

EMERGENCY PROCEDURES

ACTIVE SHOOTER

Active Shooter/Terrorist Event/Violence: How to respond when an active shooter is in your vicinity or other violence is occurring: Quickly determine the most reasonable way to protect your own life. Choose the most appropriate action for the situation – evacuate, hide out / lockdown / barricade or take action against the shooter.



RUN

Escape quickly. Leave belongings behind. Help others if you can. Alter others to stay away. Remember to take cell phones.



HIDE

Lock and barricade doors. Silence phones. Keep silent. Cover windows.



FIGHT

As a last resort, do what it takes to stay alive. Work together. Be aggressive.

CALL 911 WHEN IT IS SAFE FOR YOU TO DO SO

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

EARTHQUAKE

1. Drop, cover, and hold on!
2. Take cover under heavy desk or table, cover your head and neck, hold onto whatever you are under, and stay put until shaking stops
3. If there's nothing to hide under, inner walls or door frames are your next choice
4. Stay away from glass, hanging objects, and bookcases
5. Shield head and face
6. If outdoors, move away from buildings and utility wires

LOCKDOWN PROCEDURES

Follow for any event when you need to be protected from someone or something on the outside

1. If you are outside, go to closest safe building and closest room.
2. If you are already inside, stay in room.
3. Close and lock door and barricade if possible.
4. Close windows, drapes, and turn off lights.
5. Lie down on floor away from windows and out of sight if possible.
6. Remain silent and calm.
7. Communicate with authorities if possible.
8. Stay in place until all-clear is given by authorities.

BOMB THREAT

1. Call 911 but do not pull fire alarm
2. Follow evacuation procedures

EMERGENCY PROCEDURES

GENERAL

In any emergency, protection of all students, faculty and staff are a priority. Anytime the alarm sounds or you're instructed to evacuate, follow these instructions:

1. Follow evacuation route for that room/building
2. Close but do not lock doors unless necessary
3. Turn off equipment if safe to do so
4. Use stairs, not the elevator
5. Go to assigned assembly area
6. Do not go back into a building until given the all clear

FIRE

1. Pull fire alarm and follow evacuation procedures; sign in at assembly area
2. Call 911 from safe location
3. Call Environmental Health and Safety (EHS) at 4463 and Campus Security at 4357 (HELP)

If you're trained and the fire is less than the size of a garbage can, use a fire extinguisher!

HOSTAGE SITUATION

1. If you are not the hostage, call 911, Environmental Health and Safety (EHS) at 4463, Dean of Students at 4198 and Security at 4357 (HELP).
2. Remove uninvolved individuals to a safe location
3. Provide any information you have to authorities

HAZARDOUS MATERIALS INCIDENT

1. If in a lab and spill is small and manageable, wear personal protective equipment and clean appropriately. Notify EHS (4463)
2. If in a lab and spill is large, toxic or flammable, evacuate lab. Notify EHS (4463) and Security (4357) immediately.
3. If incident is large from railcars or trucks, follow instructions to shelter-in-place or evacuate.

ASSEMBLY AREAS FOR CAMPUS EVACUATIONS ARE POSTED IN EACH BUILDING

SHELTER IN PLACE PROCEDURES

Follow anytime there has been a large hazmat spill, radiation event, or other similar emergency

1. Move all people inside a building immediately.
2. Close all doors to the outside close and lock all windows, close drapes and blinds.
3. Close as many internal doors as possible.
4. Turn off all ventilation, heating and air conditioning systems. (Note: on campus, this has to be done by Physical Facilities.)
5. Extinguish all ignition sources.
6. Take shelter in upstairs, interior room without windows if possible.
7. If possible, seal gaps around windows, door, ventilation ducts or air conditioning units with duct tape, plastic sheeting, aluminum foil, towels, clothing, whatever you have available.
8. Tune into local radio or TV for information.
9. Stay in place until all-clear is given by authorities.

MEDICAL EMERGENCY OR PHYSICAL INJURY

1. Call 911 if you have an unconscious person or if someone requires immediate medical assistance.
2. Also call EHS at 4463 and Security at 4357 (HELP).
3. Send someone to meet emergency responders.
4. Administer first aid, CPR or AED (automated external defibrillator) if necessary and trained.



Emergency Notification System: Montana Tech uses REGROUP for our notification system. Be sure to use this link: <https://mtech.app.regroup.com/login> to update your information. A cell phone number must be provided to receive text messages.