











Student & Community Plan

| | | |
|--|---|---|
|  Medical Emergency |  Disruptive or Violent Behavior |  Active Shooter |
|  Shelter-in-Place |  Evacuation |  Lock Down |
|  Bomb Threat |  Chemical Spill |  Weather |
|  Incident Report | | |





Medical Emergency

[Table of Contents](#)



MEDICAL EMERGENCY

- Assess situation
- Dial 911 if emergency
 - Give your name, describe the nature of problem and campus location
- Dial 9999 on any campus phone to reach Crisis Response Team
- Look for emergency medical identification tag
- Provide first aid as training permits
- DO NOT move any injured or ill person unless life-threatening circumstances dictate. Make the injured or ill person comfortable until emergency personnel arrive.
- DO NOT give the injured or ill person any medications other than their own. The person must provide at least verbal authorization.
- Be available to provide information to police, ambulance, fire and to administration
- Question witnesses and give all information to paramedics

MINOR EMERGENCY

- Only trained personnel should provide first aid treatment or CPR
- Utilize nearest AED/First Aid Kit

SERIOUS EMERGENCY

- Keep victim still and comfortable
- Do not move the victim
- Ask 'Are you okay?' and 'What is wrong?'
- Control serious bleeding by direct pressure on the wound
- Assist victim until help arrives



Disruptive or Violent Behavior

[Table of Contents](#)



VIOLENT CRIME OR BEHAVIOR

CRIME IS IN PROGRESS

- Stay calm, give money or meet demands, if possible
- Call 911 as soon as possible
- Give information on nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved
- Move to a safe environment
- Dial 9999 on any campus phone to reach Crisis Response Team

DISCOVERY OF VIOLENT CRIME (AFTER THE FACT)

- Call 911
- Go to a safe place and wait for police
- Dial 9999 on any campus phone to reach Crisis Response Team
- Report anything noted of relevance



Active Shooter

[Table of Contents](#)



IMMEDIATE EMERGENCY ACTIONS

If you see a person acting suspiciously, someone violently threatening/injuring someone or a person with a weapon...

- Remain calm to avoid provoking disruptive individual(s).
- Do not physically confront the person and do not block the person's access to an exit.
- Do not let anyone into a locked building/office.
- Keep away from the area and alert others to the danger.
- Call 911 or the [Crisis Response Team](#) by dialing 9999 on any campus phone.
- Provide as much information as possible about the person and his or her direction of travel.
- Maintain a safe distance from the suspect until emergency personnel arrive. Do not attempt to subdue the individual; avoid direct eye contact
- Follow instructions of emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.

Active Shooter – Run, Hide, Fight

An active shooter is a person actively engaged in killing or attempting to kill people in a confined and populated area. Although the likelihood of an active shooter event occurring at Great Falls College MSU is extremely low, it is important that members of the Great Falls College MSU community understand how to respond should they find themselves in such a situation. Below is guidance regarding what to do during an active shooter event as well as what to expect when law enforcement arrives on scene.

To watch a short video explaining Run, Hide, Fight, please click [here](#).

DISCLAIMER: *An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below.*

REMEMBER: Law Enforcement's first priority is to confront and disable the threat.

Develop a Survival Mindset

- **Awareness and Preparation:** Take time to understand your surroundings and environment before an emergency occurs.
Ask yourself, "What if?" questions and develop a plan.

In an Active Shooter Emergency

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **Run:** Can you safely escape?
- **Hide:** Is there a good place to hide?
- **Fight:** Will you defend yourself against the shooter?

If outside:

- **RUN** off campus in a zigzag pattern
- Seek cover
- Prevent others from entering the danger zone

If inside and cannot escape:

- Get inside a room and **HIDE**.
- Secure the door (lock, barricade, wedge, straps, etc.)
- Cover windows and turn off lights
- Stay on floor behind an interior barricade, offset from the door or HIDE the best that you can
- Silence cell phones and pagers and remain quiet
- Call 9-1-1 if you know the location, description or identity of the shooter(s). If you cannot speak, leave the line open and allow the dispatcher to listen.
- Remain calm and prepare for an evacuation.
- As a last resort, and **only** when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by throwing objects and using improvised weapons and **FIGHT**.

When Law Enforcement Arrives

- When law enforcement reaches you, do not run at them or make sudden movements.
- **Law enforcement's primary objective is to stop the active shooter as soon as possible.**
- Responding officers will not necessarily know the identity of the shooter and may treat everyone they encounter as a possible suspect.
 - Do not scream, yell, point, or wave your arms.
 - Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
 - Show the officers your empty hands and follow their instructions.
 - Remain calm and follow the instructions of the responding officers.
 - The first officers to arrive at the scene will not stop to help injured persons.
 - Their task is to proceed immediately to the shooter/threat.
 - Once the threat has been neutralized, safety corridors will be established and the building will be evacuated.

Information to Provide to Law Enforcement or 911 Operators

- Building name and address
- Location of the active shooter(s)
- Number of shooters
- Physical description of shooter(s) (weight, height, race, gender, clothing color and style, etc.)
- Number and type of weapons held by the shooter(s) (handgun, rifle, shotgun, explosives)
- Number of potential victims at the location



Shelter-in-Place

[Table of Contents](#)



SHELTER IN PLACE

This is a response to a problem or security threat near a campus building.

- If you are inside, remain in the building.
- If you are outdoors, quickly proceed into the closest building, or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room
 - The lowest level, and without windows or with the least number of windows.
- Listen for further communication through campus phones.
- Take refuge until an evacuation can be safely initiated or an “all clear” is given.



Evacuation

[Table of Contents](#)



If you hear a fire alarm or receive instructions to evacuate:

- Evacuate and move away from the building to pre-designated evacuation assembly points.
- Evacuate the building via the closest exit door located away from the fire. Do not use elevators.
- Assist disabled individuals to the nearest exit.
- If you leave campus, please tell a campus official (wearing a bright vest).

Assembly Points

Exit the campus via the nearest fire exit. Head to the closest assembly point in your area.

If you leave the area, please tell a campus official (wearing a bright vest).

Assembly points are indicated in red on the map below:





Lock Down

[Table of Contents](#)



A lockdown is immediate action taken in response to an active shooter or other life threatening incident. Life threatening incidents happen **very** rapidly, which means you may or may not get an “official” lockdown warning. You need to take immediate action; do not wait for an official notice.

Call Out – To 911 from a campus phone. Don’t assume some-one else has done it. Tell 911 dispatcher where you are and what you saw.

Hide Out – If you can’t get out, then find a place to hide. Lock the door if you can. Turn out lights and be silent. Put cell phones on vibrate. Don’t peek out – wait for the police.

Keep Out – If the door can’t be locked, then block the door with whatever you can. If the door opens out, then use belts to tie the door to heavy objects.

Spread Out – DO NOT huddle together. Remain calm and stay focused on survival.

Take Out – If the shooter enters your area, assume their intentions are lethal. Fight or do whatever it takes to survive ... Your life depends on it.



Bomb Threat

[Table of Contents](#)



BOMB THREAT

- Try to remain calm, focus on the caller
- Use Bomb Threat Checklist as a guide found by **clicking on the attention sign--top right corner.**
- You may tell the caller:
 - “This building is occupied. When the bomb goes off, there will be injuries or death.”
- After caller disconnects **DO NOT HANG UP THE PHONE**
 - This will allow authorities to trace the call and possibly attain clues to caller identity
- Immediately dial 911 from another phone
- Do not search for or handle the object
- Dial 9999 on any campus phone to reach Crisis Response Team
- Evacuate the building if instructed to do so by Crisis Response Team or 911 dispatcher
- Assist handicapped in exiting the building
- Notify appropriate state and federal agencies



Chemical Spill

[Table of Contents](#)



Chemical Spills, Accidents, Contamination

- Report immediately to appropriate agency with information about affected area
- Biological substance: County Health Department 454-6950
- Chemical substance: Fire Department 911
- ASSIST CONTAMINATED VICTIMS to a safety shower/eyewash.
- Use personal protective equipment to avoid contact.
- Vacate area immediately and seal it off to prevent further contamination
- Anyone who may be contaminated is to avoid contact with others
- Remain in immediate vicinity, collect names of all exposed
- As necessary, notify others in the vicinity to evacuate.
- Pull Fire Alarm to evacuate the building or if a fire occurs.

Immediate Emergency Actions

If you see a chemical spill, detect a strange odor or witness people showing signs of chemical exposure:

- Move away from the hazard to a safe location.
- Proceed to emergency exits; DO NOT use elevators.
- Help those needing assistance.
- Stay up-wind and uphill from any hazardous vapor, gas or liquid.
- Report by calling 911 or the [Crisis Response Team](#) by dialing 9999 on any campus phone.
- Follow instructions of emergency personnel and be prepared to evacuate or shelter in place.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about the release.

DO NOT go back into an area where a chemical spill has occurred.



Weather

[Table of Contents](#)



Immediate Emergency Actions

If you see or hear threatening weather (i.e., tornado, high winds, lightning, thunder, etc.) or hear that a Warning has been issued for your area.

- Seek shelter and get inside immediately to an interior room or hallway.
- Shut all doors and windows.
- Stay away from exterior windows and doors.
- Seek information: check the [National Weather Service](#).
- DO NOT go outside until the storm has passed.
- After the storm has ended be aware of downed wires and falling objects.

Winter Weather Preparedness

For a short video on weather preparedness, click [here](#).

Know the terms used by weather forecasters:

- **Winter Storm Watch**– Be alert, a winter storm is likely in your area. Tune to radio or television for more information.
- **Winter Storm Warning**– Take action, the storm is in or entering the area.
- **Blizzard Warning**– Snow and strong winds combined will produce blinding snow, near zero visibility, deep drifts, and life-threatening wind chill. Seek refuge immediately.
- **Winter Weather Advisory** – Winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.
- **Freezing Rain**– Rain that freezes when it hits the ground, creating a coating of ice on road, walkways, trees and power lines. If a ½ inch or more of freezing rain is forecast an Ice Storm Warning will be issued.
- **Wind Chill Advisory / Warning**– Combination of wind and cold resulting in temperatures that feel -15F to - 24F (Advisory) or -25F or colder (Warning) for more than 3 hours. Can be life threatening conditions.