GRIZZLY ROOM
SAFETY BRIEFING

EMERGENCY ADDRESS
215 N. SANDERS

- **IN CASE OF AN EMERGENCY:** Call 911 immediately. Follow directions from 911 dispatch.
  - If someone else is available, send them to notify staff at the reception desk upstairs of the emergency.
  - If required, a first aid kit is located on the wall just inside the door in the staff room.
  - If required, an automated external defibrillator (AED) is located on the 3rd floor.
- **IN CASE OF AN EVACUATION:** If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division (GSD) issue an all clear.
  - Egresses/Exits
    - Front stairs – the way you accessed the lower level, halfway up the stairs and out the 6th Avenue entrance;
    - Back stairs – a secure fire tower located across the hall from the restrooms and in the southwest corner of the lower level.
  - Gather on the far east side of the parking lot under trees on the grass.
    - If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
  - On the state campus, emergencies trigger an incident response team from the GSD. Someone from the team, with a radio and an emergency vest, will arrive to get and provide information. Please follow all instructions from the GSD personnel.
  - Shelter in Place – If possible, close and lock doors; move away from the windows and doors. Storage areas with locking doors are located behind the panel walls.
BITTERROOT CONFERENCE ROOM
SAFETY BRIEFING

EMERGENCY ADDRESS
215 N. SANDERS

• IN CASE OF AN EMERGENCY: Call 911 immediately. Follow directions from 911 dispatch.
  o If someone else is available, send them to notify staff at the reception desk upstairs of the emergency.
  o If required, a first aid kit is located on the wall just inside the door in the staff room.
  o If required, an automated external defibrillator (AED) is located on the 3rd floor.
• IN CASE OF AN EVACUATION: If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division (GSD) issue an all clear;
  o Egresses/Exits
    ▪ Front stairs – the way you accessed the lower level, halfway up the stairs and out the 6th Avenue entrance;
    ▪ Back stairs – a secure fire tower located across the hall from the restrooms and in the southwest corner of the lower level.
  o Gather on the far east side of the parking lot under trees on the grass.
    ▪ If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
  o On the state campus, emergencies trigger an incident response team from the GSD. Someone from the team, with a radio and an emergency vest, will arrive to get and provide information. Please follow all instructions from the GSD personnel.
  o Shelter in Place – If possible, close and lock doors; move away from the windows and doors. Storage areas with locking doors are located behind the panel walls.

EMERGENCY ADDRESS
215 N. SANDERS
• IN CASE OF AN EMERGENCY: Call 911 immediately. Follow directions from 911 dispatch.
  o If someone else is available, send them to notify staff at the reception desk of the emergency.
  o If required, a first aid kit is located on the wall just inside the door in the staff room.
  o If required, an automated external defibrillator (AED) is located on the 3rd floor.
• IN CASE OF AN EVACUATION: If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division issue an all clear;
  o Egresses/Exits
    ▪ Front stairs – halfway down the stairs and out the 6th Avenue entrance;
    ▪ Mazurek Justice Building foyer – Exit the building via the east foyer entrance.
    ▪ Mail room – on the east side of the building, accessed through the staff work area.
  o Gather on the far east side of the parking lot under trees on the grass.
    ▪ If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
  o On the state campus, emergencies trigger an incident response team from the State General Services Division. Someone from the team with a radio and an emergency vest will arrive to get and provide information. Please follow all instructions from the GSD personnel.
  o Shelter in Place – If possible, close and lock doors; move away from the windows and doors to the back and right behind the partial walls

EMERGENCY ADDRESS
215 N. SANDERS