

## Linfield Hall Emergency Response Plan 2014

Anyone in Linfield Hall can and should pull the fire alarm nearest them in the case of any emergency and call 911 to alert emergency first responders. **All occupants must evacuate the building immediately.** Occupants are asked to assist others needing aid to evacuate. Building occupants are not to re-enter the building following an evacuation without getting the all clear from the emergency response personnel on site (probably Skip Houglund). In the event of an earthquake, take shelter under a desk or table or in a doorway. Exit the building after the quake has stopped in case of structural damage to the building.

**Occupant Assembly Point:** The evacuation assembly point for all Linfield Hall occupants is the **lawn east of the building.** All personnel should gather at this point in case the evacuation wardens, building supervisor or emergency response personnel need to verify all occupants have evacuated.

Each level of the building has a minimum of one assigned evacuation warden whose responsibility is to assist in the safe and orderly evacuation of the building in case of any emergency. The volunteer Evacuation Wardens by building floor are:

### **Basement** (Rooms 5-29):

Jessica Murdock, Linfield 202, 994-5744, [jessica.murdock@montana.edu](mailto:jessica.murdock@montana.edu)

### **First Floor**

South Linfield (Rooms 115-125, including the lecture hall, bathroom and laboratories):

Jessica Murdock, Linfield 202, 994-5744, [jessica.murdock@montana.edu](mailto:jessica.murdock@montana.edu)

North Linfield (Rooms 101-114, including the classrooms and bathroom):

Susan Fraser, Linfield 202, 994-3683, [sfraser@montana.edu](mailto:sfraser@montana.edu)

### **Second Floor**

South Linfield (Rooms 217-235, including the classrooms and bathrooms):

Jody Barney, Linfield 215A, 994-3292, [jody.barney@montana.edu](mailto:jody.barney@montana.edu)

North Linfield (Rooms 202-216, including the conference rooms):

Matt Rognlie, Linfield 212, 994-7177, [mrognlie@montana.edu](mailto:mrognlie@montana.edu)

**Third Floor** (Rooms 301-313, including the lecture hall and bathroom):

Tamara Moe, Linfield 307, 994-3703, [tamara.moe@montana.edu](mailto:tamara.moe@montana.edu)

**Fourth Floor** (Rooms 401-410):

Diana Paterson, Linfield 403, 994-5679, [dianap@montana.edu](mailto:dianap@montana.edu)

**Building Supervisor:** Susan Fraser, Linfield 202, 994-3683, [sfraser@montana.edu](mailto:sfraser@montana.edu), 406-582-0932 cell

**Evacuation Warden Guidelines:** The sounding of the alarm in Linfield Hall is notice to all Evacuation Wardens that the building must be evacuated of all personnel. Wardens will move from room to room in their assigned areas to insist that all occupants leave the building immediately. All unlocked rooms should be checked; all locked rooms should be noted after knocking loudly and announcing the evacuation. Any occupant that refuses to evacuate should be noted and reported to the emergency response personnel. Wardens should close all doors after checking each room and then evacuate the building themselves.

**Warden Assembly Point:** The emergency assembly point for Linfield Hall Evacuation Wardens is near the bike racks in the north service drive. Evacuation Wardens will gather at this point to meet with the building supervisor and emergency response personnel to report on the nature of the emergency and personnel unaccounted for or remaining in the building. **Matt Rognlie** will monitor west doors to prevent entry or reentry until the all clear is given. Other wardens will monitor north and east doors.