

Appendix E

MSU POLICE

The Montana State University Police Department is a full service law enforcement agency with first responder responsibilities for the MSU campus for law enforcement, medical, fire and other emergencies. If a crime occurs contact the MSU Police Department at 994-2121; in the event of an emergency, dial 911. The MSU Police Department can also be contacted by email at police@montana.edu. For more information about University policies and procedures concerning disaster and recovery go to http://www2.montana.edu/policy/emergency_manual/. For incidents of criminal activity, stalking, bomb threat, explosion, fire, or earthquake please follow the procedures below. In the event of an officially declared emergency, the MSU website www.montana.edu will direct you to critical information.

1. Crime Reporting

An effective crime prevention program hinges on the efforts of the entire community. MSU's Crime Prevention Program encourages all members of our campus community to work together to make MSU as crime free as possible. One of the most important actions anyone can take is to report crime, suspicious persons, and potential problems as quickly as possible. Any victim or witness to a crime should report the crime so police can ensure public safety and conduct an investigation. Even if the victim declines prosecution, MSU Police need to know the details surrounding the event so action can be taken to preclude further incidents of a similar nature and to protect others from crime. Incidents involving injury to people or crimes against persons should **always** be reported to MSU Police.

Crimes can be reported in person by coming to the MSU Police Department located at the Huffman Building at the corner of S. 7th Avenue and Kagy Boulevard; by telephone at 994-2121 or 911; or by e-mail using the Silent Witness Program: switness@montana.edu.

Individually, you can help prevent crime on campus by taking a few precautions:

- Register your bicycle with MSU Police and lock your bike to a bike rack when not in use; [bicycle registration](#) is free.
- Keep expensive articles locked up and out-of-sight in your automobile.
- Use a common sense approach to protecting your valuables and either keep them in your locked residence or on your person; record serial numbers of expensive articles.
- Know who you are talking to on the [telephone](#) and be cautious of both telephone solicitations and a person(s) who approaches you for any reason.
- Keep only reasonable amounts of cash on hand and protect your credit cards and credit card numbers.
- Keep locker combinations and electronic passwords confidential.

2. Stalking/Harassment

Like domestic violence, stalking/harassment is a crime of power and control. Stalking/harassment is conservatively defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear" ([Tjaden and Thoennes, 1998](#)). Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or laying in wait for the victim, damaging or threatening to damage the victim's property,

defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim. If you are being harassed by another individual, file a report with MSU Police as soon as possible.

A. Harassing Phone Calls

Abusive, annoying, harassing, obscene, or threatening telephone calls are an unwarranted invasion of your privacy. You should contact MSU Telephone Services or MSU Police any time you receive a telephone call of questionable intent or origin. Do not give out information to anyone you do not positively recognize or who fails to identify themselves.

B. Threatening Calls

If you are threatened by a caller, immediately contact MSU Police. The police will either seek a court order for placement of a telephone trace procedure or, if determined not to be a life-threatening situation, law enforcement may refer the customer to the appropriate university office for a voluntary telephone number change or voluntary customer initiated trace procedure.

C. Telephone Trace Policy

MSU's Telephone Services Manager may place a telephone trap/trace on university telephones in situations where harassing/threatening calls are received by customers.

D. How Do I Reach the Police or Telecommunications Office?

If you are the victim of malicious calls or would like to request additional information on personal safety and security, contact the Telephone Services Manager in the Information Technology Center at extension 5050 or the MSU Police at extension 2121.

The MSU Telephone Services Office is open during regular university business hours, Monday through Friday, 8:00 am to noon and 1:00 to 5:00 p.m. except holidays, and may be reached at extension 5050. MSU Police are available 24 hours a day, seven days a week at extension 2121.

3. Active Shooter

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 MSU is extremely low, it is important that members of the 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.

A. Evacuating or Hiding

If there is an accessible avenue of escape, attempt to evacuate the premises. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. The safest place for you to be is inside of a secure room. To prevent an active shooter from entering your hiding place, lock the door and barricade it with heavy furniture. Silence cell phones and pagers and remain quiet. If it is not possible to hide or evacuate, remain calm and if possible, dial 911 to alert the police of the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

B. Taking Action Against the Active Shooter

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.

C. When Law Enforcement Arrives

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. Remain calm and follow the instructions of the responding officers.

D. 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

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.

Appendix F

BOMB THREAT

If you receive a bomb threat over the telephone:

1. Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your name?
2. Note whether the caller is male or female, any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used), and any background noise that you may hear.
3. When the caller hangs up, dial 911 and tell the MSU Police dispatcher all of the information you learned from the caller concerning the bomb and location. Be sure to give the dispatcher your name, office location, and telephone extension. Do not hang up until the dispatcher releases you.
4. After you have contacted the MSU Police Dispatcher, remain quiet about the threat and stay where you are until you are contacted by MSU Police. MSU Police, in cooperation with the Bozeman Fire Department, will give the order to evacuate the building if necessary.

**Montana State University
Bomb Threat Checklist**

CALL UNIVERSITY POLICE IMMEDIATELY – 911

Be Calm and Courteous, Speak Quietly and Firmly
Get all Information Possible from the Caller

1. What building? _____
2. When will it go off? _____
3. Where is the bomb? _____
4. What floor? _____
5. What part of the building? _____
(north, south, etc.)
6. What type of bomb? _____
(chemical, mechanical, electrical, trip)
7. What does it look like? _____
(size, shape, color, etc.)
8. Why was it placed there? _____
9. Name of person calling? _____
(if not given, note gender, age, etc.)

ALSO TRY TO NOTICE OTHER CHARACTERISTICS ABOUT THE CALL

1. Is the call long distance?
2. Voice characteristics?
(loud, soft, intoxicated, etc.; fast, slow, slurred, etc. foreign or regional accent)
3. Background noises?
(Quiet or party atmosphere; voices, music or office machines; street traffic, airplanes, etc.)

Person Receiving call: _____

Date: _____ Time: _____

Telephone # _____ Dept. _____ Supv. _____

Appendix G

GENERAL EMERGENCY MANAGEMENT

1. Explosions

If an explosion occurs somewhere in your building:

- A. Pull the nearest fire alarm to evacuate the building.
- B. Call 911 and tell the MSU Police dispatcher the location of the explosion and, if known, its seriousness and any possible injuries to personnel. Be sure to give the Dispatcher your name, office number and telephone extension. Do not hang up until the Dispatcher releases you.
- C. After you have completed the call, wait a safe distance outside the building until help arrives.
- D. Do not approach or come into contact with any downed utility lines or other damaged utilities.
- E. Direct responding emergency personnel to the explosion area and any personnel that might be injured.
- F. Assist in taking a head count of building occupants in order to help determine who may be trapped in the building. Communicate this information to the emergency response personnel.

2. Fire

A fire emergency may exist alone or in conjunction with another type of emergency (i.e. earthquake, chemical spill, explosion, criminal activity, etc.). Trained firefighters may not always be immediately available; however, even if they are not available, do not endanger yourself or others in an effort to put out a fire in your building unless you are confident that you can extinguish the fire safely, and have already reported the fire to 911.

If a fire occurs in your building:

- A. Pull the nearest fire alarm to evacuate the building.
- B. Call 911 and tell the MSU Police dispatcher the location of the fire. Be sure to give the dispatcher your name, office number, and telephone extension. Do not hang up until the dispatcher releases you.
- C. Spread the alarm. Know the exit routes and keep them open.
- D. Evacuate the building, closing doors and windows behind you to confine the fire and prevent drafts. Keep doors and windows free of obstructions. Do not use elevators.
- E. Assist the physically disabled or others requiring assistance to exit the building in an emergency.
- F. Disconnect electrical equipment on fire. Know the location of equipment switches and electrical panels. Keep area in front of all electrical panels open.
- G. If you should become trapped in the building, move to a room on an outside wall with a window. Place a towel or jacket, etc., at the bottom of the door to help prevent smoke from entering the room. Hang a towel, sheet, blanket or other large item from the window so it may be visible from the outside. If you have access to a phone that works, call 911 and give your location.
- H. Assemble a safe distance away from the building, utilizing your building pre-designated evacuation assembly point. Do not block driveways or areas to be used by fire or other emergency response units.
- I. Do not approach or come into contact with any downed utility lines or other damaged utilities.
- J. If you know the location of the fire, material involved, or other pertinent information, meet Fire Department personnel and provide them with all the information you have regarding the fire.
- K. Do not attempt to reenter the building until the Fire Department and a University official declares the building safe.

- L. Assist in taking a head count of building occupants in order to help determine who may be trapped in the building. Communicate this information to emergency response personnel.
- M. Know the location(s) where those not able to evacuate will likely take refuge – e.g., physically disabled persons may not be able to evacuate high-rise buildings.

3. Earthquake

MSU is in a high earthquake hazard zone. Earthquakes are unpredictable, may strike without warning and range in intensity from small tremors to severe shocks that may last from a few seconds to several minutes. Injuries usually result from falling debris rather than from the direct movement of the earth. Disruption of communication lines, light and power lines, and sewer and water mains can be expected.

If an earthquake strikes when you are inside:

- A. Stay inside (falling building elements present great danger).
- B. Watch out for falling plaster, light fixtures, glass, bookcases, etc.
- C. Stay away from windows and mirrors. Either take refuge under a table or desk, sit or stand against an inside wall away from windows, or stand in a strong inside doorway.
- D. Fire danger is greatly elevated after an earthquake.

If an earthquake strikes while you are outside:

- A. Avoid high buildings, walls, building parapets, power poles, and other objects that may fall. Move to open areas away from hazards.
- B. Do not approach or come into contact with any downed utility lines or other damaged utilities.

After the tremor is over:

- A. Check for injured people. Do not move seriously injured people unless they are in immediate danger.
- B. If you think that the building may have been damaged, evacuate. Aftershocks can level severely damaged buildings.
- C. Do not use the telephone except to report an emergency. If a call is necessary, dial 911 and report the emergency situation to MSU Police. Be sure to give the dispatcher your name, location, and telephone extension.
- D. Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
- E. Open doors carefully, watching for objects that may fall.
- F. Do not use matches or lighters and watch for fires that may have started.
- G. Keep streets clear for emergency vehicles.
- H. Be prepared for additional after-shocks.
- I. Assist in taking a head count of building occupants in order to help determine who may be trapped in the building. Communicate this information to emergency response personnel.

4. Lightning

Lightning causes more deaths than any other weather hazard, so keep the following safety rules in mind.

If the lightning threatens when you are inside:

- A. Stay inside and stay away from open doors or windows, radiators, metal pipes, sinks, and plug-in electrical objects such as radios, electric typewriters, lamps, etc.
- B. Do not use plug-in electrical equipment or the telephone.
- C. *If lightning strikes when you are outside:*

- D. Seek shelter in a building, if possible. If no buildings are available seek shelter in a ditch or ravine.
- E. When there is no shelter, avoid the highest object in the area and avoid being the highest object yourself. If only isolated trees are nearby, the best protection is to crouch or lie in the open, keeping at least as far away from the isolated trees as they are high.
- F. If you are wearing or carrying anything metal, get rid of it.
- G. If you feel an electrical charge (hair stands on end, skin tingles), lightning might be about to strike you. Drop to your knees and bend forward, putting your hands on your knees.

Note: Persons struck by lightning receive a severe electrical shock and may be burned, but they retain no electrical charge and can be handled safely. A person struck by lightning can often be revived by prompt application of CPR.

Appendix H

ENVIRONMENTAL MANAGEMENT

The following information regarding environmental management addresses only immediate emergency actions as a result of a spill or exposure to chemical or radiological materials. Please consult the Safety and Risk Management Web Site for other chemical and radioactive materials information and assistance: <http://www.montana.edu/wwwsrn/>

1. Chemical Spill

Various teaching, research and service activities at MSU require the use of a number of chemicals or hazardous materials that are potentially harmful if they are accidentally spilled. If a chemical spill occurs:

If the spill poses an immediate hazard to life or health, or is an immediate fire hazard:

- A. Evacuate the immediate area and close the door behind you.
- B. Pull the nearest fire alarm to evacuate the building.
- C. Call MSU Police at 911 and inform the dispatcher what type of chemical was spilled, the amount spilled and the exact location of the spill or fire (building, room number, etc.). Be sure to give the dispatcher your name, location, and the extension from which you are calling. Do not hang up until the dispatcher releases you. MSU Police will contact MSU Chemical Safety personnel to respond.
- D. After evacuating the building, occupants should gather, wait at a safe distance and follow the instructions given by emergency response and administrative personnel.

If the spill is small and does not pose a life safety or fire hazard:

- A. Contain the spilled chemical or hazardous material to prevent it from spreading. Prevent further spill or discharge of chemical or hazardous material. Do not let chemical or hazardous material enter drains or run along pipes or under walls where it may run into another room or to a lower floor.
- B. Use appropriate personal protective equipment when working with or near chemicals or hazardous materials. Evacuate all personnel from the immediate area of the spill and warn occupants in adjacent rooms.
- C. Call 911 and tell the dispatcher what type of chemical(s) or hazardous material(s) were spilled, the amount spilled, and the exact location (building, room number, etc.) of the spill. Be sure to give the dispatcher your name, location, and extension from which you are calling. Do not hang up until the dispatcher releases you. The dispatcher will contact the appropriate emergency response personnel.
- D. If injury occurs give appropriate first aid. If you have a copy of the appropriate Material Data Safety Sheet for the chemical or hazardous material involved, have it available for emergency responders.
- E. If qualified, initiate cleanup. If not, wait until Hazardous Material Management personnel arrive.

If the spill is outside a building:

- A. Take preventative measures to control the spread of the chemical.
- B. Take precautions to alert all others in the vicinity. Prevent anyone from coming into contact with the chemical or hazardous material.
- C. Call 911 and inform MSU Police of the situation.

2. Radiation Accident

In the event that someone is physically contaminated with radioactive materials; accidentally exposed to large sources of radiation (e.g., sealed sources or radiation producing machinery); or there is a spill or loss of control of radioactive material; or there is a fire in an area where radioactive materials are used:

- A. Call the Radiation Safety Officer at extension 7317 or 6888 during regular business hours. During off-hours call 911 and tell the MSU Police dispatcher the exact location of the incident (building, room number, etc.) and any details regarding the incident of which you are aware. Be sure to give the dispatcher your name, office/lab number and telephone extension. Do not hang up until the dispatcher releases you.

In case of major spill or ruptured source of radioactive material, proceed with the following:

- A. Contact the relevant authorities as directed above.
- B. Tell all personnel not involved in the spill to vacate the room at once.
- C. Attempt to contain the spill as much as possible.
- D. If the spill has occurred on skin, begin irrigating the exposed area with soap and warm water.
- E. If the spill has occurred on clothing, remove that clothing immediately and place in a discernable container (e.g., radiation-waste box) for further examination by the radiation Safety Officer. Use radiation detection instrumentation to ascertain whether skin contamination has occurred.
- F. Close all windows and shut off fans and air conditioners immediately.
- G. Vacate the room, but stay in an area outside the room until the Radiation Safety Officer arrives and determines the severity of the situation.

More detailed information regarding the circumstances addressed above may be found at the SRM

Web site: <http://www.montana.edu/wwwsrn/radiation.htm>

Appendix I

RISK MANAGEMENT

The following information is provided regarding reporting workplace injuries and illnesses and MSU's Early Return To Work program. Additional information regarding other risk management and insurance programs can be obtained at the SRM Web Site:

<http://www.montana.edu/wwwsrm/>

1. Workers' Compensation Claim Reporting Procedures

Each employee must report any work related accident or injury immediately to his/her supervisor, unless precluded by emergency medical treatment. The supervisor, with the employee's assistance, or without, if the employee is incapacitated, must complete the First Report of Injury and Occupational Disease form within 24 hours. If the employee is not available for signature, obtain a signature as soon as possible. If there is any reason to question the claim, the supervisor should check the appropriate box on the claim form and provide relevant information.

If an employee is hospitalized or is expected to miss work because of the injury/illness the supervisor must notify *MSU Safety and Risk Management* at 994-6888 immediately.

The First Report of Injury and Occupational Disease is available at:

<http://www.montana.edu/wwwsrm/Insurance/workerscomp.htm>. It is a web-based form and has to be printed after completion. Send the signed (injured employee and supervisor) original via campus or U.S. mail to: MSU Safety and Risk Management, 1160 Research Drive, Bozeman, MT 59718.

An injured employee requiring medical attention must notify his/her supervisor of treatment as soon as possible. Notification must include the name and phone number of the medical provider. Supervisors will maintain close contact and coordination with Safety and Risk Management for return to work activities and/or any temporary job modifications that may be needed.

Incident/Accident Investigations

The supervisor shall conduct an inquiry into the circumstances of every incident/accident. The inquiry should address all factors bearing upon the incident, including input from any applicable witnesses. Identify the root cause(s) of the incident and take corrective actions to prevent recurrence. Safety and Risk Management personnel are available to assist the supervisor in this investigation. In some cases the supervisor may be asked to complete a formal incident/accident investigation report.

3. MSU Early Return to Work and Modified Duty Program

A. What Happens If I'm injured at Work and Can't Do My Job?

After a work related injury your physician may determine that you can return to work in a modified or limited duty position. This is called an early return to work provision. A temporary position may be in your home department or elsewhere on campus.

B. What is a modified or limited duty position?

This is a position that meets the requirements your physician has set for you to heal properly. You will have certain restrictions that you and your supervisor will discuss together. Both of you will determine which parts of your regular job you can still do. If you are unable to do any parts of your regular job then your supervisor will look for other duties within your

department. If there are no tasks or duties available then Safety and Risk Management may work with you and your supervisor to place you in another campus position that can meet your temporary requirements.

C. How long will I be in this modified or light-duty position?

It depends how quickly you heal. Only your physician can release you to resume the tasks of your regular job. Safety and Risk Management will work closely with you until you are released.

D. What if my physician recommends therapy?

Your physician may recommend physical or occupational therapy during this time and you need to attend those sessions. It is to your advantage to make these appointments before or after work. But since they, like the early return to work program, are part of your recovery you may be released from work to attend such appointments.

E. Do I have to do this?

Yes – while it is not possible to develop modified duties or find another limited duty position that meets the needs of the university and the injured employee, you are required to work with Safety and Risk Management and your supervisor to evaluate each situation. (Also see http://www2.montana.edu/policy/early_return/early_return.htm) The benefits of the early return to work program are faster recovery, staying active in the work environment and maintaining your regular wages. It also maintains compliance with workers' compensation for you and MSU.