



EMERGENCY QUICK GUIDE

EMERGENCY NUMBERS

Security – (call)406-791-5911 or (text)406-403-1566
Maintenance – 406-791-5284
Non-emergency dispatch Police, Sheriff, or Fire – 406-455-8599
Emergency dispatch Police, Sheriff, or Fire – 911
Poison Control – 800-222-1222
Montana Road conditions – 511 / 800-226-7623
Emergency text notifications — 89361 or 89362
Renew Wellness Counselors
Daytime— Call Academic Success Counselors
Twila: 406.791.5988
Sierra: 406.791.5986
Ellen: 406.791.5987
After Hours— 406-453-9355

SUSPICIOUS ACTIVITY

- Immediately report ANY suspicious activity or persons to Security. (406-791-5911)
- Provide as much detail as possible (clothing, direction of travel, location, etc)
- DO NOT confront the individual

BOMB THREAT

- Use Bomb Threat Checklist (see reverse)
- Notify Security (406-791-5911) or 911 from another phone
- Administration will initiate Evacuation Procedures.

ACTIVE SHOOTER ON CAMPUS

ALICE is non-sequential. Use the ALICE tool that best fits your individual circumstances.

- **Alert** – Be aware of surroundings, listen and look for announcements.
- **Lockdown** – When it is not safe to Evacuate, barricade the door, don't try to block the door with your body, find a place to stand away from the eye line of the door, prepare for the barricade to fail with Counter objects.
- **Inform** – When you are safe, communicate all information that you have to Security, Law Enforcement, co-workers, students, etc.
- **Counter** – When in a situation with no other options, use objects to throw at or strike the assailant. Swarm the assailant if you are trained and comfortable with this option.
- **Evacuate** – Leave the area in a safe direction. Consider non-traditional exits (windows, walls, etc.) Don't drive

FIRE

If you see or smell smoke, hear the fire alarm, or see flames:

- Pull the fire alarm if it is safe to do so.
- Evacuate all persons from the area or building.
- Move a safe distance from the area or building.
- Contact emergency services, Maintenance, and Security.
- No person shall reenter the area or building until it is declared safe by the appropriate authority.

SHELTER IN PLACE

Shelter in place is for external threats where it is safer to be inside than outside.

- President or designee will warn students and staff of situation.
- Move all people inside
- Close all doors and windows. Lock doors if you can.
- Move away from windows and doors.
- Remain inside until given further instructions.

MEDICAL EMERGENCY

Medical Emergencies can range from minor injuries to life threatening.

- Make sure the area is safe to render aid (traffic, electrical, noxious gasses, etc.)
- Tap and shout at the victim, "Are you ok!?!?"
- Look, Listen, and Feel for breathing.
- Call Security (406-791-5911) then 911. If you are by yourself, call immediately. If there are others around, assign somebody to call 911 and Security.
- Retrieve the first aid kit and the AED or have someone go retrieve them.
- Look for medical emergency identification tag.
- If unresponsive and not breathing, begin the steps of CPR.
- For bleeding injuries, apply direct pressure to the wound.
- Remain with victim and provide assistance until emergency services respond.

UP BOMB THREAT CHECKLIST

BOMB THREAT PROCEDURES		BOMB THREAT CHECKLIST					
<p><i>This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and con-trolled manner with the first responders and other stakeholders.</i></p> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone: Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. Listen carefully. Be polite and show interest. Try to keep the caller talking to learn more information. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. If your phone has a display, copy the number and/or letters on the window display. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.</p> <p>If a bomb threat is received by handwritten note: Call 911 and 406-791-5911 Handle note as minimally as possible.</p> <p>If a bomb threat is received by e-mail: Call 406-791-5326 and 911 and 406-791-5911 Do not delete the message.</p>		DATE:		TIME:			
		TIME CALLER HUNG UP:					
		PHONE NUMBER WHERE CALL RECEIVED:					
		Ask Caller:					
		Where is the bomb located? (building, floor, room, etc.)					
		When will it go off?					
		What does it look like?					
		What kind of bomb is it?					
		What will make it explode?					
		Did you place the bomb? Yes No					
Why?							
What is your name?							
<p>Signs of a suspicious package:</p> <table border="1"> <tr> <td>No return address Excessive postage Stains Strange odor Strange sounds Unexpected delivery</td> <td>Poorly handwritten Misspelled words Incorrect titles Foreign postage Restrictive notes</td> </tr> </table>		No return address Excessive postage Stains Strange odor Strange sounds Unexpected delivery	Poorly handwritten Misspelled words Incorrect titles Foreign postage Restrictive notes	Other Information:			
No return address Excessive postage Stains Strange odor Strange sounds Unexpected delivery	Poorly handwritten Misspelled words Incorrect titles Foreign postage Restrictive notes						
		Exact Words of Threat					
		Information About Caller:					
		Where is the caller located? (background/level of noise)					
<p>Refer to your local bomb threat emergency response plan for evacuation criteria</p> <p>DO NOT: Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb. Touch or move a suspicious package.</p>		<p>Estimated age:</p> <p>Is voice familiar? If so, who does it sound like?</p> <p>Other points:</p> <table border="1"> <tr> <td>Caller's Voice</td> <td>Background Sounds</td> <td>Threat Language</td> </tr> </table>			Caller's Voice	Background Sounds	Threat Language
Caller's Voice	Background Sounds	Threat Language					
<p>For questions, please contact Campus Security: 406-791-5911 or 406-403-1566</p>		Female Male Accent Angry Calm Clearing throat Coughing Cracking voice Crying Deep Deep breathing Disguised Distinct Excited Laughter Lisp Loud Nasal Normal Ragged Rapid Raspy Slow Slurred Soft Stutter	Animal noises House noises Kitchen noises Street noises Booth PA system Conversation Music Motor Clear Static Office machinery Factory machinery Local Long distance	Incoherent Message read Taped message Irrational Profane Well-spoken			