

EMERGENCY QUICK GUIDE

EMERGENCY NUMBERS

Campus Safety— (call)406-791-5911 or (text)406-403-1566 Physical Plant – 406-791-5284

Non-emergency dispatch Police, Sheriff, or Fire – 406-454-6979

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

Ashley Kopeke: 406.791.5206

Madi Periman: 406.791.5221

Monica Thackery:

406.791.5987

After Hours— 406-453-9355

SUSPICIOUS ACTIVITY

- Immediately report ANY suspicious activity or persons to Campus Safety. (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 Campus Safety (406-791-5911) or 911 from another phone
- Administration will initiate Evacuation Procedures.

ACTIVE SHOOTER ON CAMPUS

UP follows the "Run", "Hide", "Fight", method as recommended by the U.S. Department of Homeland Security.

"RUN" – Have an escape route and plan in mind. Leave your belongings behind. Evacuate regardless of whether others agree to follow. Warn and prevent individuals from entering an area where the active shooter may be.

"HIDE"- Hide in an area out of the active shooter's view. Lock and block doors, close blinds, and turn off lights. Silence your cell phone (including vibrate mode) and remain quiet. Stay in place until law enforcement gives you the all clear.

"FIGHT" – Fight as a last resort and only when your life is in danger. Attempt to incapacitate the shooter. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. Act with physical aggression, yell, and throw items at the shooter.

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 Campus Safety.
- 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 Campus Safety (406-791-5911) then 911. If you are by yourself, call immediately. If there are others around, assign somebody to call 911 and Campus Safety.
- 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 controlled 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?			
Other Information:			
Exact Words of Threat			
Information About Caller:			
Where is the caller located? (background/level of noise)			
Estimated age:			
Is voice familiar? If so, who does it sound like?			
Other points:			
	Caller's Voice	Background Sounds	Threat Language
<p>For questions, please contact Campus Safety: 406-791-5911 or 406-403-1566</p>	Female	Animal noises	Incoherent
	Male	House noises	Message read
	Accent	Kitchen noises	Taped message
	Angry	Street noises	Irrational
	Calm	Booth	Profane
	Clearing throat	PA system	Well-spoken
	Coughing	Conversation	
	Cracking voice	Music	
	Crying	Motor	
	Deep	Clear	
	Deep breathing	Static	
	Disguised	Office machinery	
	Distinct	Factory machinery	
	Excited	Local	
	Laughter	Long distance	
	Lisp		
	Loud		
	Nasal		
	Normal		
	Ragged		
Rapid			
Raspy			
Slow			
Slurred			
Soft			
Stutter			