

Emergency

Action

Plan

EMERGENCY ACTION PLAN

State Agencies within
The Justice Building
215 North Sanders
Helena MT 59620

Purpose

It is the policy of the agencies within the Justice Building (including the Montana State Library, The Department of Justice, which includes the Office of the Attorney General, The Judicial Branch, which includes the Supreme Court, the Clerk of the Supreme Court, Office of Court Administration (Financial Services Division) and the State Law Library) (hereinafter referred to as the Justice Building Agencies) to provide a safe working environment for all employees, visitors and customers. These agencies are committed to establishing an effective Emergency Action Plan (EAP). The operational aspects of the plan are based in part on the Incident Command System (ICS) which consists of employees that respond to any workplace emergency within their scope of training. It provides for overall command and control of occupants in the building for any incident, emergency or disaster as well as improving communication between the Building Emergency Action Team (BEAT) and responders. It provides appropriate response actions and assistance during the time it takes for emergency responders to arrive.

OSHA's Emergency Action Plan (EAP) requirements, in accordance with 29 CFR 1910.38, require the State of Montana to have a written EAP. This EAP addresses emergencies that may reasonably occur at this facility. The EAP has been developed through a cooperative effort with the General Services Division (GSD) of the Montana Department of Administration and local emergency response agencies.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, to employees, their designated representatives, and any regulatory officials who ask to see it.

Administrative Duties

The Justice Building Emergency Action Team (BEAT), in conjunction with the GSD, has the responsibility for the EAP. This responsibility includes the following:

- Development, maintenance and continual updates to the plan;
- Conducting training, drills and exercises to ensure employees are acquainted with emergency procedures, evacuation routes and assembly points; and
- Judging the effectiveness of this plan and making necessary changes.

The EAP should be reviewed by the BEAT on a semi-annual basis to ensure the accuracy of the material contained in this plan.

The EAP is to be reviewed with each affected employee at the following times:

- Initially when the plan is developed,
- Whenever a new employee is hired,
- Whenever an employee is assigned initially to a job,
- Whenever employee's responsibilities under the plan change,
- Whenever layout or design of the facility changes, or
- Whenever EAP is changed.

Management within the Justice Building, or their designees, have full authority to implement the EAP if they believe an incident, emergency or disaster may threaten life safety, property or business continuity. Several potential emergencies might reasonably be expected to occur at this location. Guidelines have been or will be developed to serve as a reference source for all employees. They detail prudent actions to be taken during an incident, emergency or disaster. The guidelines found at the end of this EAP contain information on the following subjects:

- Bomb threat - complete
- Earthquake - complete
- Fire - complete
- Power Outage
- Hazardous material or chemical spill
- Hostage situation
- Lock-down procedure - complete
- Physical assault/fight
- Suspicious mail - complete
- Severe weather conditions
- Medical/Trauma emergencies

Building Emergency Action Team (BEAT)

A BEAT is established to help protect lives and property in the event of any disaster, emergency or incident. These individuals will provide leadership, calm and assistance during any incident, emergency or disaster by safe evacuation of the premises, sheltering-in-place, as well as safe assembly and accountability, etc. The BEAT consists of the following members:

- BEAT Coordinator (BEATC)
- Sweepers
- Disabled Person Buddies

Common BEAT Responsibilities

A. Receives assignment from BEAT Coordinator

1. Position assignments, i.e. sweeper, disabled person buddy.
2. Location of responsibility; (e.g. third floor sweeper).
3. Basic emergency response concepts

B. Participates in meetings, training, exercises, drills and after action reviews (AAR), etc.

1. Under the direction of the BEAT Coordinator, participates in regular meetings to address concerns or issues of the team, as well as evacuation, assembly and accountability procedures.
2. Participates in drills or exercises.
3. Notifies the BEAT Coordinator when they are no longer able to perform the duties assigned as a BEAT member due to relocation, etc.

C. Response

1. Provides leadership and direction for any incident, emergency or disaster.
2. Coordinates response actions with other members of the BEAT, DOA GSD or response agencies.

D. Evacuation

1. In response to any evacuation order, acts in an organized fashion to ensure a safe and productive process.
2. Understands designated assembly areas and need for relocation to another building or safe area, etc.

E. Communication

1. Has a Duty to Act on or report information via the BEAT structure chain-of-command.
2. Knows How and When to call 9-1-1 and/or 444-3060 (GSD), etc.

F. Understands the following basic definitions and concepts:

1. Accountability: The process for pinpointing where personnel, visitors and customers are located during any incident, emergency or disaster.
2. Automated External Defibrillator (AED): A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a pre-determined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.
3. Area of rescue assistance: Designated safe place where people requiring special assistance remain for a temporary period of time to await further instructions or assistance during emergency evacuations.
4. Assembly area: Designated area where the evacuees will safely gather and be accounted for to assist response agencies. Assembly areas must be a safe location where evacuees are away from danger.
5. Communication runner: Any employee evacuating the building, etc. that a BEAT member can designate to communicate vital information to the BEAT Coordinator or response agency. (e.g. A "buddy" is relaying that disabled individuals are located in a stairwell, unable to evacuate.)
6. Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or artificial cause,

including tornadoes, windstorms, snowstorms, wind-driven water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, accidents involving radiation byproducts or other hazardous materials, bioterrorism, or incidents involving weapons of mass destruction. (10-3-103 (3), MCA)

7. Emergency: The imminent threat of a disaster causing immediate peril to life or property that timely action can avert or minimize. (10-3-103 (6),MCA)
8. Building Emergency Action Team (BEAT): A group of employees organized within a building to protect lives and property in the event of an incident, emergency or disaster, whereby each member demonstrates leadership skills to provide order and calm to the situation; possibly to evacuate, shelter, assemble and account for the safety and security of the building's occupants.
9. Evacu-Trac: A device designed to provide an easy method of evacuating physically disabled or injured people from multi-story buildings.
10. Exit: That portion of a means of egress system which is separated from other interior spaces of a building or structure by fire-resistance-rated construction and opening protectives as required to provide a protected path of egress travel between exit access and the exit discharge. Exits include exterior exit doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps and horizontal exits. (International Building Codes (IBC) 2006)
11. Exit Access: That portion of a means of egress system that leads from any occupied portion of a building or structure to an exit. (IBC 2006)
12. Exit Discharge: That portion of a means of egress system between the termination of an exit and a public way. (IBC 2006)
13. Incident: Event or occurrence, caused by either an individual or by natural phenomena, requiring action by disaster and emergency services personnel to prevent or minimize loss of life or damage to property or natural resources. The term includes the imminent threat of an emergency. (10-3-103(7a) MCA)
14. Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources and personnel during any incident, emergency or disaster, etc.
15. Means of Egress: A continuous and unobstructed path of vertical and horizontal egress travel from any occupied portion of a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit and the exit discharge. (IBC 2006)
16. Public Way: A street, alley or other parcel of land open to the outside air leading to a street, that has been deeded, dedicated or otherwise permanently appropriated to the public for public use and which has a clear width and height of not less than 10 feet (3048 mm). (IBC 2006)

Building Emergency Action Team Coordinator (BEATC)

This position is responsible for the overall management of the BEAT to include the coordination and deployment of the team during exercises, drills, training or actual disasters, emergencies or incidents. This position will report directly to GSD or emergency response personnel.

Specific Responsibilities:

In addition to common BEAT responsibilities found on page 3 and 4, the BEATC is responsible for the following:

Incident duties

1. Identifying the status of employees or visitors (accounted/not accounted for, location, injuries, etc. – with help from management and team members
2. Providing incident-specific information; i.e., location of a fire, intruder, bomb, etc., to emergency responders.
3. Ensuring that an evacuation order is fully communicated and implemented and employees assemble in the designated area.
4. If possible identifying events that led up to the disaster, emergency, or incident and reporting to response agencies.
5. Accumulates observations from team members.
6. Conducts an after-action review to determine effectiveness of plan, response by the team, or any necessary changes or updates.

Regular duties

7. The coordinator, in conjunction with GSD will ensure that team members receive appropriate training to adequately perform the duties of the position.
8. When a vacancy exists, the coordinator will promptly fill the position and maintain a current roster of members.
9. Ensures the team meets on a regular basis to address any concerns or issues as well as training, procedures, etc.
10. Conducts drills and exercises that may include full-scale tabletop, announced or unannounced drills, silent or area only, including but not limited to fire, earthquake, or bomb threat.
11. Ensures that exits, exit accesses, and exit discharges do not become blocked and remain as unobstructed paths of travel, and coordinates with GSD to resolve these situations.
12. Maintains knowledge of the floor evacuation plan, and ensures employees know their closest available exits.

Sweeper

This position is responsible for a designated area of a floor by checking all spaces to ensure that occupants comply with directives; e.g., evacuate shelter-in-place, etc. The sweeper ensures that employees and visitors follow procedures or receive assistance during a disaster, emergency, or incident. Status information is reported directly to their floor monitor or coordinator if the floor monitor is not available.

Specific Responsibilities:

In addition to the common BEAT responsibilities found on pages 3 and 4 the sweeper is responsible for the following:

Duties:

1. Maintain knowledge of the EAP and specific instructions for their area of responsibility.
2. Sweeps a designated area, directing occupants in their area of responsibility to the primary or secondary evacuation route.
3. Report the status of employees or visitors who are unable to evacuate the building due to being trapped or injured (may use a communication runner if necessary).
3. Ensure an orderly evacuation, lock-down or shelter-in-place, etc.
4. Reports employees or visitors refusing to evacuate building.
5. Reports any known information such as the location of a fire, intruder, bomb, etc.
6. Report to the assembly area ensuring that all occupants are moving in that direction also.
7. Participate in the after-action review after every incident to provide critical information on their experience.

Disabled Person Buddy

This position is responsible for assisting the disabled (permanent or temporary) or any injured persons with moving to a safe location during any incident, emergency or disaster, including; shelter-in-place, lock-downs, evacuation from the building, or assembling in designated areas.

Specific Responsibilities:

In addition to the common BEAT responsibilities found on pages 3 and 4, the buddy is responsible for the following:

Duties:

1. Maintains knowledge of the EAP and specific instructions for their area of responsibility.
2. Report promptly to the work location of the assigned employee when needed.
3. Assist the disabled or injured, as part of a team of two or more, for a designated area within the building. This position communicates information such as:
 - The status of employees or visitors who are unable to evacuate the building due to being trapped or injured and their location.
 - Information such as the location of a fire, intruder, bomb, etc.
4. Understand the proper technique for using evacuation equipment, such as an evacuation chair, etc.
5. Understands the floor plan and evacuation routes within the building.
6. Know the individual they are assigned to.
7. Understand the needs of the assigned employee and the type of assistance the buddy will be required to render.

8. Assist other team members if there are no disabled or injured individuals in need of assistance.
9. Report to the assembly area for accountability.
10. Participate in the after-action review after every incident to provide critical information on their experience.

Alarms

In the event of an incident, emergency or disaster employees may be alerted by:

- the facility fire alarm system;
- verbal announcement by co-workers or supervisors; or
- announcement to BEAT members by GSD based on information received from response agencies. The BEAT will assist in notifying employees, customers and visitors.

All occupants will react to any alarm/alert or notification and follow the protocols and directions set forth in this plan.

The facility fire alarm system may be sounded by smoke and/or heat detection or the activation of a manual pull station. The audible sound and, if available, strobe light, is emitted from devices located throughout the building. The fire alarm system should only be activated for fire-related incidents.

Employees having knowledge of an incident, emergency or disaster affecting the building will alert others to take protective measures. This knowledge may be gained by use of the reverse 911 system in Lewis and Clark County. Reverse 911 is a procedure used by the local dispatch center to notify the public of an incident or event that might affect their area using a pre-recorded message sent to phone numbers in the area.

Evacuation Procedures

Some disasters, emergencies, and incidents require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. The policy of the Justice Building Agencies is that all occupants will evacuate the building immediately in the event of activation of the fire alarm system or other means of notification. For other disasters, emergencies, and incidents, employees may be instructed to take alternative personal protection measures as defined by the guidelines for the type of event.

Employees will evacuate using the closest available marked exit, etc. When an employee is away from their assigned work area, they will evacuate the building using the same route as the employees in that location. **Do not** return to your work area.

- Important factors to remember are:
 - If anything suspicious is noted, report this information immediately to a BEAT member, GSD personnel or emergency responders;
 - Do not touch or handle anything suspicious;
 - Walk as fast as possible, but **DO NOT RUN**;

- **DO NOT** return to your work area to retrieve personal items;
 - Help those who need assistance; and
 - If the closest exit is unavailable use the next nearest exit.
- All persons will proceed as directed by BEAT members. (BEAT members are those employees wearing **orange vests**.)
 - When exiting, employees should stay to one side of the stairwell if possible. ***Employees must remain attentive to all traffic including emergency response vehicle activity when traveling to the assembly area.***
 - **The primary assembly area will be located in the East parking lot – near the walking path. The secondary assembly area will be located across Sanders in the Mitchell Building parking lot.**

All employees are required to remain at the assembly area location until instructed otherwise!

*****Shelter in Place and Lockdown – Will be added at a later date***:**

Accountability Procedures

A process for pinpointing where employees, visitors and customers are located during a disaster, emergency, or incident can be achieved by the following:

- Everyone will report to the designated assembly area. Once at the assembly area, team members will report to the coordinator.
- Supervisors will report the status of employees, visitors and customers to the coordinator(s) once at the designated assembly area. (If supervisors are unable to report all employees, visitors or customers locations, then employees are expected to speak up.)
- All BEAT members will report information to the coordinator such as, the status of their duties (i.e. their designated area is swept and/or persons with disabilities are accounted for).
- The coordinator will be responsible for accounting for all team members.
- The coordinator will be the main point of contact for anyone requesting the status and accountability of employees, visitors and customers.
- If an employee needs any assistance once in the designated area, any member of the BEAT can be the point of contact.

Safe Relocation Area

A safe relocation area is used during inclement weather or when employees are unable to re-enter the building or leave the area due to any incident, emergency or disaster. **The Metcalf Building (1520 East 6th Avenue)** has been designated as the primary safe relocation area for employees, visitors and customers once evacuated, assembled and accounted. The coordinators will make logistical requests through GSD.

Communication Procedures

Communication is critical to the successful outcome of any incident, emergency or disaster. The following will be used to ensure that information is communicated effectively.

- All employees will follow the instructions set forth in the guidelines that accompany this plan and any other additional documents or rules outside of this plan for reporting emergencies.
- Employees are expected to communicate directly with the coordinator information such as, potential hazards, blockage in exit routes, or other safety concerns that will hamper evacuation procedures.
- Depending upon the severity of the incident, emergency or disaster:
 - Employees will report information to 911, team members or 444-3060 (GSD).
 - Team members will report information to 911, the coordinator or 444-3060.
 - Team members will use a communication runner to get an urgent message to emergency personnel, etc. if needed. Examples include known location of a victim unable to evacuate due to injury or entrapment, etc.
 - The coordinator will report information to GSD (assembly area manager).
 - All official public information will be released through the GSD Public Information Officer in coordination with the agency(s) PIO.
 - No employee should discuss any aspect of an incident, emergency or disaster to the media or others unless directed to do so.
 - **Confidentiality and patient information is critical. This information should never be released to anyone during a medical/trauma incident.**
 - The coordinator will work to implement a system where employees are able to contact family members, etc. after an incident, emergency or disaster.

Evacuation of Disabled Employees

The Justice Building Agencies are committed to protecting those employees and visitors who are either permanently or temporarily disabled. Those employees requiring special assistance with evacuation or other emergency procedures may complete a Request for Assistance Form and forward it to any team member. Once this information is received, the coordinator will ensure the needs of the employee are addressed for safe evacuation and accountability during any incident, emergency or disaster.

Specific Recommendations

- **Visually Impaired Persons**
 - Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
 - As you walk, tell the person where you are and where obstacles are located.
 - When you reach safety, orient the person to the location and ask if further assistance is needed.

- **Hearing Impaired Persons**
 - The building is equipped with audible fire alarms which should be activated during a fire. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:
 - Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right.")
 - Turn the light switch on and off to gain their attention, then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.

- **Persons Using Crutches, Canes, or Walkers**
 - In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.

- **People Who Use Wheelchairs (Non-ambulatory)**
 - Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.
 - If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.
 - Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

Note: The needs and preferences of non-ambulatory individuals vary. Always consult with the person ahead of time as to his or her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a buddy system may be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from the wheel chair.

- Remember to check the intended route for obstructions before transporting the individual. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.
- Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure the foot rests are locked and the motor is off. If a seat is available, secure the person in the chair.

At a minimum, two (2) disabled person buddies and one alternate will be assigned to assist each employee who has a physical condition that would impede their ability to evacuate their work location. These buddies and the employee will meet on a regular basis to ensure that each is comfortable with, and the buddy is properly trained in the procedures and techniques for evacuation, etc. during any incident, emergency or disaster.

Elevators

During a building evacuation, elevators will be **unavailable** for use by employees, visitors or customers. When an alarm sounds, people will exit the elevator at the first stop and proceed to the nearest exit.

Fire Extinguishers

In the event of a fire, an employee or contractor may **not** attempt to control a fire using fire hoses located in cabinets throughout the building.

An employee or contractor may attempt to control a fire using a Fire Extinguisher if they are properly trained to do so and the fire is small enough that it will not cause injury to the employee or contractor while attempting to extinguish the fire. Remember if at any time you feel the fire extinguisher will not be effective, STOP extinguishment and evacuate to the assembly area immediately. **In all cases, an employee or contractor will immediately go to the nearest fire pull station to notify all occupants to evacuate the building.**

Employees and contractors are encouraged to attend annual fire extinguisher training to ensure they have the proper skills and knowledge for activating a fire extinguisher as well as understanding each type of fire extinguisher located in the Justice Building.

Other Trained Occupants

Any occupant who by way of related training can provide assistance during a disaster, emergency or incident, will take appropriate action in the following order:

- Evacuate,
- Assemble,
- Account, and
- Report ability to assist to BEATC in the assembly area.

The BEATC may call upon these individuals to assist if needed.

Examples of related training would be:

- Community Emergency Response Team (CERT)
- First Aid
- Law enforcement-specific
- Traffic control
- Emergency Medical Technicians (EMT)

Automated External Defibrillators (AED) – This section will be added if this building acquires an AED.

For a medical emergency the following steps should be taken:

1. Immediately call 911.
2. Alert trained personnel.
3. Someone must wait outside each entry door to the building to guide medical responders to the victim.
5. If an AED is used, complete the AED Use Report.

Training

The coordinator in conjunction with GSD will establish an ongoing training program as well as track training that members and others have received pertinent to this EAP. Training will be on-going and on an as-needed basis. The training will consist of the following but not limited to:

- BEAT orientation
- BEAT member roles and responsibility specific to the duties performed
- Specific training regarding threats, hazards and protective action
- Communication
- Basic First Aid
- CPR/AED
- Assemble, Accountability and Safe relocation training/walkthrough
- Fire Extinguisher
- Shelter-in-place
- Lock Down
- Hazardous Materials Awareness
- WMD Awareness
- Location and use of common emergency and first aid equipment
- Evacuation procedures for the disabled.

After Action Review

An after action review meeting will be held after each drill, exercise, incident, emergency or disaster. The purpose of this is to:

- Identify needed improvements in the EAP
- Identify training/personnel deficiencies
- Observe whether the exercise achieved its objective(s)
- Identify areas requiring additional coordination

An After Action Report will be drafted by the coordinators and available upon request to employees, their designated representatives, and any regulatory officials who ask to see it.

For further assistance with emergency evacuation procedures contact any member of the BEAT team.

REQUEST FOR ASSISTANCE FORM

This Request-For-Assistance Form is offered to all employees within the Justice Building – agency coordinators and is intended for use to identify any employee who needs personal assistance to evacuate the building if the need arises in the event of an emergency.

In the event the building must be evacuated, the elevators will be unavailable for use by employees, visitors or customers.

Those who normally use the elevators due to a physical disability will have to exit using the stairways. If you need assistance to evacuate the building during an actual or drill situation, please fill out the form below and individual(s) will be assigned from the BEAT to assist you.

If you have any questions please call the following:

- Kris Schmitz (State Library)**
- Larry Fassbender/Galen Hohenbaugh (Attorney General/Justice),**
- Darlene Gallagher (Court Administrator)**
- Pam Hunthausen (Supreme Court)**

Please send the form to one of the above listed coordinators

ASSISTANCE REQUEST

NAME: _____

WORK LOCATION/ROOM NO. _____

TYPE OF ASSISTANCE NEEDED: _____

SUSPICIOUS ENVELOPE OR PACKAGE GUIDELINES

The following Suspicious Envelope or Package Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

SOME IDENTIFYING CHARACTERISTICS

Inappropriate or Unusual Labeling

- ▶ Strange or no return address
- ▶ Excessive postage
- ▶ Handwritten or poorly typed addresses
- ▶ Misspellings of common words
- ▶ Incorrect title(s) or title without a name
- ▶ Not addressed to a specific person
- ▶ Marked with restrictions such as “personal, confidential, or do not x-ray”
- ▶ Marked with any threatening language
- ▶ Postmarked from a city or state that does not match the return address

Appearance

- ▶ Powdery substance felt through or appearing on the envelope or package
- ▶ Oily stains, discoloration, or strange odor
- ▶ Lopsided or uneven envelope
- ▶ Excessive packaging material such as masking tape, string, etc.

Other Suspicious Signs

- ▶ Excessive weight, ticking sound, protruding wires or aluminum foil

WHAT TO DO... if you receive an opened or unopened envelope or package that you believe to be suspicious:

1 **Remain calm.** Agencies in the Helena area must immediately **call General Services Division at 444-3060.** Agencies outside of Helena must contact their local law enforcement.

2 **Do not remove the suspicious envelope or package from the point of discovery. (Do not carry the envelope or package, show it to others or allow others to examine it.)**

3 **Do not shake or empty the contents of the envelope or package.**

4 Put the envelope or package down on a stable surface; do not sniff, touch, taste, or look closely at it or any contents which may have spilled. (If possible, gently cover the item with a trash can, box, etc.).

5 Alert others in the area about the item. Leave the area, close all doors and take action to

- 6 | prevent others from entering the area.
- 7 | Wash hands immediately with soap and water to prevent spreading potentially infectious materials. Seek additional instructions from GSD and/or local responders for exposed or potentially exposed persons.
- 7 | Make a list of persons who handled the item and/or may have been in the room/area when it was discovered.

ADDITIONAL INFORMATION:

Training

It is recommended that agencies:

- ▶ Implement a training program for those employees who process mail/packages.
- ▶ Address the use of personal protective equipment such as gloves and masks.

Please contact General Services Division at 444-3060 to request any assistance.

Websites of Interest

- ▶ Centers for Disease Control and Prevention
<http://www.bt.cdc.gov/agent/anthrax/mail/suspiciouspackages.asp>
- ▶ United States Postal Service to Download "Suspicious Mail Alert Poster"
<http://www.usps.com/news/2001/press/mailsecurity/security.htm>



What to do in
the event of a fire

BUILDING FIRE SAFETY GUIDELINE

The following Fire Safety Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

Reporting a Fire - By Person(s) Discovering the Fire

- 1 Immediately activate the building fire alarm system by pulling the nearest fire alarm pull box. All employees must know the location of the nearest fire alarm pull box.
- 2 Call 911 from a safe location and provide the following information:
 - building address, location of the fire (floor, office, room, etc.)
 - size of the fire
 - any known injuries
 - evacuation in progress

How to Exit the Building

- 1 Exit the building as quickly as possible using the primary or secondary evacuation routes.
 - Do not use the elevators.
 - If possible and safe to do so, close windows and doors into corridors to contain the fire.
- 2 If you encounter smoke, drop down to the floor and stay low until you reach the exit.
- 3 Attempt to extinguish the fire only if:
 - you have been trained in the use of a portable fire extinguisher;
 - the fire can be easily extinguished using a portable fire extinguisher; and
 - your safety or the safety of others is not at risk.
- 4 **Do not attempt to re-enter the building until authorized to do so by the Fire Department or GSD.**

Where to Go Once You Exit the Building

- 1 Immediately proceed to your pre-determined assembly area. You will be directed to a secondary location if necessary.
- 2 Once you have reached the assembly area, follow the directions from the Building Emergency Action Team (B.E.A.T.) members.
- 3 Team members will account for everyone's presence and report this information immediately to GSD and/or the Fire Department.

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- | | |
|---|---|
| 4 | Do not leave the assembly area or return to the building until you are officially notified by GSD or the Fire Department. |
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If you see a fire anywhere in the Capitol Complex area, immediately call 911 and 444-3060.

General Fire Safety Concerns

- ▶ Use of extension cords in place of permanent wiring is prohibited.
- ▶ Use of space heaters, fans, coffee makers, etc., can present potential fire hazards if not used properly.
- ▶ Turn off all electrical equipment when leaving for the day.
- ▶ Do not accumulate combustibles or store them near heating units, etc.
- ▶ Decorations placed in buildings during holidays can present potential fire hazards.

Obstructing Fire Exits and Blocking Open Fire Doors

- ▶ Do not place anything in an exit path that could cause someone to not be able to safely leave the building.
- ▶ Do not block open any fire and/or smoke barrier doors.

Know the Plan

- ▶ Make sure you are familiar with your Building's Emergency Action Plan.
- ▶ Know, understand and support the Building's Emergency Action Team.
- ▶ When the alarm sounds, leave the building immediately.
- ▶ Review the building exit route maps to understand your primary and secondary evacuation routes and assembly areas.
- ▶ Support and participate in fire drills.
- ▶ Do not leave the assembly area once outside the building until you are instructed to do so. It is very important to that everyone is accounted for.
- ▶ If you can't exit a building due to smoke or fire, immediately call 911 and report your precise location. Seal your space by closing all windows and doors. If possible, use towels, clothing, etc. to create a seal around the doors, windows and over the air vents in order to keep smoke from entering.

BOMB THREAT & EXPLOSION GUIDELINE

The following Bomb Threat & Explosion Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb has been located, or an explosion has occurred.

Phoned Bomb Threat:

1 If you receive a phoned bomb threat, use the checklist *located in the back of the State Government Telephone Directory*. **Do not hang up on the caller for any reason.**

2

Signal to someone (by a prearranged signal) to call 911 and GSD at 444-3060.* They should initiate the Building's Emergency Action Plan by contacting a Building Emergency Action Team (B.E.A.T.) member.

3

4 **Do not use radio or cell phone communications. Do not pull the fire alarm.**

4

The team coordinator will alert other team members to start an evacuation of the building. All employees and visitor will be assembled at a safe distance and location away from the building.

5

No one will re-enter the building until it has been cleared by local emergency responders and GSD.

Suspected Bomb:

1 **DO NOT TOUCH, MOVE, OR IN ANY WAY HANDLE** a package, box, briefcase, etc., you suspect may contain an explosive device.

2 **Do not use radio or cell phone communications. Do not pull the fire alarm.**

3 **Call 911 and GSD at 444-3060.* Initiate your Building's Emergency Action Plan by contacting a Building Emergency Action Team (B.E.A.T.) member.**

4 The team coordinator will alert other team members to start an evacuation of the building. All employees and visitors will be assembled at a safe distance and location away from the building.

Explosion:

1 **DROP, COVER AND HOLD.** Take cover against your desk or a sturdy table.

2 **Initiate your Building's Emergency Action Plan.** Assist team members by exiting the building as quickly and calmly as possible. **Do not use the elevators.**

3 Be prepared for fire and other hazards as you evacuate. If there is a fire, keep low to the ground. If possible, use a cloth to cover your nose and mouth. Before exiting through a door use the back of your hand to feel the upper, lower, and middle parts of closed doors. If the door is not hot, brace yourself against it and open slowly. If the door is hot, do not open it. Look for another way out. Be familiar with your primary and secondary egress routes.

4 **INJURED/TRAPPED:**

- If immediate rescue is not possible, use a whistle or tap on a pipe, floor, or wall which may help responders to locate you.
- Put something over your mouth and nose to protect your airway.

BOMB THREAT CHECK LIST

Keep This
Form Next to

INSTRUCTIONS:

Be courteous, listen, and do not interrupt the caller's message. Do not hang up. Signal to someone (by a prearranged signal) to **call 911 and *General Services Division (GSD) at 444-3060. After caller hangs up, do not put handset back on the receiver.** Gather as much information as possible then bring this form with you when you evacuate the building.

DATE: ___ / ___ / ___ **CALL BEGAN:** _____ a.m./p.m. **CALL ENDED:**
a.m./p.m.

CALLER'S EXACT WORDS: _____

QUESTIONS TO ASK CALLER:

- ▶ When is the bomb going to explode? _____
- ▶ Where is the bomb now? _____
- ▶ What type of bomb is it? _____
- ▶ What does it look like? _____
- ▶ Did you place the bomb & why? _____
- ▶ What is your name and call back number? _____
- ▶ Where are you? _____

TRY TO DETERMINE THE FOLLOWING:

Caller Is: ___ Male ___ Female ___ Adult ___ Juvenile ___ Child (age/years):

Voice: ___ Loud ___ Soft ___ Low ___ High ___ Raspy
___ Pleasant ___ Intoxicated

___ Familiar Voice: _____

___ Other (describe): _____

Accent: ___ Local ___ Regional (describe): _____

___ Foreign (country/region): _____

Speech: __Fast __Slow __Distinct __Distorted __Stutter __Nasal __Lisp
 __Excellent __Good __Fair __Poor __Foul
 __Other (describe): _____

Manner: __Calm __Angry __Rational __Irrational
 __Coherent __Incoherent __Deliberate
 __Emotional __Righteous __Laughing
 __Other (describe): _____

Background

Noises: __Traffic __Trains __Planes __Street __Voices __Music __Party
 __Bedlam __Animals __Office Machines __Factory Machines __Quiet
 __Other (describe): _____

IMMEDIATELY AFTER CALL IS TERMINATED:

- ▶ **Do not put handset back on the receiver. Use another phone to call 911 & *GSD (444-3060).**
- ▶ If you have a display phone, write down what is displayed for the incoming call.
- ▶ Initiate your agency's Emergency Action Plan and Bomb Threat Guidelines.
- ▶ Your name (print): _____
 Contact Number: _____ Position/Title: _____

** GSD contact required in Helena area only.*

EARTHQUAKE GUIDELINE

The following Earthquake Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

WHAT TO DO... During & After an Earthquake

You Are in a Building:

- 1 Remain calm and **DROP** to the floor. If you are in a wheelchair, stay in it, move to safe cover if possible, lock your wheels, and protect your head with your arms.
- 2 Take **COVER** under a sturdy desk or table. If this is not possible, take cover against an interior wall and protect your head and neck with your arms. (Do not take cover near windows, mirrors or other heavy objects. Avoid hanging objects, exterior walls and heavy items on wheels.)
- 3 After taking cover, **HOLD ON** to the desk or table and be prepared to move with it during the shaking.
- 4
 - **DO NOT** travel long distances to drop, cover and hold on. Minimize your movement to a few steps.
 - **DO NOT** pull the fire alarm.
 - **DO NOT** run for exits or use elevators.
 - **DO NOT** light candles, matches or lighters. These may ignite an explosion if there is a gas leak.
- 5 **EVACUATE:** Once the shaking stops, exit the building via the safest route. **Do expect aftershocks** and watch for possible dangers such as falling plaster, broken glass, etc. Be aware of **fire or fire hazards** which could impede your evacuation.
- 6 **ASSEMBLE:** Once outside the building move to a safe assembly site away from building and any potential threats or dangers such as downed power lines, etc. In the assembly area, all evacuees will be accounted for to assist responders.
- 7 **INJURED/TRAPPED:**
 - If immediate rescue is not possible, use a whistle or tap on a pipe, floor, or wall which may help responders to locate you.
 - Put something over your mouth and nose to protect your airway.
- 8 **DO NOT RE-ENTER THE BUILDING FOR ANY REASON.** Local emergency responders or General Services Division personnel will advise when or if it is safe to return.

You Are Outdoors:

- 1 **GET INTO THE OPEN** away from buildings, overhead power lines, chimneys, trees, street lights, and anything else that might fall on you. (If forced to remain near a building, crouch down and cover your head.)
- 2 **ASSEMBLE:** When shaking stops, move to a safe assembly site away from the building and any potential threats of dangers such as downed power lines, etc.

You Are Driving a Vehicle:

- 1 **MOVE YOUR CAR** as far out of traffic as possible and stop. **DO NOT** stop on or under a bridge, overpass, or under trees, light posts, overhead power lines, or signs.
- 2 **STAY INSIDE YOUR CAR** until the shaking stops.
- 3 When you resume driving, **WATCH CLOSELY FOR HAZARDS** such as breaks in the pavement, fallen rocks, and damaged bridges or overpasses, etc.