

All-Hazards Emergency Procedures

Reporting an Emergency

When calling 9-1-1. Give the following information, as calmly and precisely as possible:

- **Your full name and the telephone number from which you are calling.**
- **The nature and location of the emergency. (also provide information regarding suspects, weapons, etc., if appropriate)**
- **Your location – the address or building, the room number, area or department.**
- **What you know of the number of injured people and their injuries.**

Do not hang up until the person answering the call ends the conversation. Responders may need more information. Have someone contact the campus emergency coordinator at **(406) 270-4555**.

If it is safe, designate someone to meet emergency personnel at the entrance to the building.

Do your best to stay calm, assess the situation, and protect yourself.

Other important safety tips.

- If possible, locate at least two emergency exits in your area.
- If it's dark and you have a flashlight, keep it handy.
- Use the telephone only for emergency purposes.

Get to a safe place (evacuate or secure-in-place).

- Leave the building immediately if you hear an alarm, if requested by authorities, or if the building seems unsafe.
- Do not enter an elevator in emergencies or attempt to force open elevator doors.
- Warn others around you and assist them if trained to do so.
- Do not expose yourself or others to risk in trying to save personal or college property.
- As you move, beware of things that could be damaged, unstable structures or loose debris, exposed wires, chemical vapors or spills, smoke, and other such hazards.