

Please keep one copy of the Emergency Plan at home or in your car and one on Campus.

Emergency Response Plan

GREAT FALLS COLLEGE

MSU

Implemented on: June 6, 2002

Last edited April 2014

Authorized by: Executive Team

INTRODUCTION

PURPOSE: The procedures outlined in this plan enhance the protection of lives and property through effective use of the resources of the Great Falls College MSU Campus. This plan is designed to assist the Campus community in anticipating needs generated by an emergency situation and to assist with communication of those events and needs.

Employees must ensure their own safety first. You cannot assist others if you become a victim.

SCOPE: The procedures included in the Great Falls College MSU Emergency Response Plan apply to all personnel and buildings of Great Falls College MSU as well as other properties owned, operated or under the College's supervision.

CONTENTS

- Section I: Planning Ahead 4**
 - CRISIS MANAGEMENT POLICY..... 5
 - Executive Director, Community Relations / Advancement Responsibilities..... 6
 - Facilities Director / Maintenance Responsibilities..... 7
 - Chair of Safety Committee Responsibilities 8
 - Chief Information Officer – CIO Responsibilities..... 8
 - Assistant Dean of Student Services Responsibilities 9
 - Zone Stewards 9
 - Safety Committee Responsibilities..... 9
 - Information Desk Responsibilities..... 9
 - Basic Emergency Procedures..... 10
 - Evacuation..... 10
 - Assembly Points 10
 - Communication..... 10
 - Emergency Shelter 10
 - Emergency Notification System 11
 - 911 Call Procedure 11
 - GFCMSU Alert – Immediate Emergency Notification 11
- Section II: Facing Specific Emergencies 13**
 - DISRUPTIVE STUDENT IN CLASSROOM 14
 - MEDICAL EMERGENCY OR HEALTH HAZARD 15
 - VIOLENT CRIME OR BEHAVIOR 16
 - RIOT OR DEMONSTRATION..... 18
 - OFF-CAMPUS ACCIDENT INVOLVING STUDENTS OR STAFF.....20
 - BOMB THREAT 22
 - PANDEMIC INFLUENZA PLANNING 25
- Section III: Attachments.....26**
 - ATTACHMENT B: EMERGENCY PHONE NUMBERS27
 - ATTACHMENT C: OTHER RESOURCES..... 28
 - ATTACHMENT D: EVACUATION CHECKLIST..... 29
 - ATTACHMENT E: CLASSROOM EVACUATION..... 30
 - ATTACHMENT F: CAMPUS INCIDENT REPORT..... 31
 - ATTACHMENT G: PROCEDURES FOR PROCESSING THREAT REPORTS..... 32

ATTACHMENT H: CAMPUS EMERGENCY INFORMATION / HANDOUT	34
911 Call Procedure	34
GFCMSU Alert – Immediate Emergency Notification	34
Condensed Emergency Response Plan for Campus-Wide Distribution	35
Campus Evacuation	35
Evacuation Meeting / Assembly Points	35
Plan Ahead	35
Media Contact	36
GFCMSU Alert – Immediate Emergency Notification	36
BOMB THREAT	36
Emergency Contact List	37

Section I: Planning Ahead

Policy, duties of the...

- *Executive Team*
- *Safety Committee*
- *Zone Stewards*
- *Individuals and Departments*

CRISIS MANAGEMENT POLICY

Policy Director or Designees

The policy director at Great Falls College MSU is the CEO/Dean. The policy director (or designee) has ultimate responsibility for decisions that reference campus evacuations, campus closure, postponements and resumptions. Policy Directors/Designees are appointed by the CEO/Dean.

Policy director and potential alternates:

Executive Team as of January 2014

CEO/Dean of Great Falls College MSU
Associate Dean / Chief Financial Officer
Associate Dean / Chief Academic Officer
Associate Dean of Student Services
Executive Director of Human Resources
Executive Director of Communications & Marketing
Executive Director Business & Community Development
Chair of Safety Committee –Appointed by the Dean
Director of Facilities Services
Chief Information Officer
Executive Assistant to the Dean

Current names and phone numbers on Attachment A

Official emergency personnel are in control when they are on the scene.

Duties and Responsibilities: Executive Team

- The Executive Team must be available to respond and react as a team in emergency or crisis situations. The Team will be required to meet as needed to implement an effective crisis plan. In addition, the Team will meet annually to review the plan and update information.
- Responsibility for this activity should not be delegated. It is important that the Executive Team be familiar with each other and fully aware of their responsibilities with regard to crisis management.
- The Team assesses an emergency and is responsible for the overall direction of the Campus's emergency response. In the event of a crisis the Team will lead the campus through the situation and determine the course of action and communications to the public.
- The CEO/Dean or appointee declares and ends, when appropriate, the campus state of emergency
- The CEO/Dean or appointee MUST contact the Commissioner of Higher Education and the President of Montana State University in the case of building closure / interruption in services to students.
- The CEO/Dean or appointee notifies and conducts liaison activities with MSU-Bozeman, the Commissioner of Higher Education, Governor's Office, Cascade County Disaster and Emergency Services, and others as necessary.
- The CEO/Dean or appointee assists with the development of a policy response with respect to the emergency or disaster for release to stakeholders or the public.
- The CEO/Dean or appointee arranges memorial services if necessary (assistance from Executive Director of Community Relations)

A written report will be provided to the CEO/Dean of Great Falls College MSU by the Facilities Director in collaboration with the Executive Team after each review and/or incident.

Advance Planning

- _____ The Executive Team will meet and develop plan based on anticipated situations including:
 - process for identifying key campus personnel
 - process for notifying key campus personnel of their responsibilities
 - collaboration on training efforts
- _____ Monitor location and use of equipment, including radios, Executive Team/Zone Steward vests and flashlights
- _____ Wear fluorescent vests during emergencies and carry badge for identification
- _____ Recommendation: Develop a worst-case scenario plan, possibly in collaboration with other community entities and emergency service providers.

Emergency in progress

- _____ Upon notification of a 911 call or emergency, the Executive Team will follow the procedures outlined in the Plan.
- _____ A member of the Executive Team will call emergency services (Fire and/or Police Departments) if required
- _____ Immediately inform CEO/Dean or alternate of emergency
- _____ The Executive Team member receiving notification of incidents from campus and / or law enforcement/fire department will share that information with available Team members by using the All Call Group, accessed by dialing 9021 on any campus phone, two-way radios, cell phones or other means of communication
- _____ The Executive Team will coordinate all activities with campus and emergency services

Aftermath / Debriefing

- _____ The Executive Team (primarily Community Relations Division) will ensure that communications continue as needed to internal / external audiences (employees, students, public, and media)
- _____ The Executive Team (primarily Student Services) will ensure that arrangements are made for counseling to those needing services
- _____ The Executive Team (primarily the Dean's Office and Community Relations) will ensure memorial services are arranged
- _____ The Executive Team will participate in a debriefing following the emergency activity
- _____ The Team will recommend changes or additions to the crisis management plan
- _____ The Executive Team (primarily Facilities Director) will record events and prepare permanent records
- _____ The Executive Team (primarily Office of the CFO) will complete all incident reports for insurance, student records, etc.

Executive Director, Community Relations / Advancement Responsibilities

Advance Planning

- _____ Review and update the Crisis Management Plan annually
- _____ Maintain an up-to-date contact list with phone/fax/email information for:
 - emergency services
 - service providers
 - media

Emergency in progress and aftermath

- _____ Make and implement communication decisions
 - MSUGF Alert (WENS)
 - Group Call (9021)
 - Everyone Email
 - Website
 - Campus Wide Phone Broadcast (9020)
 - Student email / portal
- _____ Supervise preparation of written or electronic information to be disseminated to the public
- _____ Initiate Campus communication plans, contact key personnel including off-campus staff
- _____ The Dean is the chief spokesperson for the Campus. In his/her absence, the primary designee is the Executive Director of Communications & Marketing; secondary designee is the Director of Outreach and Marketing. Personnel who may be appointed to act as spokesperson are those who have had Public Information Officer (PIO) training.
- _____ Communicate to faculty, staff, students and general public in a clear, continuous timely manner
- _____ Clear all media activities:
 - Ensure effective communication with media
 - Develop public statements, coordinate approval with management team
 - Establish media center and serve media needs
- _____ Coordinate and maintain command center for emergency personnel
- _____ Handle emergency closing notifications and coordinate special notifications as required
- _____ Arrange memorial services, if applicable, in coordination with Dean

Facilities Director / Maintenance Responsibilities

Advance Planning

- _____ Compile and distribute information for contacting essential service personnel such as gas, electricity, etc.
- _____ Develop preventive and shutdown procedures for facility utilities and security and provide oversight in a crisis in collaboration with CFO
- _____ Maintain emergency lighting system
- _____ Maintain fire alarm/electronic alarm system
- _____ Monitor campus emergency warning and evacuation systems
- _____ Schedule regular emergency drills and inspections of fire extinguisher and other fire suppression equipment
- _____ Maintain prompt disposal or safe storage of hazardous materials
- _____ Keep exits, hallways and other access routes free and open
- _____ Prevent accumulation of trash or storage materials
- _____ Assist in planning and implementing orderly evacuation procedures
- _____ Wear fluorescent vest during emergencies and carry badge for identification
- _____ Responsible for having working flashlights and radios for Executive Team and Zone Stewards available for immediate use
- _____ Maintain an awareness of placement and use of fire extinguishers and first aid supplies
- _____ Assist with awareness and training for defibrillators in cooperation with maintenance and Health Sciences faculty
- _____ Monitor evacuation maps and emergency manuals postings in all classrooms and common spaces

Emergency in progress and aftermath

- _____ Identify potential hazardous materials, including those in classrooms, labs, and custodial workplaces-- notify appropriate agency
- _____ Disable utilities as needed and coordinate restoration of lost or damaged utility services (electricity, gas, communications lines)
- _____ Identify areas off-limits to non-essential personnel to minimize tampering and possibility of persons trapped or overlooked in an emergency
- _____ Clear roadways, buildings under direction of Police or Fire officers
- _____ Locate equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- _____ Work with city services and others in rescue activities
- _____ Record the events and actions taken (log of activity)

Chair of Safety Committee Responsibilities

Advance Planning

- _____ Lay groundwork for completing incident reports and logging emergency activity
- _____ Keep insurance policies updated and secure; have phone numbers accessible
- _____ Develop preventive and shutdown procedures for Business Office to ensure the safety of financial records
- _____ Ensure the development of effective emergency procedures

Emergency in progress and aftermath

- _____ The following specific positions are charged with the responsibility to oversee preventive and shutdown procedures
 - Business Office *Responsible Position:* Controller
 - Maintenance *Responsible Position:* Director of Facilities Services
 - Student Records *Responsible Position:* Registrar / Assistant Dean of Student Services
 - Information Technology (Hardware, Software, Data) *Responsible Position:* CIO – Chief Information Officer
 - Bookstore and Cafeteria *Responsible Position:* Bookstore Manager
 - Library *Responsible Position:* Director of Library Services
 - Dental Clinic: *Responsible Positions:* Program Directors of Dental Hygiene and Dental Assisting
 - Classroom labs (chemistry, biology, etc.) *Responsible Position:* Research/Lab Manager
- _____ Oversee damage control and emergency repairs and provide essential services for maintenance and restoration
- _____ Assist with or make arrangements for temporary or alternate accommodations
- _____ Contact appropriate resources (fire services, emergency personnel)
- _____ Initiate request for emergency spending authority
- _____ Record events and prepare permanent records to be maintained for liability and risk management
- _____ Provide an accounting summary of financial impact of emergency response, clean-up and recovery
- _____ Complete incident report and log of activity
- _____ Contact appropriate outside agencies (environmental, labor, insurance, Worker's Comp)

Work with Safety Committee to:

- _____ Monitor actual safety hazards
- _____ Monitor and report hazardous conditions and situations
- _____ Advise on measures to maintain safety

Chief Information Officer – CIO Responsibilities

Advance Planning

- ___ Develop preventive and shutdown procedures
- ___ Ensure security of data
- ___ Develop a plan to maintain telephone or establish emergency landline communications services
- ___ Develop a plan to provide temporary computer access for essential services

Emergency in progress and aftermath

- ___ Provide for secure temporary computer and information services to facilitate essential business procedures and emergency needs. This decision will be made by the CEO / Dean of Great Falls College MSU.
- ___ Provide for the security and protection of computer and information systems.
- ___ Maintain telephone or establish emergency landline communications services.

Associate Dean of Student Services Responsibilities

Advance Planning

- ___ Develop policies for preventive and shutdown procedures to protect the safety of student records

Emergency in progress and aftermath

- ___ Oversee preventive and shutdown procedures protecting student records
- ___ Identify counseling needs
- ___ Ensure arrangements are made for counseling to be provided to those who need it, providing information about external counseling services, when appropriate (*see Attachment C*)
- ___ Contact students or families when appropriate
- ___ Advise faculty about situations involving students

The following are not members of the Executive Team but will collaborate to implement the crisis procedures and share information with the Team to ensure the safety of our students, employees, visitors and facility.

Zone Stewards

Advance Planning

- ___ Implement orderly evacuation procedures
- ___ Wear fluorescent vests during emergencies and carry badge for identification
- ___ Have working flashlights available for immediate use
- ___ Maintain an awareness of placement and use of fire extinguishers and first aid supplies
- ___ Assist with awareness and training for defibrillators in cooperation with maintenance and Health Sciences faculty
- ___ Alert maintenance if evacuation maps and emergency manuals are not located in all classrooms and common spaces

Emergency aftermath

- ___ Debrief to improve processes, equipment, and facility

Safety Committee Responsibilities

Charge of the Safety Committee

- Reduce the incidence of occupational injury and illness among employees by promoting safety in the workplace
- Provide a safer working environment for all employees
- Control the costs of claims for workers' compensation insurance
- Make training and education available to all employees to improve safety awareness

Information Desk Responsibilities

Advance Planning

- _____ Be familiar with evacuation, 911, Call Aware & Group Call (9020) procedures
- _____ Train all Information Desk workers and Help Desk personnel on emergency procedures
- _____ Have emergency contact information available

Emergency in progress and aftermath

- _____ If directed, issue a Campus Wide Phone Broadcast message (9020)
- _____ Relay accurate information as provided by Executive Director of Community Relations to incoming callers
- _____ Assist with media releases as directed

Basic Emergency Procedures

Evacuation

All employees will evacuate the building immediately - no exceptions.

Emergency services personnel (fire and police) will search the building.

Executive Team will pick up their 2-way radio, fluorescent vest, and badge and go to Assembly Point.

Zone Stewards will pick up 2-way radio, vest and badge and evacuate their areas.

Radio Operation:

Turn on by pressing and holding the recessed button on upper right side (behind the channel selector).

Hold until unit beeps and the channel number appears on the screen.

Tune to Channel 11.

To talk, hold button on left directly below antenna on side of unit.

To receive, release button.

Assembly Points

Executive Team will gather in the parking lot at the east side of the building. **(Option 1)**

- Monitor Zone Stewards and Executive Team members by radio.
- Ensure evacuees move away from the building.
- No one re-enters the building until **all clear** is given via two-way radios.
- Remaining members will circulate among crowd for crowd-control and rumor suppression / information- giving purposes.

If the east side of the building is in crisis, the initial meeting of the Executive Team will be in one of the following locations (in priority order), depending on the situation or damage to the building:

Option 2: Shipping and Receiving area

Option 3: University of Great Falls: McLaughlin Center

If telephone lines are open, call the switchboard x3700 for exact location (268-3700)

Communication

The Executive Director of Communications & Marketing will coordinate internal and external campus communications including those with the media. Any required notifications or cancellations must be cleared by Dean or Executive Director of Communications & Marketing.

Under no circumstances will any representative of the Campus reveal a victim's name unless authorized to do so by the victim or the victim's agents.

Emergency Shelter

The University of Great Falls McLaughlin Center will be used as a short-term emergency shelter should the Campus be uninhabitable. Telephone: 791-5252 or 761-8210

Should the facility be uninhabitable for a longer term:

An off-campus, temporary location will be identified. This decision will be made by the Dean/CEO of Great Falls College MSU.

In any situation where the Police or Fire Departments are involved, they will secure the situation and take jurisdiction of all activities.

At notice of any evacuation, all should report to your designated assembly point (*see Attachment D*). The College asks that each employee ensure their own safety first. You cannot assist others if you become a victim.

Emergency Notification System

The telephone is the primary means of emergency notification at Great Falls College MSU.

911 Call Procedure

Dial law enforcement agencies at 911 (emergency) or 771-1180 (non-emergency)

When a 911 call is placed from any campus phone, a message will broadcast to the Crisis Response Team stating a call has been placed. The location of the campus phone from which a 911 call was made will appear on the phone display.

Log in to Call Aware System (link on the desktop) to hear a recording of the 911 call.

A member of the Team initiates a group call (9021) which will automatically broadcast to all Team phones.

Help Desk will direct law enforcement or medical emergency teams to the location of the incident.

In the case of a false alarm, call 771-1180 (non-emergency dispatch).

Campus Wide Phone Broadcast

A limited number of the Team will have the ability to send a Campus Wide Phone Broadcast that will broadcast out to every campus phone simultaneously.

Dial 9020 & enter required PIN. The one-way broadcast begins immediately.

MSUGF Alert – Immediate Emergency Notification

MSUGF Alert is the Great Falls College MSU immediate notification system. During an urgent or emergency situation, an Alert will be sent via text message, telephone, and/or email to the contacts you provide when you subscribe. The system will be used **ONLY** for emergency notifications, testing and maintenance of the system. **Enrollment is strongly recommended.**

To subscribe, go to www.msugf.edu, click on **MSUGF Alert** or go to http://entry.inspironlogistics.com/msu_falls/wens.cfm

See Attachment B for emergency telephone numbers

Everyone Email

To send an email to all employees:

As of June 1, 2011– the following people have permission to use the Everyone Email to send official notices:

CEO/Dean

Executive Assistant to the CEO/Dean

Associate Dean/Chief Academic Officer

Assistant to the Associate Dean of Student Services

Chief Financial Officer

Registrar

Executive Director of Human Resources

Safety Committee Chair

Chief Information Officer

IT Staff

President of MSU**

Communications & Public Affairs**

*****MSU Bozeman (System issues)***

After Hours Security

Great Falls College does not have around the clock security staff. The college does contract with an outside security firm for weekday evenings and Sunday afternoon staffing.

Minor incidents--security staff addresses issue & completes an incident report. Incident is reviewed & filed by Facilities Director.

Major incidents—911 is called as necessary. Staff is provided with contact list of Great Falls College Executive Team to determine appropriate college contact. Incident report is reviewed & filed by Chief Financial Officer.

Section II: Facing Specific Emergencies

Step-by-Step procedures in an emergency situation

DISRUPTIVE STUDENT IN CLASSROOM

If you perceive a threat, call 911 immediately.

If it is a non-emergency, dial 9999 on any campus phone to reach Crisis Response Team.

Disruptive behavior should immediately be reported to the Division Director. A brief written statement from the instructor describing the incident(s) and any action taken or recommended should be submitted. The Division Director will make a report to the Associate Dean of Student Services.

Division Director, Health Science Division 771-4361

Director, Developmental Ed & Transfer 771-4372

Division Director, Business, Trades & Technology 771-4381

The safety of our faculty and students and their learning environment is of primary concern, and the Division Director working in concert with the Associate Dean of Student Services will assist or initiate disciplinary action where warranted.

MEDICAL EMERGENCY OR HEALTH HAZARD

Person Identifying Situation

- 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
- Be available to provide information to police, ambulance, fire and to administration
- Look for emergency medical identification tag
- Question witnesses and give all information to paramedics

MINOR EMERGENCY

- Only trained personnel should provide first aid treatment or CPR
- Locate First Aid kit - Mailroom, Shipping/Receiving, Health Sciences Workroom, R168 (near dental area), Kitchen, Auto Body, B116 (Business & Technology Office)

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

CHEMICAL LEAK OR SPILL

- Report immediately to appropriate agency with information about affected area
 - Biological substance: County Health Department 454-6950
 - Chemical substance: Fire Department 911
- 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

Maintenance / Security

- Contact any member of the Executive Team
- Assist city/county personnel

Executive Team

- Assess situation
- Set up crisis command center
- Arrange for temporary accommodations, relocation, quarantine
- Prepare for appropriate communication

VIOLENT CRIME OR BEHAVIOR

CRIME IS IN PROGRESS

Person Experiencing Situation

- 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 9021 on any campus phone to reach Emergency Response Team

Maintenance / Security

- Assist victim
- Secure the area / move to a safe environment
- Call any member of Executive Team

Executive Team

- Initiate communication plans
- Set up crisis command center if required
- Arrange counseling or victim services

DISCOVERY OF VIOLENT CRIME (AFTER THE FACT)

Person discovering the situation

- 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

Maintenance / Security

- Contact Executive Team (below)
- Secure area
- Assist police

Executive Team

- Contact other relevant personnel
- Notify family if required
- Arrange for counseling or victim services
- Prepare media releases / responses
- Arrange memorial services if required
- Send a Campus representative to funeral if required

RIOT OR DEMONSTRATION

Person Identifying Situation

- Assess situation
- Dial 9999 on any campus phone to reach Crisis Response Team and/or dial 911
- Move to a safe environment

Maintenance / Security

- Assist police in securing area
- Notify any member of the Executive Team
- Locate bullhorn or loudspeaker

Executive Team

- See two-part script starting below asking demonstrators to vacate
- Arrange for a photographer to provide identity of demonstrators
- Initiate communication plans
- Set up crisis command center if required
- Coordinate media communications
- Arrange counseling or victim services for victims

RIOT OR DEMONSTRATION (continued)

Read the following script: Directive to immediately terminate demonstration

Part 1 of 2

Identify Yourself

This assembly and the conduct of each participant is seriously disrupting the operations of the College and is in clear violation of the rules of Great Falls College MSU. You are asked to disperse and terminate this demonstration.

You have the opportunity to discuss your grievances in the manner appropriate to the College.

Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Commissioner of Higher Education and the Board of Regents, take whatever measures are necessary to restore order - including calling for police assistance. Any person who continues to participate in this demonstration is subject to possible arrest and subject to suspension.

End of Script 1 of 2

After 15 minutes passes, read the following script:

Part 2 of 2

Identify yourself

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, all students taking part are hereby suspended, subject to later review.

The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

End of Script 2

OFF-CAMPUS ACCIDENT INVOLVING STUDENTS OR STAFF

i.e. car accident; incident during professional travel

Person Identifying Situation

- Notify a member of the Executive Team

Executive Team Members

- Executive Team will contact required personnel
- Prepare press release if required
- Arrange counseling if required
- Arrange memorial service if required
- Identify member of Campus community to attend funeral if required
- Assist family with belongings, insurance and benefits if required

ENVIRONMENTAL OR NATURAL DISASTERS

Person Identifying Situation

- Pull fire alarm and follow procedures to evacuate the area

Maintenance / Security Services

- Initiate communication with Executive Team
- Assist emergency personnel as requested. Police and Fire Department personnel will take control of the emergency when on the scene.
- Oversee campus evacuation

Executive Team

- Set up Emergency Command Center
- If necessary, move off-site to University of Great Falls McLaughlin Center for short-term emergencies
 - Phone 791-5252 or 761-8210
- Should the facility be uninhabitable for a longer term
 - An off-campus, temporary location will be identified. This decision will be made by the CEO/Dean of Great Falls College MSU.
- Contact state or federal agencies as appropriate, CDC, EPA, etc.
- Prepare press release
- Provide emergency funds as required

BOMB THREAT

- Try to remain calm, focus on the caller
- Use Bomb Threat Checklist on next page as a guide
- 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

Bomb Threat Checklist

Date of call: _____

Time of call: _____

Caller's voice (circle all that apply):

Accent	Deep Breathing	Laughing	Rapid
Angry	Deep Voice	Lisp	Raspy
Calm	Disguised	Loud	Slow
Clearing Throat	Distinct	Nasal	Slurred
Cracking Voice	Excited	Normal	Soft
Crying	Familiar	Ragged	Stutter

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. If the voice is familiar, who did it sound like?

Exact wording of the threat:

Threat language (circle all that apply):

Well - spoken	Foul	Incoherent
Educated	Irrational	Taped
Message read by threat maker		

Background sounds (circle all that apply):

Well - spoken	Foul	Incoherent	Static
Educated	Irrational	Taped	Street noises
Message read by threat maker	No background noise		Voices

Other:

Phone number (from caller ID, if available): _____ Length of call: _____

Sex of caller (circle): Male Female Age of Caller _____

Race/nationality of caller: _____

Be available on site to give responding officers this completed form.

Person Completing the Form: _____ Job Title _____

Department Name: _____ Phone Number: _____

After caller disconnects DO NOT HANG UP THE PHONE – Immediately dial 911 from another phone.

PANDEMIC INFLUENZA PLANNING

Addressing the threat of a potential influenza pandemic requires expertise and collaboration from a wide variety of key community members. In the case of a pandemic, the College's leadership will address issues including notification of students and employees of class cancellations, facility closure and alternate course delivery methods or schedules.

The goal of the college, should a pandemic affect a large portion of our employees and students, is to provide continuity of operations such as payroll, communications, security, and maintenance. Cross-training in these areas is essential.

The Immediate Emergency Notification system will be used to notify subscribers. Notification will also be posted to the college's website www.gfcmsu.edu and on Facebook. Information may also be acquired by telephone at (406) 771-4300 or (800) 446-2698. Students will also be notified by email.

Section III: Attachments

Attachment A:

Emergency Contact Information (updated January 2014)

Position	Name	Office	Cell
Director of Facilities Services	Dennis Devine	771-5140	406-788-8124
Associate Dean / CFO	Darryl Stevens	771-4321	281-682-8994
CEO / Dean	Susan Wolff	771-4310	541-400-0681
Associate Dean / CAO	Heidi Pasek	771-4397	406-781-7485
Associate Dean of Student Services	Camille Consolvo	771-5133	541-805-0381
Executive Director of HR	Mary Kay Bonilla	771-5123	406-781-0381
Executive Director Communications & Marketing	Lanni Klasner	771-4396	406-899-6329 406-736-5650
Executive Director Business & Community Development	Mel Lehman	771-5143	406-270-0412
CIO	Ken Wardinsky	771-4331	406-781-8166
EMS Faculty	Joel Henderson	268-3718	406-868-9456

MSU—Main Campus

Position	Name	Phone
President	Cruzado, Waded	406-994-2343

ATTACHMENT B: EMERGENCY PHONE NUMBERS

GFPS – Crisis Phone Tree	268-6052 (call to alert city schools of an incident on
Mathews Answering Service	761-1500 (if alarm goes off after hours)
Police Dispatch	771-1180 (to cancel 911 calls)
MSU President	406-994-2341 or -2343
OCHE	406-444-6570 or -0311
Ellig, Tracy (backup for MSUGAlert)	406-994-5607 or cell 406-587-3930
City of Great Falls–water	727-1325
Northwest Energy – Electric	888-467-2353 or 454-7103
Energy West – Gas Emergencies	791-7500
Alternate shelter site: CALL PRIOR TO EVACUATING University of Great Falls McLaughlin Center 791-5252 or 761-8210	
Disaster Emergency Services (DES) County – Vince Kolar	406-454-6900 cell: -788-6900 vkolar@co.cascade.mt.us
DES – State – Ed Gierke	406-450-1998 (cell) mtdesd2@3rivers.net
Great Falls Public Schools	268-6000 (Dave Houtz: 268-6016)
Cascade County Health Dept	454-6950 or 454-6973 ext. 244
Montana Highway Patrol	800-525-5555
Montana Roads	511 or 800-226-7623 or www.mdt.mt.gov/travinfo
US Weather	453-2081 or www.nws.noaa.gov
DCR: 771-4316 / HelpDesk Atrium: 268-3497 / HelpDesk South Court: 771-4433 / Library:	

Transportation Options for Persons with Disabilities:

Diamond Wheelchair Vans ph: 771-1800

Great Falls Transit District ph: 727-0382

MEDIA

Outlet	Phone	Fax
Tribune	791-1460	791-1431
KRTV	791-5400	791-5479
KFBB	453-4377 or 453-4370 after hours 800-854-7720	453-3226
KTGF Fox	761-8816	454-3484
(Central MT Radio) KMON, KLFM, KVVR K99.5	761-7600	761-5511
(Fisher Radio) 104.9 106.1 107.3	761-2800	Fax: 727-7218

ATTACHMENT C: OTHER RESOURCES

External Services

Crisis Line Voices of Hope ph: 453-HELP
Victim Witness Assistance ph: 771-1180
YWCA Mercy Home ph: 453-1018 or 800-352-7449
Child Protective Services ph: 727-7746

Internal Services

Fire Services Extension Service ext: 4328
Hazardous Material, Evacuation, Fire, EMT Staff ext: 4370
Nursing Staffs ext: 4350 GFC-MSU
ext: 4450 MSU-Main Campus
ext: 4437 MSU-Northern

Great Falls College staff with CPR / First Aid Training (As of 9/26/11)

Name	Extension
Allen, Sandra	4355
Bechard, Brad	5134
Binkley, Ed	4307
Cayko, Brian	4359
Fleek, Roger	Adjunct
Gassaway, Susan	4350
Gillespie, Kyle	5139
Henderson, Joel	3718
Lords, Quincie	3723
McNeill, Linda	3217 (454-3217)
Paul, Carol	Adjunct
Perry, Carmen	4354

ATTACHMENT D: EVACUATION CHECKLIST

When a fire is discovered in any building on campus, take the following steps immediately:

1. Call 911
2. Warn others and activate fire alarms
3. If the fire is localized and small, attempt to put the fire out with one of the building fire extinguishers
4. Fire extinguishers are located in each wing
5. Evacuate the building
6. Stay clear
7. Everyone should remain at least 500 feet away from the burning building and out of the fire department's way
8. The fire department will ascertain when it is safe to re-enter the building

The need for the building evacuation will be obvious in the presence of fire and/or toxic substances. Other situations such as a bomb threat may not be as clear. Be vigilant and prepared to respond to the evacuation order. Please assist any disabled persons in evacuating the area. We ask each employee to ensure their own safety first. You cannot assist others if you become a victim. In the rare event an alternate site is needed, cross 16th Street to the University of Great Falls: McLaughlin Center. (Telephone numbers: 791-5252 or 761-8210)

1. Relay dismissal or evacuation instructions to every classroom, office and area rapidly
2. Know and review the evacuation plan for this building to assure it will be followed.
3. Emergency personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the fire plan or other specific disaster plans are taken.
4. The Dean may request assistance of external authorities to minimize hazards, reduce congestion, or provide transportation.
5. Be attentive for directions.
6. Be aware of the situation outside.
7. Evacuate upwind or crosswind away from smoke.
8. Report immediately to your designated assembly area.
9. Faculty and work center supervisors take roll quickly to account for all personnel.
10. Report personnel status.
11. The Community Relations Executive Director or designee will contact media.

Specific evacuation areas: Maps are posted

Business/Technology Classroom Wing: South to parking lot or open field

Dental Clinic / Learning Center Upstairs: North door to north parking lot

Health Sciences Upstairs / Arts and Sciences: North door (B) to north parking lot

Student Central / Library / Distance Learning: Atrium (A) to north parking Lot

Science Wing / Library: Exit through west emergency doors or Atrium (A)

IT / Print Center: South entrance across driveway to parking lot

Administration/Community Relations/Outreach: East door (C), across driveway to east parking lot

Bookstore/Maintenance/Cafeteria: Loading dock-evacuate across driveway past Construction and Industrial Trades Building

Construction and Industrial Trades Building: Use closest open exit, move away from the building toward the assembly points at the south or west of the main building.

ATTACHMENT E: CLASSROOM EVACUATION

It is the responsibility of faculty to follow facility evacuation procedures as well as to notify their students of the procedures. Please read the following script on the first day of class in each of the locations where you will be teaching during the semester:

The fire alarm is a signal to vacate the building. Lights attached to audible signals will help notify the hearing impaired.

Evacuation maps are posted in each of the classrooms and office areas. Should evacuation be necessary when you are in this classroom, please exit the classroom, turn to your _____ and exit the building through the _____ entrance.

Please assist any disabled persons in evacuating the area.

We ask that you ensure your own safety first. You cannot assist others if you become a victim.

Zone Stewards, wearing fluorescent vests and ID tags, are authorized to clear the building. Each of them has been assigned a specific zone to evacuate.

As of spring 2011, the employees who are serving as Zone Stewards are: **Dena Wagner-Fossen, Ja Sweat, Quincie Lords, Kathy Meier, Dave Bonilla, E.J. Suek, Kirsten Bryson, Kyle Gillespie, Leah Habel, Pam Buckheit, Pat Schoenen, Joel Henderson**

Zone Steward Script for Clearing Rooms:

I am a Zone Steward and would like you to evacuate the building immediately. Please leave through the nearest exit and meet with others in the parking lot.

DO NOT leave Campus without leaving your name with a Zone Steward or Executive Team member.

If advised by person in charge of a LOCKDOWN, stay in your room. Take roll immediately, keep class roster at hand.

Lock classroom door and shelter away from doors and windows

Take protective action if building is threatened.

- Stay away from windows and outside walls.
- Take shelter under desks, tables, and heavy furniture.
- Move from under light fixtures and other suspended objects.

Shut off any electrical or gas appliances.

Be alert to developing threats such as broken water pipes or electrical wires. If advised to evacuate, keep class roster at hand to account for students.

ATTACHMENT F: CAMPUS INCIDENT REPORT



**Great Falls College MSU
INCIDENT REPORT**

Reporting Person: _____ Today's Date: _____

Phone: _____ Email: _____

Location of Incident: _____ Date & Time Incident Occurred: _____

Type of Incident:

Detailed Description of Incident (Attach Additional Sheets if Needed):

Names of Individual(s) Involved: _____

Injuries Sustained:

Outside Parties Notified?

Actions Taken:

Please return completed form to CFO:

2100 16th Ave S
Administrative Suite, G2
Great Falls, MT 59405

phone: 406-771-2271
fax: 406-771-4317
email: incidentreport@gfcmsu.edu

ATTACHMENT G: PROCEDURES FOR PROCESSING THREAT REPORTS

Threats made against Great Falls College MSU students, faculty, staff or administration, even in jest, will not be tolerated. In every case of a threat, the person who hears the remark should report it immediately to the Dean. The Dean, or designee, will determine which of the following levels apply to the situation and take the described action. Whenever a threat is documented, action will be taken.

If the threat is made by a person not associated with the College in any way, the Great Falls Police Department will be notified immediately, a police report will be filed and the College will request that the person be informed that he or she is not to return to campus. If threats are repeated, a court-ordered restraining order will be pursued by the College.

If the person making the threat is an employee of the College, the following disciplinary steps will be applied:

Level I

If the statement:

- Was made by a person with no previous history of violence or threats and was a spontaneous response as a result of a brief anger flare-up, *or*
- Was made well after any causal incident and the employee's intent/motivation is unclear

Then:

- The person may be suspended without pay for 1 – 10 days, depending on the nature of the incident and the individual's past and current behavior.

Level II

If the statement:

- Reflects a patterned, sustained response rather than a momentary flare-up, and
- Is made by a person with a previous history of violence or threats, *or*
- Indicates or reflects a plan, regardless of how often the threat has been made, *or*
- Suggests a long-harbored ill-feeling toward or resentment of the threatened individual

Then:

- The person's employment with the College will be terminated immediately.
- The individual will be instructed not to return to campus.
- Police will be notified.

If the person making the threat is currently a student, the following disciplinary steps will be applied:

Level I

If the statement:

- Was made by a person with no previous history of violence or threats and was a spontaneous response as a result of a brief anger flare-up, *or*
- Was made well after any causal incident and the student's intent/motivation is unclear

Then:

- The person may be removed from campus or suspended for 1 – 10 days, depending on the nature of the incident and the individual's past and current behavior. Should this be the chosen course of action, the student may ask for a hearing.

Level II

If the statement

- Reflects a patterned, sustained response, rather than a momentary flare-up, and
- Is made by a person with a previous history of violence or threats, *or*
- Indicates or reflects a plan, regardless of how often the threat has been made, *or*
- Suggests a long-harbored ill-feeling toward or resentment of the threatened individual

Then:

- The person will be immediately removed from campus, and if the statement or statements are verified, the person will be suspended indefinitely. The student may lose credit for the current term. Students may appeal to the Student Conduct Review Board and ask for a hearing.
- Police will be notified.
- A risk evaluation will be required, at the student's expense, before the student's return to campus will be considered. The risk evaluation must be performed by a psychiatrist, clinical psychologist, or a clinical social worker, who will submit a written report to the Admissions Committee for consideration.
- Further disciplinary action and/or continued risk evaluations at the student's expense may be required at the discretion of the Admissions Committee, depending on the results of the evaluation.

Level III

If the statements and surrounding context:

- Indicates a thought-out plan to harm one or more people.

Then:

- Police will be notified.
- The person will be removed from campus and, if the statement or statements are verified, the student will be expelled from the College for the semester in progress and for at least one full semester after the incident. The student may lose credit for the current term. The student may appeal to the Student Conduct Review Board and ask for a hearing.
- A risk evaluation of the student will be required, at the student's expense, before re-admission to the College is considered by the College's Admissions Committee. The evaluation must be performed by a psychiatrist, clinical psychologist, or a clinical social worker, who will submit a written report for consideration by the Admissions Committee. Further disciplinary action and/or continued risk evaluations may be required at the discretion of the Admissions Committee, depending on the results of the evaluation.

EMERGENCY PROCEDURES

If there is a true emergency DIAL 911 IMMEDIATELY
Non-emergency assistance is available by dialing 9999.

MEDICAL EMERGENCY

If the emergency is life threatening,
CALL 911 IMMEDIATELY

- Do not move a seriously injured person, unless they are in an unsafe area.
- Call 911 on any campus phone with the following information:
 - Location
 - What happened?
 - Location of injured?
 - Is injured conscious?
 - Is injured breathing?
 - Is injured bleeding?
- Stay with the victim.

FIRE

If you hear a fire alarm:

- 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.
- Shut off your room lights and close the door.

SEVERE WINTER WEATHER

- If conditions worsen during the day, schedule changes and closures will be announced.
- When a decision is made to close, you will be notified through GFC Alert via text, email and the College's website.
- Decisions to close for the day are usually communicated by 6 a.m.
- Use caution when traveling on roads, or walking on sidewalks.

UTILITY OUTAGE

All utility outages may be reported to Facility Services as soon as possible at 788-1188. If there is a potential danger to a building and/or occupants, dial 9999 on any campus phone.

DISTURBANCE

If the disturbance is life threatening,
CALL 911 IMMEDIATELY.

If you are a victim or a witness of a disruptive event:

- Call 9999 from any campus phone to reach a member of the campus Crisis Response Team.
- Provide your name, location and need for assistance. Stay on the phone and follow all instructions.
- Never endanger yourself needlessly or continue to argue with an angry person.
- Stay calm.
- If you can, remove yourself or the targeted person to his/her office/room and lock the door.
- Acknowledge anger, but calmly ask the disruptive person to leave.
- If the person still will not leave, advise them that the police have been called.

BOMB THREATS

Listen to caller carefully and write down what you are told. Always ask the caller when and where the device is supposed to activate.

Do not panic. The vast majority of phoned-in bomb threats are found to be false.

Call 911 immediately and report what the caller said. Stay on the phone with the operator.

Do not activate a fire alarm unless told to do so by the 911 operator. Building evacuation will be conducted only if ordered by the person in charge of the incident.

If you are told to evacuate, close your room door. Take purses, backpacks, and personal packages (as they could be mistaken for concealed explosives) and exit the building.

Move to the pre-designated assembly location for your area.

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.

LOCK DOWN

If the disturbance is life threatening,
CALL 911 IMMEDIATELY

A lockdown is immediate action taken in response to an active shooter or other life threatening incident

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.

In the event of any emergency situation, you may be notified and/or able to obtain information through the following methods, depending on the emergency:

- GFC Alert text message to your cell phone (pre-registration required at www.gfcmsu.edu/Alert)
- Email notification to your Great Falls College account
 - Campus phone system broadcast
 - Local news media
- Great Falls College website: www.gfcmsu.edu



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