; clothing color and style; physical features, e.g. height, weight, facial hair, glasses. If you can’t speak, leave the line open so the dispatcher can listen. Normally, the location of a 911 call can be determined without the caller speaking. If there is absolutely no opportunity to escape or hide, attempting to overcome the suspect with force should be considered in the most extreme circumstances. **Only you can decide if this is something you should do.**

If the shooter leaves the area:

- Go immediately to a safer place and be alert for responding police officers who may mistake you as the shooter. Remember to put your hands over your head with fingers spread and immediately comply with officers’ instructions.

No matter what the circumstance:

- If you decide to flee during an active shooter situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything. Move quickly, keep your hands visible and follow the instructions of any police officer you encounter. Don’t try to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Don’t try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of three to four. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns, and may be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. If you can’t speak, point officers in the direction of the shooter.

The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene. Police will need you to remain at a designated assembly point to be a witness until the situation is fully under control.
Bomb Threat or Suspicious Device Guidelines

Although the possibility of a bomb exploding on UM’s campus is remote, the possibility still exists. One consideration when planning for bomb threats is the disruption caused by a bomb hoax. Successful response and handling of any bomb threat will depend on the trained response of emergency service personnel and immediate assistance from building occupants.

Response: If you receive a bomb threat call, obtain as much information as possible. Use the bomb threat report if available at the phone location or also located in Appendix I of this document. If a suspect device is located or observed, call UPMD (ext. 4000) or call 911. Do not use cellular phones.

1. If a suspect device is located or observed, call UMPD, ext. 4000.
2. If there are questions regarding the credibility of the threat, a UM police officer will evaluate the credibility and advise the building administrator and/or building emergency coordinator with a recommendation to evacuate or not evacuate.
3. If an evacuation is called for, leave open windows and doors in that position. This will minimize the destructive compression, which accompanies any explosion.
4. Leave the building with the other occupants according to the evacuation procedures. Remember to move at least 300 feet away from the building.
5. The staff member who received the bomb threat call needs to identify him or herself to the nearest UMPD officer.
6. Follow further instructions from UMPD on the scene.

Receipt of Suspicious Letter or Package

University departments, offices or mailrooms may receive a suspicious package that could contain a harmful Chemical, Biological or Radiological (CBR) agent or possible explosive device. Staff who work in the mailrooms or handle incoming mail must be aware of procedures involving suspicious packages. If a suspicious unopened letter or package is received:

1. DO NOT SHAKE OR EMPTY the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. Wash your hands with soap and water if there was any possible contact with a foreign substance.
6. Report the incident to UMPD at once by calling 4000.
7. If you have had exposure to an unknown substance and you are ill, immediately contact a physician or go to an emergency room.
8. If UMPD determines the package might possibly contain an explosive device, the building will be evacuated in accordance with the bomb threat procedures in this document and the local bomb squad notified.
9. UMPD will announce the “all clear” once the device has been removed and the scene investigated.
Some characteristics of suspicious packages and letters are:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect addressee title or title with no name
- Misspellings of names/addresses or common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

**Earthquake Guidelines**

**If you are inside a building**

1. Pre-plan shelter locations for areas of buildings you commonly use. Emergency Coordinators should clarify best locations for individuals using their facilities.
2. Move away from windows, light fixtures, suspended objects and sky lights.
3. Take cover under desks, tables or other heavy furniture and turn away from windows.
4. Implement the “Drop, Cover and Hold On” procedure.
5. If heavy furniture is not available, stand in interior doorways, narrow halls or against weight-bearing walls.
6. When the quake is over, use extreme caution when evacuating the building. When evacuating through the building, move cautiously to avoid damaged stairways, doors, falling debris or exposed electrical lines.
7. Go to the designated outdoor Evacuation Assembly Area for your building, where an emergency coordinator will attempt to account for all individuals.
8. Remain outside the building until it has been inspected and declared safe by authorized personnel.

**If you are outside**

1. Move away from buildings at the first sign of an earthquake.
2. If possible, go to a clear open space.
3. Avoid being around utility poles, trees and overhead wires.
Building Fires

Building fires are one of the most common emergency scenarios for all universities. Individual or multiple buildings can be affected and can cause a loss of life if a campus isn’t well-prepared in evacuation procedures. Fires may be more likely in buildings that contain flammable liquids, oxidizers and large amounts of combustible material. Life safety inspections are performed on an annual basis at a minimum for all University buildings to ensure means of egress, firefighting systems, exit lights and emergency lighting units, fire doors and proper material storage are maintained to reduce the possibility of loss of life during a fire emergency.

General Guidelines:

If you see fire or smoke, call 911 and pull the nearest fire alarm if applicable. Call UMPD at ext. 4000. The building will then be evacuated and occupants will be directed to the established evacuation point.

Shut doors to assure containment, if possible. Immediately leave the building by means of the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications or assistance to areas of rescue assistance.

Before opening the door, see if it is hot by placing the back of your hand against it. If it is hot, remain in the room. If you are on a ground floor, carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block entrance of smoke and heat. Open window. Do not exit onto ledges. REMAIN CALM. Fire fighters will get to you as soon as possible. If the door is cool, open slightly and check for smoke in corridor. If smoke-free, proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If corridor is too smoky to reach stairway or exit, remain in room and follow the previous instructions.

General Procedures:

- After receiving the alarm, UMPD will respond to the reported fire location to provide assistance to the arriving emergency vehicles.
- Departmental Emergency Plan Coordinators will activate their building emergency action plan.
- Emergency Support Team personnel will sweep their area of responsibility and direct individuals to the designated evacuation assembly area.
- Follow the established guidelines for evacuation of people with disabilities.
- Conduct critical shut-down operations where applicable for the affected building(s) if health and safety are not jeopardized.
- UMPD will provide access control and traffic control in the affected areas and assist in evacuation activities.
- If a Residence Hall Fire, students in residence halls may be relocated by Residence Life to a designated shelter area.
- Fire officials will determine if the building is safe to re-enter.
Hazardous Material Incident

Building Emergency Coordinators are responsible for maintaining a shelter kit – to include duct tape, Visqueen, bottled water and a means of communicating (phone) with the outside world in the event of a Shelter in Place response to a hazardous material release.

The release of hazardous material may necessitate either the evacuation of a building or sheltering within the building. The nature of the material released, its location and other factors will determine the recommended course of action. Timing is critical when airborne contaminants are involved. Procedures for evacuation and sheltering in place follow.

Evacuation

1. Call UMPD at 4000, or immediately dial 911. Report the location and type of emergency.
2. Activate the nearest fire alarm pull station if you are reporting an on-site emergency that requires the evacuation of the building.
3. Use the primary route (nearest exit) or secondary route if the primary exit is blocked.
4. Close doors as you leave to slow the spread of toxic atmosphere, smoke and/or flame.
5. Report to the Evacuation Assembly Area. Individual employees should advise the on-site Emergency Coordinator of their arrival. Those guiding groups (students or visitors) from the building should attempt to determine if anyone from their group is missing or not accounted for. Advise the Emergency Coordinators, fire personnel and/or police if you think anyone may be missing.
6. Wait at the Evacuation Assembly Area until advised of further action by the on-site Emergency Coordinator, police officer or fire fighter.
7. Remember: Trained fire and/or police personnel will perform rescue and medical first aid duties. Do not attempt first aid unless you are qualified.

Shelter in Place

1. Assist the building Emergency Coordinator in closing off and sealing gaps around all exterior doors and windows.
2. Cover and seal all openings to outdoors (vents, air conditioning, etc.).
3. The Building Emergency Coordinator, or designee, should report the incident to UMPD at ext. 4000, and Facilities Services should be notified at 243-6091 to determine if the building’s air handling system should be shut down.
4. All building occupants should shelter in place until notified by qualified personnel that it is safe to leave the building.

Severe Weather Event

Severe thunderstorms and high winds may topple a number of large trees on campus, causing damage to structures and power lines in adjacent areas to the University. Roofs and other structures may be damaged by large hail. If you are alerted to approaching severe weather through the Mass Notification System, Emergency Plan Coordinators should activate their EAP to protect the building inhabitants from possible injury.

- If at all possible, move to an underground, pre-designated shelter.
- If an underground shelter is not available, move to an interior room or hallway on the lowest floor.
- Stay away from windows.
- Provide assistance for others who might require help in getting to the safest areas.
- Remain in shelter or protected area until the storm has passed.
- Be cautious when exiting the building due to possible broken glass, possible downed trees and power lines.

Winter storms and blizzards can occur and overwhelm the ability to keep roads passable. Extreme wind chill temperatures may harm residents if unprotected outdoors or if heating mechanisms are disrupted.

- Announcements about the operating status of the University will be updated periodically on UM’s home page and with local media outlets during inclement weather conditions. Please do not call ext. 4000 to verify that the campus is closed. This phone line must remain open for emergency communication.
- If the decision to suspend services on campus is made during a work day, deans, directors and department heads will be notified through the intercampus e-mail system and asked to pass information along to their employees.
- Deans, directors and department heads should identify University facilities essential to the health and safety of the University that must remain operational even under extreme weather conditions (i.e. dining services, residence halls, animal care facilities, UMPD offices, heating plant, Facility Services, etc.) and notify affected employees of their responsibilities. Special transportation arrangements or accommodations may have to be considered for employees in those areas.

**Violence on Campus**

The University of Montana defines violence as follows, and prohibits:

- The use of physical force with the intent to commit harm.
- Acts or threats in any manner or form, including, but not limited to: words, gestures or symbols which are intended to intimidate, coerce or cause fear of harm, under circumstances which reasonably tend to produce a fear that such threats will likely be carried out.
- Property crimes that would reasonably be anticipated to have the effect of intimidating or causing fear or harm.

Employees and visitors may not possess, carry or store firearms, explosive devices or any unlawful weapon of any kind on University property. Students may possess weapons only as provided in UM Policy 1009, Firearms on Campus, by contacting UMPD and/or the Family Housing Office. This restriction shall not apply to weapons carried by police officers in the performance of their duties; tools that are used by employees in the performance of work duties; weapons used for education, demonstration or theatrical purposes as part of University curriculum, or otherwise; and legal items such as small penknives or pocket-knives carried or possessed without the intent of injuring, threatening or intimidating others.

- Faculty, staff, and students should report all acts or threats of violence. In an emergency situation call UMPD at **243-4000** or **4000** from campus phone preferably, or call **911**.
- An Initial Offense Report (IOR) will be filed based upon the information contained in one of the following two incident reports: Reporting Acts/Threats of Workplace Violence or Report of Mail or Electronic Threats.
A civil disturbance or demonstration in or near your building must be reported to UMPD at extension 4000, if it:

- Interferes with the normal operations of the building.
- Prevents access to offices, or other University facilities.
- Poses a threat of physical harm to persons or damage to University property.

In the event of a demonstration, those not involved should try to carry on business as usual and not provoke or obstruct the demonstrators. If your students, faculty or staff are near the civil unrest, they should be advised to leave the area immediately. Actions Emergency Coordinators may take include:

- Alert all persons in the area of the situation.
- Close blinds to prevent flying glass.
- Move to an area away from glass windows and doors.
- If evacuation is necessary, follow your building evacuation plan.

**Utility Outage**

System and power failures will include any loss of building service such as electricity, plumbing, heating, ventilation, water supply, elevators and telephones. These emergencies can affect your specific building or department and may adversely impact the ability to function normally. Emergency Coordinators should report any emergency related to building or facility problems, such as equipment failure or erratic operation, to Facilities Services as soon as possible.

- Call UMPD if there is a potential danger to building(s), and/or its occupants.
- If power is down and low light levels exist, the Emergency Support Team should use flashlights to assist building occupants to areas where directional emergency lighting units are activated.
- If a prolonged outage is expected, follow your designated evacuation plan.

**Medical Emergency Procedures**

- Call 911.
- Retrieve first aid kit and render aid if qualified or keep the victim comfortable until emergency responders arrive.
- Follow universal precautions when rendering aid.
- Send team member to meet arriving medical personnel.
- Facility emergency coordinators should identify employees in their facility with first aid and CPR training.
- The location of the first aid kit should be identified and well known among building occupants.
- The Emergency Support Team is responsible for maintaining a fully stocked first aid kit.

**At the beginning of each term**, faculty should ascertain if any students have medical conditions that could present an emergency. Ideally, this would involve requesting that students who feel this pertains to them privately inform the instructor of that at the beginning of the term. While maintaining confidentiality, instructors should then pre-plan strategies for providing an appropriate response should a real emergency materialize.
If a student, employee, or visitor has a serious injury or medical condition, analyze the type of assistance needed and follow the procedure in Appendix L.

**Floods**

Floods, although not likely, could occur on the campus and cause significant damage and create threats to life and health. There should be plenty of warning from local authorities regarding the possibility of flooding or flash floods. If notification of a flood emergency is given through the University mass communication notification system:

- Emergency Plan Coordinators will activate their building EAP.
- Departmental Emergency Support Team Personnel will attempt to protect property and records by removing items from floors or covering with water-resistant coverings where appropriate.
- In all flooding situations, be aware of electrical equipment, appliances, cords, power strips, outlets, light/appliance switches and other electrically connected items.
- If flooding occurs and water begins accumulating within a building, Facilities Services shall de-energize any electrical equipment and outlets in the affected areas.
- The Emergency Plan Coordinator will be notified when it is safe to re-enter the building.

**Wildfires**

One of the main issues concerning wildfires near the University may be the amount of smoke in the immediate vicinity of campus. Members of the campus community are advised to heed public health advisories urging people to stay indoors and avoid outdoor activities as much as possible.

- The Emergency Plan Coordinator should work with Department personnel regarding sick leave or other possible work arrangements should employees be adversely affected by smoke.
- The Emergency Plan Coordinator may need to activate their EAP if emergency notification is given by the University.
- If EAP is activated, the Emergency Coordinators and the Emergency Support Team should close all windows and doors to limit smoke accumulation in the building. Coordinate responsibilities to cover department functions and be prepared to temporarily shut down operations if the notice is given.

**Volcanic Ash**

Although no active volcanoes exist within Missoula County, an eruption hundreds of miles away can blanket the county given the right conditions. The nearest active volcanoes to Missoula County are within the Cascade Range of British Columbia, Washington, Oregon and California and to the south in the Yellowstone Caldera of Wyoming and Northeastern Idaho. Campus effects will include potential power and communication outages, hazardous travel conditions, building roof collapse and possible health risks.

- Stay indoors where possible to minimize exposure to ash.
- Cover and don’t use personal computers, and other sensitive electrical equipment.
- Pay attention to campus emergency notification messages for instructions and precautions.
• If a University Emergency notification is given, an e-mail will be sent to the Departmental Emergency Plan Coordinators regarding preparation steps.

• Departmental Emergency Plan Coordinators will activate their building emergency action plan if instructed.

• Facility Services will monitor buildings for roof ash accumulation.

• If an evacuation is warranted, follow your building EAP designated plan. Meeting at the Emergency Evacuation Area may not be necessary unless under an emergency situation.

• Facilities Services will inform the building Emergency Plan Coordinator when it is safe to re-enter the building.
Continuity of Operations Planning

Advance prioritization of critical operations and services is essential to assuring that the University’s response to an emergency is in the best interest of the organization as a whole and to the community it serves, and that critical functions are maintained throughout the course of an incident. Departmental Continuity of Operations Plans (COOP) will play a key role in defining and communicating area-specific response priorities to the Emergency Operations Center; University priorities, however, will likely supersede COOP priorities if a major disaster occurs. If COOP functions and services have not been prioritized, then it is the role of the UM Policy Group to determine recovery priorities. The Policy Group will also determine broad University priorities for restoration of operations and services and communicate these priorities to the EOC. Recovery priorities should be established as follows:

- Immediate recovery (true continuity) is essential.
- Recovery required within 24 hours.
- Recovery required between 24 and 72 hours.
- Recovery not required within 72 hours.

Continuity of operations planning encompasses three areas of focus: planning and organizing the emergency response; identifying and mitigating areas of vulnerability; and advance prioritization of business continuity and business recovery concerns.

If is recommended and expected that all Colleges/Departments develop continuity of operation plans to safeguard their essential programs and records, and to involve appropriate academic, administrative and/or financial personnel in the planning process. It is also recommended that departments periodically review and update emergency response and business continuity and recovery plans; and periodically test these plans to assure they adequately address the critical functions and services of the departments or units covered by the plan. Testing could include performing a desktop review, tabletop, or simulation.

Generally speaking, we need four things to do our jobs on campus:

1. Employees/staff
2. Utilities
3. Telecommunications and
4. A facility in which to work.

Some offices also need specialized equipment.

Items to consider when designing your plan:

- What are your critical functions?
- What are the priority operations?
- Who are the essential employees who will monitor those functions, list alternates and are they sufficiently cross-trained?
- What considerations do you have in place for critical/essential records?
- Does your operation require a backup stock of supplies and/or where can those be acquired in an emergency?
• What Payroll /Purchasing or Financing considerations may be needed?
• What is the Departmental Access Plan to essential information and systems in an emergency?
  o Do you have remote access or authorization to allow remote access?
  o Consider off-site data backup, backup files on flash drives, hard copies, Android/I-phone or use of alternate e-mail systems.
• Contingency Work at Home Procedures.
Plan Review and Revision

Each department with the direction and leadership of the Emergency Plan Coordinator is expected to prepare and continuously update their area plans as needed to ensure the timely and effective delivery of disaster response and recovery services by that organization during a disaster. When an area plan is updated, a copy shall be submitted to UMPD. At a minimum, this plan shall be reviewed annually.

Each identified area coordinator will sign and date their respective area plan after the annual review to certify that it is accurate, current and comprehensive.

The plan must be exercised periodically. The test may involve all or part of the plan as necessary. Results of exercises will be evaluated and changes to the plan made as deemed appropriate to keep the plan current and effective.

Revisions to the basic plan must be submitted to UMDP and the Office of the President notified of completion and or revision. Revisions will be dated (see Appendix J & K). A record of revisions shall be maintained. The basic plan will be made available via electronic access to UMDP.

Plan Authentication

[Signature]
3/13/2019
Dean, Director or Department Head

________________________________________
Executive Officer

________________________________________
Public Safety Director
Appendix A

Departmental Emergency Go-Kit

☐ Flashlights/ Headlamps

☐ AM/FM battery-powered radios, preferably with Weather Channel
☐ Two-way radios: Optional
☐ Megaphone: Optional
☐ Plenty of extra batteries for all items above
☐ Orange Vests (hunter style-to identify those in charge)
☐ Tools-Screwdrivers, hammers, wire cutters, pliers, electrical tape, duct tape
☐ Crow bars

☐ Eye Protection-Goggles
☐ Heavy-duty leather gloves
☐ Loud whistles
☐ Dust Particulate Masks
☐ First Aid Supplies

☐ Clipboard with pens, paper
☐ Disposable camera w/flash for documenting damage/hazards
☐ Building Evacuation Plans
☐ Emergency Action Plan

Other things to consider adding to your kit:

☐ Bottled water
☐ Blankets
☐ Food rations
Headquarters and Supply Locations

Last revised on ________________

Department Emergency Headquarters and alternate site:

Bldg. /Room: ED 321 – Dean’s Office
Phone: 406-243-4911 Fax: ________________
E-mail: timmie.lyon@mso.umt.edu

Alternate site:
Bldg. /Room: Social Sciences Basement Computer Lab
Phone: ________________ Fax: ________________
E-mail: ______________________

Department Emergency Supply Locations

<table>
<thead>
<tr>
<th></th>
<th>Room</th>
<th>Building</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Kit(s)</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Employee Rosters</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Communication Equipment</td>
<td>_____</td>
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<td>_____</td>
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<tr>
<td>Go-Kit(s)</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Other Supplies</td>
<td>_____</td>
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</table>
Appendix C

List all department staff and their critical contact information. It is important to get the emergency contact information in case of accident or injury to the staff member. Mission Critical Staff (those who are absolutely necessary to your operations in case of emergency) should be highlighted. Call trees can be developed from this table.

**Departmental Staff/ Faculty Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>E-MAIL</th>
</tr>
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<tbody>
<tr>
<td>TBD</td>
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</table>
Appendix D

Evacuation Sign-in Sheet

(Use this form to account for personnel at the emergency assembly point when a roster is not available)

Building: ________________________________

Department(s): ________________________________

Please Print

<table>
<thead>
<tr>
<th>Name</th>
<th>UM ID No.</th>
<th>School/Unit/Dept.</th>
<th>Student (Sd)</th>
<th>Faculty (F)</th>
<th>Staff (Sf)</th>
<th>Other (O)</th>
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Appendix E

Communications Plans

Department Internal Communications Plan

Telephone Communications Plan (departmental calling trees):

- Primary building emergency contact, Timmie Lyon, in collaboration with the Dean, Adrea Lawrence, and Associate Dean, Susan Harper-Whalen will contact department chairs. The department chairs will then activate their departmental calling trees.

Computer (Email) Communications Plan:

- Primary building emergency contact, Timmie Lyon, in collaboration with the Dean will send email alerts, notifications and updates to CoEHS mailing list.

Hotline Communications Plan:

- TBD

Use of Runner to Contact Staff Plan:

- TBD
Two-way Radio Communications Plan (If unit has two-way radios):

- All units will use Channel 1
- Each department in CoEHS has a radio set located in a general location.
- All departments in CoEHS participate in quarterly testing of radios. Testing of the radio system will include distributing an alert to activate emergency response.
- All communications to be brief and concise identifying name, location and description of emergency.
- Report faulty radio sets to Timmie Lyon.
Appendix F

Critical Operations Shut Downs

1. Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities (include Alternates)

Not Applicable
Appendix G (1 of 2)

Evacuation of Persons with Disabilities

The following guidelines should be reviewed by the Building Emergency Coordinator and persons with disabilities.

In all emergencies

- Evacuate people with disabilities if possible.
- DO NOT use elevators unless authorized to do so by the fire department.
- If the situation is life-threatening, dial 911 from a cell phone.
- Check on persons with disabilities during an evacuation. Verify that they have been notified of the emergency.
- Attempt a rescue ONLY if the person is in imminent danger and cannot wait for emergency responders.
- Always ask a person with a disability how you can help before giving assistance. Ask how he/she can best be assisted or moved and whether there are any special considerations that you should be aware of.

For blindness and visual impairment

- Give verbal instructions to advise of the safest route to evacuate. Use estimated distances and directional terms to assist the person.
- DO NOT grasp a visually impaired person's arm. Ask if he/she desires assistance and offer to allow them to hold your arm while exiting.

For deafness and hearing loss

- Get the person's attention by touch and eye contact. Clearly state the emergency and necessary next actions. Gestures and pointing are helpful, but be prepared to write instructions.
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

For mobility impairment

- It may be necessary to help clear the exit route.
- If persons with mobility impairments cannot exit the building, they should move to safer locations such as stairwells or rooms with closing doors away from the hazard. (areas of rescue assistance)
- Notify emergency responders immediately about any persons remaining in the building with mobility impairments.
- If persons are in imminent danger, it may be necessary to carry them if safe to do so. Always ask how best to move the person before trying any lifting assistance.

Two-handed Carry  Seated Carry
Appendix G (2 of 2)

Evacuation Planning for Persons with Disabilities

Information last revised on ____________

List self-identified disabled persons who would request evacuation assistance during an emergency. Designate evacuation assistants to wheelchair users to assist them during an emergency.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Room/Bldg.:</th>
<th>Phone:</th>
<th>Disability:</th>
<th>Instructions:</th>
<th>Designated “Buddy”/Assistant:</th>
</tr>
</thead>
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<th>NAME:</th>
<th>Room/Bldg.:</th>
<th>Phone:</th>
<th>Disability:</th>
<th>Instructions:</th>
<th>Designated “Buddy”/Assistant:</th>
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<tr>
<th>NAME:</th>
<th>Room/Bldg.:</th>
<th>Phone:</th>
<th>Disability:</th>
<th>Instructions:</th>
<th>Designated “Buddy”/Assistant:</th>
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Classroom Emergency Procedures Example
(Education - RM 214)

**Building Evacuation:** If the fire alarm sounds or an emergency evacuation alert is given, evacuate out the main classroom doors and exit to the left and out to the South stairwell. Alternate exit is to the right and out the Southwest stairwell. Do not use the elevator. If students with disabilities can’t be evacuated, they should proceed or be taken to the Area of Rescue Assistance down the hall to the left, through the lobby and to the elevator landing.

**After Bldg. Evacuation:** Disperse away from the building and move to at least one building away and out of sight of the specific hazard. Take shelter in another building if necessary and if safe to do so. Do not encumber emergency response access.

**Location of Nearest Fire Alarm and Extinguisher:** Fire alarm is located outside classroom door on the North wall. Fire extinguisher is located outside classroom to the right on the North wall.

**Power Outage:** If class can’t be held due to power outage, remind students to use caution when exiting the building. If visibility is diminished to not allow for safe evacuation, remain seated in classroom until safe egress is possible.

**Earthquake:** Take cover under a table or desk and drop, cover and hold. Stay away from tall items that could fall. Do not attempt to evacuate the building until it is safe to do so. Be prepared for aftershocks.

**Active shooter on campus:** If you hear gunfire or receive emergency notification of a threat, escape is always the first option. Emergency notification will include probable location of the shooter. Plan escape from classroom away from the location of the threat. If escape is not possible, close windows and lower the shades if safe to do so, close doors to room, barricade the doors, turn off lights, and stay away from windows. Remain quiet and place cell phones on vibrate. Take cover behind desk and other furniture but do not congregate in one location. Remain in location until the all clear is given by the University Police Department.

**Save in Place Procedures:** (chemical, biological, radiological release)

Close windows and doors. Remain in room until further notice via emergency text message.

**Location of LED Reader Board:** First floor hallway between RMs 107 and 108 near West entrance.
Appendix I

Bomb Threat Report

Instructions:
Be calm, courteous, and LISTEN. Do not interrupt the caller(s). Under no conditions should you touch any suspicious package or alleged bomb. Do not use your cellular phone!

Time call received__________ AM/PM
Time caller hung up _________ AM/PM
Exact words of person placing call:

Questions to Ask:
1. What does it look like? __________________________
2. What building is the bomb in? ____________________
3. When is the bomb going to explode? ______________
4. Where is the bomb right now? _____________________
5. What kind of bomb is it? _________________________
6. What is your name? ______________________________
7. Why did you place the bomb? _____________________

Try to determine the following: (Circle as appropriate)

Caller's Identity:
Male Female Adult Juvenile Age_____ years

Voice:
Loud Soft High pitch Deep Raspy Pleasant Intoxicated Other
(explain)

Accent:
Local Not Local Foreign Region Explain:

Speech:
Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp
Language:
Excellent  Good  Fair  Poor  Foul  Other (explain)

Manner:
Calm  Angry  Rational  Irrational  Coherent  Incoherent
Deliberate  Emotional  Indignant  Laughing  Intoxicated

Background Noises:
Office Machines  Factory Machines  Bedlam  Trains  Animals  Music
Quiet Voices  Mixed  Airplanes  Street Traffic  Party Atmosphere

Person receiving calls: _________________________________________________
Telephone Number received on: _________________________________________

Dissemination and Use of Information

Call 911 and:

1. Identify yourself and provide the information obtained above.
2. Answer any additional questions the dispatcher may have. These questions are critical. They provide the information necessary to determine the best emergency action.
3. **DO NOT USE CELLULAR PHONES.**
4. Avoid causing noise and vibrations
5. **Do Not Hang up unless directed.**
6. Advise your supervisor and/or facility emergency coordinator. The officer may want to talk to these individuals or other building personnel.
Appendix J

Checklist for Annual Plan Updating

- Revise Department Key Personnel directory and call trees.

- Add/Remove Department Occupied Buildings as necessary.

- Review Building Names and Locations.

NOTE: There is likely more than one Annex to review. Add any new buildings that the department has occupied and delete buildings that the department has vacated. The department EAP should have the same number of “Annexes” as it has occupied buildings.

- Review/revise the Department Emergency Coordinator and alternate information.
- Review/revise the Emergency Support Team information.
- Review/revise the Evacuation Assembly Areas.
- Ensure that the Building Alarms information is accurate.
- Review/revise the Locations of First Aid Kits and AEDs.
- Review/revise Building Hazards and Essential Operations.
- Review/update Building Evacuation Routes as necessary.
- Review/update Persons Requiring Assistance during Emergencies.
- Enter the revision data in the Record of Changes.
# Record of Changes

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Data Changed</th>
<th>Date Entered</th>
<th>Posted By</th>
</tr>
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<tbody>
<tr>
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</table>
Appendix L

Emergency Contact Numbers

- Medical Emergencies (Dial 911)
- Fire/Smoke
- Uncontrolled Hazardous Material Spills
- Violence & Threats
- When in doubt…

DIAL 243-4000 FROM ANY PHONE

Identify yourself, department, the location and nature of incident, and if an evacuation is underway. Stay on the line until the operator hangs up.

The nearest AED is located: ________________________  

University Safety Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Business Hours</th>
<th>After Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Department</td>
<td>243-6131</td>
<td>Emergency 243-4000</td>
</tr>
<tr>
<td>Environmental Health &amp; Risk</td>
<td></td>
<td>243-2881</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Services</td>
<td>243-2788</td>
<td></td>
</tr>
<tr>
<td>Crisis Line</td>
<td>243-6559 24 hr</td>
<td></td>
</tr>
<tr>
<td>Medical, Counseling Services</td>
<td>243-2122</td>
<td></td>
</tr>
<tr>
<td>U of M Resident Issues</td>
<td>243-2611</td>
<td></td>
</tr>
</tbody>
</table>

Building Emergency Contact Information *(these are your personnel)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Work Number</th>
<th>After Hours/Emergency</th>
<th>First Aid/CPR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timmie Lyon</td>
<td>Director of Operations</td>
<td>Suite ED 321 B</td>
<td>406-243-4199</td>
<td>406-529-0444</td>
<td>Yes</td>
</tr>
<tr>
<td>Adrea Lawrence</td>
<td>Interim Dean</td>
<td>Suite ED 321 C</td>
<td>406-243-5054</td>
<td>202-841-5745</td>
<td>No</td>
</tr>
</tbody>
</table>
Appendix M

FIRST AID PROCEDURES

1. **Assess the Scene.**

   Is it safe to rescue the victim?  
   
   NO  \(\rightarrow\)  CALL 911

   YES  (If needed, send for appropriate assistance.)

2. **Assess the Victim.**  ABC – airway, breathing, circulation

   - Does there appear to be a life-threatening condition?
   - Does there appear to be breathing difficulty?
   - Is there severe bleeding?
   - Is there a potential spinal or head injury?
   - Is there a broken limb?

   If ‘NO’ To All of the Above:

3. **Consult with identified first aid personnel**
Are qualified first aid personnel available?  **YES**

**NO**

4. **Assess what you can do at your building.**

5. **If the victim’s condition is stable and non-life threatening, refer him/her to Curry Health Center (student) or other medical care (non-student).**

Does the individual require transportation?

**NO**  **YES**

Call 911 if urgent medical care is required.

**Remain calm and speak clearly.**

Have someone accompany to care, unless the individual declines this assistance.

Call UMPD at 6131 to arrange transport. (Note: UMPD can not provide transport if there is any loss of body fluids/substances – blood, vomitus, urine, feces.)
REPORT EVERY INJURY TO YOUR SUPERVISOR.

Fill out accident report and a workman’s compensation form (if applicable).