Blackfeet Community College

Emergency Response Protocols for Faculty & Staff
EMERGENCY RESPONSE PROTOCOLS FOR FACULTY & STAFF

I. Introduction

At Blackfeet Community College, safety is always a priority. In the event that we need to render assistance in an emergency, the Safety Committee has prepared this emergency procedures manual. We encourage you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

**BCC Safety Committee Members:**

<table>
<thead>
<tr>
<th>Karla Bird</th>
<th>Dee Hoyt AED</th>
<th>Smokey Henriksen</th>
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<tbody>
<tr>
<td>Joe Rutherford</td>
<td>Gaylene DuCharme</td>
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<td>Melissa Weatherwax</td>
<td>Helen Augare</td>
<td>Tara Hite</td>
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</table>

**Master Key Contact**

| 1. Joe Rutherford               | 406-845-3294          |
| 2. Gail Birdrattler             | 406-845-9371          |
| 3. Mark Galbreat                | 406-845-9400          |
| 4. Jay Longtimesleeping         | 406-781-7819          |
| 5. Gregory Salway               | 406-845-5883          |
| 6. Marlin Wippert               | 406-845-3714          |
| 7. Culture & Hope               | 406-338-3840          |
| 8. Nature Conservancy           | 406-470-8240          |

The purpose of this document is to provide members of the Blackfeet Community College campus with useful information regarding what to do in the case of emergencies that may occur on campus. These protocols are intended to safeguard human life and to preserve property in the event of fire or other emergency. The document is organized into a series of incident specific sections, each of which sets forth specific recommendations for the particular emergencies, and can be used in conjunction with the Emergency Evacuation Plan for your building.

**Basic Protocol Concerning Emergency Response for BCC Campus**

When necessary, CALL Police 338-4000 or 911. Contact Campus Security ext. 2263 (Joe) 406-845-3294 to respond. You may also contact maintenance for assistance in case of emergency ext. 2791 or one of the Emergency Medical/CPR-First Aid Trained people on campus.

**If you are witness to an emergency:** All incidents need to be followed up with Campus Security ext. 2263 (Joe) 406-845-3294 to meet required reporting criteria for annual security report.

**Issuing Timely Warnings**

Timely warnings are usually distributed for Clery-reportable locations and areas: very generally, Clery-reportable locations and areas include main campus facilities, other locations leased or controlled by BCC and public areas within or immediately adjacent to BCC campus. When BCC learns of a law enforcement report of a Clery crime or similar incident on or near campus, it is referred to the executive team leader or designee. Each such incident is considered on a case-by-case basis, depending on the facts of the incident and the information available to BCC, and evaluated as to the immediate, ongoing or serious threat to campus.

Timely warning notices are usually distributed and posted by the RAVE alert system. CFR 34 CFR 668.46 -
Institutional security policies and crime statistics.

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</tr>
<tr>
<td>Yellow Bird Woman</td>
<td>510 S E Boundary St</td>
</tr>
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<td>504 S E Boundary St</td>
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<tr>
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</tr>
<tr>
<td>Kutoyiss</td>
<td>515 S E Boundary St</td>
</tr>
</tbody>
</table>
I. Fire Code Red

Be Prepared
- Know the location of the nearest fire alarm pull box.
- Know the location of at least two exits from your workplace.
- Count the doors or work spaces between you and the exit. In a power failure or smoke condition it may be necessary to evacuate in the dark.
- College policy mandates total building evacuation whenever the building interior fire alarm sounds.

Immediate Actions
- Remain calm.
- Issue a warning to other occupants, and activate the building alarm.
- Once safely out of harm’s way, notify the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263; give the location and description of the fire.
- If conditions allow, provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to yourself.
- When possible, provide assistance to persons with disabilities. Notify the Police Department or BCC Campus Security if persons with disabilities are in the area and may need to be relocated.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. (Refer to P.A.S.S. on page 6). Do this only after the evacuation has started and the Police Department or BCC Campus Security has been notified (by activating the fire alarm or by calling 406-338-4000 or campus phone extension 2263).
- Feel door prior to opening, if cool, crack door open to look for fire, smoke or other signs of danger.
- If the corridor is passable, stay low to the floor, travel to the nearest exit and leave the building.
- Close all doors as you leave, take your keys with you so you can return if you encounter untenable conditions.
- Use the stairs; NEVER use the elevator when exiting the building.
- Once outside, proceed to your department’s designated gathering point at least 500 feet away from affected buildings. Stay there. Perform a roll call to ensure everyone is accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
- Notify the Police Department or BCC Campus Security or responding emergency workers of any injured or trapped persons remaining in your building.
- If requested, assist staff of the Police Department or BCC Campus Security as necessary.
- Do not return to an evacuated building until given the “all clear” by authorized staff.
If Trapped in a Building

- Remain calm.
- Call 406-338-4000 or campus phone extension 2263 for the Police Department or BCC Campus Security and provide your name, phone number and location and condition preventing you from leaving.
- Open, never break a window and hang a piece of clothing outside to mark your whereabouts for rescue workers.
- Stay at window breathing the fresh air as it enters.
- If smoke enters the window, close the window and stay close to the floor where the air is less contaminated with smoke.
- Periodically call-out loudly for help so rescue workers can locate you.
- Avoid flammable liquids, compressed gas cylinders, etc. that may be in your room.
- Close door and seal cracks to prevent smoke from entering. If possible, open window at top and bottom (never break the window).

Procedures to Follow if a Person’s Clothing Catches Fire

- If a person’s clothing is on fire, he/she must not be allowed to run, as this will fan the flames and cause a more serious burn. Remember! STOP DROP and ROLL. Clothing fires must be extinguished immediately in order to minimize skin burns.
- If necessary, knock the person to the floor and roll them over to smother the flames.
- If available, place the person under a shower, utilize a hose, use a fire extinguisher, or wrap him/her in a blanket or whatever is available to smother the flames.
- If possible, place clean wet cloth on burned areas, wrap the person warmly to avoid shock, and secure medical assistance by immediately calling the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263.
**Persons with Disabilities**

- It is suggested that individuals who use wheelchairs or who have a mobility-related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- During an emergency evacuation due to fire, building elevators should not be used.
- Evacuation may not always be necessary or advisable. If persons with mobility-related disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the nearest fire stairway landing on each floor of the building. Immediately notify the Police Department or BCC Campus Security staff or other rescue workers on-scene upon the arrival of persons with disabilities to the rescue area.

**P.A.S.S.**

**PULL - AIM - SQUEEZE - SWEEP**

1. **HOLD UPRIGHT. PULL RING PIN.**
2. **START BACK 10 FEET. AIM AT BASE OF FIRE.**
3. **SQUEEZE LEVER. SWEEP SIDE TO SIDE.**

**Using a Fire Extinguisher**

- Activate the alarm, and report the fire to the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263, before attempting to extinguish the fire.
- Use an extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt about your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
• To use the fire extinguisher, follow the **PASS** method:

  **PULL** the pin. This will break the tamper seal if a seal is applied.

  **AIM** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

  **SQUEEZE** the handle to release the extinguishing agent.

  **SWEEP** from side to side at the base of the fire until the fire is out. Wait in the area. If the fire Re-ignites, repeat the steps above.

• If one extinguisher is used and the fire is not extinguished, evacuate and close doors behind you as you exit.

• Portable fire extinguishers are located throughout the building. To report a discharged or damaged fire extinguisher, contact the Fire Department at 406-338-4000 or campus phone extension 2263.

**II. Medical Emergency ** **Code RED (911)**

• When encountering a person in need of medical attention, immediately notify the Police Department or BCC Campus Security at **406-338-4000** or campus phone extension 2263. Provide the Police Department or BCC Campus Security with your name, exact location and information regarding the nature and magnitude of the medical emergency (create a list next to the phone). If trained, provide appropriate first aid while awaiting the arrival of emergency responders. Remain with the person(s) requiring medical attention until assistance arrives. Get a map for each building to the EMS, Dispatch, Police Department, Sheriff and Fire Department

• Add the Defibrillator action here (AED)

  • **Contact Dee Hoyt**

• **Debrief, evaluation of the passed situation**
III. Gas Leak Code RED

General Info about Gas

- Natural gas, of the type piped into home heating and stove systems, is lighter than air and will rise.
- Natural gas is odorless. To make it detectable, an odorant similar to the odor of rotten eggs is added. The odorant is noticeable when there is as little as 1% gas in the air.
- Natural gas becomes flammable and will ignite if as little as between 5% and 15% gas is in the air and an ignition source is present. Ignition sources include pilot lights, sparks, matches, electrical switches, static electricity, and motors.
- Laboratory cylinders may contain a variety of gases, including toxic, explosive or asphyxiating gases, as well as non-hazardous materials, and should only be handled by trained personnel.
- Liquefied petroleum gases (e.g., bottled propane) are heavier than air and will travel along the ground.

Contact Authorities

- If a gas leak of any type is suspected, call the Police Department at 406-338-4000 or BCC Campus Security or campus phone extension 2263 from a safe unaffected area.

What to Do

- Remain calm. Shut off the source of the gas leak if immediately apparent, if it can be easily corrected (e.g., Bunsen burner, kitchen appliance), and if you have the knowledge and ability to do so without jeopardizing your personal safety.
- Evacuate the building/area.
- Identify persons with mobility related disabilities and assist them if possible.
- Leave ventilation systems operating. Ventilate the area.

Caution - What Not to Do

- Do not use the phone in the area of the leak.
- Do not turn light switches on or off.
- Do not activate the fire alarm system.
- Do not turn electrical equipment on or off.
- Do not use elevators in the area.
- Do not return to the evacuated area until advised to do so by the Police Department or BCC Campus Security.
IV. Bomb Threat/ Suspicious Package Code RED

If You Observe a Suspicious Object or Receive a Suspicious Package by Mail

Stop immediately!
- Do not open items further.
- Do not move items or place items in water.
- Do not shake or empty contents.
- Stay away from windows.
- Do not light matches.
- Do not turn light switches on or off.
- Move well away from the site of the hazard (if known) to a safe location.
- Leave doors and windows open.
- Use stairs; do not use elevators.
- Call the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263.
- Isolate the package, and evacuate the area.
- Wash your hands with soap and water.
- Meet responding Public Safety staff; provide them with specific info about the package, and names of any persons who came in contact with the package.

Potential Bomb
- Remain calm.
- Do not touch the object.
- Get rid of what you do not need, extra boxes, storage.
- Secure the immediate area around the object to prevent other persons from touching the object.
- Evacuate the area immediately.
- Notify the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263.

If There is an Explosion
- Take cover under sturdy furniture, or leave the building if directed to do so by Public Safety staff.
If You Receive a Bomb Threat by Phone

- Remain calm.
- If your phone has caller ID, record the number displayed.
- Try to keep the caller on the line long enough to complete the Bomb Threat Checklist available on the next page. If a Bomb Threat Checklist is not available, try to obtain the following information:
  A.) When is the bomb going to explode?
  B.) Where is the bomb located?
  C.) What does the bomb look like?
  D.) What type of bomb is it?
  E.) Why was the bomb placed?
- Try to record the exact words spoken by the caller
- Make note of the caller’s voice, language, and any background noise.
- Call the Police Department at 406-338-4000 or BCC Campus Security phone extension 2263.
Bomb Threat Checklist

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

EXACT WORDING OF BOMB THREAT:

Sex of caller:      Race:
Age:               Length of call:
Telephone number at which call is received:
Time call received:
Date call received:

CALLER'S VOICE

☐ Calm       ☐ Nasal
☐ Soft       ☐ Angry
☐ Stutter     ☐ Loud
☐ Excited     ☐ Lisp
☐ Laughter    ☐ Slow
☐ Rasp        ☐ Crying
☐ Rapid       ☐ Deep
☐ Normal      ☐ Distinct

☐ Slurred     ☐ Whispered
☐ Ragged      ☐ Clearing Throat
☐ Deep Breathing ☐ Cracking Voice
☐ Disguised   ☐ Accent
☐ Familiar (If voice is familiar, who did it sound like?)

BACKGROUND SOUNDS:

☐ Street noises ☐ Factory machinery
☐ Voices        ☐ Cruckery
☐ Animal noises ☐ Clear
☐ PA System     ☐ Static
☐ Music         ☐ House noises
☐ Long distance ☐ Local
☐ Motor         ☐ Office machinery
☐ Booth         ☐ Other (Please specify)

BOMB THREAT LANGUAGE:

☐ Well spoken (education) ☐ Incoherent
☐ Foul                    ☐ Message read by threat maker
☐ Taped                   ☐ Irrational

REMARKS:

Your name:
Your position:
Your telephone number:
Date checklist completed:

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V. Hazardous Materials Code RED

Emergency Procedures for Hazardous Substance Spills:

Any spill of a hazardous substance must be reported immediately to the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263. The Police Department or BCC Campus Security will immediately contact Environmental Health & Safety at (212) 854-8749.

- Provide any information you may have as to the location and extent of the spill, and as to the chemicals involved or stored in the area.
- Stop the SOURCE of the spill if possible, but DO NOT attempt to clean up the spill yourself unless you are properly trained.
- Don’t endanger yourself or others.
- Remove any victims from the area ONLY if it can be done safely, and evacuate the area.
- If chemicals come in contact with your skin, immediately flush the affected area with clean water for at least 15 minutes.
- Persons who may be contaminated by a spill/release are to:
  
  A.) Seek medical attention immediately.
  B.) Avoid contact with others.
  C.) Alert responder’s/emergency personnel of the injury.
  D.) Try to obtain the SDS for chemicals involved to provide to emergency responders.
  E.) Use disposable gloves

- Aid victims if possible until emergency help arrives.
- Make yourself available to supply critical information.

Emergency Procedures for Fumes/Vapors

- If the presence of harmful/irritating fumes is suspected, the affected area should be evacuated. Don’t endanger yourself or others.
- Remove any victims from the area ONLY if it can be done safely, and evacuate the area.
- If possible, aid victims outside of affected area until emergency personnel arrive.
- Use a telephone away from the affected area and notify the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263. The Police Department or BCC Campus Security will immediately contact Blackfeet Environmental Office at 406-338-7421.
- It may be possible to ventilate an affected area by opening windows and or activating exhaust fans, provided such an action is undertaken by trained personnel and does not exacerbate the situation or put personnel in harm’s way while attempting to ventilate.
VI. Best Practices for Campus and School Lockdown Procedures

During campus emergencies it's vital that students and faculty are prepared to react quickly. Recent emergency situations in schools and on school campuses have caused many schools to re-evaluate their lockdown procedures. A school lockdown is issued when there is a threat to students and school staff and faculty members. Most campuses have different categories of school lockdown procedures. Types of lockdowns include:

- **Shelter-in-Place** – Usually an external health hazard where building evacuations are not recommended.
- **Internal Threat** – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- **External Threat** – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- **Full Lockdown** – This scenario involves a serious threat that requires immediate action.
- The types of events that require lockdowns include situations such as the following:
  - Active shooter
  - Hostage situation
  - Riots
  - Police activity nearby

School lockdown procedures require the cooperation of the faculty, staff and students. While every school will have their own unique set of rules in their lockdown procedure, the following are general guidelines and best practices for having an effective lockdown.

Faculty & staff should do the following if a lockdown is ordered:

- Lock all doors and windows immediately. If a door can’t be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.
Students should abide by the following rules during a school lockdown:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.

Throughout the school year, the school will have practice drills so that students and staff become familiar with the emergency procedures. By knowing the lockdown procedures, and taking the practice drills seriously, you can keep yourself and others safe.
VII. Hostile or Violent Person Code Black

If you witness any armed individual on campus at any time, immediately call 911. When you see something out of place, a suspicious abandoned package or someone in a building who shouldn’t be there, you need to act and notify Security Officer of your concern. While no policy or protocol is fail-safe, we recommend that in the event of a violent situation you take the following actions:

Assess the situation
1. If it is possible to flee the area safely and avoid danger, do so.
2. If you are not in the immediately or adjacent area, seek safety within a building or room, close and lock doors and windows, turn lights off and stay quiet and hidden.
3. Call Security at ext. 2263 and the police at 911.
4. Get the word out to others.
5. Get on the floor behind a desk, remain silent.
6. Wait for instructions i.e. RAVE Alert text message, email, or voice announcements from a known authorized voice.
7. Be aware there may be more than one source of active danger.

If the danger is outside the building:
- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get all students on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be false and designed to give false assurances.

If the danger is inside the building:
- If it is possible to flee the area safely and avoid danger, do so.
- Contact Safety and Security with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

If the danger comes into your class or office:
- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, and call 406-338-4000 or 911 if that seems practical.
- Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active danger.
- Wait for the “all clear” instruction.
• In a shooting situation, the Safety and Security is in charge until emergency response personnel are on the scene.
• Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
• In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

**Hostile or Violent Person**
• Initiate immediate contact with Security ext. 2263 to ensure that a timely response is begun before the situation becomes uncontrollable.
• Leave the immediate area whenever possible and direct others to do so.
• Contact Security at ext. 2263 and 911 as soon as possible
VIII. Active Shooter Incident Code Black

In the unlikely event that an Active Shooter Incident should occur on campus, the College may utilize multiple notification methods such as RAVE text messaging, campus wide e-mail, or building PA systems, to alert BCC community of an active shooting incident. If an event occurs, you should be prepared to Run, Hide, or Fight.

Immediate Actions

- **RUN.** Evacuate the premises if possible; leave belongings behind. If event occurs outside, take immediate cover indoors away from the active shooter(s).
- **Help others escape if possible, but do not wait if they are hesitant.**
- Prevent others from entering area and contact authorities when safe and able to do so.

If Escape is Not Possible

- **HIDE.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you and where you won’t trap or limit your movement.
- Lock and barricade doors.
- Take adequate cover/protection, conceal yourself behind concrete walls, thick desks, or filing cabinets.
- Turn off lights, close blinds, and block windows.
- Silence cell phones, turn off radios and computers.
- Keep occupants calm, quiet, and out of sight.
- Stay low – on the floor and call authorities if able.
If Hiding is Not Possible

- **FIGHT.** Be prepared to fight as aggressively as you can; your life depends on it.
- Enlist others to join you.
- Attempt to incapacitate the shooter using whatever weapons are available. Improvise, using chairs, waste baskets, umbrellas, and paper weights etc. to use against the active shooter

**Police Response**

- Remain calm and follow officers’ instructions.
- The officers’ objective is to engage and neutralize the shooter(s) immediately.
- Put down any items in your hands and raise your hands and spread your fingers.
- Keep hands visible and avoid pointing, screaming and yelling.
- When shooter is neutralized, responders will facilitate follow-up medical care, interviews, counseling, and will begin an investigation.

**Contact Authorities**

Call 911 for Police and 406-338-4000 or campus phone extension 2263.

**What to Report**

- Report your specific location – building name and room number.
- Number of persons at your specific location and injuries – number and type of injuries.
- Assailant(s) location, number of assailants, race/gender, physical description, clothing description, type and number of weapons, backpack, shooter’s identity, if known, whether separate explosions occurred other than gun fire.
IX. Natural Disaster Response Code YELLOW

Severe Weather Preparedness
Public Safety will initiate notifications when severe weather bulletins are issued for the immediate area. The safest place to be during severe thunderstorms and tornadoes is inside a secure structure, since most damage occurs as a result of broken glass and flying debris.

Winter Weather Advisory/Snow
- Check for school closings at the news sources, CU website, and on your email and voicemail.
- Sign up for RAVE and update.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION WHEN SEVERE WEATHER STRIKES

Glossary of Terms

Tornadoes/Thunderstorm/Wind Watch
- Normal operations will continue.
- Employees should keep a close eye on changing weather conditions and be prepared to take action when necessary.

Tornado/Thunderstorm/Wind Warning
- A hazardous condition stated has been spotted or identified on the radar.
- When these conditions immediately threaten the campus, the Public Safety Department will make notifications. (i.e. Text message, email, web page, etc.)

Blizzard Warning
- Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Flood Warning
- Flooding is occurring, or will occur soon; if advised to evacuate, do so immediately.

Flash Flood Watch
- Flash flooding is possible. Be prepared to move to higher ground.

Flash Flood Warning
- A flash flood is occurring; seek higher ground on foot immediately.
Tornado
- **If inside:** go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- Call Public Safety at 406-338-4000 or campus phone extension 2263 to report any injuries, or property damage.
- **If outside:** lie flat in a ditch or depression and cover your head with your hands.
- **If in a moving vehicle:** Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion.
- If your vehicle is hit by flying debris while you are driving, pull over and park.
- If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Earthquake
- **Indoors:** Get under sturdy desk or table and **HOLD ON**.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay away from glass, windows, light fixtures or anything else that could fall and injure you.
- Stay inside until shaking stops and it is safe to go back outside. **DO NOT** exit a building while it is shaking.
- **DO NOT** use elevators.
- **Outdoors:** **MOVE AWAY** from buildings, streetlights, and utility wires as most injuries occur as a result of falling debris.
- Stay there until shaking stops.
- If in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping under buildings, trees, overpasses, and utility wires.
X. Major Water Leak/Flood Code GREEN

Identify the Source

- If you know the source of the water and are confident of your abilities to stop it (i.e. unclog a drain, turn off water, etc.), do so cautiously.

Protect from Water Damage

- Cover large objects with plastic sheeting. Carefully remove small or light objects out of the emergency area.

Provide Assistance

- Provide assistance to persons with mobility related disabilities. Notify the Police Department or BCC Campus Security if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.

Use Caution

- If there are electrical appliances or electrical outlets near the leak, use extreme caution.
- If possible, turn off electrical circuit breakers to the area.
- Avoid standing in flood water, as it can carry electrical current.
- If there is any possible danger, evacuate the area.
- Flood water can be contaminated. Avoid contact with sewer water, as it poses a potential health risk.
- Avoid walking through flooded areas. As few as six inches of moving water can knock a person down.

Contact Authorities

Call 406-338-4000 or 911 for the Police Department.

Call 406-338-5441 or campus phone extension 2263 for campus security.

What to Report

Report your name, phone number, and the location and severity of the leak or flood.

Indicate whether art collections, books, or other valuables are involved or are in imminent danger.

Report any persons with disabilities who are in the area and may need to be relocated.
XI. Power Outage [Code GREEN]

Immediate Actions
- Remain calm.
- Notify the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263.
- Provide assistance to persons with mobility related disabilities. Notify the Police Department or BCC Campus Security if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.
- Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.
- Proceed cautiously to an area that has emergency lights.
- Do not light candles or other types of flames for lighting.

If Trapped in an Elevator
- Remain calm.
- Public Safety Officers and/or the emergency services will be dispatched to your location to assist you.

What to Report
- Report your location, name, and telephone number, and the location of the power outage.
- Report the extent of the power outage, if known.
- Report any persons with disabilities who are in the area and may need to be relocated.

Persons with Disabilities
- It is suggested that individuals who use wheelchairs or who have a mobility related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- During an emergency evacuation due to a power outage, building elevators should not be used. Contact the Police Department or BCC Campus Security for assistance evacuating during a power outage.
XII. Civil Disturbance/Demonstration

Campus Demonstrations

Most campus demonstrations such as marches, meetings, picketing or rallies will be peaceful and non-obstructive and should not be interfered with. An immediate notification should be made to the Police Department or BCC Campus Security for any of the below conditions:
A. INTERFERENCE with normal operations of the College.
B. PREVENTION of access to office, buildings, or other College facilities.
C. THREAT of physical harm to persons or damage to College facilities.

Peaceful, Non-Obstructive Demonstrations

- Notify the Police Department at 406-338-4000 or BCC Campus Security phone extension 2263 with details and information.
- Do not interrupt or become involved with the participants.
- Efforts should be made to conduct College business as usual.

Non-Violent, Disruptive Demonstrations

- Notify the Police Department or BCC Campus Security at 406-338-4000 or campus phone extension 2263 with details and information.
- Do not interrupt or become involved with the participants.
- In the event that a demonstration blocks access to College facilities or interferes with the operation of the College the demonstrators will be asked to terminate the disruptive behavior pursuant to the Rules of College Conduct.
- The Police Department or BCC Campus Security will monitor the situation to help ensure the safety of all. Any further intervention will be made in accordance with the Rules of College Conduct.

Violent, Disruptive, Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent:
  A. Notify the Police Department at 406-338-4000 or BCC Campus Security phone extension 2263.
  B. Do not interrupt or become involved with the participants.
  C. If indoors, close all doors and windows, lower blinds, stay in groups, await updates from the Police Department or BCC Campus Security. If evacuation is necessary, follow instructions and announcements.
  D. If outdoors, immediately leave area, stay in groups, and seek shelter indoors.
- The Police Department or BCC Campus Security in conjunction, will alert and update the CU community, students, staff and faculty on developments and conditions of the event via e-mail, text message, etc.
Appendix I.

Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Police Dispatch</td>
<td>406-338-4000 or 4001</td>
</tr>
<tr>
<td>Sheriff Dispatch</td>
<td>406-873-2711</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>BCCL Treatment Center</td>
<td>406-338-7660</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>406-338-2408</td>
</tr>
<tr>
<td>Homeland Security</td>
<td>406-338-7667</td>
</tr>
<tr>
<td>Honor Your Life</td>
<td>406-338-5563</td>
</tr>
<tr>
<td>Nurturing Center</td>
<td>406-338-7026</td>
</tr>
<tr>
<td>BSP Health Center</td>
<td>406-338-7912</td>
</tr>
<tr>
<td>FBI-Sherby</td>
<td>406-424-8411</td>
</tr>
<tr>
<td>Northern Winds Recovery Center</td>
<td>406-338-5558</td>
</tr>
<tr>
<td>Indian Health Services ER</td>
<td>406-338-6161</td>
</tr>
<tr>
<td>Behavioral Health &amp; SS</td>
<td>406-338-6146</td>
</tr>
</tbody>
</table>

RAVE

Register for approved Blackfeet Community College emergency communications and other important information via text message and email.  https://www.get rave.com/login/bfcc

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787

IF THE STUDENT CHANGES THEIR NUMBER IT’S UP TO THEM TO UPDATE THE NEW NUMBER WITH RAVE
Appendix II.

Emergency Plan Procedures – Classroom Poster

- The poster depicted below, sets forth a brief description of the actions taken during emergencies.

Poster goes here
IMPORTANT PHONE NUMBERS

FIRE-EMT - AMBULANCE:  911 OR 338-2481

BROWNING POLICE DEPARTMENT:  911 OR 338-4000

BROWNING MIDDLE SCHOOL:  338-2725

SCHOOL TRANSPORTATION:  338-2952

HOME LAND SECURITY:  338-7667
Emergency Protocol for: LOCKDOWN

1) **Admin or Custodial Personal will VERBALLY Announce**
   - "WE ARE NOW IN LOCK DOWN" and location

2) **STAFF WILL LOCK ALL DOORS:**
   - Black paper on window: SAFE
   - No paper: DANGER

3) **ALL CHILDREN WILL GO TO DESIGNATED SAFE AREA. OUT OF SIGHT FROM ALL WINDOWS.**
   
   **TEACHERS PLEASE REMAIN CALM**

4) **ALL CHILDREN NEED TO REMAIN QUIET**

5) **DO NOT OPEN DOORS FOR ANY PERSONS INCLUDING STAFF**

6) **WAIT FOR INSTRUCTIONS TO BE ANNOUNCED**

7) **WHEN LOCK DOWN CODE IS CLEARED**
   a) BCCC Admins will announce STAND DOWN
CODE BLACK - VIOLENCE

1) Announce "CODE BLACK" and state location
   a) Admin and Maintenance staff will respond
   b) The reporting person who announced the CODE will then call 911 or local police station at 338-4000
   c) Contact BCC Security JOE RUTHERFORD asap at 845-3294

2) When connected to 911 or local Police Station- (STATE THE EMERGENCY)
   (BE SPECIFIC)

3) FOLLOW Procedures for LOCK DOWN
   a) CODE BLACK automatically calls for LOCK DOWN PROCEDURE (Please follow Lock Down Procedure

4) When the code BLACK is cleared:
   a) Announce CODE BLACK (STAND DOWN). Meaning that it is all clear to resume normal activity.
CODE: **BLUE** *(HEALTH EMERGENCY)*

1) CALL 911 (The person directly involved in the incident)
   a) Provide child's name, age, and give full detail of the incident
   b) Give location, BE SPECIFIC (Blackfeet Community College 504 SE Boundary Street, #29 BCC RD, Little Star Building, Browning, MT 59417)
   c) CALL BCC SECURITY JOE RUTHERFORD AT 845-3294 ASAP
   d) All admin staff will respond immediately

*****TEACHING STAFF PLEASE REMAIN CALM!!!!!!

2) Announce CODE **BLUE**- Teacher responding steps out of the room and yells Code Blue notifying all Admin staff asap
   a) Give exact location (ex: CODE BLUE)
   b) All admin staff will respond immediately

3) **CONTACT PARENTS**
   a) PLEASE REMAIN CALM (we don’t want to get the parents in a panic)
   b) Give report to parents and let them know that the ambulance is on its way
   c) If ambulance transports child to the ER, the Health Personal and Teacher will go with the child.
4) **WHEN CODE BLUE IS CLEARED**

   a) Announce "CODE BLUE STAND DOWN" Meaning that it is all clear and we can resume NORMAL activity.
   
   b) If any further instructions are needed it will be announced.

   c) Please keep all children involved in normal activities and do not get the children in a panic, remain calm and in control of the situation!!!!
Code **PINK**: MISSING CHILD CODE

1) Announce "CODE PINK" and state the location  
   a) Be specific what area: MOBILE, TODDLER OR INFANT ROOM. Admin  
      announcing will notify all classrooms.

2) Reporting staff member will then call 911 and state the emergency. Parents will  
   also be notified.
3) Contact BCC Security JOE RUTHERFORD asap at 845-3294

4) Reporting staff member will then call 911 and state the emergency. Parents will  
   also be notified.

5) Close all EXIT doors. Main entrances will be locked by the maintenance if they are  
   not available admin staff will lock down.
DOWN.

8) When the situation is resolved, Administration will announce code PINK-STAND.

7) Admirs will meet in the entry way and coordinate with your team.

6) Reporting staff member will meet with the Administration and give a description

5) No cars will be allowed to exit the campus at this time.

4) The parking lot will be immediately covered as well as the playground area.

3) The Administration will report to classroom to assist teachers.

2) All missing Child.

1) Reporting staff member will coordinate with the Admissions and give a description.
Code **GREEN** - BOMB

The person calling the code will also call 911

1) Announce code GREEN and give location
2) Call 911 state the emergency and be specific
3) The reporting person who announced the CODE will then call 911 or local police station at 338-4000
4) Contact BCC Security JOE RUTHERFORD asap at 845-3294

a) EVACUATE BUILDING TO THE DESIGNATED AREA- Take your attendance and contact sheets with you.
b) Roll call- children and staff.
c) Admin will bring roster for 0-5 staff (sign-in sing-out)
d) The BCCC reporting person will contact Browning Middle School letting them know that we are having a code GREEN-BOMB threat and that we will be utilizing their gym for the Blackfeet Community Childcare.
5) Parents Contact information will be available at THE RADIO STATIONS-FM107.5 AND 96.7 Information will also be posted VIA: Blackfeet Nation Facebook page.
6) All BCCC 0-5 staff need to STAY until all 0-5 CHILDREN ARE SAFELY RETURNED HOME.
7) THE BCCC DIRECTOR WILL ANNOUNCE CODE GREEN STAND DOWN ALL 0-5 STAFF IS THEN RELEASED TO RESUME NORMAL ACTIVITIES.

Code **RED**- FIRE/GAS LEAK

1) ANNOUNCE “CODE RED” AND LOCATION
2) CALL 911 AND REPORT EMERGENCY, BE SPECIFIC
3) CALL BCC SECURITY JOE RUTHERFORD AT 845-3294 ASAP

A) Take attendance and contact sheets because you will not be allowed to re-enter the building.
B) If buses are not available go the nearest evacuation site. (BMS)
C) Roll call – children and staff
D) All admins will bring roster for 0-5 staff (sign in and sign out)
4) The BCCC reporting person will contact Browning Middle School letting them know that we are having a code RED-FIRE/GAS LEAK threat and we will be utilizing their gym for the BCCC.
5) Parents contact information will be available at THE RADIO STATIONS- FM 107.5-96.7. Information will also be posted on the BLACKFEETNATION Facebook page.
6) All BCCC 0-5 staff need to stay until all 0-5 children are safely returned home.
7) The BCCC director will announce code RED STAND DOWN- all 0-5 staff is then releases to resume normal operations.