

EMERGENCY RESPONSE ASSISTANTS

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

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

EVACUATION OF A BUILDING

- Evacuation of the building is required any time the alarm sounds or you are notified in person or by phone that evacuation is necessary.
- If you are an Emergency Response Assistant, perform your assigned duties for the evacuation (as noted above.)
- Exit your laboratory or office, turn off all equipment in your path of travel, and **close but do not lock doors** as you exit. The exception would be offices where money or records need to be secured.
- Exit the building using stairs. **Never use an elevator.** Assist those who may need help with the stairs. See the section on assisting those with special needs. Proceed to nearest exit. Do not re-enter the building until you are permitted to do so by the Fire Department, Sheriff or Security.

- Move away from the building and congregate in the designated area for building (see below for assembly areas.) **DO NOT LEAVE** until you have been accounted for. Sign one of the emergency evacuation sign-in sheets.
- Lists of employees by building and class lists may need to be checked.
- If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately. Never attempt to go back into the building.

ASSEMBLY AREAS

The emergency evacuation sign-in sheet follows this section. If the primary area is not accessible, go to the alternate assembly location. Assembly areas are as follows:

- Assembly Area 1 – south side of Park Street by Leonard Field;
 - Engineering Hall
 - Main Hall
 - Mill Building
 - Science and Engineering Building (S&E)
- Assembly Area 2 – south side of Park Street by stadium fence;
 - Greenhouse
 - Health Sciences Building (HSB)
 - Heating Plant
 - Physical Facilities Building
 - Student Success Center (SSC)
 - Student Union Building (SUB)
- Assembly Area 3 – grassy area west of Engineering, Lab & Classroom Building (ELC);
 - ELC
 - Library and Auditorium
 - Natural Resources Building (NRB)
 - Natural Resource Research Center (NRRC)
 - University Relations Center (URC)
- Assembly Area 4 – middle of mall area;
 - Chemistry and Biology Building (CBB)
 - Museum Building
- Assembly Area 5 – Prospector lawn by flag poles;
 - Mining and Geology Building (MG)
- Assembly Area 6 – south end of soccer/intramural field of HPER;
 - HPER Complex

- Learning Living Center (LLC)
- Assembly Area 7 – grassy area west of HPER;
 - HPER Complex

Prospector and Centennial Halls

- If Prospector is evacuated residents go to Centennial Hall.
- If Centennial Hall is evacuated residents go to Prospector Hall.
- If both are evacuated at the same time, residents evacuate to Assembly Area #1.

Highlands College

- Parking lots on northwest and south sides

MONTANA TECHNOLOGICAL UNIVERSITY



NATURAL RESOURCES BUILDING (NRB)

AA #3

FRANK & ANN GILMORE UNIVERSITY RELATIONS CENTER (URC)

ENGINEERING LAB/CLASSROOM BUILDING (ELC)

NATURAL RESOURCE RESEARCH CENTER (NRRC)

PROSPECTOR HALL

CENTENNIAL HALL

LIBRARY

MINING & GEOLOGY BUILDING (MG)

CHANCELLOR'S RESIDENCE

AA #5

AA #7

HPER COMPLEX (HPER)

STUDENT SUCCESS CENTER (SSC)

AA #2

STUDENT UNION BUILDING (SUB)

SCIENCE & ENGINEERING BUILDING (S&E)

AA #1

COURTYARD

HEALTH SCIENCES BUILDING

AA #4

ENGINEERING HALL (ENG)

LEONARD FIELD

OREDIGGERS
ALUMNI COLISEUM/
BOB GREEN FIELD
BOB GREEN FIELD
MONTANA TECH

SOCCER/
INTRAMURAL
FIELD

AA #6

PHYSICAL PLANT

PHYSICAL FACILITIES OFFICES

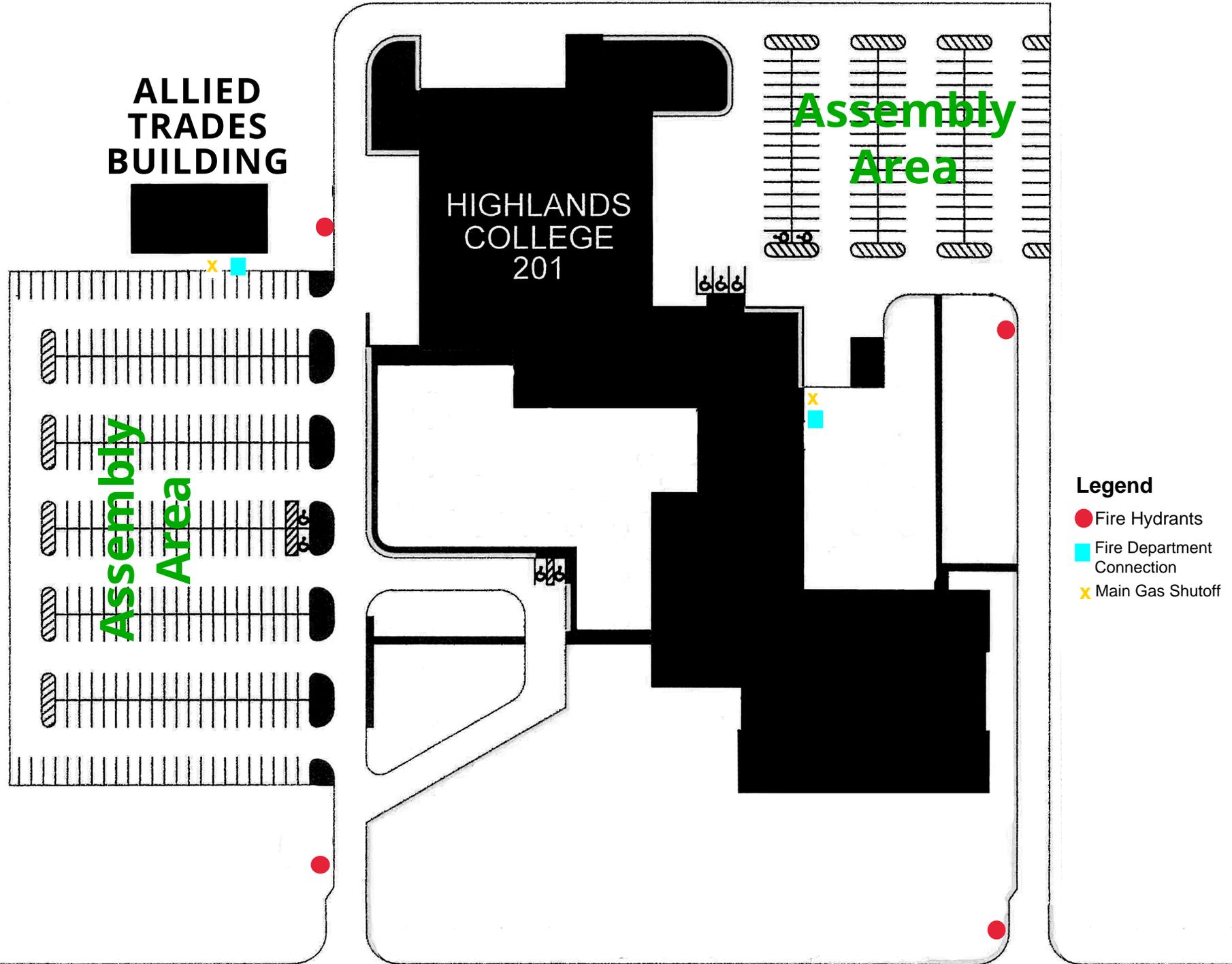
MILL BUILDING

MAIN HALL

CHEMISTRY & BIOLOGY BUILDING (CBB)

MUSEUM BUILDING

HIGHLANDS COLLEGE



- Legend**
- Fire Hydrants
 - Fire Department Connection
 - x Main Gas Shutoff