

THE UNIVERSITY *of* MONTANA WESTERN

EMERGENCY PREPAREDNESS CHECK OFF LIST



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BASIC RESPONSE TO ANY EMERGENCY

- If necessary, Call 911.
- Notify the Dean of Students.
- If medical emergencies exist, find help.
- Seal off high-risk area(s).
- Take charge of area(s) until the incident is contained or relieved by emergency personnel.
- Isolate and preserve evidence. Keep detailed notes of incident if possible.
- Refer media to our official media spokesperson Matt Raffety at 7201.
- If it is necessary to send anyone to a hospital by ambulance, send a responsible person along to serve as a liaison between the hospital and the University.
- Tune to your local radio station or Emergency Alert System designation for information.
- BAND 1490 AM or 98.3 FM

NON-EMERGENCY CONTACT LIST

For Emergencies CALL 911

Contact	Number
American Red Cross	(406) 782-8358
Barrett Hospital	(406) 683-3000
BVHD County Coord/Emergency Manager	(406) 660-1510
Community Support Center	(406) 683-6106
Crisis Line	800-273-8255
Dean of Students	(406) 925-9782
Poison Control	800-525-5042
Police	(406) 683-3701
Resident Hall Director	(406) 925-9828
Sheriff	(406) 683-3700
State Disaster & Emergency Services Office	(406) 841-3911
Montana Facilities	(406) 683-7141

PHYSICAL ASSAULTS/FIGHTS

- First, ensure the safety of students and staff.
- Call 911 if necessary.
- Notify the Dean of Students.
- Seal off area where assault took place.
- If possible, diminish and defuse the situation.
- The police will need to be consulted by the Dean of Students if:
 - * a weapon was used.
 - * the victim has sustained physical injury causing substantial pain or impairment of physical condition, or
 - * the assault involved sexual contact.

STUDENT UNREST

- Contact the Dean of Students.
- Call 911 if necessary.
- Ensure the safety of students and staff.

Professors:

- Reassure students and keep them calm
- Lock classroom doors.
- Do not allow students outside of classroom(s) until you receive an "all-clear" signal.
- Account for all students, present and absent.
- Document all incidents.

WEAPONS

Individual who is aware of weapon on campus

- Immediately notify the Dean of Students.
- Relay the name of the individual suspected of bringing weapon, where the weapon is located, whether the suspect has threatened anyone, and any other detail that may help prevent the suspect from hurting someone or themselves.
- If the professor suspects there is a weapon in the classroom, a neighboring professor should be confidentially notified. The attending professor should not leave the classroom.

Dean of Students Responsibilities:

- Call 911 if necessary.
- Inform suspect of the necessity of the procedures you are following and the importance of the safety of others.
- Keep detailed notes of all events and document why the search was conducted.
- Remain calm and do your best to counsel them.
- If the suspect threatens you with a weapon, do not attempt to disarm them - back away.

SUICIDE OR SUICIDE ATTEMPT

Suicide Attempt

- Verify information and Call 911.
- Try to calm the suicidal person.
- Try to isolate the suicidal person from others.
- Stay with suicidal person until professional help arrives-do not leave them alone.

Suicide Death or Serious Injury

- Verify information and Call 911.
- Notify the Dean of Students.

FIRE

In the event that a fire has been detected, smoke from a fire has been detected, or a gas odor has been detected, take the following actions:

- Pull the fire alarm.
- Evacuate students and staff to a safe distance outside the building.
- Follow the normal fire drill routine.
- Account for all students.
- Students and staff may need to be moved to a pre-designated alternate location:

* **BARC**

No one should re-enter the building until it has been declared safe by fire service personnel.

- The designated authority, Dean of Students, will notify staff and students when it has been determined safe to re-enter the evacuated building(s).

INTRUDER OR HOSTAGE SITUATION

Intruder - "An unauthorized person who enters campus property."

- Notify the Dean of Students.
- Ask another staff member to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- If the purpose of their visit is not legitimate, ask intruder to please leave.
- Accompany intruder to exit.

If intruder refuses to leave:

- Warn the intruder of consequences for staying on campus without permission or just cause - inform them that your policy requires you to call the police in order to remove unauthorized individuals.
- Walk away from intruder if he/she indicates potential for violence.

Hostage Situation

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 IMMEDIATELY - provide details of the situation and ask for assistance.
- Seal off area near hostage scene.
- Notify the Dean of Students.
- Keep detailed notes of events and actions.

If YOU are Taken Hostage

- Follow instructions of hostage taker.
- Try to keep calm - reassure students if they are present.
- Treat the hostage taker as normal as possible.
- Be respectful of hostage taker.
- Ask permission to speak - do not argue, make suggestions, or otherwise minimize the hostage taker's role in this situation.

BOMB THREAT

Bomb threats are frightening, intimidating, and disruptive to everyday operations. The key to minimizing the effects of a bomb threat is to gather as much information from the perpetrator as possible. The more information you have, the better chance you have of determining whether the threat is serious, or just a hoax.

Upon Receiving Threat

- If the threat is received by telephone, use the Bomb Threat Checklist.
- If the threat is received by mail, preserve all evidence accompanying the threat.
- Notify the Dean of Students.
- Call 911.

Bomb Threat Checklist

- What kind of bomb is it?
- How will you set off the bomb?
- Where is it?
- What time is it set to go off?
- What does it look like?
- Why are you doing this?
- Who are you?
- Whom do you want to hurt?
- How do you know so much about the bomb?
- How can someone contact you with for more information?

To help Police, find out as much information regarding the following:

- Origin of call - local, long distance, phone booth, cellular.
- Voice on the phone - man, woman, child, intoxicated, accent, speech impediment, calm, excited, interesting specific phrases used.
- Background noise - music, children, TV, talking, airplanes, horns, traffic, machines, clanking (restaurant).

LOCK-DOWN PROCEDURES

Lock-down procedures may be issued for a variety of reasons, including precautionary measures. Realistically, they may be implemented in situations involving a dangerous intruder(s), a suspected dangerous intruder(s), or other incidents that could potentially result in harm to persons on or near campus property.

- Assess the situation - if conditions warrant, Call 911.
- The designated authority, Dean of Students, will issue a lock-down notification along with procedures, through the most effective means.
- Announcement over the Public Address (P.A.) system.
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Cover window(s) in classroom.
- Move all persons away from windows and doors.
- Do not allow anyone outside of the classroom until an all-clear signal is given by the designated authority, Dean of Students.

WARNING AND NOTIFICATION

In the event our campus has an intruder, receives a threat, or experiences something which may cause panic, it may be necessary to issue a warning in a subtle manner.

- Call 911 if necessary.
- Inform the designated authority, Dean of Students, of the situation.
- Warn students and staff - if an emergency requires immediate action to protect the safety of students and staff, activate the appropriate warning system.
- If immediate action is not required, notify staff members at a meeting before, or after school hours - professors will debrief students during class unless an assembly or PA announcement is preferred.
- The designated authority, Dean of Students, will notify parent(s) or guardian(s) of affected students, or emergency contact(s) of staff as necessary.

SEVERE STORMS

Severe wind, snow, rain, hail, thunderstorms, and flashfloods are not uncommon in Montana. Tornadoes, while not particularly common, do occasionally occur in our state. The procedures of dealing with these threats are similar.

- During a severe weather situation, bring all students and staff inside - locate to the designated safe areas within your building (interior rooms away from windows) see "Flooding/Flash-flooding" and "Tornadoes" section for specific information regarding these circumstances.
- Close windows and blinds.
- Account for all students and staff.
- Remain in safe areas until warning expires or emergency personnel and/or your designated authority, Dean of Students, has issued an "all-clear" advisory.

Flooding/Flash flooding

- If your school is located in an areas which is susceptible to either flooding or flash flooding, be prepared to evacuate the building and relocate to a pre-designated area. If time permits, gather personal belongings and any other necessary items (survival kit, roster, etc.) - be prepared to account for all students and staff members.

Tornadoes

- In the event your area experiences a tornado, it will probably not be practical or even feasible to evacuate. Convene in a sturdy, interior room (ground level or below) away from windows and take cover.

Current Weather & Forecasts	
Billings	(406) 453-9957
Glasgow	(406) 229-2850
Great Falls	(406) 453-0058
Missoula	(406) 329-4715
Campus Engineers	(406) 683-7141

HAZARDOUS MATERIAL OR CHEMICAL SPILL

The main threats to schools include toxic vapors, liquids, or major fire or explosions.

Incident On Campus

- Call 911.
- Notify authority, Dean of Students.
- Seal off area of leak or spill.
- Take charge of area until fire or hazardous materials (hazmat) personnel contain the incident.
- Fire office in charge will recommend sheltering or evacuation actions.
- Follow plans/procedures for sheltering or evacuation.
- Account for students and staff.

Incident near Campus Property

- Fire, police or hazardous material (hazmat) personnel will notify campus authority.

For Students who are Inside

- Unless the threat is obvious or imminent, do not evacuate the building until advised by the public safety official in charge.
- Close all doors and windows, making your best effort to provide an airtight environment.
- If evacuation is required, direct all evacuees out of the upwind side of the building.
- Evacuees will walk or use provided transportation - do not leave in personal vehicles.
- Alternate sites will depend on the wind direction and distance needed for safe refuge.

For Students Who Are Outside

- If outside, move students upwind if possible.
- Don't step or get near any spilled materials.
- Follow directions of public safety officer - they will recommend sheltering or evacuation orders depending on the situation.
- Follow plans and procedures for sheltering or evacuation.

Threat of Explosion

- When advised by a designated authority, Dean of Students, evacuate the building using your fire drill plan with any necessary modification.
- Proceed to an alternate site:

* BARC

THE UNIVERSITY of MONTANA WESTERN**BEFORE AN EARTHQUAKE**

Although earthquakes are among the most unpredictable of our natural hazards, they are also among the most manageable. A little preparation could protect your property and save you money. Most importantly, it could save your life.

Before an Earthquake

Survey your environment. Remember, evacuation following an earthquake should be never be automatic. There may be more dangers outside or in other rooms. Look for potential post-earthquake hazards inside the building.

- Suspended ceilings.
- Pendant light fixtures.
- Large windows which may shatter.
- Tall bookcases or cabinets which are not secured to the wall or floor.
- Unsecured classroom equipment (computers, TVs, VCRs, stereos, and slide projectors).
- Science labs and chemistry labs with improperly stored chemicals and containers.
- Storage areas which house hazardous materials such as cleaning/paint supplies.
- Places where the main gas supply or electric current enters the building.

When designating evacuation routes, avoid as many of these dangers as possible. Have multiple alternate routes and be sure to take students and staff with disabilities into consideration. While planning, also look for potential post-earthquake hazards outside the building.

- Power lines.
- Trees.
- Areas near buildings that may produce debris: parapets, roof tiles, chimneys, widows/glass.
- Routes past concrete block walls.
- Covered walkways.
- Places under which large gas mains run.
- Areas near chain link fences (can conduct electricity).
- Hazardous materials storage areas.

Designate open areas outside that are without overhead hazards and removed from potential dangers. Choose at least one off-campus spot for an alternate site. Be sure assembly areas are not so remote from the facility that students and staff won't have access to bathrooms, phones, and the student release area. Finally, have a person designated to evaluate the area after an earthquake to report to the authorities.

DURING AND AFTER AN EARTHQUAKE

It should be no surprise that Montana is at a high risk for earthquakes. As the fourth most seismically active area in the United States and the location of one of the largest earthquakes to rock the continental U.S., we should make every effort to prepare ourselves for the next event. Do you know what to do when the earth begins to shake?

During an Earthquake

- Stay calm and stay put - if you are indoors, stay there; if outdoors, stay there.
- Drop, Cover and Hold - Know the Drill.
 - * DROP down to the ground.
 - * TAKE COVER under a sturdy desk, table, or other piece of furniture - if not possible, take COVER against an interior wall - it is important to COVER you head and neck with your arms - avoid windows, hanging objects, mirrors, tall objects, and heavy items on wheels.
 - * If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it - HOLD the position until the ground stops shaking - Expect Aftershocks.
 - * Expect the electricity to go out, fire alarms to go off, and sprinklers to come on.

After an Earthquake

- Stay calm.
- Evaluate your immediate situation.
- Remove students from hazardous areas.
- Account for all students in your area.
- Administer first aid if necessary - do not attempt to move seriously injured individuals unless they are still in danger.
- Do not use the telephone, cell phones, light switches, matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks.
- Unless you are in imminent danger await the decision to evacuate - it will be determined by the Dean of Students and/or emergency personnel based on an initial assessment of the building and conditions outside.
- Take your emergency kit with you if it is necessary to evacuate.
- Once you reach your alternate destination account for your students once again - if it was necessary to leave injured students or staff behind, relay that information to the emergency response personnel and provide them the location in which they can be found.

SHELTERING/EVACUATION/RELOCATION

Sheltering provides refuge for students and staff within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Remember, safe areas may change depending on the type of emergency.

Sheltering

- Identify safe area(s) in each campus building.
- When necessary, the designated authority, Dean of Students, will advise students and staff to assemble in safe areas - all persons should be brought inside the campus building.
- All students and staff need to be accounted for.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food or any other supplies that could become contaminated.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

Evacuation

- Call 911 if necessary.
- The designated authority, Dean of Students, will issue the evacuation orders.
- If it is necessary, the Dean of Students will coordinate transportation of students and staff to a relocation center.
- The designated authority, Dean of Students, notifies the relocation center of this evacuation, the number of students and staff the center can expect to receive, and the approximate time they will arrive.
- Direct students and staff to follow fire drill procedures and route - take alternate routes if primary routes are too dangerous.
- Assemble outside, allowing room for others to safely convene.

You will not be allowed to re-enter any evacuated building(s) until it is designated safe to do so. Be prepared to stay warm - stay cool - stay dry, etc.

Relocation Centers

Each campus should have a primary relocation center in which to evacuate students and staff in the event of an emergency. It is also necessary to have a few secondary relocation centers in the event the disaster or emergency is widespread and affects your primary relocation center.

* Primary: **BARC**

PHONE THREAT PROCEDURES CHECKLIST

- Remain calm
- Be courteous
- Listen
- Do not interrupt the caller
- Signal someone to get supervisor or security

Exact wording of the threat: _____

Pretend you are having a difficulty hearing the caller - keep the caller talking - listen to every detail and try to engage in conversation: Questions you could ask, if appropriate: [write down the answers].

Where is this item right now? _____

What does it look like? _____

What kind of device is it? _____

What will make it explode? _____

When will it go off? _____

What is your name? _____

Address? _____

PHONE THREAT PROCEDURES CHECKLIST

Observations (circle all that apply):

Identity

Male Female
Adult Juvenile

Speech

Fast Slow
Distinct Distorted
Stutter Nasal

Manner

Calm Angry
Rational Irrational
Coherent Incoherent
Deliberate Emotional
Righteous Laughing

Voice

Loud Soft
High Pitch Deep
Raspy Pleasant
Intoxicated

Accent

Local Foreign

Background Noises

Music Party
Machines Traffic
Trains Airplanes
Animals Quiet
Voices Atmosphere

Language

Excellent Good
Fair Poor

Your Other Comments: _____

Time of call: _____ AM or PM Date ____/____/____

Number where call received: _____ - _____ - _____

Length of call: _____ min.